

## **Conference Room Reservations**

Contact 778-2632 or 778-2631 to reserve PVH rooms.

Contact 525-5300 x6304 to reserve SRM conference rooms for pre/post conferences.

Contact 525-5300 x3326 to reserve CIS Training rooms. See further instructions below.

## **Clinical Information Services Training Room Instructions**

**Location:** 85 Brookwood Avenue Suite 16 (the office is in Suite 24)

**Parking:** 85 Brookwood is shared with other businesses; subsequently there is not enough parking for class attendees. Please instruct class attendees to park on the street (there are two hour and four hour parking spots available) or another designated SJHS parking lot.

### **Security**

It is your responsibility to ensure the rooms are locked at the end of the day. This is especially important for the door opening on to the parking lot.

### **Keys**

Contact 525-5300 x3326 to make arrangements to pick up a key the day prior to your meeting. Please return the key to Suite 24 at the end of your session.

### **Equipment Instructions:**

**Projector:** To turn **on**, press the power button (it will be blinking) – the laptop must be on in order to view presentations through the projector. To turn **off**, press and hold down the power button and the fan will automatically come on. The fan will stay on to cool the projector down. This is normal; the power button will be blinking again, this is the off status.