FIRST-TIME PATRON
The first time a patron checks out a laptop in the new school year, they’ll need to complete the Laptop Agreement form located in the circ drawers.

- Have the patron read and sign.
- Staff and student workers complete the LIBRARY USE ONLY part (and the Last/First name on the side if the patron doesn’t).
- Put the completed form in the bottom drawer of the forms cabinet.

- In the patron account, double-click on PMESSAGE and choose Laptop Form 2014-2015. This will display the Laptop form message for the account next time they check out.
CHECKING OUT
After the patron has filled out the form or you’ve verified the laptop message on their account:

- Grab a bag from the shelves across from Reserve books.

- Take a laptop from the cabinet by the shredder.
• Scan the barcode on the laptop – the following message will appear:

![Message]

CHECK FOR CHARGER, MOUSE, HELP SHEET, AND BAG.

OK

• Make sure the bag has a charger, mouse and laminated help sheet.

• Stamp and write the time due back on the due date sheet.
CHECKING IN
When the patron returns the laptop and bag, check it in using the barcode on the laptop:

- Make sure all items are in the bag. The laptop can’t be checked in without all contents – if so, click Yes.

- Remove the laptop from the bag and return the bag and contents to the shelf.

- Remove the battery from the laptop and insert in in a charging station slot ("UNLV" facing front) on top of the cabinet.

- Take a charged battery from the pile to the left of the charging station and insert it into the laptop before returning it to the cabinet in its numbered position.

**Tips about Battery Charging:**

<table>
<thead>
<tr>
<th>Light</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid green light</td>
<td>Battery fully charged</td>
</tr>
<tr>
<td>Blinking green light</td>
<td>Battery calibrating (almost complete)</td>
</tr>
<tr>
<td>Yellow/orange light</td>
<td>Charging</td>
</tr>
<tr>
<td>No light</td>
<td>Slot not working</td>
</tr>
</tbody>
</table>