

SOCIAL COMPUTING ROOM

Standard Operating Procedure (SOP)

Outlining proper use and expectations of the Social Computing Room (SCR) at ITS Manning

Background

This SOP was drafted to outline the proper procedure of operating the SCR as well as the expectations/responsibilities of users during SCR use. The room may be reserved for use by UNC Chapel Hill faculty/staff/students as a general-purpose conference room, or as a specialty visualization space. The room is maintained by the Renaissance Computing Institute (RENCI) of UNC Chapel Hill.

Procedure

- 1) Normal business hours for ITS Manning can be found here: <http://its.unc.edu/about-its/buildings-and-locations/its-manning-directions/> . Please note that ITS Manning is locked during non-business hours.
- 2) All users must book the SCR on the UNC calendar in advance. Please contact scr-help@renci.org to reserve the SCR and include the date, time, name of primary user of the SCR, and intended use. You will be notified if the requested time is available and reserved for you or if there is a conflict.
- 3) Projectors must be turned on by the projector remote control only.
 - a. Physically pressing the "On" or "Power" button on the projector itself may disturb image alignment and is not allowed.
- 4) No adjustments may be made to the alignment or other settings of the projectors by any user.
 - a. If alignment is off, please notify RENCi immediately by sending email to scr-help@renci.org .
- 5) No adjustments may be made to the SCR server by any user including changing graphics resolution, operating system or related software changes, or network configuration changes.
 - a. If there is a problem with the SCR server, please notify RENCi immediately by sending email to scr-help@renci.org .
- 6) If your use requires additional support, please contact RENCi immediately by sending email to scr-help@renci.org .
- 7) Please do not turn off the SCR computer after use. You may simply log off.
- 8) Please turn projectors off after every use with the remote control only.
- 9) If you need to move the chairs or tables out of the SCR, you are required to move them back into the SCR after you are done. Alternately, RENCi staff may assist with moving chairs and tables.
- 10) Please keep your personal belongings with you at all times when using the SCR and do not leave items unattended in the SCR.
- 11) At no time should you leave your personal items elsewhere in ITS Manning including hallways or the lobby.
- 12) Please be courteous to ITS Manning Staff. Remember that the SCR is a guest room provided by UNC ITS as a courtesy to RENCi.
- 13) If you are hosting a class or large group in the SCR, please have them assemble immediately in the SCR room itself and not in the ITS Manning lobby.
 - a. *If the entire audience cannot fit inside SCR, please have the remaining people wait outside in the hallway immediately in front of the first floor restrooms and not in the ITS Manning lobby.*
- 14) Please refer any questions or inquiries to scr-help@renci.org .