

Instructional Facilities and Equipment Usage

Please adhere to the following guidelines when using Piedmont College instructional facilities and equipment in order to preserve the quality of the instructional experience for future use.

1. When the presentation is finished turn off all equipment including but not limited to:
 - Computer instructor stations
 - Box Lights and projectors
 - Televisions and VCR/DVD players
 - Laptops
2. Return all borrowed equipment in its original state and with all parts included (including use of the Smart Cart (the presentation center) in the Stewart Auditorium)
3. Report any equipment malfunctions to either the Helpdesk at www.piedmont.edu/it/helpdesk or to the department the equipment was borrowed from.
4. If assistance is required to set up any technology for classes, please contact the IT department at least 24 hours before the date of the presentation.