

ILE USER CHECKLIST

Before leaving this workstation, please:

- Raise projection screen
- Turn projector off
- Turn document camera off
- Remove floppy disc or CD from ILE computer
- Remove tape from VCR
- Remove slides from carousel
- Logoff ILE computer (do not Shut Down)
- Turn microphone off
- Switch wireless microphone to OFF
- Place GyroMouse in its cradle
- Turn lights off

Call ext. 2000 if you have questions