

CLASSROOM (101, 102, 135, 221, 230, 320, 321, 322, 323, 341)

Please email or call Laurie in Rm. 211 history@uga.edu or 706 542-2298

(if Laurie is not in today and you need immediate help, please contact

- **COMPUTER** problems - the [Franklin College help desk](#) 706 542-9900 or
- **OTHER A/V problems** ([ceiling projector](#), document/map reader etc.) - [CTL Classroom Support](#) 706-542-3456

Instructor Name: _____

UGA email: _____ Phone: _____

Classroom Number _____

Please include the following information:

1. What piece of equipment is involved?

- The ceiling projector
- The classroom computer
- The screen (won't go up or down)
- The document/map reader
- My laptop connection

2. What exactly is happening/what is the problem?

3. Are there any error messages on the computer or console? If so, please copy them exactly

To use this form, please download it to your computer and save it first. Then complete and email to history@uga.edu. *This form is not required, you are welcome to send the relevant information in an email, or ask for assistance in person.*