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| Please be respectful of other booth users- a few guidelines | Etiquette Picture |
|  |  |
| **✓** Log off the system | **Picture showing a button with the words "log out"** |
|  |  |
| **🗶** Do not switch off the PC when you are finished |  |
|  |  |
| **🗶** Do not unplug any cables from the equipment |  |
|  |  |
| **✓** Take rubbish with you when you leave | **Picture of a frog putting items in the rubbish bin** |
|  |  |
| **🗶** Don’t drink, eat or leave litter in the booth- this will be followed up | **A picture of a No Eating and Drinking symbol** |
|  |  |
| **✓** Vacate the booth promptly at the end of your timeslot | **A picture showing a cartoon person leaving a room.** |
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| Who to contact for helpThe Assistive Technology Team🕿 Extension 3336🖳 atech@abdn.ac.uk | Cartoon picture of people gathered around a computer |