

Technology Training Center Use Procedures

Computer Services strives to provide the best possible experience for instructors and participants of training. To do so, Computer Services 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 106.

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, a full-time Computer Services staff member must be present. The reserving party or instructor may come to the Computer Services office in Meyer Library 103, or visit the nearest Help Desk located in Cheek 150 and Meyer Library 105.

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 the 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.



Contact: Kristi Oetting or Aubrey Larimore-Vargas

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