

LCS Shutdown Instructions

- Appointments are scheduled on a 30, 60, 90, or 120 minute basis
 - It is important to begin wrapping up your presentation **at least 10 minutes prior** to your finish time
- Once you are finished with your recording, please do the following:
 - Sign out of and shut down all browsers, applications, etc on the presentation computer
 - Sign out of the control tablet (laptop)
 - Remove any of your possessions from the studio
 - Turn off all lights
 - Rearrange chairs and tables how they were when you arrived
- Thank you for visiting the Leadership Communication Studio, please share any feedback you have from your experience with us at LCS@purdue.edu.