

Dell Cart Guidelines

Setting up the cart:

- Plug in the power cord to the electrical receptacle.
- Connect the CAT 5 to a hot port in the room.
- Turn on the red power switch on the back of the cart. Power lights should be on for the Wireless Access point on top of the cart and the fan should be running.
- Unlock the cart using the keys in both locks.
- Unplug laptops and distribute.

To return the cart:

- Insure that students have properly shut down laptops when finished.
- Insure that all laptops are returned to the proper shelf and connected to the individual power cords for charging.
- Lock the cart using the keys in both locks.
- Turn off power switch on the back of the cart before unplugging cart from wall.
- Neatly coil up the power cord and network cable.
- Plug in the power cord when in the library and power on the cart.

Do's and Don'ts

DO:

- Assist students when unplugging computers from their power supplies and when plugging computers back into their power supply. Account for all laptops during check-in and check-out process.
- Use a soft cotton cloth, such as a handkerchief, moistened with non-alkaline detergent to clean your computer (e.g. Kensington's "Screen Guardian" cleaner for this purpose). Since different types of the "Screen Guardian" cleaner are available, make sure that you purchase the small spray bottle cleaner that is made especially for laptop computers, and anti-glare and polarized computer screens. NEVER spray any liquid directly on a computer, spray it on a cloth first and wipe gently.
- Report hardware/software problems through the Web Help Desk indicating the cart and laptop numbers.
- Report log on issues though the Web Help Desk indicating the student name and what grade the student is currently in. Do verify that the 3rd field on the log on screen reads AGSD.

DON'T:

- Never share your computer accounts and access privileges assigned to you or others. Access privileges are assigned based on a person's specific requirements for using AGSD computer and network resources.
- Never tamper with the hardware or software that is installed on the laptop.
- Have liquids, especially sweet, sticky drinks like soda, nearby when using your laptop. Spills can cause serious damage to the machine and can be costly to repair.
- Consume food when using your laptop. Crumbs and food debris can cause serious damage to the machine and can be costly to repair.
- Pile heavy objects on top of it.
- Drop, jar, or bump your laptop.

- Pick up or hold your laptop by the screen, or scratch, twist, hit, or push the surface of the display.
- Leave a pen or pencil on your laptop when you close it. Doing so will break the screen.
- Disassemble or attempt to repair your laptop yourself.
- Leave the laptop's base resting directly on your body (your legs or torso) for an extended period of time. It can get hot!
- Use your laptop in or near water.
- Use magnetic devices near your laptop.
- Use or store your laptop at temperatures above 95° F or below 41° F (like in your car).
- Place your laptop closer than five inches from any electrical appliance that generates a strong magnetic field, such as a television, refrigerator, etc.
- Touch the lens on the CD-ROM tray or the surface of the compact disk.