

To: DHA Graduate Students

From: Julie Hillman

Re: Procedures for use of 336 McNeal

We have arranged for graduate students in the Department of Design, Housing, and Apparel to gain access to room 336 McNeal Hall when it is not in use for classes. The purpose of this access is for you to work on your discovery scholarship without interruption by others. There are additional computers available for use by DHA graduate students in the 305 complex. Room 336 (Macs only) provides another option for you. Application for access is made through me.

1. Please complete the form at the end of this letter and return it to me.
2. Be sure to include your U Card number or a readable photocopy of your U Card. Your U Card number is what we use to program the lock so you can gain access.
3. I will work with Jamil Jabr or Brad Reno to get you access. Although their response time is very quick, it might take up to a few days for your U Card to be programmed into the card reader on the door.

By submitting your request, you are agreeing to the following procedures:

Equipment:

- The hardware and software in 336 is the same as the other McNeal Mac labs. Thus, you should have no trouble working between any of the labs for this reason.
- There is no printer in 336. Computers are networked to the 305 printers.
- Comment forms will be available in the lab if you need to report problems with the hardware or software.
- Other equipment (TV, VCR, LCD projector) is to remain in the room.

Tech Support

- Jamil Jabr and his staff are responsible for providing support to 336, in the same way they provide support for the 305 labs. Jamil works for Academic and Distributed

Computing Services (ADCS) and manages all of the public classroom computer labs on the St. Paul Campus. His office is in room 307 McNeal.

Facilities

- NO FOOD OR DRINK. Please leave the room in better condition than how you found it.
- The lighting for 336 is heat activated and will automatically go on shortly after you walk into the room. Lights will go off after you exit the room and take your body heat with you. You can dim or brighten the lights while in the room, but you can't completely turn off all of the lights.
- I have arranged for the custodians to regularly clean the room; however, the custodians don't have a key. Please let me know when the room needs special attention so I can make arrangements for the custodians to get in.

Security

- Each of you will have your U Card entered into the security system so you can have access. For security purposes, access is purged at the end of each semester, so you must be sure to renew your request.
- **You are never to let anyone else use your U Card to gain access to the room. You are never to give the alarm code to anyone else or let anyone else disable the alarm.**
- **The only entrance/exit door that should ever be used is the door with the card access panel. The other two doors with key access are programmed, and send a silent alarm to UMPD (University Police Department) whenever they are opened. Please understand that UMPD is notified of an intruder when these doors are used, even if you use the security code to silence the alarm.**
- **It is your responsibility to ensure the security of this room whenever you are using it. Repeat violators will be denied use of this room.**
- **For accountability purposes, you may never prop open the doors when you are using the room. The only people who should be using this room are those who have been given access and the only way to ensure the security of the room is to require users to swipe their card in order to enter.**
- To enter the room:
 1. Slide your U Card in the card panel
 2. Enter the room when the panel light turns green

3. The alarm will sound as you are entering the room. You can disable the alarm by pressing “3-3-3-3”. (You don’t have to press any other buttons.)
- If you are the last to leave the room, the room must be empty and the alarm must be reset before you leave. You are responsible for ensuring that there is no one remaining before you exit the room.
 - To activate the alarm when leaving:
 1. Close the door.
 2. Stop moving. The alarm panel will give you a message if there is motion in the room.
 3. Enter “3-3-3-3”.
 4. The alarm panel will tell you when it’s OK to exit the room.
 5. **Be sure the door is closed tightly** after you exit so the alarm does not go off.
 - If you forget to reset the alarm or the door does not close tightly, UMPD will contact me, Becky or Jamil and have us come to investigate the situation. Please remember to reactivate the alarm so we don’t have to receive unnecessary calls at home.
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DHA Graduate Student
336 Computer Lab Access Request

Name: _____ Date: _____

Semester Access Requested for: _____ fall _____ spring _____ summer

U Card: 600953 _____