



Cart Instructions

The Day of Use

Preparation

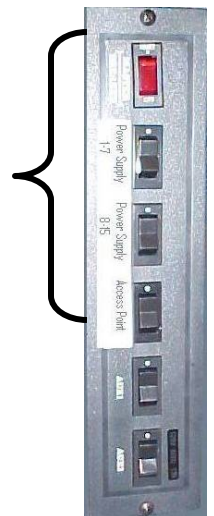
1. Move the cart to and place it in your room.
 - a. Do not leave the cart unattended in the hallway.
 - b. Be careful not to bump and/or bang the cart when transporting.
2. Unlock the cart.
3. Inspect the cart and laptops.
 - a. Check for damage.
 - b. Inventory laptops.
 - c. Check the Problem sheet located on top of the cart to note any issues.

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4. Plug the cart into an electrical outlet. Be sure the Master, Power Supply 1-7, Power Supply 8-15, and Access Point switches are in the on position. The Master switch is lit.
5. Work with the building technology clerk to insure proper connection of the patch (network) cable to an active data drop.

Note: *Do not attempt to adjust the antenna of the wireless access point.
Do not touch the crate on top of the cart.*



Distribution

1. Review proper use and guidelines with students.
2. Assign students a specific numbered laptop and record these numbers somewhere (grade book, sign-up sheet, etc.).

Use

1. Closely supervise use of laptops.
2. Hold students accountable for proper use and care of the laptops.
3. If laptops are not going to be used for 30 minutes or more, the laptops should be powered down to conserve battery charges.
4. Secure the laptops if you leave the room.
 - a. Return them to and lock the cart. AND/OR

- b. Lock your room.
5. Note any issues on the Problem Sheet attached to the top of the cart. Major problems should be reported in a work order using Lotus Notes. Please note the number of the laptop when reporting problems.

Retrieval

1. Start the process in advance of the end time. The recommendation is to leave 10 minutes if there is any printing that needs to be done.
2. Inspect each laptop as it is returned.
 - a. Note any damage to the laptop.
 - b. Ask students if they experienced any operation difficulties.
 - c. Report equipment problems using Lotus Notes. Do not attempt to make any repairs.
 - d. Record low battery issues on the Problem Sheet.
3. Plug the laptop power cords into the back of each computer.
4. Inventory laptops and other equipment.
5. Lock cart.
7. Unplug the cart from the electrical outlet.
8. Unplug the cart from the network drop.

Check In

1. Return the cart to the designated storage area. Do not leave the cart unattended in the hallway.
2. To start the recharging process, plug the cart into an electrical outlet. Be sure the Master, Computer and Monitor switches are in the **ON** position and the Master switch is lighted. (see image on page 1)
3. Return laptop lab keys to the appropriate individual.

Wireless lab integration ideas can be found on the Technology Integration website and assistance from an Instructional Technology Specialist is available by emailing ITS Help.

<http://its.leesummit.k12.mo.us/>