

# LAPTOP CART – DIRECTIONS FOR USE

**We strongly suggest that you speak with Linda Fox or Maryalice Hannan BEFORE using the cart for any program specific instructions or needs.**

*To use the cart please follow these steps:*

1. Roll the cart to the room where you will be using it.
2. Take with you: the keys (it requires both keys to unlock), power cords and power strips.
3. On the back of the cart, there is a plug –plug the whole cart into the wall.
4. Using both keys at the same time, open the cart.
5. On the bottom right shelf is the wireless hub. Take it out and plug that into the wall. Plug the internet cable into the live internet connector in the front of the Albany Room. The correct link has 3 red dots on the plate.
6. Carefully remove each laptop by unplugging the laptop cable.
7. Turn on the computer and you will see internet Explorer on the screen. Click and go.

*To put it away, please follow these steps in reverse:*

1. Please do not leave any document son the laptops. Burn to CD or floppy before the end of your program.
2. Properly shut down all laptops.
3. Return all computers to the shelves and plug them in. They do not need to go in any particular order.
4. Unplug the wireless hub and return it to the bottom right shelf.
5. Unplug the cart and lock it.
6. Roll the entire cart back to the Instructional Media Library and plug the power cord into the wall. This charges the computers for next time. Please do NOT leave the cart unplugged!
7. DO NOT leave the cart in the conference rooms!
8. Be sure you plug in all computers AND the cart so that the computers are charging.

## ***SOME ADDITIONAL CONSIDERATIONS***

1. These laptops do not have much software other than Microsoft Office and Internet.
2. The laptops have an average laptop battery. The last about 2 hours. If you will be training longer, you will need to use the power strips.
3. Streaming video doesn't perform well in a wireless environment. We suggest you don't plan to stream video in a large group setting.
4. We strongly suggest that you try out the laptops, visit and manipulate your websites on them BEFORE you present to a group. NERIC may have locked out our disabled some websites for wireless security. This should be done one week prior to your training. Complete the form and give it to Karen Strevy or Nick Piazza.
5. For technical support and questions, please see Karen. She is in the building on Mondays, Wednesdays and Fridays. We also recommend that you let Karen know that you will be training on the laptops a day or two before your training.