

Instruction - Use of laptops for education

Before class (be at least 15 min early)

The laptop trolley is stored in Lipsius 2.16. Pick up the key pass at the Lipsius Reception Desk, so you can open 2.16. You will have to show your LU-card, so be sure to bring it with you.

Find 2.16 next to 2.17 (there is no room number) and take to your room:

1. the laptop charging trolley

2. the extension cables.



During class

Hand out the laptops to the students. Please take into account that it takes some time for the devices to load a student profile when they log in at the beginning of class. If a laptop runs out of battery during class, let them recharge their laptop with a power cord located in the top drawer of the laptop trolley. If needed, you can use an extension cable. PLEASE don't remove the power cords inside the trolley.

After class

1. Make sure all the university laptops that got taken out of the trolley are put back and **plugged in**.
2. Take the laptop trolley and extension cables back to Lipsius 2.16 and make sure the charging trolley is **plugged into the socket**.



PLEASE NOTE: Plugging in the laptops in the trolley as well as plugging in the laptop trolley in the socket is very important, because the laptops have to recharge for the next users.

3. Close the door. Return the key pass to the Lipsius Reception Desk.