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Support:

Primary Support: Matthew Buk
Title: Computer Facilities Supervisor, Lead
Office: BEH 239a
Phone: x52459 (o) – forwards to cell
email: matthew.buk@unlv.edu

Secondary Support: IT Help Desk
Phone: (702)895-0777
email: ithelp@unlv.edu
http://oit.unlv.edu/help/it-help-desk

Audio Visual Support: Classroom Technology Services
Phone: (702)895-0771
https://oit.unlv.edu/classroom-technology/classroom-technology-services

Computer Accounts:

Faculty/Students:
Computers in this facility authenticate to the OIT managed Active Directory. In order to login on facility computers, Faculty and Students may use their ACE account. To activate your ACE account, visit the lab and follow the directions on the login wallpaper, or visit http://ace.unlv.edu. You will need to login with your MyUNLV credentials and will need to setup your secret questions/answers for later password recovery. Once activated, you may restart the system to login with your new credentials.

Guests:
Contact Matthew Buk (above) for guest account credentials for this facility.

Facility Overview:
This facility is used primarily for scheduled UNLV academic courses, and is available to students when classes are not scheduled. Additional General Use Computer Lab locations are available to all UNLV students during posted hours.

Rules and Responsibilities:
In order to maintain the facility and ensure availability as well as usability, Instructors are expected to enforce the following:

- No unsealed food or unsealed drinks are allowed in the facility
- Before leaving the room, turn off the projector and lights if you are the last to vacate
• Ensure the lab is locked and secure when leaving, including the doors in both rooms
• Students should pick up after themselves when they vacate
• Report computer and/or facility problems to Matthew Buk (matthew.buk@unlv.edu)
• Follow UNLV and NSHE computing policies:
  o Computer lab rules
  o UNLV Computer Use Policy
  o NSHE Computer Use Policy

Software:
A list of installed software can be found at https://oit.unlv.edu/labs-classrooms/labs/TEC-113
To request a new software installation, please contact Matthew Buk at matthew.buk@unlv.edu, prior to acquisition of software.

  • Please make new software requests 3 weeks prior to intended use. Proper licensing will be verified before installations can commence.
  • Matthew Buk can assist in identifying proper licensing for the computer lab environment, prior to any purchases.
  • Network licensing is preferred. If purchasing standalone licensing, expect to purchase a license for each computer in the facility where the software is expected to be used.

Printing:
Paper is supplied, for this facility, by OIT, but should be requested from the Geoscience office. Please contact Maria Figueroa for immediate paper refills.

This facility is equipped with three printers. One 8.5x11 B/W printer, one 8.5x11 Color Printer, and one large format plotter. For assistance with the 8.5x11 printers, contact Matthew Buk. For assistance with the Large format plotter, contact Maria Figueroa in the Geoscience main office.

Students are charged $0.03 per page, $0.06 for double sided copies ($0.03 per side) on 8.5x11 printers. Costs for student printing is automatically deducted from the $1.00 print credit they receive upon initial account activation (one time only), after which it will draw from their RebelCard. They may add money to their RebelCard online at http://rebelcard.unlv.edu, or at pay stations in the library or Student Union.

Large format printing costs are paid for by the Geoscience department.

If for any reason printing does not work as expected, please contact Matthew Buk immediately. (895-2459)

Room Access:
Departmental Admin Assistants will ensure you have access to the teaching facility, if you are scheduled to teach there. You should not request access for any students other than those who will be instructing
classes. Students may use the General Use Computer Labs during class times, or when the lab is full. Please contact your departmental Administrative Assistant prior to teaching in a computer teaching facility, to request access.
A/V guide:

### EXTRON CONTROL SYSTEM

**HOW TO...**

For a manual and more information, visit:
[olt.unlv.edu/labs-classrooms/tecs](http://olt.unlv.edu/labs-classrooms/tecs).
If you need immediate assistance, contact Classroom Support at 895-0711.

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### USE THE MULTIMEDIA PROJECTOR

1. On the control panel, under **Projector**, select **On**.
2. Select **Off** when done.

### ADJUST THE VOLUME IN THE ROOM

On control panel, under **Volume**, turn knob to desired volume level.

### SHOW THE COMPUTER SCREEN

1. Make sure the computer is turned on.
2. On the control panel, select **PC**.

### SHOW THE DOCUMENT CAMERA

1. Turn on the document camera (switch is on upper right hand corner) and unfold the arms.
2. On control panel, select **Doc Cam**.

### USE THE VCR

1. Turn on VCR.
2. Insert and play tape.
3. On the control panel, select **VCR**.

### SHOW A DVD

1. Turn on DVD player.
2. Insert and play DVD.
3. On control panel, select **DVD**.

### 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 the mini audio cable into the headphone port of your laptop.
4. On the control panel, 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 control panel, 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 control panel, select **Aux Video**.