

Guide to

Laptop Checkout Laptop Checkout

Media and Computer Services



Media Resources Desk
895-2122

<http://www.library.unlv.edu/media/>

University Libraries

Lied Library

AAR 3-08

Hours for Laptop Checkout

Hours are subject to change depending on Library hours. Please see the Media Resources Desk for hours exceptions.

Fall and Spring Semesters

MONDAY–THURSDAY
8:30 AM – 11:00PM
LAST CHECKOUT 9:00PM

FRIDAY
8:30AM – 6:00 PM
LAST CHECKOUT 4:00PM

SATURDAY
9:30AM – 5:00PM
LAST CHECKOUT 3:00PM

SUNDAY
11:30AM – 11:00PM
LAST CHECKOUT 9:00PM

Summer Sessions 1, 2 & 3

MONDAY–THURSDAY
8:30 AM –9:00PM
LAST CHECKOUT 7:00PM

FRIDAY
8:30AM – 6:00 PM
LAST CHECKOUT 4:00PM

SATURDAY
9:30AM – 5:00PM
LAST CHECKOUT 3:00PM

SUNDAY
12:30 PM – 8:00PM
LAST CHECKOUT 6:00PM

Wireless on our laptops

To check the wireless connection hover over or double click on the wireless icon in the systems tray at the bottom right of the screen.



Wireless Icon

Set up a wireless account

Open either of the internet browsers (Internet Explorer or Firefox). The browser will automatically open to the UNLV wireless homepage. Click on the "Account Setup" link on the side bar and follow the instructions.

Contacting UNLV Wireless

If you have trouble setting up your account, accessing an existing account or you have problems with wireless in general:

Students contact:
scrhelp@unlv.edu
895-0761

Faculty/Staff contact:
crchelp@unlv.edu
895-0777



Additional Help:

- **General Laptop Equipment Problems** - 1st Floor Media Resources desk. Call ext. 52122 from a campus phone or 895-2122 from your cell phone.
- **Information Retrieval and Research** - 1st or 2nd Floor Research & Information Desks. Call ext. 52100 or 52200 from a campus phone. 895-2100 or 895-2200 from your cell phone.
- **Printing & Software Applications** - 1st Floor Library Computer Help Desk. Call ext. 52101 from a campus phone or 895-2101 from your cell phone.

Laptop Checkout Policy

Eligible Borrower:

University of Nevada Las Vegas faculty, staff, and students. **YOU MUST HAVE YOUR UNLV I.D.** If you have any fines or overdue items on your library record, you **will not** be able to borrow a laptop until the fines or overdues are cleared.

Conditions for use:

Laptops are for Lied Library use only.

The circulation period is 4 hours or less depending on the time the laptop is checked out.

A laptop loan agreement form must be signed by the user.

User files must be saved to a disk or USB flash drive before returning laptop to Media Resources. The hard drive will be wiped clean of any files when returned to Media Resources. The Library is not responsible for any lost files

Laptop must be returned to a Media Resources staff member.

In case of emergency evacuation of library please take the laptop with you and return to Media Resources when building is safe to re-enter.

Overdue and loss or damage charges:

Laptop overdue fines are \$20 per hour or any portion thereof. The maximum overdue fine is \$100.

The user who checks out the laptop is responsible for any loss or damage until the laptop is returned to the Media Resources service counter. The user is responsible for up to the full replacement cost (\$1500) if the computer is damaged or stolen. *Until paid in full, Fines can affect students ability to obtain their diploma or transcripts .*

Laptop Information

Hardware:

Dell Latitude 610D
Fast Intel®
Pentium® M
Processor

Sony CDRW/DVD
CRX830 E

Headphones

Optical Mouse

Operating System:
Microsoft Windows XP
Professional

Software:

Microsoft Office 2003:
Word, Excel, Access,
Publisher &
PowerPoint

Adobe products
include:
Acrobat 8 Professional
Dreamweaver CS3
Illustrator CS3
Photoshop CS3

WS_FTP

Firefox & Internet
Explorer

Jaws

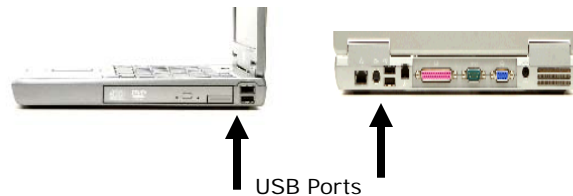
Attach the AC Adapter



Laptop AC Jack:
Plug in power cord
here.

Attach the Mouse

Plug the mouse into any USB port. Make sure the pins are lined up properly when plugging in the mouse.



USB Ports

Battery Information

We recommend that you plug the laptop into an outlet to protect your work, but battery power is an option. If you choose to use the battery, pay attention to the power level. If the level is low plug the laptop in or trade the low battery for a fresh one at the Media Resources Desk. See below for instructions on checking the battery power level.

In the systems tray, at the bottom right of the screen, find the battery icon.



Battery
Icon

To check both the amount of time and percentage of battery power left hover over the icon with the cursor. The information will pop up. Or double click on the icon and a window with the information will open.

How to print

ALWAYS USE PRINT PREVIEW!

Chose the print option from an icon, drop down menu etc...



When the print window opens choose BW printer or Color printer.

Name your Job (for color you will name it twice).



Go to the nearest print station and follow the posted instructions.

Printing assistance is provided by the Library Computer Help Desk on the first floor of Lied Library, under the "Research and Information" sign.