

# ASU Washington Center

## Resource Guide: Executive Technology Office

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The Executive Technology Office (ETO) offers technology support at the Barrett & O'Connor Washington Center with workstations located on the seventh floor.

ETO staff offer desk side support and troubleshooting for all building tenants including:

- Wi-Fi access
- printers/copiers
- desktop and laptop support
- mobile devices
- email
- software requests
- new employee onboarding assistance

ETO staff are also be available to assist with all meeting and event needs including video conference set-up and AV management in all conference rooms, classrooms and on the eighth floor Event Pavilion.

Requests for ETO assistance at your program or event must be identified and discussed in advance. Please indicate your need for AV assistance when coordinating your event with the facility manager.

Allowing the ETO team members to learn more about the needs of your program and allow for ample time to prepare and test equipment in advance will reduce the chances of unexpected technology failures.

To contact ETO for any needs, email [utodc@asu.edu](mailto:utodc@asu.edu)