# Media Equipment Available in the Department of Statistics

## Lap Top:

The department has a Laptop computer that can be checked out for your convenience from the administrative office – Weniger 239. This is to be used for presentations etc. not personal or homework use. This is not for long term use.

## **Digital Projectors**:

- 1. A projector is located in the <u>Conference Room</u> (Weniger 245). The configuration of cable hookups include: Video (VGA) only cable, audio only plug and HDMI (which includes video and audio together). These are located on the left side of the Hitachi Smart Board. You may use your laptop, or if your laptop is not compatible with any of the cables, you can simply check out the department lap top (located in the administrative office Weniger 239). The projector will display anything there is on your laptop.
- \*There are electrical outlets built in the table for your use if needed.
- 2. A projector is located in the <u>Computer Lab</u> (Weniger 222). The configuration of cable hookups include: Video (VGA) only cable, audio only plug and HDMI (which includes video and audio together). These are located on the left side of the room near the copy machine. You may use your laptop, or if your laptop is not compatible with any of the cables, you can simply checkout the department lap top (located in the administrative office Weniger 239). The projector will display anything there is on your laptop.

#### **Hitachi Smart Board:**

The board is located in the <u>Conference Room</u> (Weniger 245). This board can be used to digitally write on the board with the smart board pen (located in the holder on the left side of the board.) **Do not use any other type of marker; it will permanently damage the board.** This equipment needs special software that you may get from the administrative office – Weniger 239 to download on your laptop or use the department lap top.

### **Large Wall Monitor:**

The monitor is located in the Computer Lab (Weniger 222). The configuration of cable hookups include: Video (VGA) only cable, audio only plug and HDMI (which includes video and audio together). These are located below the monitor. You may use your laptop, or if your laptop is not compatible with any of the cables, you can simply checkout the department lap top (located in the administrative office – Weniger 239). The monitor will display anything there is on your laptop.

\*The table below the monitor has built in electrical outlets for you to use if needed.

## **Polycom Conference Phone:**

The Polycom Conference Phone is available for check out from the administrative office – Weniger 239. This item is used for conference calls you wish to make from any room with an active phone jack. Instruction on how to use are explained in the user manual located in the phone's storage case. Simply plug the power adapter into any standard outlet, connect the phone jack (gray colored jack) into any active phone port, and you're ready to go.

- 1. When dialing **on-campus phone numbers**, dial 7-xxxx (x=the last 4 digits of the phone number).
- 2. When dialing local off-campus phone numbers (541 area code), dial 9-541-xxx-xxxx (x=the rest of the phone number).
- 3. When dialing **long distance phone numbers**, dial 9-1-area code-xxx-xxxx (x=the rest of the phone number). You will hear a double ring dial tone, once that happens, enter your long distance access code (faculty only have access codes). Students will need to make prior arrangements with advisor or instructor for code usage.