

A101 Laptop Computing Lab

Availability: A101 is accessible during the Veterinary Medicine Library operating hours listed at <http://www.lib.ncsu.edu/hours/#vetmed> which vary with the academic calendar.

Presentation Computer: One instructor station/podium with a desktop PC and laptop connection switch that display from the ceiling projector on a screen that comes down in the south end of the room. Audio from speakers in the ceiling is controlled from the presentation laptop or desktop volume controls.

Seating Capacity: 35 seats at a mix of long and round tables face the projection screen. The room can be expanded to seat 50 at long tables. *Note: There are a limited number of wall outlets and floor boxes in A101 and we need to avoid trip hazards—please ask at the Library Service Desk for extension power strips if you intend the class to plug in their laptops/devices for the length of the class.*

Laptops: 40 PC laptops are locked in two laptop carts chained to the northeast corner (Cart #1) and west side (Cart #2). All laptops require Wolftech/Unity login and work only on the College wireless network. Battery life is approximately 4 hours.

Support: Computing Resources provide troubleshooting/support for A/V and Laptop issues. Report problems to 3-6677 option #2 for support or email vethelp@ncsu.edu. There is an in-house phone inside the A110 copier room (on left when entering).

Reservations: The A101 multipurpose room and the A101 Laptop Lab are two separate entities in the room scheduling software. Reservations are required to use the laptop lab. Please indicate the number of computers needed and the length of time you will be using the laptops when making your request to cvmfrontdesk@lists.ncsu.edu. Please plan at minimum 30 minutes on each end of your meeting for setup and take down of the laptops, longer if you are using more than 20 laptops or more than 4 hours.**

** Laptop use for more than four hours requires that you use the laptops' power supplies and extension power strips. Ask at the Library Service Desk for the power strips and setup guidance.

Using the Laptop Carts

Access to the Laptops

Laptop carts are chained to the northeast corner (Cart #1) and west side (Cart #2) of Library room A101.

Instructors who have a reservation to use the laptops may check out a key for one or more carts at the library circulation desk for a 4-hour loan. If more than 4 hours of continuous access to the cart is needed, request from the library staff an extended loan time that meets your needs including setup and takedown time.

You are responsible for the security of the laptops during the time you have the key checked out. Please lock the cart during your class if not using all of the laptops.

Removing and Returning the Laptops

Laptops are placed in the carts in numerical order based on the computer's name. Each laptop has a designated shelf with a label corresponding to the laptop name. Return laptops to the appropriate shelf when not in use.

If laptops will be in use for longer than 4 hours, you will need to remove the power adapter for that laptop from the cart.

Removal

Turn off the power to the cart by locating the power switch near the bottom of the wall side of the cart and pressing the switch to POWER OFF, the central (neutral) position.

Remove the power plug from the laptop. Then slide the laptop off the shelf.



If the power adapter is needed, reach into the back of the cart and unplug the adapter. Please keep the adapter with the laptop.

Turn on the laptop. Login with Wolftech/Unity ID and password.

Return

Make sure each laptop is shut down and powered off.

Make sure the power to the cart is not on. The power switch on the wall side of the cart near the bottom should be in the POWER OFF center (neutral) position.

If the power adapter was removed with the laptop, reach into the cart in the appropriate shelf and plug the power adapter into the outlet at the back of each shelf. Please make the adapter cords as neat as you can.

Slide the laptop into the cart on the correspondingly labeled shelf so that the back of the laptop faces out (power port is facing out).

Plug the power adapter into the laptop power port. After all laptops are reconnected, turn on the power switch on the wall side of the cart to the INTERNAL POWER ON position.

Make sure that the blue power light is on for all but the first two computers in cart #1.



Lock the cart. Return the key(s) to the Library Service Desk. A library staff member will come to check that all the laptops are locked in the cart, review any discrepancies or problems with you, and then check the key back in from your account.