

Stayer Mobile Notebook Cart

Using the Cart

1. Unplug cart's AC cable from wall outlet.
2. Coil cart's AC cable neatly on back of cart using attached hangers.
3. Move cart to room 169, 170, or 171A. **Cart will not function in other rooms.**
4. Locate correct network jack on wall of room. The jack is indicated by blue-green mark.
5. Plug cart's network cable (similar to a phone cord) into the network jack located in previous step. **Cart will not function when connected to other jacks.**
6. Uncoil cart's AC cable from back of cart.
7. Plug cart's AC cable into wall outlet.
8. Make sure power switch on back of cart is turned on. Power switch will glow red when on.
9. Turn both keys on front of cart to unlock cart.
10. Turn both knobs counterclockwise to 9 o'clock position.
11. Open doors on front of cart.
12. For each notebook computer:
 - a. Carefully pull notebook computer forward.
 - b. Unplug black charging cable from back of notebook computer.
 - c. Open notebook computer.
 - d. Turn notebook computer on by pressing rectangular, silver button above keyboard.
 - e. Give notebook computer to student. **Computer will take several minutes to boot.** Once booted, it will connect to the wireless network automatically.

After Using the Cart

1. For each notebook computer:
 - a. Click the “Start” button in the lower left corner of the screen.
 - b. Choose “Shut Down...”
 - c. In the window that appears, select “Shut down” from the drop down list.
 - d. Click the “OK” button.
 - e. Wait for computer will shut down and turn off.
 - f. Close notebook computer.
 - g. Move notebook computer to cart.
 - h. Plug black charging cable into back of notebook computer.
 - i. Carefully slide notebook computer into shelf on cart.
2. Close doors on front of cart.
3. Turn both knobs clockwise to 12 o’clock position.
4. Turn both keys to lock cart. **Leave keys in locks on cart.**
5. Unplug AC cable from wall outlet.
6. Coil cart’s AC cable neatly on back of cart using attached hangers.
7. Unplug cart’s network cable from wall jack.
8. Neatly coil cart’s network cable on top of cart.
9. Return cart to closet in room 171A.
10. Uncoil cart’s AC cable from back of cart.
- 11. Plug cart’s AC cable into wall outlet.**
12. **Make sure power switch on back of cart is turned on.** Power switch will glow red when on.