

Shanks Hall Airclassroom

Contents

Welcome to Shanks!	3
How to Make a Payment.....	3
How to Get to Shanks Hall from the Garage.....	4
How to Use the Classroom Computer.....	5
How to Use the Classroom Projector.....	5
How to Use Classroom Phone.....	7
How to Clean the Classroom.....	8
In Case of an Injury.....	8
In Case of a Fire.....	9
Troubleshooting.....	9
Goodbye!.....	10
Works Cited.....	10

Welcome to Shanks!



Figure 1: Shanks Hall

Hello, YMCA Director, and welcome to Shanks Hall airclassroom.

Inside of this manual you will find all of the information you need in order to have a satisfactory stay in our classroom.

We hope you enjoy your time in Shanks!

How to Make a Payment

Now that you have decided to reserve

1. Submit a reservation form, which can be found on the airclassroom website.
2. Select a method of payment.
 - a) Use any major credit card.



Figure 2: Major credit cards

3. Fill out all required information and submit.
4. Confirm payment with email.



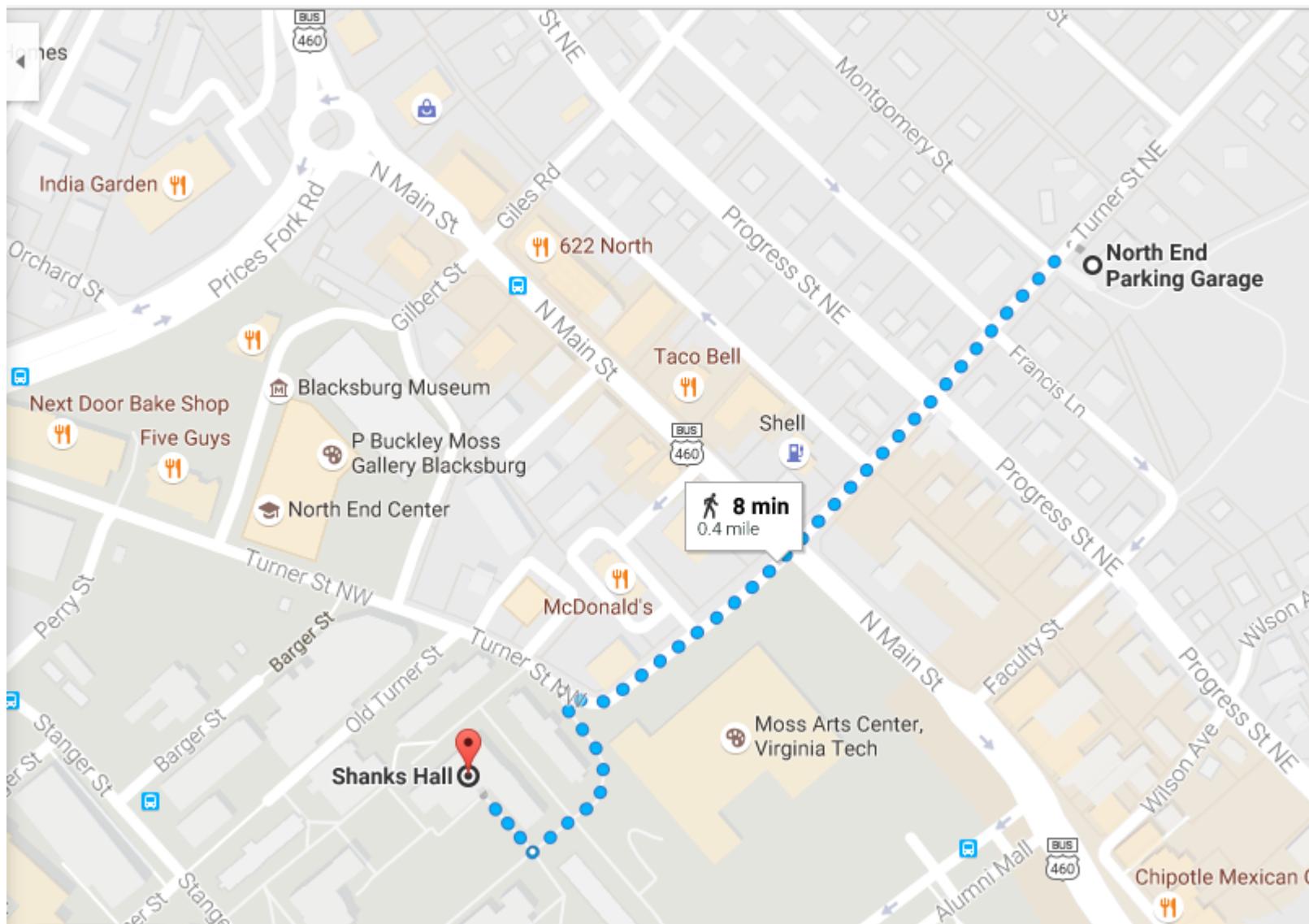
Note: If you do not receive a confirmation email, check your spam folder. If there is no confirmation email after ten minutes, contact our support team.

How to Get to Shanks Hall from the Garage

How to get to Shanks Hall once you have arrived at the North End Parking Garage.

Follow these directions:

1. Drive to Turner St NE. North End Parking Garage will be on the **right**.
2. Pay and park in parking garage.
3. Walk southwest on Turner Street NE toward Montgomery Street.



4. Walk along Turner Street NW.
5. Cross street.
6. Turn left on sidewalk. Shanks is on the **right**.
7. Follow sidewalk around Monteith Hall.

How to Use the Classroom Computer

Computers can do many various actions, but each one is different.

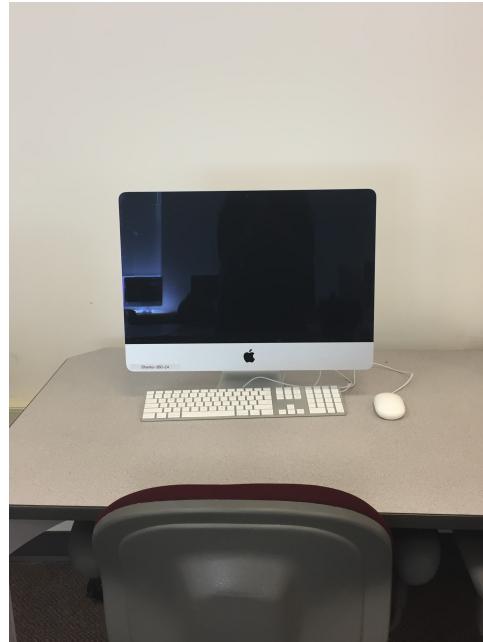


Figure 3: Classroom Computer

Follow these steps to operate our classroom's computers.

1. Turn on computer.
2. Select preferred operating system: Mac or Windows.
3. Login with the certified Virginia Tech account given to you in your reservation confirmation email.
4. Save all documents to a drive before logging out, because all information on the computer will not be saved.
5. Logout of your account when finished.
6. Turn off computer.

How to Use the Classroom Projector

Even professors at Virginia Tech struggle with operating this projector!



Figure 4: Epson Projector

Follow these directions to connect the projector to a computer.

1. **Turn on** the projector with wireless remote.
2. **Turn on** computer.
3. **Turn on** projector screen by selecting "down" on the switch by the door.



Figure 5: Switch



Figure 6: Projector Screen

4. Connect the HDMI cable to your computer's HDMI output port.
5. Connect the other end to the projector's HDMI port.
6. Control what is projected by using the computer.

How to Use Classroom Phone

All the information you need about Shanks's business phone.



Figure 7: Phone

Every phone is slightly different, and these directions give you the correct extension numbers.

! **Warning:** Rates will apply, and will be charged to your final bill.

1. **Ensure** phone is working.
 - a) If phone does not work, email Airclassroom.
2. **Make** call.
 - a) **Press** number 2 and then dial extension number to contact someone within Shanks Hall.
 - b) **Press** number 9 and then number 1 and then dial number to make a long distance call.

How to Clean the Classroom

Please leave the room in respectable shape.

Of course, you do not have to leave the room squeaky clean, but we would appreciate it if you left our room in working order.

1. **Return** all chairs.
2. **Turn off** all computers.
3. **Turn off** the projector.
4. **Clean** any spills or messes with the clean up kit found in the metal cabinet in the back of the room.
5. **Lock** the door when you leave.

In Case of an Injury

Information about who you should contact in case of an injury.



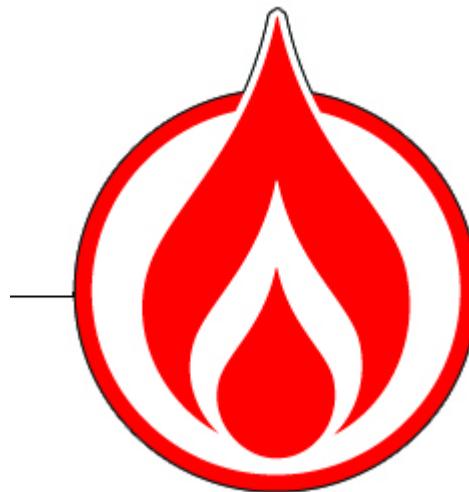
! **Important:** Remain calm and follow these steps.

1. **Report** the emergency.
 - a) **Call** 911 from a cell phone or the phone in Shanks.
 - b) **Stay** on the phone with the dispatcher.
2. **Give** the injured individual space.
 - a) **Do not** move injured unless they are in immediate danger.

3. Escort emergency personnel to the injured.

In Case of a Fire

What to do in case there is a fire **or** the fire alarms go off in Shanks.



All evacuation routes are posted by the door.

- ❗ **Important:** Remain calm and follow these steps.
1. **Evacuate** if you hear a fire alarm.
 - a) **Activate** the fire alarm on your way out, if you notice a fire before the alarm sounds.
 2. **Close** all doors behind you.
 3. **Assist** individuals with disabilities. **Do not use** elevators.
 - a) **Report** the locations of those individuals to the emergency personnel if you cannot help them evacuate.

Troubleshooting

Projected image is not showing

There could be different issues.

Try the following:

- **Ensure** the lens cover is open completely.
- **Turn on** the connected computer or video device.
- **Press** the Source Search button on the projector remote to detect the video source.
- **Insert** a DVD or other video media, and press the play button (if necessary).

Goodbye!

We really hoped you enjoyed your stay.

Shanks Hall is the best of the best here at Virginia Tech. We sincerely hope that your stay was satisfying, and that this booklet was easy to follow.

There is much to do here, from group activities to hosting meetings, and we hope you come back soon to try them out!

If you have any further comments, questions, or concerns, please feel free to contact us through the Airclassroom website.

Works Cited

All images and references came from these sources:

- Epson Projector Manual: <https://files.support.epson.com/pdf/ex3210/ex3210ug.pdf>
- Epson Image: http://www.epson-plating.com.sg/epson_malaysia/my_epson/tips_and_tricks/eb_s7/mounting_tips_for_your_projector.page
- Credit Card Image: <http://www.pngmart.com/image/29687>
- Emergency Images: <https://s-media-cache-ak0.pinimg.com/originals/56/c7/9b/56c79bab12a69c4e1d119c1b4f53c277.jpg>
- Airbnb payment reference: <https://www.airbnb.com/help/article/245/how-do-i-pay-for-my-long-term-reservation>
- All maps: Google Maps
- Shanks Hall image: <https://www.vt.edu/about/buildings/shanks-hall.html>
- Phone image: Courtesy of Kayleigh Green
- Screen image: Courtesy of Kayleigh Green
- Computer image: Courtesy of Kayleigh Green
- Switch image: Courtesy of Kayleigh Green