Laptop Procedural Checklist

Please review and follow this list of procedures with the use of laptop cars and their contents. For the first use, you will be accompanied by a staff member for a brief training session.

☐ 1. Pick up laptop cart/laptop from CED/JHEC staff member.

☐ 2. Once in room, plug laptop cart in.

☐ 3. Use key to open to front of the laptop cart.

☐ 4. Slide laptop tray out, remove external power cord and mouse, unplug laptop, and slide tray in.

☐ 5. When finished make sure all laptops are off, re-load cart by pulling out laptop tray with the appropriate matching number, reconnect the laptop, appropriately place rewound external power cord and rewound mouse back on tray, slide tray back in. (Laptops should be placed on tray with display lights visible).

☐ 6. Unplug laptop cart and plug back in to be certain all laptops are off, you will hear a beeping sound if laptop(s) are on.

☐ 7. Double check to make sure all laptops, external power cords, mice, and power adaptors are accounted for as you are responsible for any missing components.

☐ 8. If a laptop cart is in use after normal business hours, please securely lock the cart in the room. If you feel uncomfortable leaving the cart in the room for any reason please call security at 2222, and let them know the cart is ready for pick-up.

☐ 9. If laptop cart is being left in the securely locked room, you must drop the laptop cart key in the drop box to the right side of the main inside entrance of the office.

☐ 10. If you are having technical difficulties please call 2265 for the reception desk, or call IT at 6511.

Note: If you do not comply with the policies and procedures and the caretaking of the equipment, the penalties will be as follows:

1st Offence – Mandatory retraining from a qualified staff member

2nd Offence – Suspension of use for the remainder of the semester

3rd Offence – Permanent suspension of use