

Laptop Cart Policy and Booking Procedures

Overview

University Technology has a laptop cart available for use by Lesley faculty and staff. The laptop cart - which is only available for use only in the University Hall building - is a portable computer classroom. This mobile cart is equipped with twenty Windows laptops with DVD/CD drives, a black and white printer and a wireless hub. A software list for the laptops can be found on the Software and Computer Information page.

(http://www.lesley.edu/ut/academic/software_labs_class.html).

With the limited equipment it is necessary to set a priority for how this equipment will be utilized. Priority for bookings will be given to classes needing technology for the duration of the course, which cannot be accommodated in our existing technology classrooms. The priority for all other bookings will be based solely on a first request basis.

Requirements for Use

- The laptop cart is not intended to replace the lab classrooms, but provides flexibility when a lab environment is needed.
- It is to be used for general computer tasks such as accessing the Internet, using word-processing applications and giving presentations. Additional software **cannot** be installed on the machines.
- Due to logistics and time constraints, back-to-back bookings are not possible.
- You must reserve the cart a minimum of two (2) weeks before the date needed.

You are responsible for:

- Receiving a yearly orientation prior to using the laptop cart
- Requesting the laptop cart in a timely manner, i.e.: At least two (2) weeks in advance
- Setting up the cart as per the instructions attached to the cart, such as:
 - Plugging in the power cords and Ethernet cable
 - Checking the contents of the cart
 - Powering up the laptops and plugging them in if necessary
- Closing up the cart after the use of the cart is complete as per the instructions attached to the cart, such as:
 - Shutting down the laptops
 - Plugging all the laptops power cords into the laptops first, and then into the interior power outlets
 - Unplugging the cart power strips from the wall outlets
 - Returning all items in the cart to the proper places on the labeled shelves
 - Locking the cart once you have verified that all contents are returned to the cart
- Notifying University Technology of any problems with the cart

Orientation to the cart

Before you book the laptop cart, you must first receive an orientation to the cart. This orientation will prepare you to set up the cart, turn on and shut off the laptops and close down and lock the cart. To receive an orientation to the cart, you may email ut@lesley.edu.

Support available

UT will make every effort to ensure that the laptop cart is in good working order. It is your responsibility to notify UT if anything is amiss with the cart. Failure to do so may result in the next user experiencing problems. To contact UT with any problems, please email ut@lesley.edu.

The laptop batteries may not always be relied upon. UT will try to charge the laptops for each reservation, however, if the cart is scheduled frequently, there may not be time to do charging. You might have to use the power cords and power strips supplied with the cart during the scheduled use of the cart.

To receive basic trouble-shooting over the phone, you can contact UT by calling 617.349.8830. In order to make sure that everything is in good working order, you should plan to arrive ten minutes prior to the scheduled start of the reservation to set up the cart.

To reserve the cart

You may reserve the cart by filling out the Laptop Cart Reservation Form at least two (2) weeks in advance. (http://www.lesley.edu/ut/laptopcart_reserve.html)

If the laptop cart is available, and you do not have a room booked in University Hall, you must contact rooms@lesley.edu to request a room. Once you have reserved the room, you must send an email to ut@lesley.edu with the room number so that arrangements can be made to move the cart to the room at the requested time.

A ceiling-mounted data projector is available in most classrooms in University Hall. If the room is not equipped with a data projector, you can request one by filling out the UT Equipment Reservation Form. (<http://www.lesley.edu/ut/equipmentreserve.html>)

When the laptop cart has been booked, UT will send out a confirmation email to you. This email confirms the date and time of the booking, and notifies you that the cart will be moved to the room about ten minutes before the booking. Another email will be sent out a few days before the booking. This email contains the lock combination, and re-states your responsibilities for the set-up and securing of the cart. The combination should be kept confidential, and will be changed on a regular basis. It is your responsibility to have the lock combination information on hand for the booking.

The laptop cart will be locked when it is delivered to you. You should read the instructions before attempting to set up the cart. On the set-up instructions that are attached to the cart, there is a list of the items located in the cart. Before you set up the laptops, you should make sure that all the items listed are in the cart. If an item is missing, you should notify UT by calling 617.349.8830, or emailing ut@lesley.edu.

The closing instructions are also attached to the cart. You are responsible for making sure that all laptops, cords, power strips and paper are replaced correctly in the cart when finished, and that the cart is once again locked up. Physical Plant will pick up the cart at the end of the reservation. If the cart is unlocked at that time, you will be responsible for any missing items.