

# Guidelines for use of ITSS/Telecom Training Room 7

To reserve the ITSS/Telecom Training Room 7 contact Heidi Strande at 777-3781. If you need immediate assistance contact the Help Desk at 777-2222. They will route your call to the appropriate individual. Reservations are taken to ensure that the room is available and to verify that applicable software is available on the room's machines. Room is available from 8:00 to 4:30 Monday through Friday unless special arrangements are made. The following procedures apply to the use of this room:

1. The instructor should visit the room prior to class to become familiar with the overhead projection device, software, and ideal room environment.
2. The instructor access will be through the South door of Carnegie Hall to Room 7 and student access will be the same. **Classroom size is limited to 15 students.**
3. The instructor will check in with the ITSS Trainer or a Telecom Assistant by entering through Room 5 for initial use of Room 7.
4. The instructor should prop open the door to Room 7 and have students enter through the South door of the Carnegie Building (off Campus Road).
5. Doors to the Head Station/Teaching Station need to be left open during class to prevent overheating of the tower computer.
6. All computer equipment will need to be turned on.
7. **When the session is over, be sure the hall door to Room 7 is closed, all equipment including monitors is turned off and the room left ready for next class. *Thank you for leaving the class in the condition it was found.***
8. **Be sure to turn the projection device off.** (Mitsubishi ceiling mounted projector)

Turn on Main System	(Press the <b>Main Power</b> button inside the Teaching Station)
Turn LCD Projector on	(Press the <b>Projector Power On</b> button on the Flip Top Keyboard)
Turn LCD Projector off	(Press the <b>Projector Power Off</b> button on the Flip Top Keypad and hold down for 5 seconds)

9. The instructor should exit thru the South door of Carnegie Hall from Room 7 and check out with the ITSS Trainer or a Telecom Assistant.

If you have any questions or comments concerning the use of ITSS/Telecom Training Room 7, please feel free to call Heidi Strande, 777-3781, or drop a line to [heidistrande@mail.und.nodak.edu](mailto:heidistrande@mail.und.nodak.edu)

## Guidelines for ITSS Training Room:

- **NO Food or Beverages allowed in Room 7.**
- **Be quiet and courteous to fellow students.**
- **Clean up your workstation at the end of the class before leaving the room.**
- **Inform the trainer of equipment malfunctions.**
- **Please do not use class time for e-mail or Web surfing.**