INSTRUCTIONS FOR BORROWING AND RETURNING LAPTOPS FROM LAPSAFE

How to borrow a laptop?

1. Students must use their Student ID to borrow laptops.
2. Swipe student card on pad under the touch screen
3. If you are a wheelchair user, press the wheelchair symbol on the screen
4. Read and Accept terms and Conditions
5. Select Borrow and Select Laptop, (the screen will show you the locker number and a light will flash at that locker)
6. Re-swipe student card at locker tower (this is to ensure that the student has not been distracted, and to ensure that we only unlock the door when they are standing in front of the locker)
7. Door unlocked, Student removed charging cable
8. Student removes laptop and
9. Shuts locker door

How to return a laptop?

1. Swipe student card on pad under the touch screen
2. Read and Accept terms and Conditions
3. Select 'Return' on the screen
4. Locker light will flash and lock number will be displayed on screen
5. Students are always sent back to the same locker bay from which they borrowed the device
6. Open door
7. Connect charger to cable or laptop will not recorded as returned
8. Shut the locker door

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