

Setting up the Laptop Cart

Step 1: Power



There are three power-cords that need to be plugged-in. These cords are located on the back of the laptop cart.



Two of these plugs are marked "To Cart," plug these into the power strip located on the back of the cart.



The third plug is marked "To wall," plug this into a power-jack on the wall.

Step 2: Network

Unlock the Laptop Cart. The Laptop Cart is secured with a combination lock.

The code for the combination lock was sent to you in your confirmation email.



The Wireless Router is located inside the rack on the top shelf. Under no circumstances should this device be tampered with, obscured, or relocated.



On the back of the cart there is a colored ethernet cable.



Take the head of this cable marked "To Wall" and plug it into an active wall-jack (usually the red jack located on the lower-right of the ethernet wall-connection).

Step 3: Printing and Internet

In order to print and use the Internet students **must** have their student email/ LOIS information. To acquire this information call x8770 during business hours.

Before students can print they must register the laptop on the network. To do this, open up Internet Explorer.



In the page that loads enter your valid Email account information. Each account can be registered for up to three machines so, if need be, share your information with others.



Once registration is complete students will be able to print materials and access the Internet.



NOTE:
Due to some technical issues, the printer may take a few minutes to work. Just try and be patient with it.

Closing the Laptop Cart

Step 1: Shutting Down

Shut down all laptops that are in use.



Plug the laptop power cords into the cart's interior power outlets that run vertically down the cart. Unplug the power strips and/or wall outlets.



Unplug and re-coil all of the ethernet and power strip cords that you plugged in when setting up the machines.

Step 2: Restocking the Cart

Return all items to the cart.

Laptops and alternate drives are labeled and have corresponding areas on the cart's shelves.



laptop shelves



Power strips and alternate drive shelves



Power strips live on the bottom shelf of the cart. The ream of paper lives on the inside top shelf of the cart, on top of either laptop.

Step 3: Final Inventory

Inside the cart you will find:

20 Laptops

20 Power cords for the
laptops

20 Alternate drive bags

1 Power strip

4 Microphones

approximately 1 ream of
paper

Be sure to return all equipment to its proper location.

Step 4: Locking Up

Relock the cart with the combination lock. For the combination lock to re-lock, it cannot be set on the opening code.