

CLOSING / OPENING THE DESK

To close the desk overnight:

1. Turn off all computers/monitors, **except for the camera monitor.**
2. Lock any rosters with guest information and any other valuables in the back room of the desk (or a designated office.)
3. Forward the desk phone to the nearest 24/7 desk (Willard, Kitt Central, or Williams Village North). To forward the phone:
 - a. Hit the "forward all" button
 - b. If you're forwarding to a CAMPUS number, type in the last 5 digits of the number (i.e. if the number is 303-492-5544, type in 2-5544; if the number is 303-735-5544, type in 5-5544).
 - c. Ensure the screen says "forwarded to" and the correct phone number
4. Put up the desk sign that says the desk is closed and lists the location and phone number of the nearest 24/7 desk
5. Put up door sign that says the desk is closed and lists the location and phone number of the nearest 24/7 desk.

To open the desk in the morning:

1. Boot up the VMWare and SALTO/CCURE computers. Use the logins listed on the third page of the manual to log in.
2. Unforward the phone (hit "forward off")
3. Pull out any conference folders in the back room, pull out any other valuables that have been locked away, set up iPad for use.
4. Take down both "desk is closed" signs.