



TRINITY UNIVERSITY

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2018

Digital Preservation Management Workshop Guests:

Welcome to Trinity University! We hope you enjoy your time on our campus.

This booklet will provide you with general information about the facilities and services available to you during your stay on the Trinity University campus. Please take a few minutes to review the information about 1) your Summer Conference Card, which serves as your building access card and 2) the Tiger Cub Card, which can be used instead of cash to pay for vending and services on campus.

In addition, you will find instructions on how to set up and use your laptop computer in your residence hall room and the locations of computers on campus that are available for your use. Remember that Trinity University summer school students and research students do have priority for using the computers in Trinity labs and lounges.

Should you have any questions, please call a Conference & Special Programs staff member at x7601 (from your dorm room phone) or (210) 999 - 7601.

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Julio Avila ~ Conference Coordinator
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Trinity University Phone Information

To access voice mail in your residence hall room press the “Messages” button to the right of the number pad. If you are prompted to set up or “enroll” the voice mailbox, skip ahead to the phone icon (pictured below) and follow the instructions. Otherwise, follow the voice prompts to retrieve your messages.

All on-campus phone calls can be connected by dialing the 4-digit extension number, which can be found at the top right-hand corner of your phone’s screen. From off campus, add “210-635-” to any dorm room number.

To access an outside line (off-campus) please dial “9” and then immediately dial the number. There is no need to wait for an additional dial tone – simply add 9 to the beginning of the number and dial as usual.

How to Setup Voicemail Password

Please follow instructions below to set up your Voice mail box. Once you are logged in you can follow the prompts to set up your greeting. Your phone number is **210-635-4XXX**.

The default password to access your voicemail for the first time is **123987** followed by the # key.

1. Press the *messages* button.



2. Use the keypad to enter default password (Listed Above).



Your Conference Access Card



Your conference card provides you access to the external doors of residence halls and lounges

You should immediately report all lost cards to the Conferences and Special Programs office at (210) 999-7601 or X7601.

Housekeeping and Residence Hall Maintenance

Located in each residence hall are Trash Receptacle Stations, please dispose of trash on a daily basis by placing trash bags and recyclables into the proper disposal receptacles. Housekeeping will not enter rooms to clean. If something in your room needs special attention, please dial extension 7601 or (210) 999 – 7601. Special cleaning will only be done on an emergency basis. Please be considerate of your roommates – leave the bathroom clean! **Extra toilet paper and trash bags are under the sink. When you leave the bathroom, remember to unlock the bathroom door to your suite-mate's room.**

All residence hall rooms are equipped with smoke detectors and there are fire alarms in each hall. If the alarm sounds - even if you suspect it is a malfunction - evacuate the building immediately!

All Trinity University facilities and residence halls are air-conditioned. While the temperature in many of the buildings is controlled by a central computer, several of the residence halls have individual thermostats located in each room or one of the rooms in each suite.

KEYS/ACCESS CARDS:

All guests will be issued an access card which will provide entrance to lounges and residence halls. Room doors may lock automatically. When departing, be certain to check that your door is locked and carry your key and building access card with you at all times. Please note: A key and/or access card is considered lost if it is not turned in at check-out.

Lost Key/Access Card Policy

Report Lost Keys/Access Cards to:

Call extension 7601 between 8:00 am – 11:30 p.m.

After hours, call Trinity's Office of
University Police at extension 7070

***A \$50.00 replacement fee must be paid before
a new key will be issued.***

***A \$10.00 replacement fee must be paid before
a new access card will be issued.***

Trash Removal: Trash and recycling disposal facilities are located in each hall.

CHECK-OUT

In order to assist us in better serving you and future conference participants, please remember to:

- **Remove all trash from your room bins and properly dispose of at one of our Trash Receptacle Stations.**
- **Clean out all leftover food from your microwave and refrigerator.**
- **Please remove all bed linen and place at the foot of your bed along with your towels.**
- **Delete all voice mail messages prior to your departure.**

SMOKING POLICY:

Smoking is not allowed on campus.

MAINTENANCE:

Any individual with a maintenance or cleaning problem in their room should report such problems by calling extension 7601 or (210) 999 – 7601 (7 days/week, 8:00 am – 11:00 pm). After 11:00 p.m. please call extension 8413 or (210) 999 – 8413 and report the specific problem on the voice message system. Please be very clear, stating your name, residence hall, room number, and a description of the problem. Please note that minor maintenance issues will not be addressed outside of normal business hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.) To report any **emergency** maintenance problems after hours, please call Trinity University Security at extension 7070.

LOST AND FOUND:

Check the Office of University Police, extension 7070, or the Office of Conference Services, extension 7601, for lost items.

RESIDENCE HALL BALCONIES:

Trinity University policy prohibits the hanging of clothes, signs, or banners from the balconies of any residence hall. Please do not leave room furniture unattended on the balconies.

ALCOHOL POLICY:

Under 21: Alcoholic beverages are strictly prohibited on campus for groups who have participants under the age of twenty-one.

21 and Over: Individuals over the age of twenty-one are permitted to have alcoholic beverages in their residence hall rooms. Only beer and wine may be consumed in the lounge areas. However, alcoholic beverages must be carried to the lounge areas in a bag or covered container. Individuals are not permitted to have alcoholic beverages, including beer and wine, on university grounds, recreational areas, Mabey Dining Hall, or in classroom buildings. Any alcoholic beverages left in the lounge areas will be confiscated. If a special exception has been made to Trinity University's alcohol policy for your group at a special event – please extend the courtesy of abiding by these rules.

TELEPHONES:

Telephones are located in each residence hall room. The telephone number for your phone can be found on the unit. To reach another residence hall room, or any office on campus, dial the last four digits (extension number) of the office or person you are calling. To make a local call (no charge) dial 9, followed by the number you are calling.

Direct long distance access is NOT provided.

PARKING:

If you have a vehicle on campus, you must register it during check-in. You will receive a parking pass, which should be kept on the dash of the car at all times. This pass will permit you to park in lots near the residence halls. Parking is not allowed on upper campus. Please be advised that any vehicle parked illegally is subject to ticketing and/or towing. **Summer Conference Guests are responsible for payment of any parking tickets issued.**

Summer Pool Hours

June 2018

TRINITY UNIVERSITY OUTDOOR POOL SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 6:30am - 8:00am 11:30am - 1:00pm	2 2:00pm - 6:00pm
3 2:00pm - 6:00pm	4 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	5 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	6 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	7 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	8 6:30am - 8:00am 11:30am - 1:00pm	9 2:00pm - 6:00pm
10 2:00pm - 6:00pm	11 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	12 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	13 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	14 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	15 6:30am - 8:00am 11:30am - 1:00pm	16 2:00pm - 6:00pm
Father's Day 17 2:00pm - 6:00pm	18 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	19 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	20 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	21 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	22 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	23 6:30am - 8:00am 11:30am - 1:00pm 2:00pm - 6:00pm
24 2:00pm - 6:00pm	25 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	26 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	27 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	28 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	29 6:30am - 8:00am 11:30am - 1:00pm 4:00pm - 8:00pm	30 6:30am - 8:00am 11:30am - 1:00pm

Lifeguards always on duty

July 2018

TRINITY UNIVERSITY OUTDOOR POOL SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 4th of July 2:00pm - 6:00pm	5 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	6 6:30am - 8:00am	7 2:00pm - 6:00pm
8 2:00pm - 6:00pm	9 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	10 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	11 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	12 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	13 6:30am - 8:00am 11:30am - 1:00pm	14 2:00pm - 6:00pm
15 2:00pm - 6:00pm	16 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	17 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	18 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	19 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	20 6:30am - 8:00am 11:30am - 1:00pm	21 2:00pm - 6:00pm
22 2:00pm - 6:00pm	23 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	24 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	25 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	26 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	27 6:30am - 8:00am 11:30am - 1:00pm	28 2:00pm - 6:00pm
29 2:00pm - 6:00pm	30 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm	31 6:30am - 8:00am 11:30am - 1:00pm 5:00pm - 8:00pm				

Lifeguards always on duty

BUSES/RIDESHARE/TAXIS:

Public buses to the downtown/Riverwalk area and to North Star Mall are available on Stadium Drive north of the main entrance to campus and south of the lower entrance to campus. Bus schedules can be found online at www.viainfo.net, or call 210-362-2020 for route and schedule information.

Lyft and Uber rideshare services operate within San Antonio city limits.

For taxicab service call Yellow Cab (210-222-2222) or Checker Cab (210-222-2151).

Up to four persons can ride for the price of one.

RECREATIONAL FACILITIES:

Participants will have access to all Trinity University **outdoor** recreational facilities including the swimming pool, sandlot volleyball courts, basketball courts, the jogging tracks and E.M. Stevens track. Name badges are necessary for access to all recreational facilities.

Facilities located in the William H. Bell Center, including the weight room, **are not** available to participants.

HOURS OF OPERATION:

- **University Post Office:** The Trinity University Post Office is located at 607 Kings Court inside the Prassel Parking Garage Monday through Friday, 8:00 a.m. to 5:00 p.m. A Federal Express drop box is located outside of the Coates University Center. A US Post Office is located on McCullough, just south of Woodlawn Avenue.

UNIVERSITY POLICE: Please behave prudently with regard to your personal safety at all times during the conference, as you would on any trip. Walk in well-lighted areas and in the company of at least one other person. Call the University Police at x7070 if you become aware of a situation that concerns you. Also, note the locations of the emergency (code blue) telephones throughout the campus. For your personal safety and security, we ask that you keep your door locked at all times. Make certain that your balcony doors are also locked.

*****DO NOT LEAVE VALUABLES IN YOUR ROOM*****

Trinity is not responsible for lost or stolen items.

**IN CASE OF MEDICAL OR FIRE
EMERGENCY,
CALL TRINITY UNIVERSITY POLICE
DIAL 7000 (210.999.7000)**

**FOR ROUTINE SAFETY AND SECURITY
CALLS, DIAL 7070 (210.999.7070)**

**FOR NON EMERGENCY OFF-SITE
MEDICAL NEEDS, CONTACT THE TEXAS
MED CLINIC AT 210-821-5598.**

Laundry at Trinity University

For your convenience, there are Laundry Rooms located throughout the Residential Living areas at Trinity University, featuring 109 Speed Queen Washers and Dryers.

If this Laundry Controller happens to be offline, Please report the problem to the Tiger Card Office at 999-7825

We will work to resolve the problem As Soon As Possible.

For other nearby locations available for use please consult the list & map provided below.

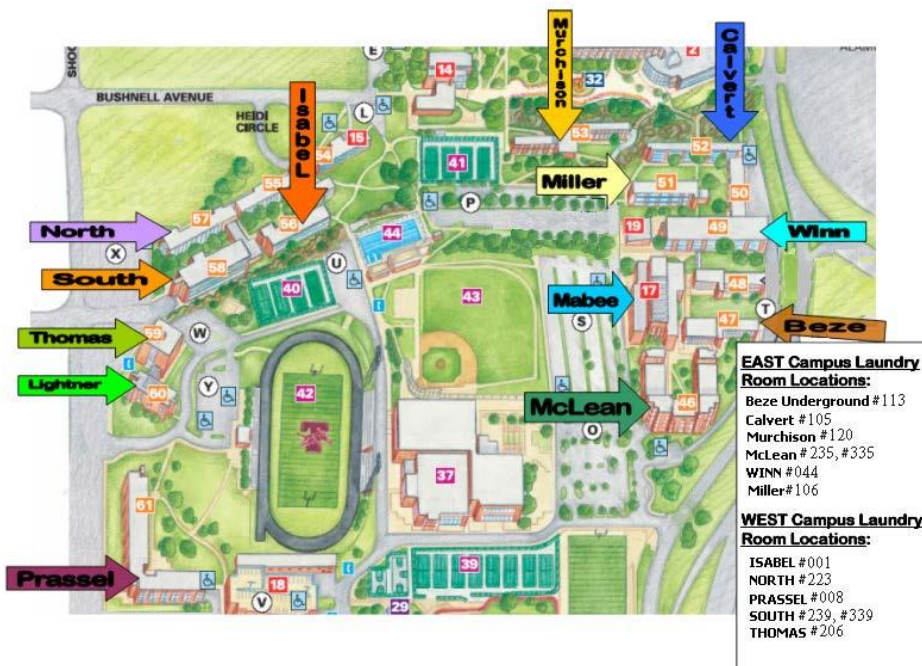
All locations accept *Tiger Bucks* with the Tiger Card & guest Cub Card

EAST Campus Laundry Locations:

BEZE Underground #113
Calvert Res Hall #105
Miller Hall, Rm #106
Murchison Hall, Rm #120
Verna McLean, Rm #'s 235, 335
Winn Hall, Rm #044

WEST Campus Laundry Locations:

Isabel Hall, Rm #001
North Hall, Rm #223
Prassel Hall, Rm #008
South Hall, Rm #'s 239, 339
Thomas Hall, Rm #206

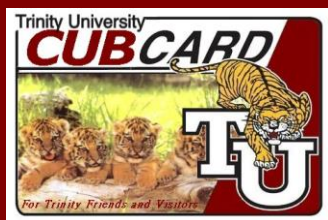


Trinity University - Cub Card!

Add Cash
at any of the
Card-Value Stations



**The Guest Cub Cards
Are Great to use!**



This card is different from the Access Card you receive from the Conference & Special Programs office.

Many of the vending, washer & dryer machines on campus have transitioned to the "Tigerbucks" Debit Card System accessible w/ a CUB CARD for purchases rather than coin purchases. Wash/Dry cycles cost \$1.00 each.

Along with vending & laundry, the Trinity University "Cub Card" will also allow you to use the on-campus print shop facility (Ricoh Digital Print and Press, located in the Coates Library), the campus bookstore, library copiers, printing from any of the computer labs on campus that are setup to use the pay-for-print management system. The Cub Card can also be used to purchase food and beverages at The Commons Grill, Tiger's Den Pub. For more information on how best to use Trinity University's Cub Card, go to www.tigerbucks.com. Cub Cards can be purchased for \$1.00 and contain \$1.00 worth of value. You may add additional cash to your card at the time of purchase or anytime from the following locations:

- * **Coates University Center Lobby**, available during all Coates University Center hours.
- * **Thomas/Lightner Foyer**, access 24/7 using your Conference Access Card.
- * **Elizabeth Coates Library**, open during library hours (kiosk located behind cafe).

As a cash alternative, you no longer have to worry about carrying cash with you – go to www.tigerbucks.com to find out more about the Cub Card and its many uses.

Each Value Transfer Station has an easy-to-follow menu for obtaining and adding value to your Trinity Cub card. Please be certain to have the exact amount of cash/bills you want to put on the card, the **Card Value Stations do not give change!**

FUNDS MAY ALSO BE ADDED TO YOUR CUB CARD VIA CREDIT CARD OR CHECK FROM 8:00 am – 5:00 pm, MONDAY – FRIDAY, AT THE TIGER CARD OFFICE LOCATED IN STORCH MEMORIAL BUILDING (PHONE 999-7825)

Deposit Online at our secure web site, <http://www.tigerbucks.com>. Click on the **Conference Guest** link and follow the simple instructions. Begin with the entry of your Trinity Cub Card's 7-digit ID number, the 1st seven-numbers found on the back of your card. **THE WEB DEPOSITORY ACCEPTS ALL MAJOR CREDIT CARDS AND FUNDS ARE CREDITED TO YOUR ACCOUNT IMMEDIATELY.**

IMPORTANT NOTICE*

Any unused balance left on a Cub Card is **NON-REFUNDABLE**. All unused balances are removed from Cub Cards following 12 months of inactivity

Keep your card in a safe place, it is a cash alternative and like cash, if you lose-it someone else may use it – report lost cards immediately.

LOST CUB CARDS CAN BE DE-ACTIVATED. MAKE NOTE OF THE SEVEN DIGIT ID NUMBER on the back of the card and, **if lost, report** to the number to either the Tiger Card office (999-7825), or Department of Campus Safety (999-7070) – either office can disable the lost card. The Tiger Card Office will then transfer the value left on the lost card to a new Cub Card.

Connect to Wifi

...on your personal devices: laptops, smart phones and tablets

TUGuest is available for all campus visitors. Guests can create temporary accounts which will allow them immediate access to the internet **on their personal devices, including laptops, smart phones and tablets**. Should you wish to use a computer in a lab or in the library, please reference your TUSecure Log-In information.

1. Choose **TUGuest** from the list of available wireless networks on your computer or mobile device.
2. Once connected, launch a browser window or wait for the captive portal popup.
3. Click on *Don't have an account?*
4. Enter your email address, review the Acceptable Use Policy and click *I agree to the terms and conditions*.
5. Click *Register*.
6. Your username and password will be generated and displayed.
7. Click *Sign On* to join the network. (Your guest account information will be automatically emailed to the address you provided.)

Note: Your guest wifi account will remain active for 24 hours. If you need additional time, just create another guest account by repeating the above steps.

Wireless Network Configuration for TUSecure

1. Please connect to **TUGuest** as mentioned in the steps above.
2. Open a browser and go to <http://secure.trinity.edu/>
3. Make sure that the listed Operating System matches the OS on your PC or Mac and click *JoinNow*.
4. Download the installer, run it and follow the prompts to configure your connection for the TUSecure wireless network.
5. You should now be connected to TUSecure. If not, manually choose TUSecure in your list of available networks.

You are responsible for remembering your User Name and Password or carrying the information with you.

TUSecure log-in credentials are needed for Trinity University operated machines only; please use TUGuest on all personal devices.

TUSecure Log-In information is available on the TUSecure Credentials card you received in your registration envelope

Wondering Where You Can Go To Use A Computer?

Summer conference guests can use computers in the Coates Library, and the Murchison Residence Hall Lounge, Beze Residence Hall Lab (basement level – Room 114), or Thomas Residence Hall Lab (Room 304). You may access the Murchison, Beze and Thomas labs 24 hours a day, 7 days a week, but the Library is available only when it is open for business. ***Note: Trinity University summer school students and research students have priority use of all computers.***

Coates Library through July 8, 2018

Monday – Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 6:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	Closed

Coates Library after July 8, 2018

Monday – Friday	8:00 am – 6:00 pm
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Beze Computer Lab (Room 114)

24 hour access, 7 days week (with Conference Access Card)

Murchison Lounge

24 hour access, 7 days week (with Conference Access Card)

Thomas 3rd floor Lounge

24 hour access, 7 days week (with Conference Access Card)

TU Secure log-in credentials are needed for Trinity University operated machines only; please use TUGuest on all personal devices.

Network Access From Your Room – Wired

Wired ports are available on request or you may use the phone in your room if provided. Contact Conferences and Special Programs to initiate a work order to activate a port. Please allow 24 hours for the port to be activated.

These instructions will walk you through the steps necessary to setup your PC using a wired connection in the Residence Halls.

If your room has a phone, you may use the port labelled 10/100 on the back of the phone for a connection.

Each wall plate contains a phone plug, two data plugs, and a cable jack. The data ports are usually labeled PD 1 and D2.

Plug your computer into the network connection in your room using a Cat5 data cable. These cables will be available from Conferences and Special Programs in the Holt Center.

Your PC must be configured to use DHCP to obtain an IP address.

1. Once connected, launch a browser window or wait for the captive portal popup.
2. Click on *Don't have an account?*
3. Enter your email address, review the Acceptable Use Policy and click *I agree to the terms and conditions.*
4. Click *Register.*
5. Your username and password will be generated and displayed.
6. Click *Sign On* to join the network. (Your guest account information will be automatically emailed to the address you provided.)

Note: Your guest account will remain active for 24 hours. If you need additional time, just create another guest account by repeating the above steps.

How Did We Do?

2018 Summer Conference Attendee Survey

It has been a pleasure hosting you and your program on our campus. Please take a few moments to complete a survey regarding your stay at Trinity University.

URL:

<https://conferences.trinity.edu/events/2018-summer-conference-attendee-survey>

QR CODE:

iPhone Users: your camera app is a QR code reader.



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Hours:
Mon — Fri:
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Sat & Sun: Closed
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210-999-7065 fax
dpp@trinity.edu