Technology Training Center
Use Procedures

Training and Documentation strives to provide the best possible experience for instructors and participants of training. To do so, Training and Documentation requires some cooperation with instructors in terms of maintenance and management of the Technology Training Centers.

The following use procedures apply to the Computer Services Technology Training Centers located in Cheek Hall 100 and Meyer Library 205.

Obtaining Keys
The Technology Training Centers are to remain locked when not in use, and when an instructor or reserving party is not present. This includes breaks during scheduled reservation times. To have the Technology Training Center unlocked, the reserving party or instructor may come to the Training and Documentation office in Library 202, or visit the nearest Help Desk. Help Desks are located in Cheek 150 and Library 201.

Before your Training Session
Please request your reservation to allow enough time to prepare your materials and set up the room prior to your session. If the reserving party or instructor has not arrived one hour after the scheduled start of the reservation, or leaves for more than one hour during the reserved time, the Technology Training Center will be considered available for other use.

After your training session
Please request your reservation to allow enough time after your session to finish up with trainees and complete the following.
- Use the Crestron Control (not remote) to turn off projector, Apple TV, or document camera.
- Log off the instructor machine (do not turn off) and shut keyboard tray.
- Erase the whiteboard completely.
- Put away additional materials if used, such as remotes, markers and extra chairs.
- Ensure everyone is logged out of the machines.
- Return monitors to original position and push in chairs.
- Close window blinds.

As you are walking out
- Turn off Technology Training Center lights.
- Ensure no materials are left behind. Please take all Lost and Found items to the nearest Help Desk.
- Close and ensure doors to Technology Training Center are locked.

We appreciate you following the above guidelines for use of the Missouri State University Computer Services Technology Training Centers. Please contact us if you have any questions or comments regarding the Technology Training Centers.

Computer Services

Contact: Training and Documentation
836-6288 / 836-6056