End of Class / End of Day Procedures

To ensure the quality of the TelePresence Experience for everyone, please make sure to do the following when your session is over:

**End of Class - Another Class Scheduled In Room**
1. Make sure the Document Camera is powered off and lowered.
2. **Log off the Instructor Workstation.**
3. **Log off Student Computers**
4. Straighten all of the Chairs and Computers.
5. Clean up any Trash in the Room.
6. Turn the Room Lights off.
   Don’t worry about the ‘Shroud’ around the TelePresence Plasma Displays - They turn off automatically.
7. Close the door.

**End of Class - Last Scheduled Class of the Day**
1. Make sure the Document Camera is powered off and lowered.
2. **Turn off the Instructor Workstation and Student Computers.**
3. Straighten all of the Chairs and Computers.
4. Clean up any Trash in the Room.
5. Turn the Room Lights off.
   Don’t worry about the ‘Shroud’ around the TelePresence Plasma Displays - They turn off automatically.
6. Close the door.

Thank You For Your Diligence In This Procedure.