

10 TIPS

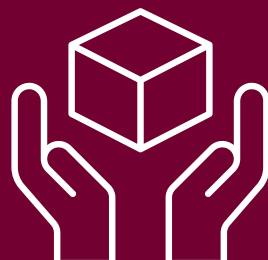
FOR RESPONSIBLY USING PRESENTATION EQUIPMENT

1) **TURN OFF THE SYSTEM WHEN FINISHED**

This is to avoid excessive wear and tear, and eventual malfunctions.



2) **HANDLE THE SYSTEM COMPONENTS WITH CARE**



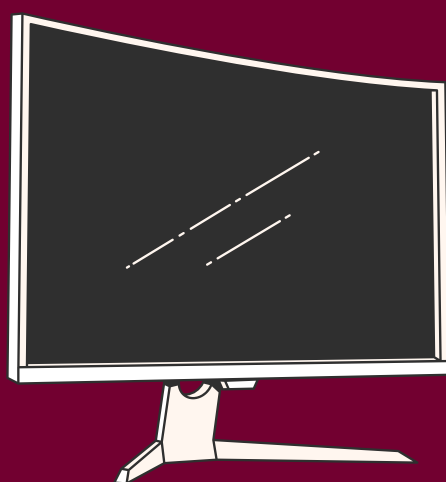
Dropping or mishandling microphones, styluses, or other components leads to costly replacements.

3) **PLUG IN RECHARGEABLE MICROPHONES AND STYLUSES AFTER EACH USE**

This is to avoid running out of power during your or a colleague's presentation.



4) **DO NOT FORGET TO RESET THE COMPUTER DISPLAY**



If you use the "Extend" display mode in the Windows Operating System, please reset the computer display to "Duplicate" mode before you leave. The next user might not understand why their projected image does not match what is displayed on the desktop computer screen.

5) **DO NOT STRIKE OR SCRATCH THE COMPUTER DISPLAY OR OTHER COMPONENTS OUT OF FRUSTRATION**



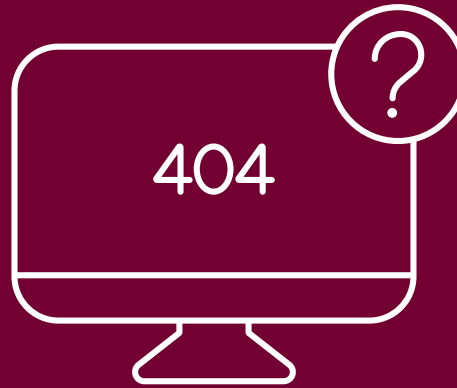
6) **REPORT ANY PROBLEMS OR MALFUNCTIONS IMMEDIATELY**



If something isn't working correctly, **call the help desk at 453-5155**. Do not ask office staff to relay the message for you.

7) **DO NOT MAKE UNAUTHORIZED MODIFICATIONS TO THE SYSTEM**

This causes malfunctions, disrupting class time.



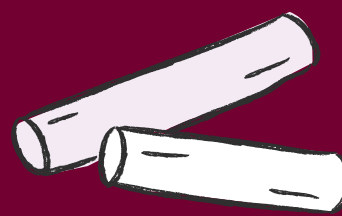
8) **DO NOT EAT OR DRINK NEAR THE PRESENTATION SYSTEM**



Spills can permanently damage components.

9) **DO NOT LEAVE CHALK ON THE PODIUM**

Chalk dust is an electrical conductor which can short electrical equipment. It also can obstruct ventilation, causing system components to overheat.



10) **TREAT THE PRESENTATION SYSTEM WITH RESPECT**



Remember that the presentation system is a valuable University asset that facilitates effective instruction and learning. Treating it with respect ensures that it remains in good working order for years to come.