

CHS Mobile Lab

- The padlock is located on the cart, and Mrs. Davis will have the combination. If she is absent, Mrs. Brewer, Gamini, and I will have it.
- Sign out sheet: Completed sign-out sheets will be kept on file in the library.
- Enter class, classroom teacher, date, time
- Each student sign on the computer they use
- **It is very important to report any “issues” or teacher comments on each computer.** Also, it would be helpful if you would mark none in the problems/issues blanks if there are no problems.
- In each slot, the computer on the left is battery down and the one on the right is battery up.
- Pull computer forward until you can unplug it to remove the laptop from the cart.
- Students logon with their school login ID so that everything is monitored through our Proxy. They can access their R drive to save their files.
- To use the printer on the cart, you must plug in the main cart power cord. This will plug in the printer and the wireless print server. Check to see if there is a flashing blue light under the network icon and a green light under the printer icon on the wireless print server box that is located in the last slot on the right in the bottom of the cart. If not, unplug and re-plug the main power cord to reset both the printer and the wireless print server box.
- The printer on the cart is a default printer. If it does not work, the printer in the library is also configured so you can choose to print there.
- If there seem to be problems printing or getting to the internet or R Drive, click on the ‘more bars in more places’ icon in the system tray (bottom right hand side of the window). Disconnect from Cville, then reconnect to Cville.
- Students are not to “play” with these as a reward for finishing work. If the task is completed, please have them return the mini laptop to the cart.
- Returning to cart:
- Make sure you have the students plug in the power cable to the computers **every time** they are returned to the cart. It works best if the 2 computers in the same slot can be returned together. If not the first one needs to make sure that the power cord for the other one still out is visible and accessible. In each slot, put the computer on left battery down and the one on the right battery up.
- Make sure the computer is not hanging over the edge of the shelf or the door will hit the computer when you try to close it.
- The cart is to be returned to the library at the end of each day. STLP will be fixing any issues and doing general “clean up” of computers. If Mrs. Davis is not available, find Gamini or Mrs. Brewer.