Teaching Facility Instructions
Urban Affairs GUA-3202

Instructor Packet
Last Updated: 8/2013

Primary Support: 8am-5pm (Monday-Friday)
Computer Facility Supervisor:
Darrell Lutey
Email: darrell.lutey@unlv.edu
Phone: 702-895-0763

Secondary Support: After Hours (8am-12am 7 days)
OIT Helpdesk - http://oit.unlv.edu/help/it-help-desk
ithelp@unlv.edu
702-895-0777

Audio Visual Support: (Monday-Friday 8am-10pm):
Classroom Technology Services –
http://oit.unlv.edu/classroom-technology/classroom-technology-services
702-895-0771

Guest Computer Login/Passwords for the Teaching Facility:

There are no login’s to the computers – they automatically login.
Computer Teaching Facilities Overview:

The computer labs workgroup within OIT maintains a number of computer teaching facilities - https://oit.unlv.edu/labs-classrooms/labs/Computer+Teaching+Lab. Each facility has Internet access, the latest productivity software, class specific software, and Audio Visual capabilities (typically projector, audio system, document camera, VCR/DVD).

Responsibilities/Rules:
When an instructor utilizes one of our teaching facilities, the following operating procedures are expected to be enforced by the instructor:
- Follow UNLV and NSHE computing policies
- No food or unsealed drinks in the teaching facilities
- Instructor should be present at all times while the facility is in use.
- Before leaving the room, turn off the projector and lights
- Make sure the lab is locked and secure when leaving (students cannot be left unattended in lab)

Accounts:
In the Greenspun Computer Labs (GUA 1125/1126 and 3202), there are not accounts required to login to the computers. If for some reason a station is asking you to login, simply restart the computer.

Software:
All of the teaching facilities on campus have standard software listed below:
Microsoft Office
Internet Explorer (only PC labs)
Adobe Creative Suite
SPSS

To determine what’s installed in this teaching facility, go to https://oit.unlv.edu/labs-classrooms/labs/gua-3202

To request a specific software application be installed, contact Darrell Lutey at 895-0763 or darrell.lutey@unlv.edu. Please put in your request at least 3 weeks prior to the start of the semester, and we will need proof of licensing for any software installed in the lab. See our software installation policy at: http://oit.unlv.edu/about-oit/software-installation-computing-facilities

Printing:
Each teaching facility is equipped with a B/W laser printer. The only maintenance instructors are required to perform is refilling the paper as necessary. Only the paper provided may be used.

Students are not charged for printing in the Greenspun Labs (Paper and Toner are provided by the department).
If prints begin to fade, printing fails, or have error messages on the printer, please contact your computer facility supervisor – Darrell Lutey, right away.

**Support:**

- The primary support person for the facility is Darrell Lutey, assigned Computer Facility Supervisor. Typically Darrell is available from 8am-5pm Monday-Friday, darrell.lutey@unlv.edu phone 895-0763.
- Audio Visual support is handled Classroom Technology Services and is available 8am-10pm Monday-Friday. They can be contacted at 895-0771.
- You can also contact the helpdesk at 895-0777 or email ithelp@unlv.edu between 8am-12am 7-days per week throughout the semester.

**Marlock Card Access:**

Your department will ensure that you have access to the teaching facility. Please ensure you contact your departmental administrative assistant prior to teaching in a teaching facility.
Audio Visual Support (8am-10pm Monday-Friday):
http://oit.unlv.edu/classroom-technology/classroom-technology-services

Classroom Technology Services - is responsible for the Audio Visual (Projector, Document Camera, VCR/DVD, Audio System) in the room. Should you have any problems with the audiovisual system, please contact them at 895-0771. Below are the Basic Instructions for using the audio visual equipment in the room.

**USE THE MULTIMEDIA PROJECTOR**

1. From the Main Menu, under Projector Power, select On. It will take a few minutes to warm up.
2. Select Off when done.

**SHOW THE COMPUTER SCREEN**

1. Make sure computer is turned on.
2. On the Main Menu, select PC.

**ADJUST THE VOLUME IN THE ROOM**

From the Main Menu, under Volume, press and hold the up and down arrows.

**SHOW THE DOCUMENT CAMERA**

1. Turn on the document camera (switch is on upper right hand corner) and unfold the arms.
2. From the Main Menu, select Doc Cam.

**USE THE VCR**

1. Turn on VCR.
2. Insert and play tape.
3. From the Main Menu, select VCR.

**SHOW A DVD**

1. Turn on DVD player.
2. Insert and play DVD.
3. From the Main Menu, select DVD.

**USE THE MICROPHONE**

From the Main Menu, select Mic Mute to unmute the microphone.

**CONNECT A LAPTOP**

1. Determine whether or not you have a VGA or DVI-D connection on your laptop. Most PCs are VGA. Many Macs are DVI and require a user supplied adapter.
2. Plug in VGA or user supplied Mac DVI connector into your laptop VGA port or video port adapter.
3. Plug in mini audio cable into the headphone port of your laptop.
4. On the Main Menu, select Laptop.

**CONNECT OTHER DEVICES**

**IPod**

1. Connect the audio mini plug to the headphone port on your device.
   You will need to provide an adaptor if using a first generation iPhone. Other adaptors may be necessary.

2. On the Main Menu, select Laptop.

**LASERDISC or VIDEO CAMERA**

1. Plug in the yellow-taped video cord and the red-taped and white-taped audio cords. If you only need one audio cord, plug in either one of the audio cords.
2. On the Main Menu, select Aux Video.