

## Rooms with Computers Fixed in Space

Room Name / Number	Type of Cabinet	VGA Wrapped?	Locked?
AC B33	Ghostbuster Box		
AC 103	Ghostbuster Box		
AC 104	Ghostbuster Box		
AC 149	Ghostbuster Box		
AC 349	Closet with Mac Mini in it		
BLK 505	LCD, Keyboard, PC Monitor & Mouse powered off - DO NOT LOCK PODIUM		
BLK 701	LCD, Keyboard, PC Monitor & Mouse powered off - DO NOT LOCK PODIUM		
BLK 840	Make sure Plasma, Keyboard & Mouse are powered off		
BLK 940	Make sure Plasma, Keyboard & Mouse are powered off		
BLK 1311	Ghostbuster Box		
BRB 251, 252 & 253	Podium	N/A	
BRB 301	Cabinet without Monitor		
BRB 501	Cabinet without Monitor		
BRB 701	Cabinet with Monitor		
BRB 801	Cabinet without Monitor		
BRB 901	Cabinet with Monitor		
BRB 1001	Cabinet without Monitor		
BRB 1101	Cabinet with Monitor		
BRB 1201	Cabinet without Monitor		
BRB 1301	Cabinet with Monitor		
BRB 1412	Ghostbuster Box		
BRB 1413	Cabinet with Monitor		
CRB 205	Make sure LCD and PC Monitor are powered off		
CRB 500	Make sure Plasma is powered off		
JMB Wood Room	Lock up closet and make sure to power off Plasma, PC Monitor & Mouse		
SCL 104	Ghostbuster Box		
SCL 204	Cabinet with Monitor		
<b>Golf Cart</b>	Make sure the cover is on it and that there is nothing (like trash) on it.		

## **JMEC Runner Instructions**

**AM Runner** - Turn on all the rooms and route the Instructor PC to the screens. If the first scheduled event is within an hour of you going to the space, route the Instructor PC to the projectors in the room too. If you notice that one of the screens is NOT powering on or displaying properly, please troubleshoot. If you find that you can NOT fix the problem call Terrance, Dave, Syd, Kevin, Ray or Eric. No matter what, you should be documenting and submitting a ticket into Active Collab.

**PM Runner** - Power off rooms that aren't occupied. Some events do NOT have AV assigned but plan to use the resources with NO support from MTP. This is Okay and that is why you should only power off the rooms that aren't occupied.

## **JMEC Spaces**

Room Name / Number	What to do?	Mic's in charger cradles and charging?	Locked?
JMEC 501 - 504	Do NOT lock anything except the closet (B3 Key)		
JMEC 511 - 514	Do NOT lock anything except the closet (B3 Key)		
JMEC 505 E/W JMEC 506 E/W JMEC 515 E/W JMEC 516 E/W	<ul style="list-style-type: none"> <li>- Do NOT lock anything except the closet (B3 Key)</li> <li>- Make sure all AV gear is straightened and ready for the next day.</li> <li>- Ensure all touch panels are logged off/powered down.</li> </ul>		
JMEC Atrium	Be sure Digital Signage is on and functional in AM Be sure Digital Signage is off in PM		
JMEC "Fishbowl" 5-104 JMEC 05M-A and 05M-B	Check to see that monitor is not on and in "Standby" mode		
<b>Control Room</b>	Make sure JMEC Law is powered off along with equipment returned to control room at the end of the night.		

**SCTR AM Runner: Daily Check PCAM Walls 1. Micro Tile 2. 32" DS Display 3. 40" DVD Loopback are on**

## **TRC Runner List**

<b>Room Name / Number</b>	<b>Type of Cabinet</b>	<b>VGA &amp; Cables Hanging Up Under Table?</b>	<b>Locked?</b>
TRC 01-102	Sliding Door - Closet (B3 Key)		
TRC 01-103	Sliding Door - Closet (B3 Key)		
TRC 08-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 09-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 10-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 11-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
TRC 12-146 (A&B)	Podium with wireless keyboard/mouse and table mics		
<b>Control Room</b>	Make sure Video Wall is powered off along with Audio at the end of the night.		

## **TRC - INVENTORY**

<b>Items to Inventory</b>	<b>Location</b>	<b>Bar Code Scanned?</b>
TRC 1st Floor Touch Panels	TRC 01-102 & 01-103	
TRC 8th Floor Touch Panels	TRC 08-146 (both)	
TRC 9th Floor Touch Panels	TRC 09-146 (both)	
TRC 10th Floor Touch Panels	TRC 10-100 & TRC 10-146 (both)	
TRC 11th Floor Touch Panels	TRC 11-146 (both)	
TRC 12th Floor Touch Panels	TRC 12-146 (both)	
PC Laptops	TRC Control Room & Storage Room	
Mac Laptops	TRC Control Room & Storage Room	
Canon Portable LCD Projector	TRC Storage Room	
Portable Podium & Sound System	TRC Storage Room	

**Please check under the tables with the connection cubby and confirm that the cables are hanging from the hooks. End of Day lock the podiums upstairs as well as the auditoriums.**

**SCTR PM Runner after 6pm Insure PCAM Walls are off.  
Micro Tile   32" DS Display   40" DVD Loopback**

## **Undetermined Runners**

The upcoming pages will need to be manually moved to the correct spot.

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## **Flagged Pages**

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