

**IT IS IMPORTANT THAT YOU DO THE FOLLOWING AT THE END OF CLASS:**

- 1) Please remember to disconnect all of the sites from the video conference at the end of your class. Instructors that follow should reconnect to any sites that they need. Trust me...it is better for all concerned if we do it this way.
- 2) Un-mute the microphone before leaving the classroom (if you muted it).
- 3) Set the volume to 5 or above (at least ½ way on the hash marks in Lewisburg).
- 4) Press the student camera icon on the Tandberg panel (AUX on the remote control in Lewisburg).
- 5) Press the Remote icon on the Tandberg panel at the end of your class. (Lewisburg: Press the Self-View button. You should see nothing on the TV screen if you disconnected the sites before pressing this button. You will see another campus if you have not disconnected.)