

COMPUTER LAB

Before you begin:

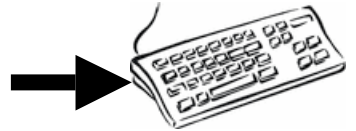
Hands need to be clean



Don't touch the monitors



Keyboards have a
"kick" plate - do not lay them flat



Use good posture
Sit with your feet down
Back straight
Use both hands on the keyboard



When you leave the lab:

Quit & Log Out



Place headphones and cords to the LEFT of the computer

Cords should not be dangling down off the counter

Take better care – do not pick the black coating off the headphones

Push in your chair

