

AGLS Shared Conference Room Computer Use Models

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Overview

- Total of 13 Shared Conference Rooms in the AGLS Building
- All can be scheduled via the AgriLife Enterprise Exchange System
- Each computer system is configured identically

For more details on the above please go to:

<http://aglscomplex.tamu.edu/resources-for-occupants/#room-scheduling>

General Use Model for AgriLife and College of Agriculture & Life Sciences Employees

1. Employee should login to the computer using their AGNET domain account and password. (Detailed instructions are provided in each room on this process.)
2. Access to the personal and shared network drive space should be accessible after login to access files such as PowerPoint presentations or other documents.
3. Alternatively: Employees could bring a USB memory stick and plug into the USB hub. Then browse to that device to access files for presentation.

General Use model for presenting documents for 3rd Party Entities or Non-AGNET domain Employees

1. Obtain the guest account information from the room attendant (Contact information was provided when the room was initially scheduled via a confirmation email)
2. Login using the guest account.
3. Plug in USB stick with associated presentation documents.

How to connect using an External Laptop

1. Plug in the non-connected VGA cable to the laptop device and turn on the laptop
2. Turn on the 44" Monitor.
3. If required, switch laptop output to external VGA port (see your computer manual for details)
4. The Monitor should then auto-detect the laptop signal
5. Resolution and size of screen can then be adjusted on the laptop.

How to Utilize/Present specialized software not installed on the conference room computer system

- Specialized software will not be installed long or short term on shared conference room systems in order to maintain consistency and stability of the environment.
- Recommendations for software additions that would be comprehensively useful to a majority of employees can be sent to the Director of IT for review.
- For those users needing to use the systems to present or demonstrate specialized software the following options are available
 - Utilize a laptop connected to the external display as described above utilizing the TAMU wireless network for network access.
 - Alternatively, use remote desktop software to connect back to another system (i.e. a lab systems or office system). Please contact AgriLife Information Technology on this topic if you need assistance.