



Ohlone College – Procedures – Computer Cart Usage

Effective: Monday, January 21, 2008

To: All Newark Faculty and Staff

Subject: Procedure for using computer carts

- Locate a cart near where you want to use it. Carts are located throughout the building. IT (room 1306) is responsible for all AV equipment and can assist in locating a cart for you.
- If the cart is plugged in, turn off the power, unplug the electrical cord and wrap the cord near the bottom of the cart. To turn off the power, toggle the power switch (located near the electrical cord) to its **middle** position.
- Move the cart to the intended location.
- Carefully remove each laptop, including the power adapter and cord, and place at the desired locations/desks. Laptops have limited battery life, so please plug the laptop power adapters into a nearby outlet.
- When done with the class:
 - If another class needs computers, leave the laptops as-is, plugged in and ready to go.
 - If another class does **not** need the computers, it is your responsibility to place each laptop (and relevant power adapter) back into the cart for charging.
- Return the cart to its original charging location, plug the cart's power cord into a nearby receptacle and **do not forget** to toggle the power switch (located near the electrical cord) to the DOWN position. It is labeled 'internal power' next to the switch. If you forget, the next class cannot use the laptops for long. **Please note: you must not plug in 2 carts into the same dual wall outlet. This will trip the circuit breaker and the laptops will not charge.**
- For keys to the laptop carts, please contact Keith Clark (kclark@ohlone.edu).
- The carts are currently in the following storage rooms: 1100, 1113, 1222, 1310, 2110, 2119, 2204, 2307, 2316 (temporary location), 2318, 2417 and 2424. If a cart is not available in that location, you should check with nearby faculty.
- If you find you need more laptops or carts than are available, please contact Leta Stagnaro's office (e.g. Diane Garza).