![Penn Libraries — University of Pennsylvania]

WIC Seminar Room Guide for Instructors & Group Leaders

Room 124
Van Pelt-Dietrich Library Center, 1st floor,
Weigle Information Commons

The Class of 1968 Seminar Room, also known as the WIC Seminar Room, is a technology-rich space for active, hands-on learning. From technology to layout, the design facilitates a range of in-class activities: team problem- solving, peer-review, group discussions, or working with library resources and experts. The room capacity is up to 35.

Location
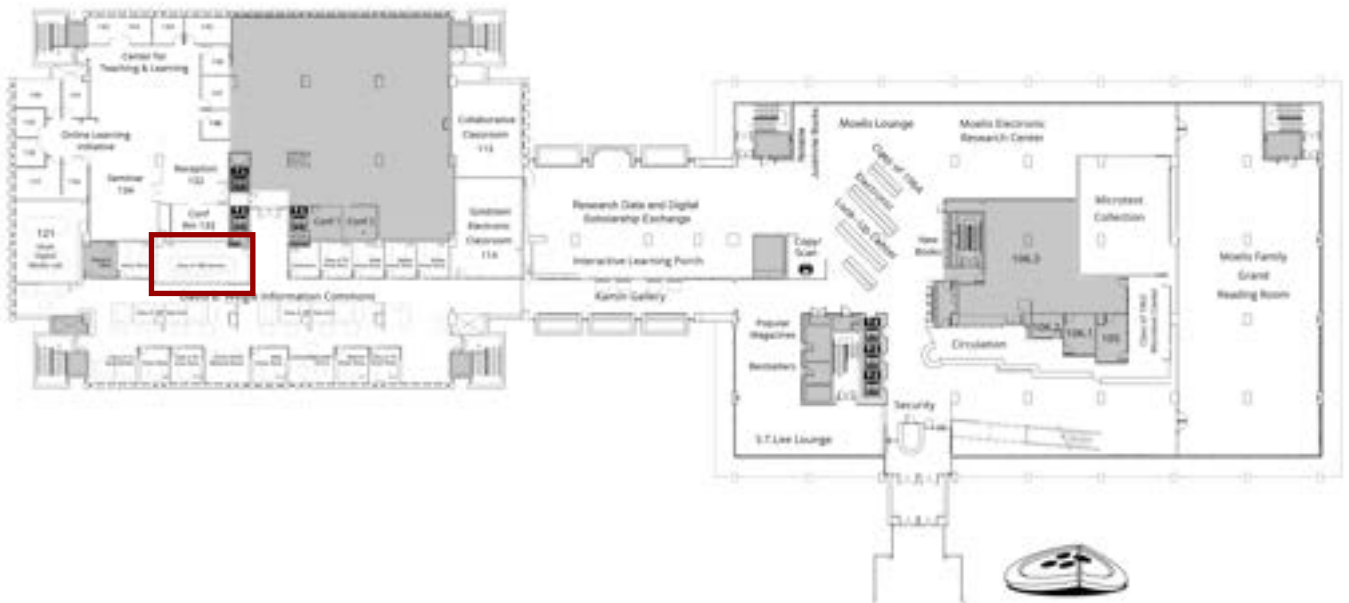
Facilities

The room has a number of features designed to enhance group work:
- 1 long table (not moveable)
- Multimedia projection system
- Wall-sized dry-erase whiteboard
- Video-conferencing and recording: ceiling mounted microphones, room-view camera
- Mersive Solstice system for wireless display from phones, tablets, and laptops
- A variety of technology available for your use while in the room (See Below)

Reservations

The WIC Seminar Room is available to all Penn faculty, staff, and students. You can book it for individual use or recurring reservations using this link: **https://www.library.upenn.edu/detail/libraryspaces/class-1968-seminar-room.** Our staff will process your request promptly once it's submitted.

One-time bookings are great for training, orientations, team research meetings and group work for courses. Please note that we accept up to two reservations per student group per semester.

Recurring reservation requests, typically for semester-long commitments (limited to rostered courses), should be submitted prior to the following deadlines: April 15th for the fall term, October 15th for the spring term, and March 15th for the summer term.

Contact Information ⓘ

- **Accessing the Room**: The room should be open when you arrive at your reservation time. If it is not open, please contact the Building Supervisor on 215-898-1629.
- **Technology Support:** If you have any questions about technology or need tech help when you use the Goldstein Electronic Classroom, please contact the Library Technology Services (LTS) Help Desk.
  - From 9am to 5pm, call the Help Desk at 215-898-4824 or go to the Tech Center located in room G-102 of Van Pelt Library for urgent issues
  - For non-urgent issues, or after 5pm, send an email to **libhelpdesk@pobox.upenn.edu.**

Connecting to WIFI (AirPennNet-Device)

After logging onto the computers, you may need to establish a WiFi connection. If your computer isn't already connected, simply click on the WiFi icon to access network options and choose **"AirPennNet-Device."** This will automatically connect you to the internet. If you encounter any difficulties, please refer to the information on page 2 to contact the help-desk for assistance.

Room Usage Instruction - Computer

- **PC Desktop (For instructor)**: Located on the right end of the counter in the front of the room. The information to log in is as follows.

Username*	PennKey
Password*	PennKey password

- **iMac:** Located on the left end of the counter in the front of the room. The information to log in is as follows.

Username*	PennKey
Password*	PennKey password

- **MacBook Laptops:** MacBook laptops are available for borrowing from IT at the information desk in Van Pelt, but please note that reservations are required, and walk-in requests cannot be accepted.

Equipment

- **HDMI and VGA cable:** An HDMI and VGA cable are available for your use in the room to connect your own devices to the projector. These are located beneath the table at the front of the room. There are also headsets and mice for you to use, located in the leftmost cabinet. If you need any other equipment during your booking, the Vitale Digital Media Lab has a large assortment of multimedia equipment that you may borrow. You can find more information at **http://commons.library.upenn.edu/equipment-lending**.

Seminar Room Usage Instructions

Project Control
You can use the touchscreen panel beside the PC to:
- Raise and lower projection screen
- Turn the projector power on or off
- Select the source screen to display
- Control the volume of the room's speakers
- Control the wall-mounted camera
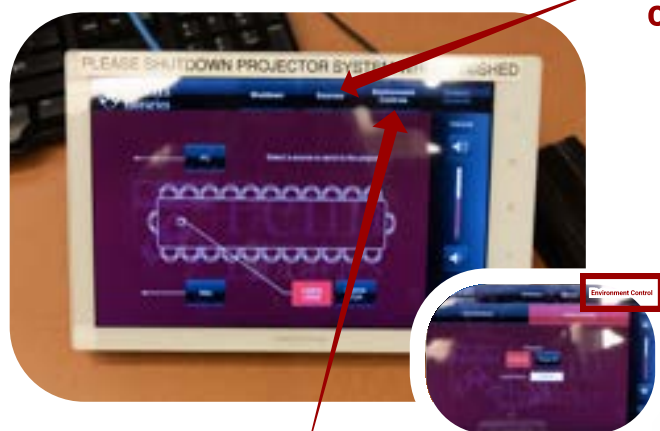
Projecting the screen from your chosen device
- **Select "Sources"**
  - Select "PC" or "Mac" to connect the projector to one of the desktop computers in the Seminar Room.
  - To project from a laptop, connect the laptop to either the VGA or HDMI cable beneath the table and select "Laptop VGA" or "Laptop HDMI" on the touchscreen.

Connecting Laptops ⓘ
You can connect your own computer or other device to the projector by plugging the HDMI or VGA cable into your own device. Both cables can be found beneath the table at the front of the room.

Turn the projector ON or OFF
- **Select "Environment Controls", then "Display Controls"**
                    OR
- **Select "Shutdown" the system**

- Please note that the device must be powered on for an image to be displayed by the projector. The projector may take a moment to warm up before displaying your screen.

Room recording and video conferencing

If you would like to record a presentation or use the room for video conferencing, you can use the touchscreen panel to control the speaker volume and the Panasonic camera located at the front of the room, above the PC desktop.

Camera Control

● **Select "Camera Controls"**

1. Use the arrows to control the direction the camera is pointed. Please note that the arrows move the camera relative to the direction the camera is facing. Therefore, if you are facing the front of the room, push the right arrow to point the camera toward your left and vice versa.

2. Use the plus and minus magnifying glass buttons to zoom in and out, respectively.

3. To go to your desired camera settings, choose the preset numbers (from 1 to 5), then press and hold for 5 seconds. The camera will subsequently switch to the saved configuration automatically.
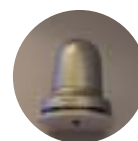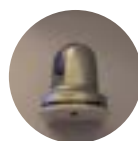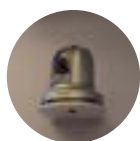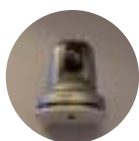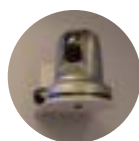
● **Adjust Volume**

4. Use the buttons on the right side of any tab on the touchscreen panel.
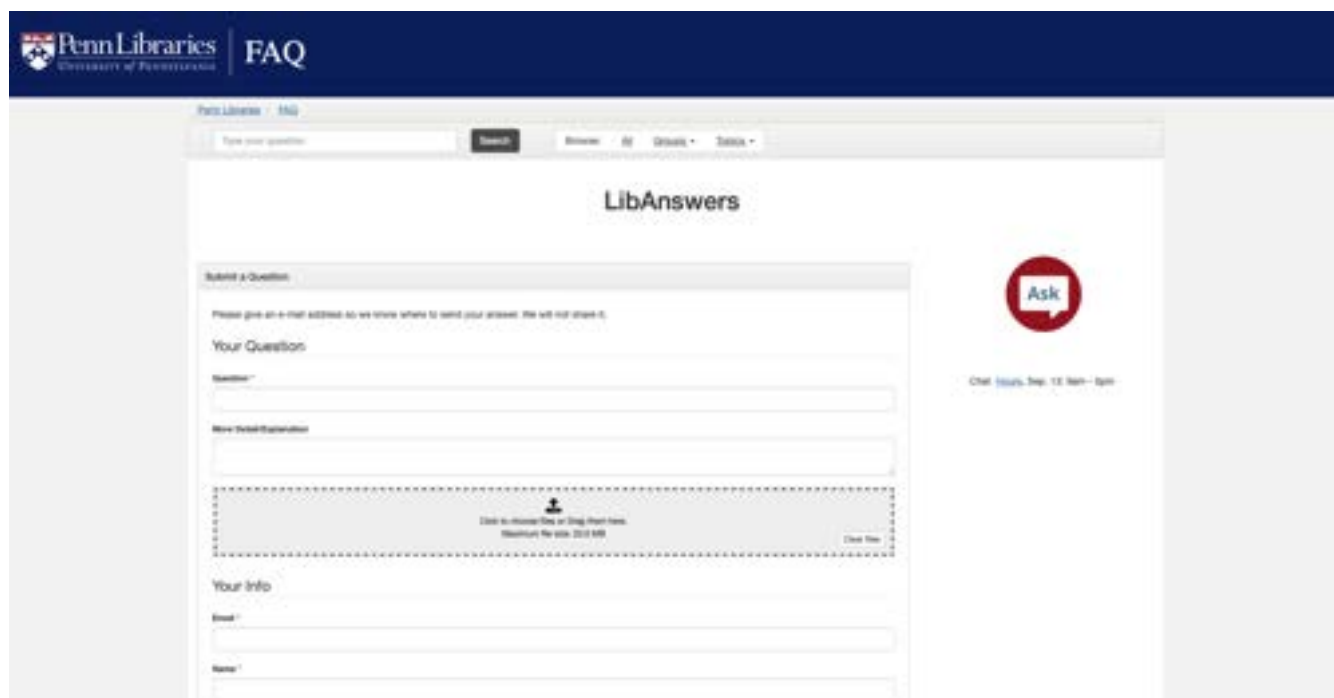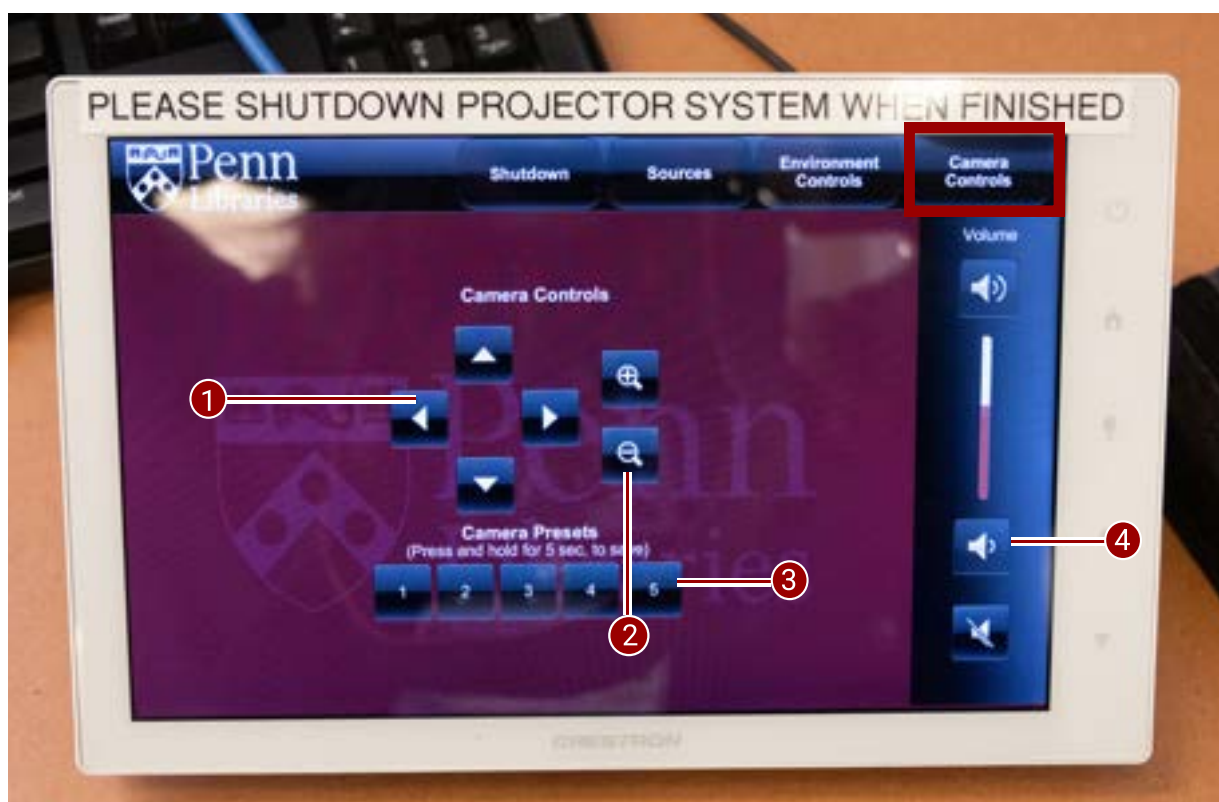
Before you Leave the Seminar room

Please carefully review the instructions before you depart

Prior to your departure from Seminar room, instructors are kindly requested to convey the following instructions to the students:

• Ensure they take all their belongings with them.

• Erase the whiteboards.

• Arrange the chairs and desks back to their original order.

• Reconnect any chargers to a power source and reattach them to the laptops.

Additionally, each individual should remember the following before leaving:

• Power down the projection system using the touch screen panel.

• Return all equipment to the proper cabinet & Lock all the cabinets.

• Return the key to the key box and make sure it is properly locked.

• Turn off all the lights.

• If any issues are encountered during your class, please report them to **libhelpdesk@pobox.upenn.edu**, if applicable. Try to include details about the specific computer with the issue, as the laptops are all numbered.