This week’s Did You Know:

**SETTING UP CLASSROOMS FOR THE NEXT INSTRUCTOR**

You can help out the next instructor to use your room. At the end of your class, exit the presentation to turn off the projectors by clicking the EXIT button on the Crestron control panel on the podium. Please do this whether you are using the podium computer or your own laptop.

If a projector is non-responsive when you enter your classroom, or if it seems like the system needs to be reset, press the EXIT button on the Crestron control panel, then Yes to exit the previous presentation. Wait about two minutes for the projectors to cool down, then click the Start presentation button and select your source to bring the projectors back up.

For security reasons, please also log out of the podium computers after your classes, and leave the computers on.

Please turn off the lavalier microphone if you used it during your class. If the lavalier mic batteries are dead, please go to the front desk for emergency batteries.

If you would like a demonstration of our classroom technology, just contact the help desk at it@katz.pitt.edu and we’ll arrange one for you.

**CLEAN YOUR SCREENS**

If your monitors or laptop screens are looking a bit dirty, we have a solution! Stop by the help desk in Mervis hall to borrow our vinegar and water solution to clean your monitors. Tips for screen cleaning:

1. Don’t use alcohol or ammonia-based cleaners on your electronic screens. A 50/50 solution of white vinegar and water works best.

2. Spray the solution on your cloth, not on your monitor or laptop screen. Never spray directly above or into a laptop keyboard.

3. Don’t saturate your cleaning cloth — it just needs to be damp.

4. Go easy on the screen — don’t press too hard.

Microfiber cloths are the best for screen cleaning, and can be used for routine dusting with no liquid solution.

**STAYING SAFE ON THE INTERNET**

Stay alert for banner ads and popups on otherwise legitimate websites. Sometimes these ads can mimic download buttons or warnings, and can look very convincing, especially when you’re trying to download software. Sometimes malicious ads are designed to look like popups from your computer. Don’t click on these ads, and give the help desk a call if you think you may have a malware infection.

Many different kinds of free software available on the internet also contain malware, adware, or browser hijackers. Especially notorious are media player/conversion software (audio and video), PDF software, malware “removal” tools, file share software, and more.

Learn to recognize the signs of malware by visiting websites such as [Malwarebytes](https://www.malwarebytes.org), [Avast](https://www.avast.com), or [Symantec](https://www.symantec.com) for more information.
And don't forget:
Windows typically installs updates very early in the morning. Please leave your computer on overnight once or twice a week for these updates to run. Save your work and lock your computer before you leave by clicking the Windows Key (⊞)+ L.