

Natural Resource Center

Guide for the use of Conference Rooms and Small Meeting Rooms

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Idaho State Office Office

BLM



*Bureau of Land Management
Photo by Antonia Hedrick
Fields south of Mackay, Idaho*

Table of Contents

A. Entrance 1
B. Equipment..... 2
C. Facilities 3
D. Messages 4
E. Name Tags 5
F. Network..... 5
G. Occupancy..... 5
H. Parking 6
I. Reservations 6
J. Safety/Fire Alarm..... 7
K. Service Animals 8
L. Smoking is Prohibited Except in Designated Areas 8
M. Set-up 8
N. Telephones 8
O. Weapons – Prohibited 10
P. End-of-the-day 10

Illustrations II
 Illustration 1 – U-Shape/Horseshoe Set-up IL-1
 Illustration 2 – Theater Set-up IL-2

Appendices..... A
 Appendix 1 – Reservations A1-1
 Appendix 2 – Basic Step-by-Step Lectern Instructions for the Sagebrush/Ponderosa or
 Computer Training Room A2-1
 Appendix 3 – Basic Instructions for the Eagle Room..... A3-1
 Appendix 4 – Basic Instructions for the Clearwater Room A4-1
 Appendix 5 – Parking Permit..... A5-1
 Appendix 6 – Emergency Exit and Rally Point A6-1
 Appendix 7 – Pre- and Post-Conference/Meeting Reminders A7-1

Guide for Reserving the Natural Resource Center Conference Rooms

1

Welcome to the Natural Resource Center (NRC). This guide provides information about our building, which should help you when reserving and using the conference rooms and small meeting rooms. (Note: Conference Rooms are the Sagebrush, Ponderosa, and Computer Training Room. Small meeting rooms are the Eagle Room, Clearwater Room, and Mustang Room. To make reservations see [Appendix 1.](#))

A. Entrance

1. Hours of Operation. Our building hours are **7:45 a.m. to 4:15 p.m.**, Monday through Friday. (The building is closed on Federal holidays.) Please enter the building using the main lobby located on the north side of the building. As a security/safety precaution, all other external doors are locked and require a keycard for access. Do not prop open or block any internal or external doors, due to safety and fire issues. At the end of the day, exit using the main lobby doors by 4:15 p.m. If you are delayed in exiting the building, then you will need to exit using the east, south, or west doors to avoid setting off the intruder alarm.
2. Reception Desk. Attendees are required to sign in and sign out at the reception desk in the main lobby. The sign in and sign out requirement applies to all attendees who do not work in this building as a safety/fire precaution to ensure accountability in an emergency situation.

Attendees who do not possess a Federal Government identification (ID) card will be assigned a temporary name tag when checking in at the Receptionist Desk. If an attendee does not have a Federal Government ID in their possession at the time of check in, will need to present a valid driver's license or photo ID.

The name tag or Federal Government ID must be worn and visible while attendees are at the NRC.

Your agency will be responsible for posting a sign at the reception desk with class information and provide a host to answer questions for your attendees. The host is to remain at the Reception Desk to assist with sign-in, directions to your event, and crowd control. Your agency should provide a roster of the attendees at least 3 business days prior to the event to Celina Rodriguez, Information Receptionist, (208) 373-4000, email crodriguez@blm.gov. Ms. Rodriguez will also provide information regarding building hours, parking and the use of the facility.

The above requirements apply to BLM-hosted meetings/events where external (outside) visitors are expected to attend.

3. Hosts using the small meeting rooms need to follow the above instructions, including being at the Reception Desk to greet and escort their visitors to their function.

B. Equipment

1. Digital Versatile Disc (DVD) player/recorder units. Are located in the Tower unit in the Sagebrush, Ponderosa, and Computer Training Rooms.
2. Easels with Easel Paper. Several easels with paper are available in all of the conference rooms and small meeting rooms. Consumable supplies, such as paper, pens, markers, easel paper, etc. should be supplied by the host agency.
3. Lecterns. The Sagebrush, Ponderosa, and Computer Training Rooms contain lecterns that are equipped with computers and microphone systems. See [Appendix 2](#) for basic guidelines for using the lecterns.
 - a. Lecterns and computers are not to be unplugged or moved. Unplugging will result in “low” battery power and cause problems such as error messages, sluggish response, or malfunctioning for several minutes or hours; especially if the computers need to update/refresh programs.
 - b. Do not move the lecterns as the power cords can be damaged and result in the lecterns being “out of service” until repairs can be accomplished. Also, damaged power cords are potentially a shock hazard.
 - c. Do not turn off or unplug the surge protectors that are located on the inside wall of the lecterns in the Sagebrush or Ponderosa Rooms, as the next user may not be able to detect or troubleshoot why the lectern fails to operate which may result in costly repair bills for labor and diagnostic(s).
 - d. Options available are Laptop VGA, Laptop HDMI, Lectern Computer, DVD, and Satellite.
 - e. Additional extension cords and surge protectors are located on the bottom shelves of the lecterns.
 - f. Additional chairs are located in the closets of the Sagebrush/Ponderosa/Computer Training Rooms.
 - ✦ Any of the black chairs that are not needed should be stacked and stored in the closets.
 - ✦ Any of the blue chairs that are not needed should be stacked on the roll-around carts and stored in the closets. The blue chairs should only be stacked **11 high** on the roll-around carts otherwise the stack is too tall to pass through the closet doorway. Extra tables should be folded and stored in the closets.

Guide for Reserving the Natural Resource Center Conference Rooms

3

- g. If you need assistance with the equipment please call a member of the Administrative Support Improvement Team (ASITeam) or the Boise National Forest Supervisor Office (BNFSO) Points of Contact (POC) (see [Appendix 1](#)). The host is responsible for setting up and after their meeting/event returning the room to the appropriate configuration, as well as cleaning up.
4. Projector and Screen.
 - a. The Sagebrush, Ponderosa, and Computer Training Rooms have ceiling mounted projectors and screens that are linked to the lecterns.
 - b. The Eagle Room has an Epson Projector mounted in the ceiling and a wall-mounted screen. A dedicated computer is also located in the Eagle Room. (See [Appendix 3](#) for instructions on use.)
 - c. The Clearwater and Mustang Rooms do not have projectors or screens.
 - ✦ The Clearwater Room is equipped with a 55" Samsung LED TV, webcam, and DVD player. A dedicated computer is also located in the Clearwater Room. (See [Appendix 4](#) for instructions on use.)
 - d. Portable projector or portable screen may be requested by contacting Dustin Janes, Property Management Specialist, at (208) 373-3971.
 5. Satellite. Dish Network is the satellite provider and only the Sagebrush Room is equipped with it. Do not “surf” Dish Network for other channels to watch during lunches or breaks, as this causes problems when official broadcasts (telecasts) need to be aired and could result in additional charges for unauthorized programs. (Note: Satellite is being phased out and has been removed from the Ponderosa and Training Rooms; the control panels will be updated in the near future.)
 6. Whiteboards. One wall-mounted, dry erase whiteboard including dry erase markers and erasers are available in each room. Please do not use permanent markers or sharp objects on the whiteboards as it damages the surface.

C. Facilities

1. Drinking fountains.
 - a. First floor drinking fountain is located in the north side hallway.
 - b. Second floor drinking fountain is located outside of Room #218 in the south side hallway.
 - c. Third floor drinking fountain is located across from the elevators.
2. Restrooms. Are located on each floor adjacent to the north side hallway.

Guide for Reserving the Natural Resource Center Conference Rooms

4

3. Vending machines, refrigerator, and microwave ovens. Are located on the second floor in the Break Room (Room #240). No food service or coffee pot is available, so if you need these items, you will need to bring them with you. The vending machines contain snack items and beverages. The Break Room has minimal seating and tables. In addition, in Building 1249 next door on the first floor has vending machines and a coffee shop that offers light refreshments and beverages.
 - a. Food and beverages may be consumed in the conference rooms; we request that beverages must be in containers with lids to prevent spills.
 - b. Please clean any spills immediately to avoid staining or damage to carpet and furniture.
 - c. Notify the facilities management staff, Steve Panzella at (208) 573-3737 or Blake Asher at (208) 573-3739, for spills that you are unable to clean.
4. Kitchenette with small refrigerator and microwave oven. Located in the Sagebrush Room for day use only (in conjunction with reservation). Please be sure to clean up after use.

D. Messages

1. Messages for attendees may be left by contacting our Receptionist at (208) 373-4000. We request that you limit the number of messages, as our Receptionist has other scheduled duties to perform.
2. Messages can be picked up at the Reception Desk throughout the day.
3. When responding to messages using your cell phone, please avoid congregating near office doors as your conversation may be louder than you think and may disturb the occupants or other meetings that are in progress.
4. Telephones located in each conference/small meeting room may be used for local and long distance calls that are official and business-related. Please do not use the telephones to make personal long distance calls.
5. The Polycom telephones should not be removed and relocated to different rooms. The telephones are programmed to become disabled when moved from the dedicated room.
6. All telephones have speaker phone capabilities.

Guide for Reserving the Natural Resource Center Conference Rooms

E. Name Tags

1. Attendees who do not possess a Federal Government identification (ID) card will be assigned a temporary name tag when checking in at the Receptionist Desk. If an attendee does not have a Federal Government ID in their possession, at the time of check in then he/she will need to present a valid driver's license or photo ID.
2. The name tag or Federal Government ID must be worn and visible while attendees are at the NRC.

F. Network

1. Requests for network connections, laptop, portable speakers, or other special technical needs requires a Bureau of Land Management (BLM) Remedy Help Desk Ticket be submitted at least 1-2 weeks prior to the event. The host will need to submit a Remedy Help Desk Ticket. If you need assistance with placing a Remedy Help Desk ticket, contact one of the ASITeam or BNFSO POC.
2. The link for the Remedy Help Desk System is located at <http://1800blmhelp.blm.gov/index.html> or call 1-800-BLM-HELP (800-256-4357) Monday through Friday, 6:00 a.m. to 6:00 p.m. (Mountain Time), with the exception of federally-recognized holidays. (Note: The National Operations Center Information Technology staff is responsible for updating the user guide related to BisonConnect, therefore; use the most current instructions available at the National Help Desk link to ensure your request is properly processed.)

G. Occupancy

Room	Maximum Occupancy
Sagebrush	146
Ponderosa	152
Combined Sagebrush/Ponderosa	298
Eagle	21
Clearwater	18
Mustang	5
Computer Training	16

Note: The occupancy rates listed above are for the:
Sagebrush and Ponderosa Rooms in the u-shaped style;
Eagle, Clearwater, and Mustang Rooms in the boardroom style; and
Computer/Training Room in the classroom style.

See [Illustration 1](#) and [Illustration 2](#).

H. Parking

1. **The speed limit for the NRC parking lots is 5 miles per hour (5 mph).**
2. Use the unmarked parking stalls on the south side of the building; do not park in the stalls marked Visitors, Reserved, Employee of the Quarter, or Fire Zone. (Note: Attendees may not park in any of the parking stalls located between the two buildings.)
3. Disabled/Handicapped Parking is located on the south and east sides of the building. Vehicles that park in these stalls need to display either a disabled/handicapped license plate or placard.
4. Motorcycle parking is available on the west side of the building.
5. Guests/participants attending functions (meetings, presentations, training, etc.) at the NRC are required to display an NRC Parking Permit for the length of time they are attending the functions (see [Appendix 5](#)). It is the responsibility of the host to provide the permits to the guests/participants. Failure to have a properly displayed permit could result in ticketing and towing at the owner's expense.
6. Do Not Park at surrounding local businesses or other Government buildings/lots. Parking in unauthorized areas could result in ticketing and/or towing at the owner's expense. Please help us to be good neighbors by honoring this policy.

I. Reservations

1. To reserve a conference room, please contact a member of the ASITeam or the BNFSO POC. For a listing of ASITeam and BNFSO POC, see [Appendix 1](#). Please have the ASITeam or BNFSO POC that made the reservation ensure there are no conflicts with other bookings.
2. Once the reservation is made, the following information needs to be provided by the host to Ms. Rodriguez, Information Receptionist, crodriguez@blm.gov, (208) 373-4000.
 - Title of the meeting/training
 - What room(s) is being reserved
 - Date(s) of the meeting/training
 - Start and End Times for each day of the meeting/training
 - How many attendees
 - Host contact information (name, phone number, email address)
3. Due to the high demand for conference rooms, it is the responsibility of the requester to cancel the room(s) via the ASITeam or BNFSO POC who made the reservation, if the

Guide for Reserving the Natural Resource Center Conference Rooms

7

event is changed, canceled or postponed. Cancellations should be received 3 business days in advance of the event, if possible. This will help us better manage our budget and avoid renting hotel conference rooms when a conference room is available in our building.

4. Every effort will be made to reciprocate reservations with agencies that grant the BLM and/or the BNF the use of their facilities.
5. Reservations for BLM functions cannot be made for “free training” from commercial vendors/sources as the BLM Washington Office Ethics staff has determined that we are prohibited from providing a room due to possible conflicts of interest or solicitation.
6. Please confirm with an ASITeam or BNFSO POC the availability of a conference room, do not assume that a conference room is available just because it is not occupied when you are looking for a room as a meeting or conference call might be scheduled to start within the next few minutes and the participants are walking from their cubicles to the conference room. In addition, it would be greatly appreciated that you adhere to the allotted time frame that you booked for the reservation, as another meeting or conference call might be scheduled to start immediately following your time frame.
7. If the requester will be using a computer(s), he/she will need to clarify whether or not they (and their attendees) have Smart Card (card reader) access. If they do not, then a Help Desk ticket will need to be created – this may need to be submitted by the ASITeam or BNFO POC if the requester does not have that capability – to request that the card readers be disabled during the session.

J. Safety/Fire Alarm

1. As a safety precaution on the first day of the meeting/event, the host or presenter should review with attendees the secondary and primary exit routes and the rally point. The designated rally point for fire/emergency situations is located in the southwest corner of the parking lot. Maps indicating emergency exits and the rally point are included in this guide (see [Appendix 6](#)).
2. If the fire alarm is sounded, immediately exit the building and meet at the rally point. Please do not ignore the alarm, even if you think it is just a drill. Think safety first.
3. Please do not leave the parking lot via foot traffic or vehicle or seek shelter in your car, or leave the designated rally point without specific direction from the Incident Commander, as we need to account for all personnel and visitors. Such actions impede the arrival/departure of emergency vehicles, create the potential for pedestrian-vehicular accidents, and potentially endanger emergency responders and firefighters that must search for you.

K. Service Animals

1. Service animals are authorized to accompany people with disabilities as defined and in accordance with the Americans with Disabilities Act. Please inform the ASITeam or BNFSO POC that made the reservation and Ms. Rodriguez, Information Receptionist that your group will have a service animal at your event.

L. Smoking is Prohibited Except in Designated Areas

1. A no-smoking policy is in effect in our building; therefore, smokers are asked to use the designated smoking area located outside on the west side of the building and to properly dispose of cigarettes, wrappers, etc. in the containers provided. (No-smoking policy includes chewing tobacco, electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), and electronic nicotine delivery system (ENDS) that simulates tobacco smoking.)
2. Please do not smoke or use chewing tobacco, e-cig, PV, or ENDS devices on the walkways, sidewalks, and/or parking areas leading to our building, as a courtesy to other visitors and staff.

M. Set-up

1. Please plan to schedule time before your event to set up the room according to your needs. For example, if your event begins on a Tuesday morning, you may need to arrange for setting up the room on Monday afternoon to accommodate our hours of operation.
2. It is the responsibility of the agency hosting the meeting to set up the room according to their event needs, so you may need to have members from your group come with you to set up the tables, chairs, etc.
3. It is the responsibility of the agency hosting the meeting to return the room to the appropriate configuration (Sagebrush and Ponderosa in the u-shaped style; Eagle, Clearwater, and Mustang in the boardroom style; and the Computer Training Room in the classroom style).

N. Telephones

1. The following are the telephone numbers for each room:

BLM Conference Room and Telephone Numbers	
Room	Telephone Number
Sagebrush	(208) 373-4061
Ponderosa	(208) 373-4062

Guide for Reserving the Natural Resource Center Conference Rooms

9

BLM Conference Room and Telephone Numbers	
Room	Telephone Number
Eagle	(208) 373-3806
Clearwater	(208) 373-4081
Mustang	(208) 373-3808
Computer Training	(208) 373-4063
U.S. Fish & Wildlife Service Conference Rooms and Telephone Numbers	
Chief Joseph Room	(208) 378-5795
Rachel Carson Room	(208) 685-6959
Sacajawea Room	(208) 378-5715

To reserve the U.S. Fish and Wildlife Service facilities on the third floor at the NRC, contact Jeanette King, Administrative Assistant, at (208) 685-6961 or Carol Wanstrom, Secretary, at (208) 378-5388.

2. Please do not unplug the telephones, as this may cause problems with connections and delays during subsequent events. Do not move or exchange telephones to different rooms as some of the telephones are designed/programmed to deactivate if moved to different location.
3. To make calls to BLM offices within the building just dial the last four numbers. If you are trying to make calls to other agencies or locations, you must **first dial “8”** followed by the phone number.
4. The preferred method for using the Polycom conference phones is to first enter the phone number and then press the green button to activate the call.
5. Avoid disrupting other employees or events by conducting cell phone calls and business discussions next to the elevators, near the stair wells, or exit doors.
6. Please submit a Remedy Help Desk ticket if you need additional phones or have special needs. If you need assistance with placing a Remedy Help Desk ticket, contact one of the ASITeam or BNFSO POC.
7. If you need immediate telephone assistance, please contact Jason Parks, Telecommunications Specialist, at (208) 373-3941.
8. The host should arrange prior to the meeting/event for a conference bridge line number to be provided by their office. If the host needs assistance, please notify one of the ASITeam or BNFSO POC for help in submitting a request.

O. Weapons – Prohibited

1. Firearms, knives, and other weapons are prohibited from being brought into our building.

P. End of the Day (or End-of-Event)

1. Please remove all trash and any items you have placed on the walls or easels, wipe off the table(s) and chairs, and clean the whiteboard(s).
2. The NRC has limited janitorial services available and it is requested that you assist in keeping the rooms clean.
3. Blue recycle bins are available in all of the rooms.
4. Do not leave any boxes, training materials, documents, food, beverages, etc. at the end of your event, even if you think the items may be of interest/use to someone else. The items invariably end up cluttering the room(s) and are a source of frustration for the next user, so please take the items with you or use the appropriate trash or recycle bin to dispose of properly.
5. See [Appendix 7](#).

Illustration 1 – U-Shape/Horseshoe Set-up

The tables and chairs for the Sagebrush and Ponderosa Rooms should be arranged in a U-Shape in each room as depicted below at the conclusion of your event or meeting with the **wall partition** (folding wall) **open**.

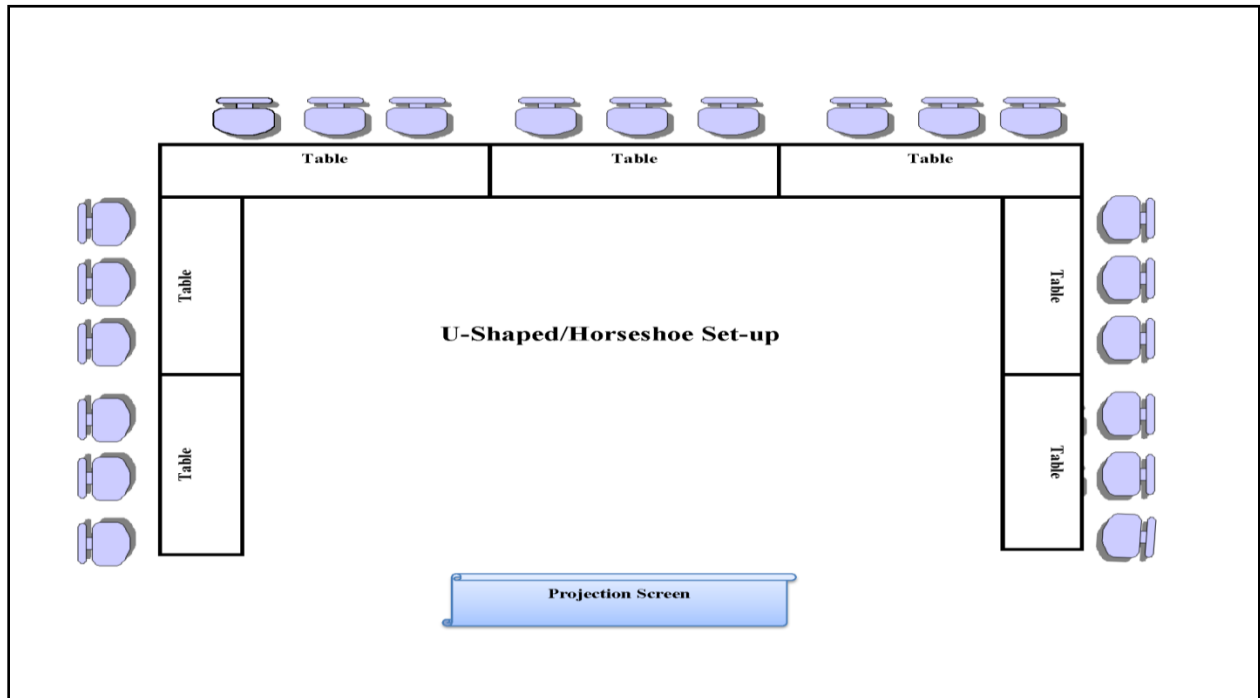
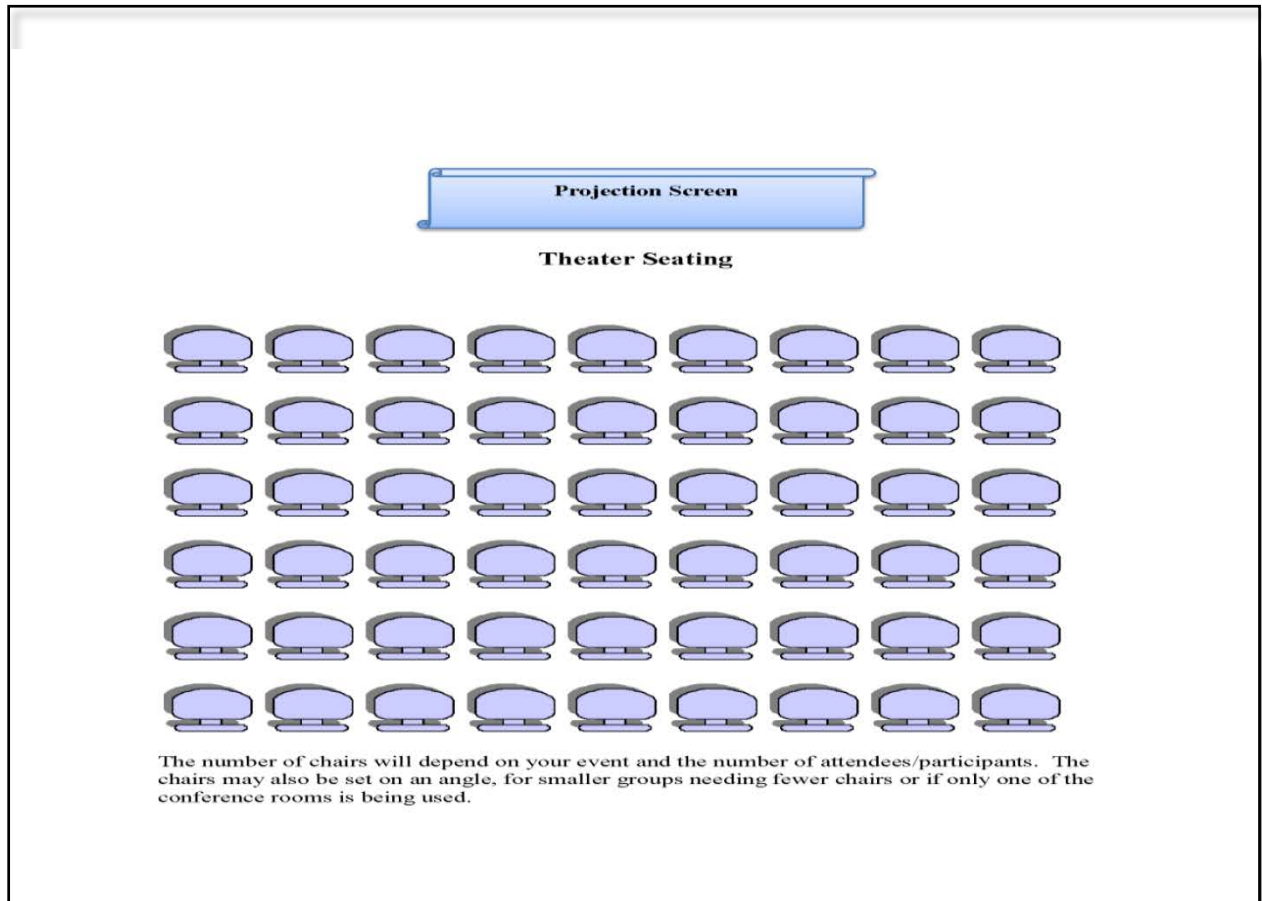


Illustration 2 – Theater Set-up

Theater seating is also depicted, in case your event needs to use that arrangement style in the Sagebrush and Ponderosa Rooms.



Guide for Reserving the Natural Resource Center Conference Rooms

A1-1

Appendix 1 – Reservations

Bureau of Land Management Administrative Improvement Support Team Points of Contact to make Reservations

Name	Telephone Number	Email Address
Linda Alumbaugh	(208) 373-3921	lalumbaugh@blm.gov
Teresa Atkinson	(208) 373-4024	tatkinson@blm.gov
Nona Del Bosque	(208) 373-3950	ndelbosque@blm.gov
Sylvia Graves	(208) 373-3800	sgraves@blm.gov
Peggy Hallman	(208) 373-3900	phallman@blm.gov
Susanna (Susie) Henry	(208) 373-3873	shenry@blm.gov
Kathy Mondor	(208) 373-4001	kmondor@blm.gov
Linda Moore	(208) 373-3980	lrmooore@blm.gov
Terrian Wells	(208) 373-3860	twells@blm.gov

Boise National Forest Supervisor Office Points of Contact to make Reservations

Name	Telephone Number	Email Address
Angelina (Angie) Rios	(208) 373-4107	angelinarios@fs.fed.us
JoElla Bollar	(208) 373-4100	jbollar@fs.fed.us
Jennifer Stephenson	(208) 373-4286	jstephenson@fs.fed.us

Bureau of Land Management Receptionist

Name	Telephone Number	Email Address
Celina Rodriguez	(208) 373-4000	crodriguez@blm.gov

Alternatives

If the NRC Conference Rooms/Small Meeting Rooms are not available, the Requester may want to try contacting:

U.S. Fish and Wildlife Service to request the use of their third floor conference rooms at the NRC, contact Jeanette King, Administrative Assistant, at (208) 685-6961 or Carol Wanstrom, Secretary, at (208) 378-5388. Possible available conference rooms and direct telephone numbers include: Chief Joseph Room (208) 378-5795, Rachel Carson Room (208) 685-6959, Sacajawea Room (208) 378-5715.

Bureau of Reclamation to request the use of conference rooms, contact Steve Baasch, Facility Operations Specialist, at (208) 378-5301, Linda (Kaley) Swanson, Executive Assistant, at 208-378-5013, or Katy Loomis, Secretary, at (208) 383-2248.

Guide for Reserving the Natural Resource Center Conference Rooms

A2-1

Appendix 2 – Basic Step-by-Step Lectern Instructions for the Sagebrush/Ponderosa Rooms or Computer Training Room

The touch screen has been programmed for user friendly navigation. Use only your freshly washed finger to operate the touch screen. Do not use ink pens, pencils, or other objects to operate the screen as they could damage the screen. Ensure that nothing is blocking or in the way of the video projector or projection screen before lowering. Do not touch the projection screen or allow any object to come in contact with the projection screen as it could be damaged or knocked off its track.

Determine if you need to combine or separate the Sagebrush/Ponderosa Rooms before you commence your meeting/event. Select the Setup button on the touch screen. Then in the column under Room Mode select either Combine or Individual; afterwards press Close button. (Note: **Do not select Tech button; as it is for maintenance only.**)

To Activate the Lectern

1. Press badge to start.
2. Source Selections (include the following):
 - a. Laptop VGA
 - b. Laptop HDMI
 - c. Lectern Computer
 - d. DVD
 - e. Satellite
 - f. Shut Down

The appropriate cords/connections are marked for the Laptop VGA, Laptop HDMI, and Lectern Computer. Depending upon your selection you will see the following type of messages:

Please connect your laptop to the VGA port.

Please connect your laptop to the HDMI port.

Please use the keyboard and mouse. (For the Lectern Computer)

3. Sound cable is marked and can be used for laptops. The microphone on the lectern is already active. Program volume and the MIC volume can be adjusted up/down or muted.
4. Projector can be adjusted for:
 - a. Screen Up/Down. **Do not use the LIFT buttons – these are for maintenance only!** (Note: The Lift buttons are password protected; do not attempt to use as the warranty will be voided.)
 - b. Power On/Off
 - c. Press the Close button to exit this screen
5. Lights can be adjusted by touching the Lights button. The Lighting Control screen will appear with:
 - a. Fluorescent lights – On/Off
 - b. Incandescent lights – 100%, 50%, 25%, Off, Up/Down Arrows
 - c. Press the Close button to exit this screen
6. DVD button activates the next screen with options that include Menu, Title, and a variety of self-explanatory arrows, as well as pause.

Guide for Reserving the Natural Resource Center Conference Rooms

A2-2

7. Satellite button activates the next screen that includes a numbered key pad, page, a variety of self-explanatory arrows, Info, Guide, Recall and Cancel. (Note: Satellite is only available in the Sagebrush Room.)
8. When you are finished for the day using the system press the Shut Down button. The next screen to appear will be Confirm System Shutdown, your options will be:
 - Yes, turn system off.**
 - Cancel**

Do not turn off or unplug the lecterns or the computers.

Appendix 3 – Basic Instructions for the Eagle Room

The Eagle Room is equipped with an Epson ceiling mounted projector that is linked to a wireless computer, keyboard, and mouse.

To Activate the Computer and Projector

1. The room computer is on (so it can display the image source).
2. Use the Epson Projector remote control.
 - a. Press the blue start button to activate the ceiling unit. (Note: An audible humming noise indicates that the unit is on.)
 - b. Turn on the mouse and keyboard (switch is on the bottom of each). You may need to awaken the mouse by moving it.
 - c. Log in using your specific BLM user identification and passcode using your Personal Identity Verification credentials card (Smart Card). A smart card reader is located on the small table next to the computer.

When finished

1. Log out, but do not turn off the room computer.
2. Turn off the projector with the remote.
3. Turn off the keyboard and mouse.
4. Remove any extra supplies that you brought to your meeting or function.
5. The Eagle Room has motion sensor lighting, so the lights will shut down after a period of inactivity once you exit.

Appendix 4 – Basic Instructions for the Clearwater Room

The Clearwater Room is equipped with a wall mounted, 55" Samsung TV that is linked to a wireless computer, keyboard, mouse, and Samsung Blue-ray Disc (DVD) player.

To Activate the Samsung TV

1. Use the Samsung TV remote control. (Note: The TV remote control must be within 23 feet of the TV to work properly.)
 - a. Press the red start button to activate the TV while pointed towards the TV.
 - ✦ If the TV fails to turn on, make sure the AC power cord is securely plugged into the wall outlet and the TV.
 - ✦ If the TV fails to turn on try pointing the TV remote control directly at the TV from 5-6 feet away.
 - ✦ Check if the remote sensor is blocked by obstacles.
 - ✦ The batteries may need to be replaced in the TV remote control if it continues to not turn on. First check the polarity (+/-) of the batteries. Replace the batteries if drained.
 - b. If no source is identified on the TV screen, select the HDMI1.
2. The computer is on (so it can display image source). You may need to move the mouse or press any key on the keyboard to awaken the computer.
 - a. Log in using your specific BLM user identification and passcode using your Smart Card. A smart card reader is located on the table with the computer, mouse, and keyboard. (Note: If the system displays a message that another user has it locked. Close out. Reopen and request to switch user. Proceed with routine login process.)
3. After successful login, the displayed message will indicate that the computer is preparing your desktop.
4. Once your desktop appears, you will be able to fully use the system.

Guide for Reserving the Natural Resource Center Conference Rooms

A4-2

To Activate the Samsung DVD player

1. Use the Samsung DVD remote control.
 - a. Press the red On/Off button to activate the DVD player while pointing it at the blue sensor on the front of the player. (Note: The DVD remote control must be within 20 feet of the player. Do not block the blue sensor.)
 - b. Press the disc tray open/close button and the tray will open (or close depending on its position).
 - c. Place a disc gently into the disc tray with the label facing up.
 - d. Press the tray open/close button to close the disc tray. Playback starts automatically.
 - e. To pause or to skip forward or backwards use the appropriate button on the remote control.
 - f. Volume adjustment can be controlled by selecting the selecting Vol – or Vol + buttons.

Webcam

A webcam is mounted above the Samsung TV. It can be used for video conferencing, provided both parties have a webcam (or similar device).

When finished

2. Log out (do not shut down), and do not turn off the room computer, mouse, or keyboard.
3. Turn off the Samsung TV with the remote.
4. Place the keyboard on the small table and return the mouse to its cradle to ensure recharging. (Note: Be sure to retrieve your Smart Card from the card reader and take it with you.)
5. Remove any extra supplies that you brought to your meeting or function.
6. Return the chairs around the conference table or along the walls as appropriate.
7. Exit the Clearwater Room and switch the lights to off as you leave.

Caring for the TV

1. Do not spray water or any liquid directly onto the TV. Liquids may cause a failure, fire, or electric shock.
2. Be sure to wipe the exterior and screen carefully using a soft cloth to prevent scratches.
3. Turn off the TV, and then gently wipe away smudges and fingerprints on the screen with a microfiber cloth.
4. Do not hang anything from or on the TV.

Appendix 5 – Parking Permit

Course Name:

Date(s):



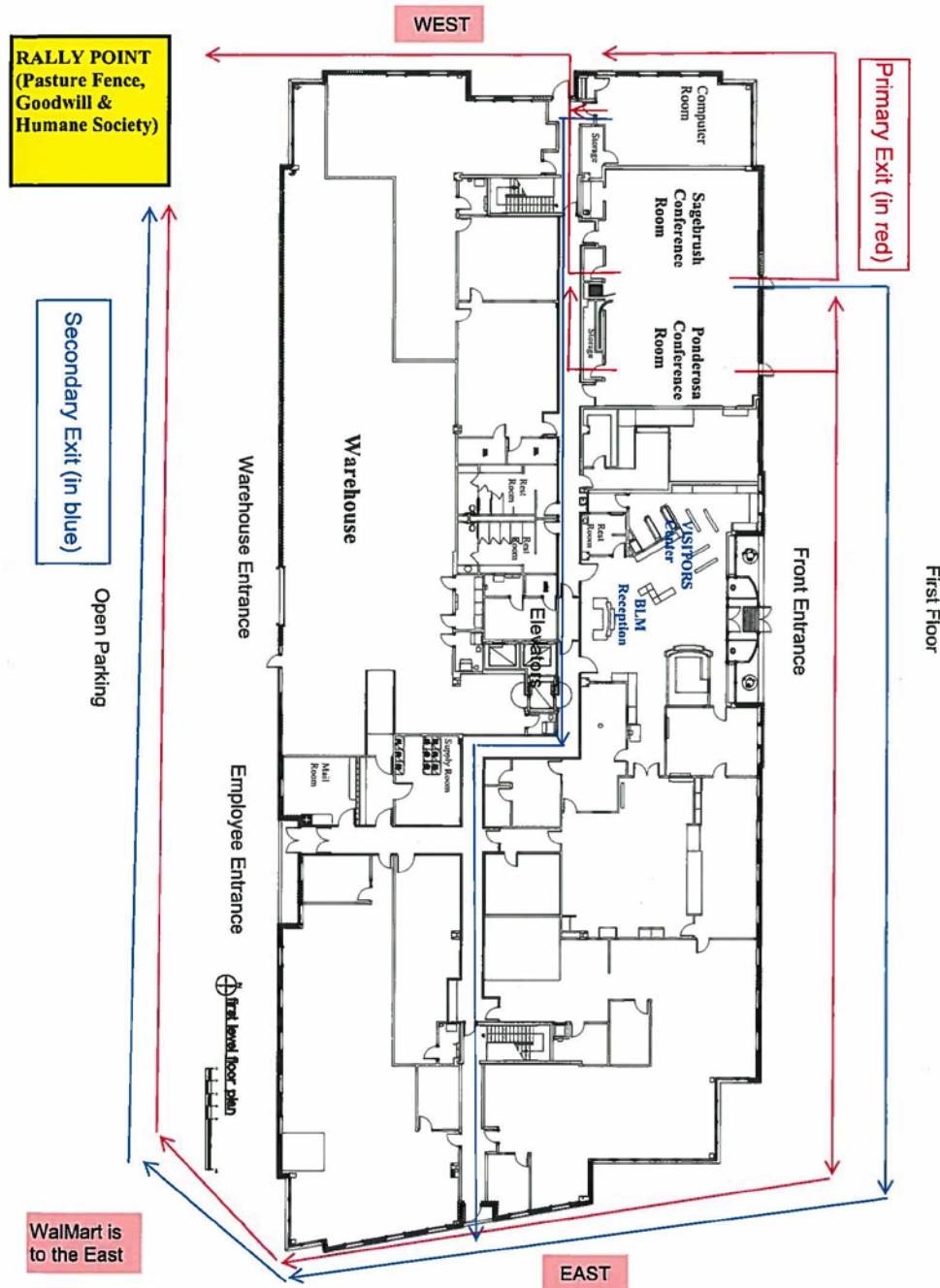
PARKING PERMIT

HOST:

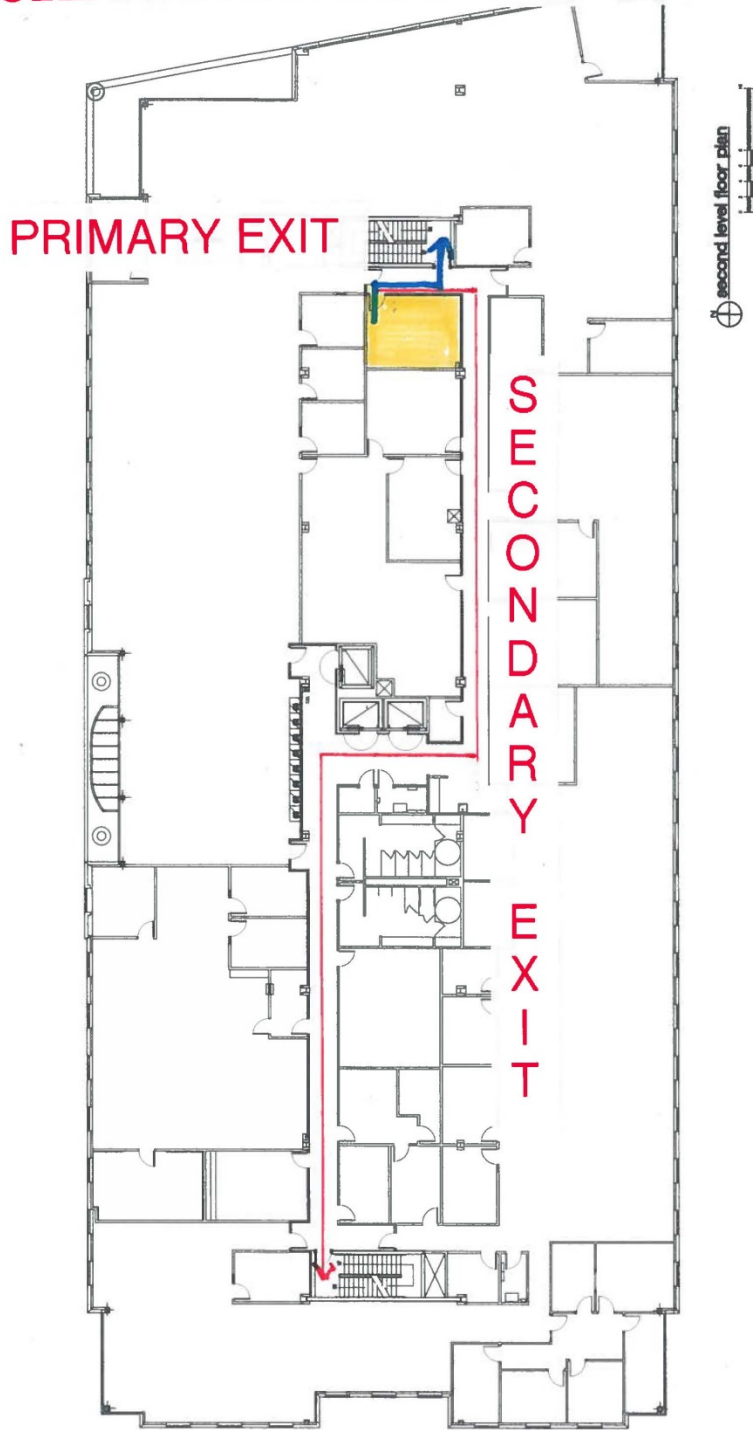
(Place this side up on the center of the dashboard. Failure to display “Parking Permit” could result in ticketing and towing of the vehicle at the owner’s expense.)

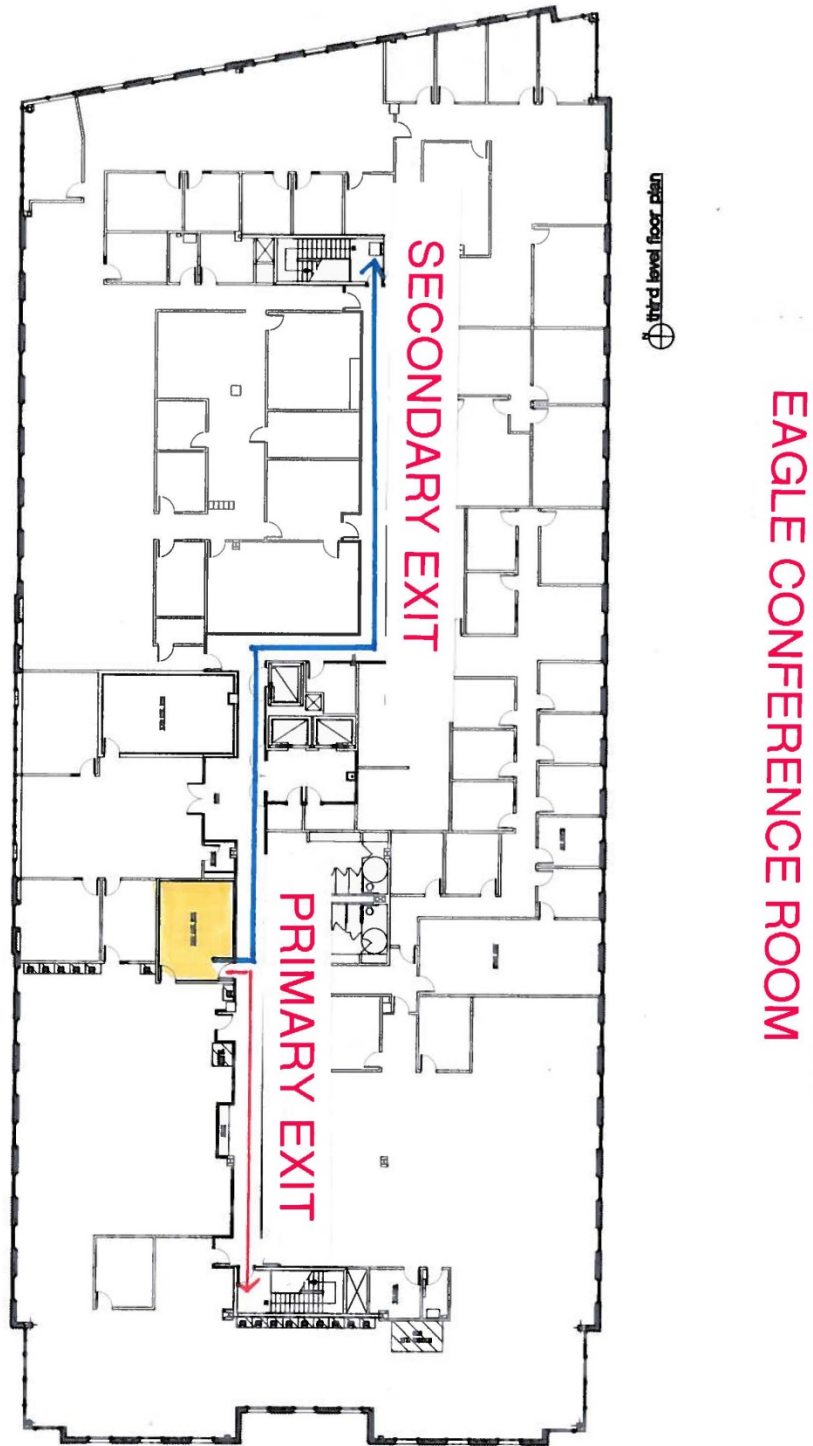
Appendix 6 – Emergency Exit and Rally Point

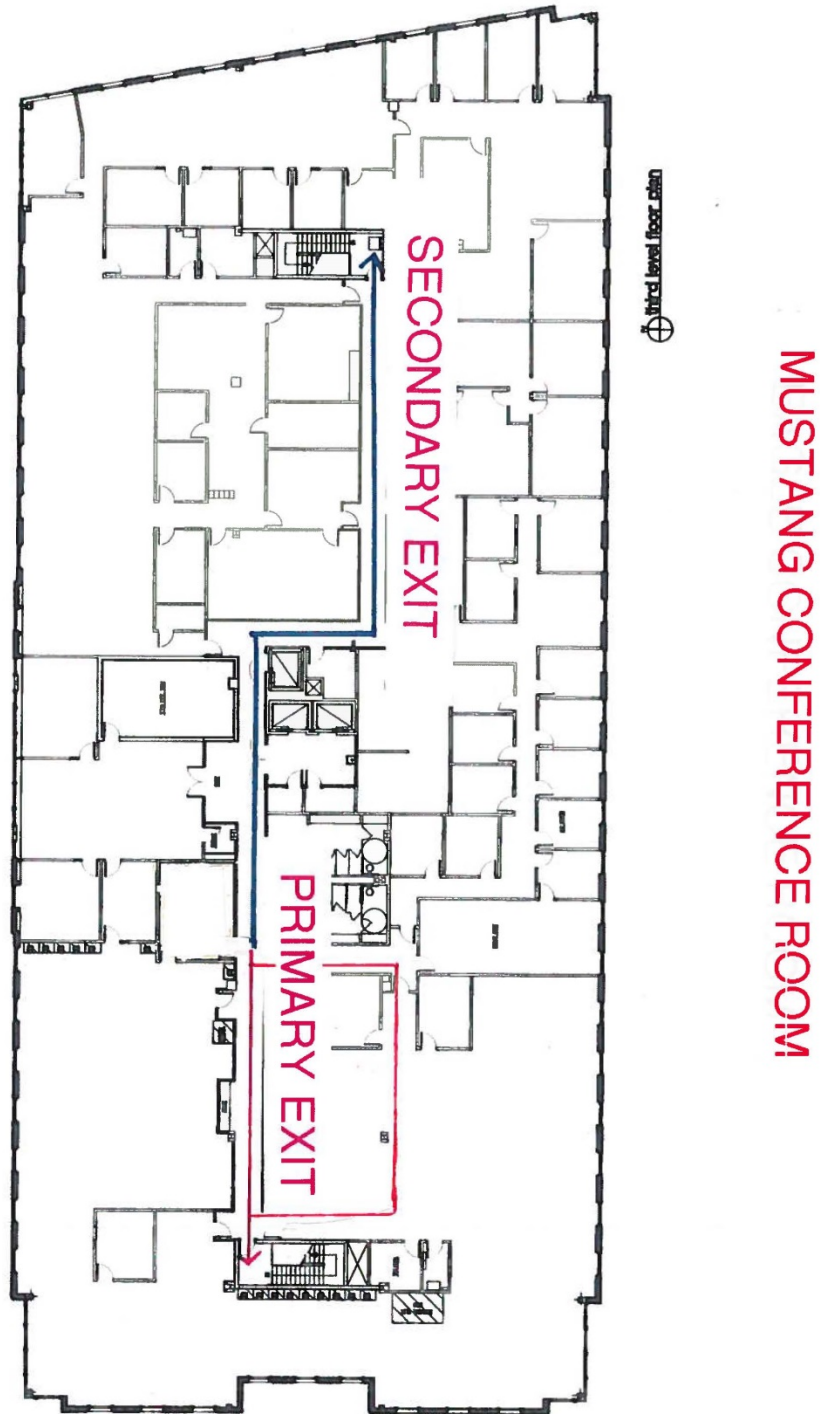
Sagebrush/Ponderosa and Computer Training Room



CLEARWATER CONFERENCE ROOM







Guide for Reserving the Natural Resource Center Conference Rooms

A7-1

Appendix 7 – Pre- and Post-Meeting Reminders

Pre-Meeting Reminders:

1. Three business days prior to your meeting/training, contact Celina Rodriguez, Information Receptionist, at (208) 373-4000, or by email crodriguez@blm.gov, and provide her with a roster of attendees.
2. Make arrangements to come the day before or early the day of your meeting/training to set-up the room and to make sure all the equipment works and is compatible with equipment that you are bringing.
3. Email your attendees the instructions to enter the NRC complex. Remind them that a photo ID or their Federal Government ID is required.
4. The attendees will need to sign in at the Reception Desk each day.
5. Provide the attendees with a parking permit and have them display the parking permit on the dash of their vehicle.
6. Please remind attendees not to park in visitor parking. They should use the open parking on the south side of the NRC.
7. Hours of operation are **7:45 a.m. to 4:15 p.m.**, Monday through Friday. Participants should plan to exit the building by 4:15 p.m. If the lobby is closed, do not exit via the front doors as an alarm will be triggered and the local Fire Department dispatches a fire engine. If the Fire Department dispatches a fire engine and your Agency is determined to be at fault, your Agency will be billed for the service.
8. During your meeting do not prop open any doors. If the room is too warm or cold please notify Steve Panzella, Facilities Manager at (208) 573-3737 or Blake Asher, Assistant Facilities Manager at (208) 573-3739 to adjust the temperature.

Post-Meeting Reminders:

1. Please return the Sagebrush/Ponderosa Rooms to a U-Shape pattern. If you move any of the furniture or equipment in the small meeting rooms, return it to its original pattern.
2. Dispose of all trash, including cups, water bottles, paper plates, etc.
3. Remove any presentation materials including used easel paper and boxes.
4. Recycle appropriate products using the blue bin.
5. In the Sagebrush kitchenette refrigerator remove any food and beverages that you brought to your meeting/training and dispose of as needed. Do not leave items in the refrigerator, as they will spoil. Wipe down the counters. If the microwave was used, please be sure to leave it clean.
6. Wipe down the tables.
7. In the Sagebrush/Ponderosa Rooms, stack extra chairs and store in the closets.
8. In the Sagebrush/Ponderosa Rooms, fold extra tables and store in the closets.
9. Turn off the equipment.
10. Exit the room and turn off the lights as you leave.