

## **Laptop Check-in**

You may check in your laptop immediately in the tech office if you are not using it for finals or other assignments (you must have a blue card signed by your teachers).

BRING original Dell charger when checking in your laptop; you will need to pay a \$50.00 replacement cost if not turned in.

### **Finals Week Laptop Check-in (The week of May 28<sup>th</sup>)**

**Conducted in the Learning Lab - Room 218**

#### **Steps**

- 1) Wipe down machine at cleaning station.
- 2) Fill out Check-in form with volunteer - note any damage on form.
- 3) Enter LAST name on painters tape; affix to battery.
- 4) Power On machine to Ctrl-Alt-Delete screen.
- 5) Get stamps "LAPTOP" and "CORD"
- 6) Pay any fines to Ms. Buchwald in the Media Center.