

Procedure

Bernardsville Public Library **Computer Lab Procedures – Mobile Lab for Community Room Use** *Revised May 25, 2005*

Setup Checklist

1. Unplug cart in copy machine closet
2. Bring cart into community room
3. Close room divider doors and shades, if necessary
4. Lower projection screen
5. Set up tables and chairs
6. Set up podium, if needed
7. Retrieve LCD projector from closet
8. Set up laptops and connect mice & keyboards
9. Boot laptops
10. Set up LCD Projector on small black cart (kept in administration office)
11. Plug in printer and LCD Projector
12. Connect LCD projector and printer to Laptop1 – connect laptop to Computer2 port on LCD
13. Turn on projector and check LCD connection to Laptop 1
14. Check laptop connections to Wireless Network & printer (if needed)
15. Check there is sufficient paper in printer (if needed)

Breakdown Procedure

1. Turn off LCD projector
2. Power down laptops
3. Put away LCD projector with cables on bottom of cart
4. Unplug printer and disconnect from Laptop 1
5. Return laptops, keyboards, mice & batteries to cabinet plugged in
6. Plug each laptop into charger in cabinet
7. Return small black cart to administration office
8. Put away/move furniture as needed in community room
9. Open shades and/or partition doors as needed
10. Raise projection screen
11. Return cart to cubby near copier
12. Lock cart
13. Plug cart into wall outlet in cubby.