

PCLB Event Spaces Guest Use of Equipment

Overview: PCLB Foundation guests are authorized to use Event Spaces equipment, provided they adhere to the guest connection policies outlined in this document. A guest's initial connection to Event Space equipment and network should be overseen by a staff member to ensure all appropriate steps have been followed. The scenarios outlined below detail the most common connections that will be required for a guest's use of the Event Space. If a request has been made that falls outside these parameters, please discuss these details with management before implementing a non-standard configuration.

Scenario 1: Guests using personal laptop:

Foundation guests are welcome to connect their personal laptops to the Event Space equipment, but access to the internet must be limited to the PCLB Guest Wireless network. In the event a hardwired connection is required, a guest can connect to the Event Space network using the appropriately labeled cable.

Connection Steps:

1. Log into personal laptop
2. Connect laptop to provided HDMI connection
3. Connect to PCLB Guest wireless network for internet connection
4. If hardwired connection is required, utilize the appropriately labeled cable.

Scenario 2: Guests using Event-Space Laptop:

In the event a guest does not have their own laptop, or prefers to utilize a PCLB computer, the Event-Space laptop should be used. The guest should login to the laptop using the following credentials:

User ID: Event-LT\event

Password: event2016

*When assisting a guest with the Event Space laptop, please do not log into the laptop using your network login/password, have the guest work off the local account listed above so the PCLB network is not accessible.

Connection Steps:

1. Log into the event space laptop using credentials detailed above
2. Connect laptop to provided HDMI connection
3. Connect to PCLB Guest wireless network for internet connection
4. If a hardwired connection is required, utilize the appropriately labeled cable.

Scenario 3: Guests using USB storage on Event-Space Laptop:

If a guest wants to use files from a USB storage device, please follow the procedures detailed in Scenario 2, and then connect the USB device to the Event laptop.