Procedures for using Smart-Classrooms and Computer Labs

1. All Technical issues - call the Help-desk at x4395. There is a phone in every lab for your convenience, dial x4395. Or simply email @ C-helpdesk@gccd.edu.

2. General Lab Procedures:
   - No food or drinks are allowed in the computer labs. One exception is bottled water with a cap.
   - Do not remove or unhook any cables from the Extron equipment, monitor, or computer.
   - Do not change the resolution on the instructor’s station.

After your class or event has finished, YOU are responsible for the following:

   - Turning off all of the computers, the projector and document camera.
   - Turning off the lights.
   - Locking the smart-cart and the classroom.
   - Do not leave students in the computer labs unattended.
   - Cleaning the white board. Please use the provided clothes and spray for cleaning the white boards.

3. Printing:
   - Contact the help-desk, x4395 for printer support.
   - Instructors - Large print jobs need to be taken or emailed to duplicating:
     F-201 or emailed to cuyamaca.duplicating@gccd.edu
   - Do not change the settings on the printers.
   - If the printer needs paper, contact the help-desk at x4395

Emergencies or Public Safety Issues

   - There is a phone located either on the instructor’s station or at the back of each classroom. Dial 911 for emergencies and 7654 for CAPs.