

Laptop Instructions

-  First, sign in on Goggle docs. And sign up for a date and time you will be using this cart.
-  If you are wanting to check out only a partial cart; sign up on Google docs. Place the number of laptops you are going to use. Check out each laptop at the Circulation Desk.
-  When removing the laptop cart make sure the correct laptops that you need are in the cart prior to taking it out of the library.
-  Make sure the electrical cord has been unplugged from the wall and the cart is unchained.

Turning on/ off the Laptop

- ✚ Open up the laptop holding down the bottom and opening the top with your other hand.
- ✚ Press down the silver button once.
- ✚ Login using your school login
- ✚ To turn off the laptop properly one goes to the start button and click to the left of it to shut down the computer. If you accidentally log off instead; click control + alt +delete. Then, find the red off button at the bottom right hand side which will bring your laptop down.
- ✚ DO NOT CLOSE laptop lid until the computer is completely off and no lights show at the top of the laptop.
- ✚ Place your laptop on the correct numbered shelf and plug in the collating plug that is on that same shelf.
- ✚ Make sure the green light on the top outside portion of the laptop.

Returning the laptop cart

- ✚ When returning the cart please make sure you return it on time. Other classes will be waiting to use it and the laptops will need to be charged.
- ✚ Make sure you bring it through the back door of the library on returning and plug in the power cord to the top of wall plug. This keeps the plug out of the way of the cart hitting it.

Thank you for helping keep our tech tools here at St. Thomas More Library in good condition.

Please make note of any missing keys, program misconfigurations. Also, remember if your student can't get into a program it is because they most likely hit the power button twice or held it down too long have the log out and log back on. If further problems let Jo Williams know and log it in to the laptop trouble shooting sheet so that we can service you better.