

Using the Laptop Cart

1. Enter the code to unlock the lockbox located n the front door of the laptop cart. (See Wendy for code)
 2. Use key to unlock door.
 3. Remove laptops, leaving power cords in the cart.
- When done with the laptops:
4. Replace laptops in the correct order (Each one is labeled with a number that will match with a number on the self of the cart). Please reconnect the power supply to each laptop.
 5. Use key to lock door.
 6. Replace key in lockbox. (Winding lanyard into small ball and placing in the bottom of lockbox is the simplest method to make sure it is closed fully.)

*When moving the laptop cart to a different location, make sure to unplug the power cord from the extension cord (on the top of the cart). Wrap the cord around the cord winder on the cart to assure you do not run over it with the cart.

*When returning the cart, please plug the laptop cart cord back into the extension cord and place the extension cord on the top of the cart.