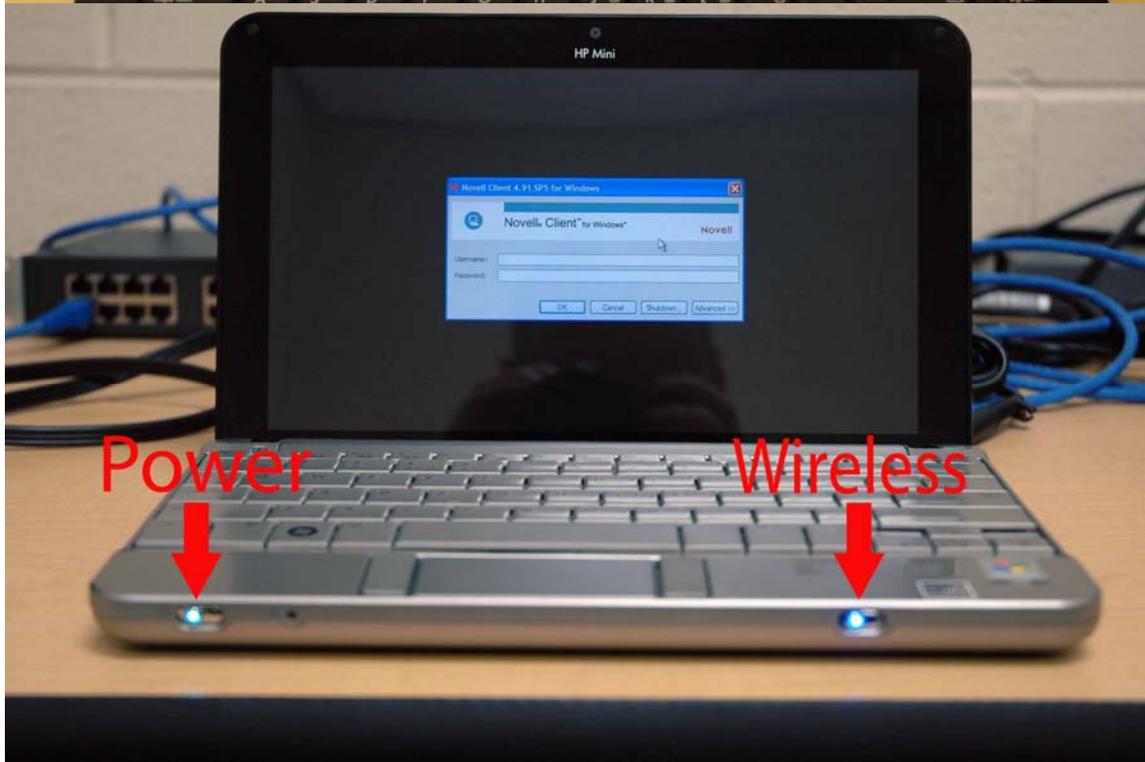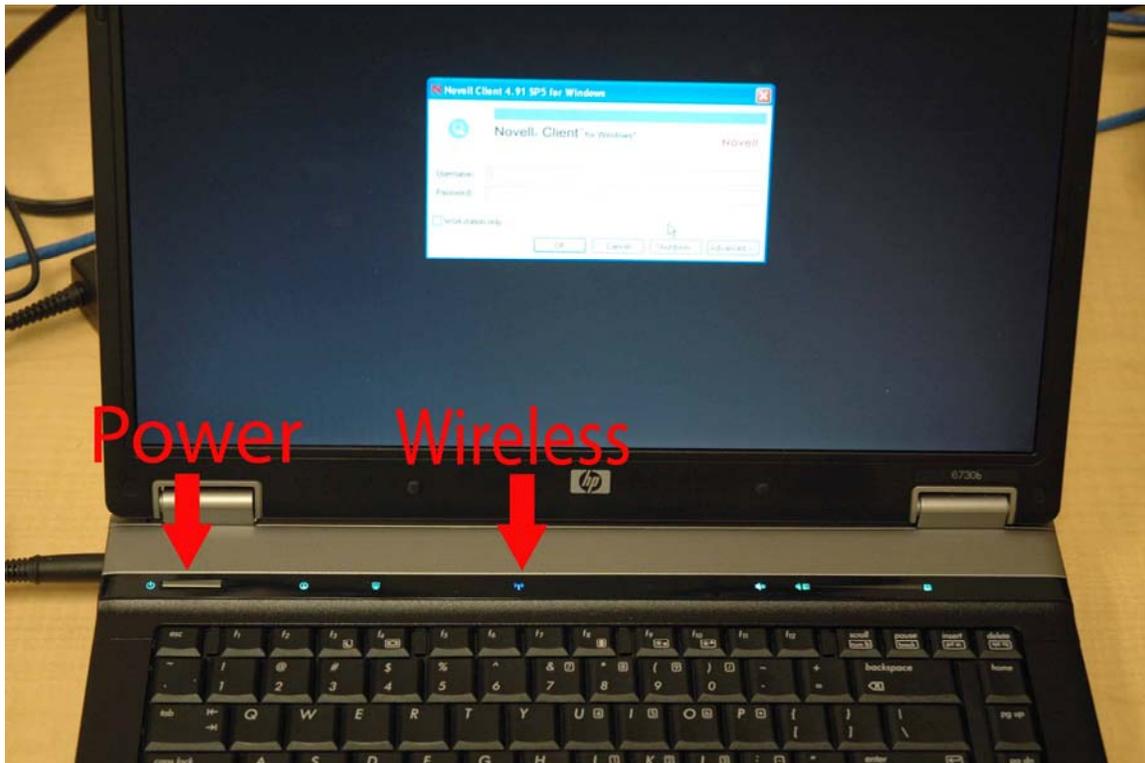# Laptop & Mobile Cart Proper Usage



Top: HP Full-sized Laptop          Bottom:  HP Mini Laptop

It is important to understand how the buttons, switches, and lights work on the laptops.

**Power**
If the laptop is powered on the switch will turn blue. If a laptop is non-responsive or you need to force it to power off, hold the power button down for at least five seconds. In the case of the HP Mini you'll need to slide the power switch over and hold it for at least five seconds. This will force a shutdown of the laptop. You can then push (HP Laptop) or slide (HP Mini) the power button to turn the laptop back on. Before asking for help, try rebooting the laptop to resolve the problem.

**Wireless**
When the wireless is enabled a blue light indicator will be shown (see pictures on page 1). When the wireless is disabled the light will be amber in color. If the wireless button is amber you will not be able to login to the computer. You can then push (HP Laptop) or slide (HP Mini) the wireless button to enable the wireless network (light should turn blue). If you still cannot login or the button doesn't change color you will need to reboot the computer and try again.

**Logging In**
The first login screen that displays is the Novell Login. Students will enter their student ID number in the Username field and their password in the Password field. Students will only be able to login if they have turned in an Internet Permission Form completely filled out including their parent's signature and their graduation year. Forms can be picked up and turned into the Media Center. If a student is having problems logging in please refer them to the Technology Lab in room D148. If no one is available to help them you can send them to me. I have an office next to the Technology Lab that says "Testing".

The second login screen that comes up after they successfully login to the Novell network is the Windows Workstation Login. Typically the username and password are both "student". New students need to be told this password and teachers can freely give this out. Before sending students down to the Technology lab for help with their account, make sure they are having problems with the Novell Login and not the Windows Workstation Login.

**Logging In - Online Testing (CRT, CBT)**
For the CRT/CBT testing all students will login with the following credentials:

Username:  test
Password:  ##test##

They will need to use this login and password for **both** the Novell Login and the Windows Workstation Login. When students get to the Windows Workstation Login they will need to remove the default "student" username that is listed and enter the credentials listed above.

**Script Windows / Windows Desktop**
When students login to Windows there will be one or more black boxes that appear on the screen.  These are necessary and should not be closed.  They will disappear on their own after several seconds to several minutes.  Students can minimize these windows but should not close them.

Generally it takes one to two minutes for a computer to fully boot up once the Windows desktop appears after a successful login.  Please be patient and don't try to run software immediately once the Windows desktop appears.

**Proper Usage**

Students should be instructed to do the following:

- Take a laptop out of the cart and login when instructed to do so
- Treat the laptop gently and follow instructions
- Shutdown (not logout) the laptop when finished
- Return the laptop to the proper spot in the cart (laptops and cart trays are labeled)
- Laptops should be returned with the power adapter plug-in facing outward (see pictures below)
- Plug-in the laptop to power

Teachers should do this before each period begins:

- Ensure that all the laptops are present (C38 will be missing)
- Plug the power cable on each cart into a wall outlet
- Plug the blue network cable on the cart into a blue network jack on the wall
- Unlock the carts if needed

Teachers should do this before each period ends:

- Ensure that all laptops have been returned **before** dismissing class – the only laptops that are currently missing are **C38** and **D12**
- Straighten up the cart to ensure all laptops are in the correct position and plugged into power
- Check to make sure all the laptops have been powered off
- Close the cart doors – if they don't close easily you will need to adjust the power cords so they don't get pinched or damaged
- Lock the cart doors if needed

**Supervision**
It is critical that all laptops are powered off and plugged into power so they have time to charge before the next class uses them. Please be courteous and return the carts better than they were when you got them. It is not fun for a teacher to have the batteries die in the middle of a test or class assignment.

If a laptop is missing (other than D12 or C38) please report the theft immediately to Ann Hilliard and Kevin Clay. If a laptop is damaged or is consistently not working properly please report this to Kevin Clay as soon as possible.

Teachers should keep a close eye on their class when using the mobile carts. Teachers should not leave their classroom when the laptops are in use. Students should only use the laptops for student learning. If a student violates the Acceptable Use Policy please report this to me as soon as possible (viewing pornography or inappropriate material, hacking, illegal downloading, cyber crime, etc.).

**Carts**
The mobile carts should be kept safe and locked when not in use (this may not be possible during CRT/CBT testing as teachers are switching rooms constantly). The department heads were given two keys to the mobile carts. One is for them to keep (put it on your key ring/chain) and the other is for them to checkout to whoever in their department is using the carts. Department heads should maintain a schedule that teachers can use to sign-up for the mobile carts in their departments. Department heads should keep close track of the cart keys. Those departments that don't have mobile carts assigned to them can sign-up and checkout laptop carts from the Media Center. CTE teachers can sign-up and checkout laptop carts from Mike Gowans in room B125.

There is a power switch on the back of each cart. In order to power all the laptops and the printer, the switch needs to be pushed down on the "Internal Power" setting. Anytime the carts are in use they should be plugged into a wall outlet. The carts should only be unplugged during periods of non-use (a week or more).

The first cart of each lab (two carts equal a lab except for the CTE carts which are one lab per cart) has a blue network cable attached to it. Anytime the carts are in use this cable needs to be plugged into a blue network port on the wall in the classroom. This enables the Wireless Access Point on the cart to transmit data to the laptops and allows them to login and use the Internet. The printer will not work unless the network cable is plugged in. The network ports in the classroom offices generally will not work since they are on the Teacher network. Every classroom should have a blue network jack on one of the classroom walls to plug the mobile cart into.

Do not remove the power adapters out of the carts or borrow them. If you forgot your power adapter you can borrow one from me for a day. Replacement power adapters can be purchased for $80.

It is strongly discouraged to check out individual laptops to teachers thus breaking the cart up.  It becomes very difficult to keep track of the laptops when this occurs and it is far easier for laptops to get stolen when they are left outside the carts in a classroom for multiple periods or several days.

Your help and cooperation is appreciated in keeping the laptops and mobile carts in good working condition so they will last for many years.

Kevin Clay