

Application for Use of LANCASTER EXTENSION EDUCATION CENTER Conference Facilities



Nebraska Extension in Lancaster County
444 Cherrycreek Road, Suite A • Lincoln, NE 68528

Office phone: 402-441-7180

Fax: 402-441-7148 • After hours lobby phone: 402-441-7170



TO RESERVE A CONFERENCE ROOM:

1) Call 402-441-7180
2) Submit this form as confirmation at least two days prior to event

Event Information

Organization/Agency Information

Title of event: _____

Contact person: _____

Date of event: _____

Organization/Agency: _____

Time of event: From: _____ To: _____

Address: _____

Check if evening event

City: _____ Zip: _____

Estimated number of participants: _____

Phone: _____

of room(s) requested (see below for capacity): 1 2 3

Email: _____

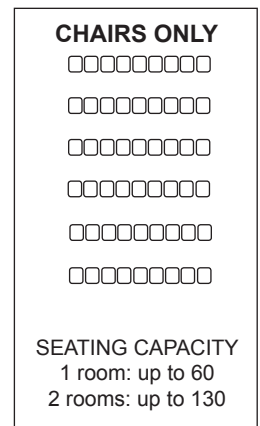
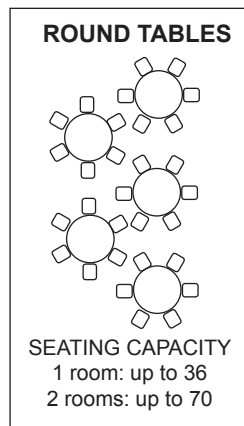
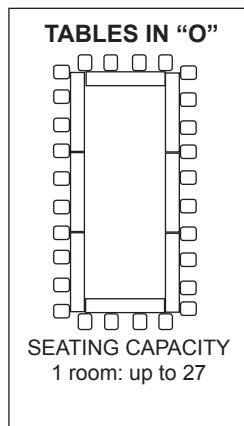
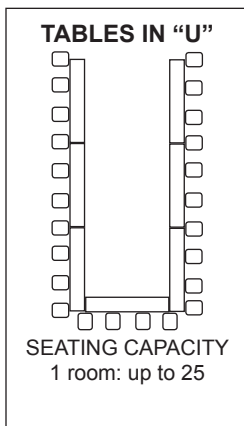
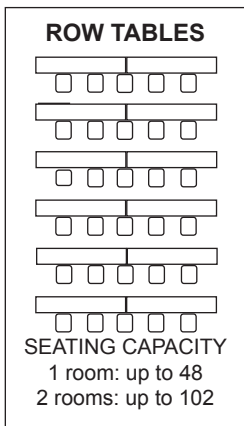
Setup style requested: (see below) _____

Special instructions: _____

Will food be served? Yes No

*Note: all catered food to be served in front lobby foyer only.
 Note: NO food or beverages in rooms set up with chairs only.*

Room Setup Styles (not to scale)



Note: All rooms have a podium with a microphone, multimedia projector, projection screen and telephone. You may bring a laptop, tablet or smart phone to hook up to the multimedia projector using an HDMI or VGA analog (DE-15) cable OR wifi. *Cable connection recommended. We do not provide dongle/adapters for HDMI or VGA connectors. Wifi instructions provided.*

Requested Equipment:

- 1 or 2 lapel mics { available M-F, 8am-4:30pm only, keys or ID required for check out at front desk
- Additional microphone on stand
- Dry erase board
- DVD player
- Chalkboard
- Speaker phone
- 30 cup coffee pot
- Easel (flip chart not provided)
- 101 cup coffee pot

WE DO NOT DELIVER MESSAGES TO ATTENDEES

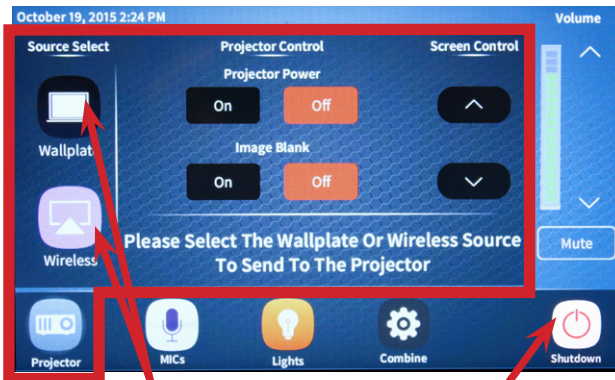
This facility is equipped with an automated external defibrillator (AED) device in case of emergency.

Submit this form by e-mail to lancaster@unl.edu or fax to 402-441-7148

Audio Visual Control Panel Instructions

If control panel screen is blank, tap panel center to wake screen. Right side buttons not used.

PROJECTOR SCREEN

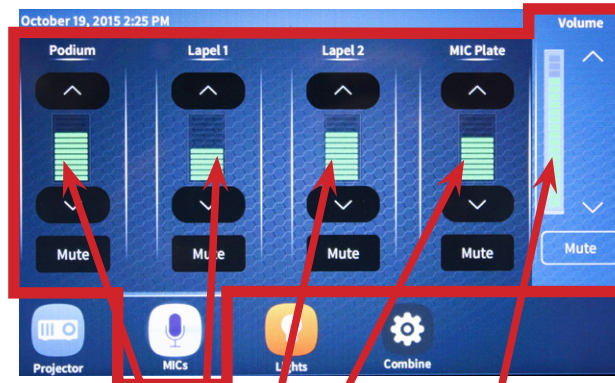


Tap "Wallplate" (for HDMI or VGA connection) or "Wireless" icon to start projector — also turns off front lights and rolls down screen(s).

Turn off projector by tapping "Shutdown" then "Confirm" OR "Projector Power - Off." "Shutdown" also rolls up screen(s).

- HDMI and VGA cables are in each podium. (See "WallPlate" diagram at bottom right.)
- If VGA cable with audio plug doesn't reach speaker/headset input jack on laptop, other end of cable may have longer audio plug.
- Takes about a minute for projector to warm up/cool down. Projector Power and Shutdown buttons display wheeling lines indicating warm up/cool down.
- You can turn on projector before or after connecting mobile device.
- "Projector Power - On" does not turn off front lights & roll screen(s) down.
- "Image Blank" closes the projector shutter but doesn't turn projector off.
- A good option if you are set up 30–90 minutes before class starts.

MICROPHONE SCREEN

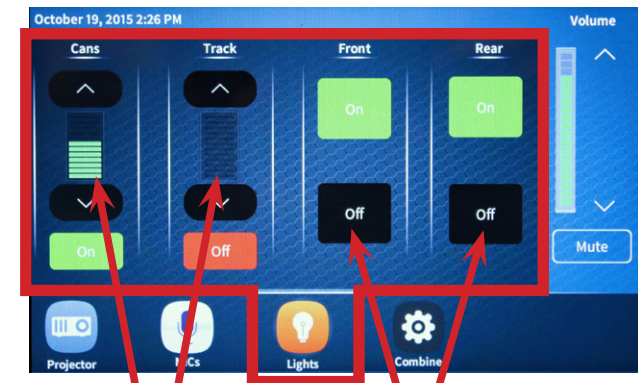


Control volume for whichever mic you are using here.

Master volume is available on all screens.

- If using podium mic, you must turn on mic by pressing gray switch near the base of the mic. Switch lights up red when on. Podium mic cable must be plugged in (see "WallPlate" diagram below).
- Lapel mics are available M–F, 8am–4:30pm only. Keys or ID required for check out at front desk.
- Put "Mute" on when plugging/unplugging mics to avoid static burst.
- Mobile device volume controlled by this master volume and device sound (both overall and app/software settings).
- There is no "off" for microphone screen. Mic capability is always on and available (if plugged in and individual mic on).
- 1 room can use up to 2 mics, 2 rooms up to 4 mics, 3 rooms up to 6 mics.

LIGHTS SCREEN

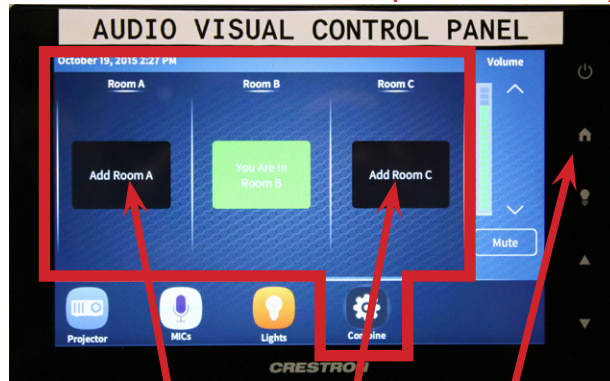


Cans and track lights can be dimmed.

Front and rear lights are On/Off only (not dimmable).

- Lights can be turned on/off with manual switches or A/V Control Panel.
- Front lights are by the podium and projector screen(s).
- "Can" lights are a nice option when using projector and front/rear lights off.

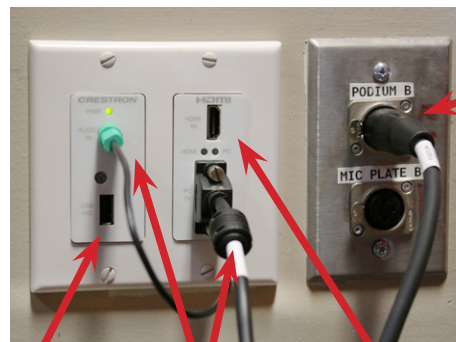
COMBINE SCREEN (ROOM B ONLY)



Add Room A and/or C to control audio visual in those rooms with Control Panel in Room B.

Side buttons not used (not programmed).

WALLPLATE



If using podium mic, cable needs to be plugged in the top jack.

USB jack does nothing.

VGA cable also needs audio jack plugged in.

HDMI cable includes audio.

- If DVD player needed, use HDMI cable and select "Wallplate" source in Control Panel Projector Screen. Control DVD volume with master volume.

INSTRUCTIONS TO CONNECT WIRELESS TO PROJECTOR

Not recommended if your presentation includes HD video.

Connect your device to Extension's Public WiFi (instructions at front desk).

Turn on projector by tapping "Wireless" icon (instructions above left).

WINDOWS AND MAC:

- Projector displays an IP number in upper left corner. On your device's Internet Browser, type IP number into URL address field. Follow instructions on the Web page to download either the one-time "Quick Executable" file or the more permanent software "Installer."
- An alternate option is to check out a "USB Plug&Show Token" USB thumb drive at front desk, M–F, 8am–4:30pm only. Keys or ID required for check out.
- Once "MirrorOp" software is running, you will need to enter the code displayed by projector in upper right corner.
- To start mirroring device display to the projector, click "▶" button.
- Projector can either "duplicate" or "extend" your device's display (control using your device's control panel settings).

FOR ANDROID AND iOS:

- Use "MirrorOp Presenter" app (if available for your device) through Google Play or Apple Store. For login code, enter code displayed by projector in upper right corner.
- For older devices, use "WiFi-Doc" app.
- Can also use iOS Mirroring.

Map to LANCASTER EXTENSION EDUCATION CENTER



Nebraska Extension in Lancaster County
444 Cherrycreek Road, Suite A • Lincoln, NE 68528
Office phone: 402-441-7180
Fax: 402-441-7148 • After hours lobby phone: 402-441-7170

