



Conference Room, Laptop, and Projector Reservation via the Calendar Server

Policies for Use and Reservation of Equipment

- Equipment can only be reserved by faculty, staff, and Graduate students enrolled in the College of Pharmacy, Nursing, and Health Sciences who have a calendar account. It is YOUR responsibility to know which items you have reserved; therefore, please bring a printout of your reservation showing what equipment you have reserved with you when picking up equipment.
- Equipment is available for check-out and return from room RHPH 112C Monday through Friday (excluding University holidays and lunch hour), 7:30 am to 4:30 pm. If you need the equipment for non-work week days, then you will need to make special arrangements with Janine Mott at least 2 days prior to check-out. If Janine is out of the office, please see the receptionist in RHPH 104 or the computer support staff in RHPH 151A to assist you.
- Laptops and projectors may be checked out for LOCAL (West Lafayette and Lafayette) USE ONLY. This does include off-site Purdue-related events such as conferences at the University Inn, Holiday Inn Select, etc. This equipment is NOT available for carrying to out-of-town meetings.
- Please check the availability of the equipment and conference rooms prior to reservation at: <http://tinyurl.com/2zx25o> or <https://calendar.pnhs.purdue.edu/command.shtml?view=weekview&id=&calid=laptopA%3BlaptopB%3BlaptopC%3BlaptopD%3BslideprojA%3BlcdprojA%3BlcdprojB%3Bconfroom-rhph-G48%3Bconfroom-rhph-550%3Bconfroom-rhph-554&security=1>.
- All presentation equipment is to be reserved via the web-based calendar server. Make sure that your reservation is made for the time that you pick-up the equipment through the time that you will return the equipment. Equipment checked out for evening/weekend use MUST be returned prior to 8 a.m. the following morning (Monday through Friday). See below for directions on how to reserve equipment using the calendar server.
- Users of the projectors have priority for reservation of the laptops.
- If you have any questions about these policies or how to make a reservation, please contact Janine Mott at: 494-1362 or jmott@pharmacy.purdue.edu.
- The most recent version of these instructions are posted online at http://www.pnhs.purdue.edu/faq/conf_room_projector_and_laptop_reservation.pdf. This copy was last updated on **Tuesday, January 22, 2008** by Michael Johnson.
- **All equipment must be handed to you by and returned to Janine Mott, or in her absence, the receptionist in RHPH 104 or the computer support staff in RHPH 151A.**

Available Equipment (Note: all 4 laptops have CD-RW/DVD-ROM drives; no floppy drives)

Note: The easiest way to transfer files is by use of a “thumb” (flash) drive which you must provide. These drives are relatively inexpensive and can be purchased from any computer supplier.

- **LCD Projector A – InFocus Projector:**
This projector works with PCs and Apple Macintosh computers.
- **LCD Projector B - InFocus DLP Projector:**
See Projector A's description.
- **Laptop A - 1.5 GHz Macintosh PowerBook G4 Laptop:**
The laptop computer can be used by faculty and students for presentations related to university business and courses. This laptop is equipped with 2 Firewire ports, and wireless network card. A USB thumb (flash memory) drive is available upon request.
- **Laptop B – 1.6 GHz Dell Latitude D610 Pentium M Laptop:**
The laptop computer can be used by faculty and students for presentations related to university business and courses. This laptop is equipped with a wireless network card. A USB thumb (flash memory) drive is available upon request.
- **Laptop C – 1.7 GHz Dell Latitude D610 Pentium M Laptop:**
See Laptop B's description.
- **Laptop D - 2 GHz Dell Inspiron 8500 Pentium 4 Laptop:**
See Laptop B's description.

Available Conference Rooms

- **RHPH G48**
This room is equipped with a Dell 2400MP ceiling mounted projector. This room also has ISDN lines for the Polycom video conferencing system. If you are going to have a video conference, please schedule the use of the Polycom with Mark Sharp (sharp@pharmacy.purdue.edu or call 49-45026)
- **RHPH 550**
This room is equipped with our most versatile Epson ceiling mounted projector with sound capabilities. If you wish to use sound, you must bring your own 1/8th inch stereo patch cable (looks like the connector for headphones on each end).
- **RHPH 554**
This room is equipped with a Dell 2300MP ceiling mounted projector. This room also has ISDN lines for the Polycom video conferencing system. If you are going to have a video conference, please schedule the use of the Polycom with Mark Sharp (sharp@pharmacy.purdue.edu or call 49-45026)

Using the Calendar Server to Reserve Rooms AND/OR Equipment

Please complete the reservation properly or the reservation maybe removed by the systems administrator. Laptops and projectors may be checked out for LOCAL (West Lafayette and Lafayette) USE ONLY. This does include off-site Purdue-related events such as conferences at the University Inn, Holiday Inn Select, etc. This equipment is NOT available for carrying to out-of-town meetings.

1. Using a web browser (Internet Explorer or Netscape), **log-in** to the calendar server at: <https://calendar.pnhs.purdue.edu/> using your College of PNHS work request user name and password.

If you have NOT subscribed to the equipment and room calendars, do so NOW. Click on **Calendar, Subscribe** to open a Calendars Search window that allows you to search for the calendars to which you want to subscribe. In the text box, enter the name of the calendar (laptop, proj, room, etc.). When the list comes up, select the calendars by checking the box next to each name. Click OK when you have finished adding the items. Click on **Home** to return to the calendar. Complete instructions are available from Sun-One on line at: <http://calendar.pnhs.purdue.edu:8080/en/chcals.htm#1051936>.

2. Click on the **New Event** icon in the upper left corner. This will open a new window where you enter information for your specific event. Fill in the following:
 - a) Event Title – include YOUR information and a way to contact you if necessary
 - b) Date the room/equipment is needed
 - c) Time – make sure you indicate AM or PM. If you are making a reservation for more than 24 hrs (such as at conference at STEW), make your first day reservation until midnight, and then each day separately from 12:00 a.m. for 23 hr. 59 min or until done. It will prevent overlap from showing on the reservation pages.
 - d) Privacy – must be set at visible event
 - e) Location (building and room)
 - f) Description (meeting, class, etc.)
 - g) Since you have already subscribed to the calendars, you can use “Quick Invite” to actually reserve the equipment or the room; if you don’t invite the room or the equipment, you will NOT have a reservation. You can also check availability of equipment now by clicking on the **Search** button located near **Invite other users or resources**. This will open another window with a dialog box in which you enter the name of the item (laptop, room, projector). Select the item (only 1 item can be added at a time) that you wish to reserve, and click **OK**. You will then be returned to the **Event Title** page. Click **OK** once more to return to the actual calendar.
 - h) If you receive an error message, you will need to double-check availability before beginning a new reservation
 - i) Double-check the reservation to ensure that you have the correct reservation.

When picking up equipment, bring a copy of your ACTUAL reservation, not a copy of the calendar page. Click on your reservation on the calendar, and it will open up a summary page of your reservation showing exactly your reservation contains. If the page will not print, hit **Ctrl P** and it will open a print dialog box. This works in Netscape, Internet Explorer, Mozilla, etc.

4. Log-out of the Calendar Server when done.