

BOOKING Q1-01 AS AN ACCESS GRID ROOM

Q1-01 is available for all Units/Div/Schools to be utilised as an Access Grid Room.

Q1-01 is a dedicated School of Mathematics and Statistics teaching space and can only be booked by Campus Services Administrative staff **on approval** by the School of Mathematics and Statistics.

Users of Q1-01 Access Grid Room must ensure they have arranged for the necessary Access Grid Room Support staff to operate this equipment. In an emergency situation where Support Staff are unavailable please contact the Campus Services officer on extn. 25055 or extn. 88555.

Please note: Q1-01 Access Grid room equipment must only be operated by the nominated Support staff or trained users ONLY.

NOMINATED SUPPORT STAFF	
Staff Member	Unit/School
Ben Close	Computer & Information Science
Richard Rawinski	Mathematics and Statistics
Peter Cotton	Natural Built Environment
Andrew McIver	Information .Strategy &.Technology Services
Patrick O'Sullivan	Electrical and Information Engineering
Administrative Staff	Campus Services

BOOKING Q1-01 IN ACCESS GRID MODE

All bookings for the use of Q1-01 in Access Grid mode should be lodged with Campus Services via email to the Campus Services, Mawson Lakes Public Folders OR via the Campus Services Room Booking On-Line Request form (<http://www.unisa.edu.au/cs/forms/roombooking.asp>). Please specify at the time of booking Q1-01 will be used in Access Grid mode.

Campus Services will contact the School of Mathematics and Statistics to verify the room is available and can be utilised by the user. Approval must be given by the School of Mathematics and Statistics prior to the space being booked. Campus Services will confirm the room has been confirmed via email.

Campus Services will enter all bookings into Syllabus Plus database. The letters "AGR" will be entered before the subject title (AGR will denote the room is being utilised in the Access Grid mode and not in Lecture Theatre mode. e.g.AGR/Research Conference).

ACCESS TO Q1-01

Support Staff have been provided with the necessary access required to use these facilities.

A Tablet P.C. (laptop) has been provided and is located in the Q1-01 Control Room. Please ensure the Tablet P.C. is returned to the Control Room at the conclusion of their session.

Support staff should ensure all facilities in the Access Grid Room are in working order at the conclusion of their session.

ACCESS GRID SUPPORT

Support staff must contact Campus Services for any faults/problems on ext. 88555 as soon as practicable.

If you require Campus Services assistance during your session please call ext. 88555.