

S.U.I.T.cases For Learning Checkout Procedures

• **Checkout**. After receiving certification for use, all checkout requests are done by emailing suitcase@lpssonline.com requesting the dates (two-week period). In the email message, include a 2nd & 3rd choice just in case your 1st request is unavailable. Also, describe what you will be using the laptops for so we can best service you.

• **S.U.I.T.cases For Learning Reservations**. You will be notified through email confirmation of your checkout dates. S.U.I.T.cases For Learning sets can be reserved only once per semester by a participant. Any other requests will be considered only if there is availability. In the event you are approved for additional checkout time, you will be notified no later than one week prior to the request date.

• **Equipment Pickup/Check in**. On the day of pickup, call the Technology Center (521-7523) to verify that equipment is ready for checkout. You are responsible for inventorying all contents to make sure nothing is missing. Any missing contents must be reported before leaving the Technology Center. Once you leave the tech center, you and/or your school are responsible for replacing any missing parts/contents. The S.U.I.T.cases For Learning set will be inventoried upon returning the equipment to the Tech Center. It is your responsibility to call ahead and make certain someone is available to receive the equipment.

• **Troubleshooting**. Make sure everything is connected including network cables before turning on the computers. If the laptops will not connect to the Internet, first try shutting down the computer(s), disconnect cables and reconnect them, then turn the computer(s) back on. Make sure that all disk drives are properly connected and in place.

Equipment	Amount
Laptop Computer w/ power supply	6
Wireless Access Point w/ power supply	1
Wireless Notebook Card	6
Mouse	6
Mouse Pad	6
Cat 5 Cable	1
Surge Protector	1
3 1/2" Floppy Drive	6
CD ROM Drive	6
Drive Cables	6
S-Video Cables	6