

## **Office Equipment Use** (rev. 8/17/07)

1. Equipment in the Milwaukee County UW-Extension Office is to be used for work purposes. While “incidental” personal use is allowed, keep it to a minimum.
2. Keep telephone calls short and to the point. Remember that our most expensive calls are Intra-LATA calls to places like Racine so keep those calls to a minimum. Do not call Information to get a telephone number (those calls cost \$1.25 each). Instead, look up phone numbers on the Internet at sites such as: [www.yellowpages.com](http://www.yellowpages.com). See our “Telephone Use Guidelines” for more guidance on telephone use.
3. Reserve audio-visual equipment in the book kept at the front desk. Be sure to return the equipment as soon as you are done so others may use it. If the equipment needs a new bulb, batteries or repair, leave a note in Carolyn’s mailbox, send Carolyn an email, or attach a note to the equipment and put it in her office. Please sign and date the note and explain what is wrong with the equipment.
4. Computers and other office equipment are to be used by staff employed by Extension, not by family members or friends. Do not use your computer to entertain your children.
5. If you use the printers, copiers or fax machines for personal use, pay the appropriate fee: 5 cents a side for black/white copies or printed pages, 20 cents per side for color printed pages, 50 cents per page for faxes sent or received. Please give your payment for personal copies or faxes to the receptionist.
6. **Do not install software on your computer.** Software must be purchased by your program and installed by Carolyn. We are legally liable for using software that we have not paid for. Also some free programs available on the Internet conflict with other software and cause computers to slow down or crash.
7. Our Internet connection is becoming slow. We encourage you to use the Internet for work-related email, doing program-related research, and sharing educational information with the public by creating web pages. Do not use it for personal web surfing, internet chat, downloading large files, downloading music, listening to the radio or watching streaming video. Other people will not be able to collect their email or do work on the Internet if you are “hogging” the connection.
8. Any email or web surfing done on office equipment is not private. Our email is subject to the Wisconsin Open Records law and copies may be requested by the press, citizens or elected officials. Your email and web surfing history on office equipment may be monitored and reviewed by our administration. Visiting pornographic sites is specifically prohibited.

9. To reduce the risk of computer viruses, only open an email attachment if you are expecting to receive that specific file from that specific person. If you have any question, contact the person who sent you the email before opening the attachment. Do not use Internet chat programs. If you bring a disk from home or someone sends you a disk, use Symantec Anti-Virus to scan the disk before using it. If you think your computer has a virus, turn it off immediately and call Carolyn.
10. If your computer is slow or crashes, turn off screen savers, music CD players, and other programs that run “in the background.” Delete old files. Run the disk cleanup utility (Start, Programs, Accessories, System Tools, Disk Cleanup, check all of the boxes except compress files). Then run the disk defragmenter (Start, Programs, Accessories, System Tools, Disk Defragmenter). The defragmenter will take an hour or more to run. You may want to run it at the end of the day and leave your computer turned on while you go out to a meeting.
11. Turn off your computer at night. Turning off computers at night helps prevent unauthorized access to your files, saves energy and allows Carolyn to work on the network. Also turn off the older printers to save energy (Curly printer on 3<sup>rd</sup> floor, Bozo printer in Nutrition Admin).
12. Turn off the lights, close the windows and lock all doors when you are the last person to leave the office. Make certain the coffee pot is turned off in the kitchen.