

## BEARS DEN STAFFED LAB HOURS

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Monday – Thursday 8am – 11pm

Friday 8am – 8pm

Saturday 10am – 8pm

Sunday 11am – 11pm

Phone Number 342-1203

## KARRMANN LIBRARY STAFFED LAB HOURS

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Monday – Thursday 8am – 10pm

Friday 8am – 5pm

Saturday Unstaffed

Sunday 6pm– 10pm

Phone Number 342-1058

*These are the normal operational hours that an OIT lab consultant is available to checkout and return laptops. Hours may vary due to holiday or break periods please check the posted lab hours for changes in each lab.*

## HOW TO LOGIN

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From the login screen:

### If connected to the campus network:

- Enter your user name and password, then press OK
- At the Windows Workstation login screen, Student is the username and {Blank} is the password
- Press OK

### If not connected to the campus network:

- Check “Workstation only”
- Student is the username and {Blank} is the password
- Press OK



UW-Platteville OIT

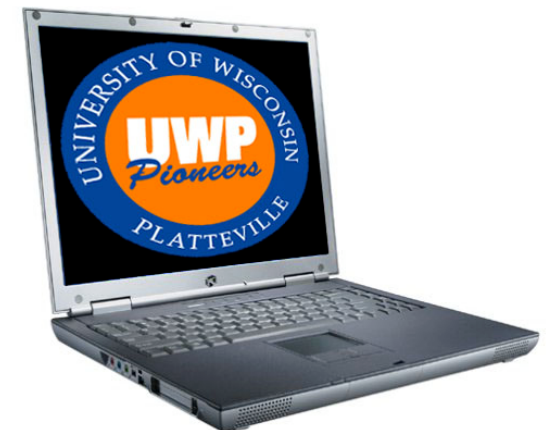
Any questions or problems regarding the laptops or laptop checkout policies should be directed to [labs@uwplatt.edu](mailto:labs@uwplatt.edu) or ask the Lab Consultant on duty for assistance.

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## UW-PLATTEVILLE

## LAPTOP CHECKOUT INFORMATION

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# LAPTOP CHECKOUT POLICY

## BORROWER RESPONSIBILITIES

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- Laptop *must never* be left unattended.
- Do not load personal software onto the laptop.
- Should any item be lost or damaged, you may be held responsible for the replacement or cost of the equipment.
- Late fees are \$10/hour. Other fees, registrar holds, and legal action may result.
- If a laptop is not returned, it will be considered theft of University property and a police investigation will be initiated.
- All policies governing the use of campus information technology resources apply to the use of the laptops. The policy is available online at [http://www.uwplatt.edu/oit/acceptable\\_use.html](http://www.uwplatt.edu/oit/acceptable_use.html)
- Violations of the above policies will be grounds to refuse service in the future.

## LAPTOP CARE

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- Keep the laptop at room temperature. Do not expose the laptop to excessive temperatures (such as leaving the laptop in your car in winter/summer.)
- Take care of the battery. Allow the battery to fully discharge, and then recharge the battery. (This can be accomplished by draining the battery and then recharging it over night.)
- Avoid dusty or dirty work environments. Dust and dirt can clog the internal mechanisms of the Laptop
- Always log out and shutdown when your work is completed, do not leave the laptop on overnight.
- Do not simply unplug your laptop; make sure it is shutdown in the proper manner.
- Keep all liquids away from the laptop. Liquid, if spilled on your laptop, will cause extreme damage.
- Be careful not to bump, drop, or place objects on the laptop.
- When transporting the laptop, make sure to use the provided carrying case.

*Take care of this laptop. There is a limited number available for use by patrons. Remember that if one is not serviceable, there is one less laptop for patron use.*

## RETURN POLICIES

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- Laptop *must* be returned within 72 hours of checkout time – no exceptions!
- It is *your* responsibility to return the laptop during staffed hours. Staffed hours are posted in each lab.
- Since the Karrmann Library lab is not staffed on the weekends, laptops from that lab may be returned to the Bears Den on weekends only. Otherwise, all laptops must be returned to the lab they were checked out from.
- Laptops must be returned to an OIT Lab Consultant ONLY. Do not leave them at the front desk of the Student Center, with the librarian, or any other university staff.
- Late fees are \$10/hour for the laptop and an additional \$10/hour if you checked out a zip drive. This can be VERY EXPENSIVE if items checked out are not returned on time, please plan accordingly.
- Laptops may not be rechecked out immediately upon returning of previously checked out Laptop. This will allow all patrons the opportunity to use this service.