

CHS Mobile Laptop Cart

One 16 slot wireless mobile laptop cart was purchased for the High School. This cart has the capacity to charge up to 16 laptops. The batteries last approximately 3 hours. The black bag on top of the cart holds an extra set of batteries and the keys for the door.

Steps when using the Mobile Laptop Cart in your classroom:

1. Reserve the cart with MarySue Garrison in the Library. You can look at the Media Services Calendar in First Class to see if the cart is available then email MarySue.
2. Pick up the cart on "your day" and roll it to your classroom. This cart can only be rolled by Staff/Faculty NOT student aides.
3. Position it in your classroom near an available network drop. DO NOT plug the power in yet. (1)Always plug the network drop in first (green cable). (2)Then plug the power in.
4. The small box that sits on top of the cart is the wireless router. Look on the front of the box. "Internet" should be lit up green. If it's not then your drop is not HOT.
5. You should have 3 items on top of the cart: the printer, the wireless router and the black bag containing the extra batteries and keys.
6. Once you have the network drop and power plugged in, take the 2 keys out of the outside zipper of the black bag. To open the doors: You must insert both keys and turn each dial. The keys stay in place until you lock the doors again. Then place the keys back in the outside zipper of the black bag on top of the cart.
7. You may want to give each student the "Student Responsibilities" handout to read over with them.
8. Notice that each laptop is labeled and plugged in. You can issue them to your students by label number. I suggest that you have a student roll sheet ready so you can jot down the laptop number issued to that student. Unplug the laptops and issue to the students. Students should always use TWO HANDS when carrying the laptops back to their desk.

9. It is very important that the network drop and the power are plugged in and working BEFORE students turn the laptops on.

To connect to the Internet: You must have an available network drop in your room that is HOT. You can unplug one that is already being used or you can contact me if you have an available network drop. I can check to see if it is hot. If it is not hot, I can make it hot.

Currently, the laptops have Office 2003 (Word, Excel, Powerpoint), Internet Explorer, A+ and AceReader. Please let me know if you need any software installed as soon as possible.

PRINTING: The laptops are set up to print to the printer on the cart. As a backup, the library printer is also installed.

IF YOU DO NOT WANT THE INTERNET, then you will not need to plug the green cable into the network drop on the wall in your room.