Smart Classrooms Use Policy for Faculty

Support
- If any assistance is needed please contact the Media Services hotline at x4352. This contact info is posted on the instructor station.

Connecting Your Own Computer to the Internet
- When using your own device, connect to the internet using WIFI only.

Moving and Unplugging Existing Equipment
- Do not move or unplug hardware devices from their cabinet or table. Do not flatten monitors or move them.
- Do not unplug any device or cable for any reason.

Food and Drink
- No food or drink should be placed or consumed at or near an instructor station.

Getting Ready to Leave
- Be sure to turn the projector off and place the projector remote in the instructor station if used.
- If the instructor computer was used, please log out and ensure the log out process has been completed.
- Lock the instructor station.