General Information

Phone Numbers:
Front Office: 386-239-6233
Fax: 386-239-6234

- This room must be scheduled. This room is available for use by all CBE units. Please see CBE or One-Stop management to schedule the use of the Training Room.
- Clients are not to be left unattended in the Training Room. There must always be a staff member present.
- Please treat this room as if you were a guest using a facility on loan to you. Each group using the room deserves to have a room ready for them when they need it.
- Remove your training materials, forms, etc from the training room after your session, leaving the room uncluttered for the next group.
- If you used folding chairs in the training room, fold them up and put them away when you are finished.
- **No food or drink is allowed in the training room.**
- For everyone's safety, audio and video surveillance is recorded at all times.
- If your session does not require the use of the computers, please do not allow your clients to use them.
- Please do not hang anything on the walls or decorate the room in any way.
- Remember when booking the room, to allow time to setup the room for your use and to clear the room afterwards. This includes time to log on all of the computers before your session and log them off afterwards.
- These computers must be left on at night, at a login screen. Updates and virus checks will be done each evening.
- Monitors or glass tops cannot be cleaned with wet cleaner of any kind! There are dry microfiber cloths in the front desk drawer. Use these dry cloths only!!
Front Door

You will need to override the front door lock in order to allow clients to gain entrance.

To do this place the Hex Key in the hex screw on the top of the door handle. Push on the door handle and turn the Hex Key clockwise until the handle remains in the open position.

Screens

There are switches on the north and south walls for lowering and raising the screens. These switches have three positions- up, down and off (center position).

After raising or lowering the screen, please return the switch to the middle position (off).

Laptop

On the desk in the front of the room, there are 4 cables for your laptop. You may not necessarily need all four connections.

There is a Dell Laptop power cord so you do not have to run on batteries.

There is an internet connection for CBE Network and Internet access.

There is a Monitor cable to attach the laptop to the projectors.

There is an audio cable that plugs into your laptop's headphone connector to provide laptop sound to the sound system.
**Projectors**

As a general rule, first turn on the projectors and connect the laptop. Then turn the laptop on. Most laptops will adjust their settings for projectors and screens, if it detects them during power up.

The small white remote turns on both projectors.

**Sound**

The Logitech Sound Console has been preset for your use. All that is necessary is that you turn it on. The power button is red when off and blue when on.

If for some reason the settings have been changed, please note the following:

Using the input button - choose Stereo1

Use the Large Knob to adjust volume.
**DVD**

The VHS/DVD Player will work through the sound system with no interaction. The projectors may need to have the source on the remote changed to Video.

**Lights**

The lobby is on a separate light switch.

The training room lights are spread across three switches. If you need to darken the room for better viewing of multimedia presentations, turn off the two light switches in the middle of the panels.

**Remotes**

There is a VHS/DVD Player Remote, a Sound System Remote and a Projector Remote. Please return them to the top of the DVD Player when you are finished with them.

**Computers**

The computers are running Windows XP Pro and Microsoft Office 2007. They have internet access and all print to the printer located in the room.
Logins

*If clients are using the computers,* please log in as
user id: client_train
password: password1

This login will allow access to the internet and Microsoft Office.

*If staff members are using the computers,* please log in as
user id: staff_train
password: login_1

This login allows internet access and Microsoft Office access. It also allows access to company shares drive, Microix and the State Mainframes. This account is intended to be used to train our own staff. *It is not to be used for clients of any kind including supervised search clients.*

*If the individual has not signed the proper security agreements with us, they cannot be logged in as staff_train. No exceptions!*

Wired Access

If you are facilitating a session, a wired connection is available for you in the front of the training room. Please do not disconnect any other network cables in the room in order to plug in a laptop.

Wireless access

Wireless access is available for staff only - not clients. Please make arrangements with IT for wireless access prior to using the room as it will require some setup on your laptop.
Training Room Checklist

☐ If using multimedia:
  ☐ Lower Screens
  ☐ Turn on Projectors and Sound
  ☐ Setup laptop and test presentation
☐ If using the computers- sign them all on.
☐ Unlock the door for clients.
☐ Verify that no food or drinks were brought into the room.

After session:

☐ Log all computers out.
☐ Shut down projectors.
☐ Retract screens.
☐ Turn off sound system.
☐ Disconnect laptop.
☐ Remove all training materials from room.
☐ Prepare the room for the next session by picking up any trash left by clients.
☐ If you are the last session of the day- lock the back door with the deadbolt and secure the front door.