

Laptop Policies and Guidelines

3 April 2008

Laptops must be returned in the same condition as it was received, along with ALL accessories. It is the user's responsibility to remove any and all personal data from the laptop before the return date. The Collaboratory cannot ensure the integrity of any data that remains on the laptop after return.

Guidelines

1. Be sure of the outlet you are plugging into. Use the European adapter when necessary.
2. Keep the laptop as clean and dry as possible.
3. If the laptop should get wet, immediately turn off the power and remove the AC adapter until you are sure it is thoroughly dry.
4. It is the responsibility of the user to promptly report any damage to the Collaboratory Manager, who will assess the damage and bill the user if necessary. The decision to bill the user for any damages will be made at the discretion of the Manager and Director of the Collaboratory.
5. The best way to extend the laptop's battery life is to dim the brightness of the LCD.
6. The laptop must be returned in the same condition as it was at checkout. This includes removing personal data, installed software, background images, etc. Good stewardship of the laptop ensures the next user will get the same quality machine.

The undersigned agrees to...

1. keep the laptop as clean and dry as possible.
2. return the laptop in the same state as received.
3. return all accessories.
4. report any damage incurred.
5. return the laptop on the date agreed upon during checkout.

Laptop Signoff and Checkout

With my signature , I certify that I have read and understand the Laptop checkout policies.

Name	Signature	ID #	Date
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Reason for use:

Estimated Date of Return: _____

Collaboratory Manager

Barcode: _____

Laptop #: _____

Condition: _____

Manager Signature

Accessories Issued: AC adapter
 CDs (list)
 Other

European adapter
 Manuals (list)

Upon Return, Collaboratory Manager

Condition: _____

Accessories Issued: AC adapter
 CDs (list)
 Other

European adapter
 Manuals (list)

Manager Signature

Date