



Wireless Laptop Cart

Scheduling

1. Contact Jane to schedule the laptop cart. (If Jane is away, see Mary Ann.)
2. On day of use, get laptop cart keys from Jane or Mary Ann, procure cart, and roll it slowly to your classroom.

Setup

Open Cart

1. Insert both laptop cart keys. Press in and turn upper key upward and lower key downward.
2. Turn black knobs quarter turn to the left.
3. Open cart doors.

Start up computers

1. Press the On button on each computer.
2. When the login screen displays, be sure that HHP is in the username box.
3. Do not enter a password.
4. Check Workstation Only and click OK.

Wireless

At UNCG, there are two ways to login to the wireless: UNCG-Visitor and UNCG-Faculty/Staff/Student.

UNCG-Visitor

Use this when you want to connect with the Internet only.

1. Click the wireless icon in the right side of the task bar. (The icon is a single monitor with two wave lines on its right. When the computer is first booted, there will be a red **X** over this icon.)
2. Click the UNCG-Visitor network and then click **Connect**.
3. A browser will launch and you will be asked to enter your UNCG email address.
4. After this, you should be able to connect to the Internet.

UNCG-FacultyStaffStudent

Use this when you want to connect to the network (R drive and network software).

Note: Using this option to connect, your credentials are permanently cached after the first login. This is convenient because the machine connects to the wireless automatically upon booting up.

If a computer is being used by multiple people, however, it means that people other than the person whose login credentials are currently cached may access the wireless. Therefore, the wireless laptop cart machines have been configured so that a user can *remove* his/her cached credentials. To make this work, it is necessary to follow the simple steps below.

1. Click the wireless icon in the right side of the task bar. (The icon is a single monitor with two wave lines on its right. When the computer is first booted, there will be a red **X** over this icon.)
2. Click the UNCG-FacultyStaffStudent network and then click Connect.
3. A Wireless Network Connection balloon* should display above the wireless icon. Click that balloon and fill in your Novell username and password. (It is *not* necessary to enter your logon domain.)
4. You should be able to launch a browser and connect to the Internet.

*The balloon says: Click here to select a certificate or other credentials for connection to the network UNCG-FacultyStaffStudent.

Disconnect from the wireless

1. Double Click the Reset Wireless shortcut icon on the desktop. You should see a small black window display for a split second.
2. Shut down the computer.

Take down

1. Be sure that the laptops are powered down and then return them to the laptop cart.
2. Lock cart. (You may have to pull the left door out a bit to get the lock to work.)
3. If during School hours, return the cart to HHP 300A. If after hours, make arrangements for return of the cart with Jane.