# Classroom Technology Guidelines
## University of Wisconsin - Whitewater

Please follow these guidelines for all classrooms that you may hold classes in:

## TURN EVERYTHING OFF WHEN LEAVING THE ROOM

- To maximize the lifespan of campus technology, please ensure that all equipment is powered off every time you leave a classroom. This includes projectors, Crestron systems, DVD/VHS players, audio amplifiers, and document cameras.
- However, please leave computers turned on since they take longer to power up.

## DO NOT UNPLUG ANY CABLES

- Do not remove or reconnect any cables from the system or the wall. Doing so delays troubleshooting of the system.
- Do not have students from your class attempt to troubleshoot issues, regardless of if they work at the Helpdesk or are an IT student. Always contact the Helpdesk Staff working at the time.

## IF THERE ARE ISSUES, CONTACT THE HELPDESK

- If you experience a technical issue in a classroom, contact the Helpdesk.
- The Helpdesk is easily reached by phone or email:
  - helpdesk@uww.edu
  - 262-472-HELP(4357)
- The issues you report will be escalated to the proper team to get them corrected as quickly as possible.

**UNIVERSITY OF WISCONSIN WHITEWATER | ICIT**