

# PDA Policies and Guidelines

22 June 2007

Personal Digital Assistants (PDAs) 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 PDA and return it to its original state before the return date. The Collaboratory cannot ensure the integrity of any data that remains on the PDA after return.

## Guidelines

1. To synchronize your PDA with Novell Groupwise, follow these steps:
  - a. Make sure to install
    - i. Novell Groupwise
    - ii. Microsoft ActiveSync
    - iii. Novell Groupwise PDA Connect
  - b. Connect your PDA and deselect all synchronized items in Microsoft ActiveSync
  - c. Open Novell Groupwise PDA Connect and set up your synchronized items
  - d. Click "Synchronize Now" and you're off!
2. Keep the PDA as clean and dry as possible.
3. Do not drop, etc???. [equipment]
4. [Equipment] must be returned in the same condition as it was at checkout. This includes removing personal data.
5. 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.
6. ???

## The undersigned agrees to...

1. keep the PDA as clean and dry as possible.
2. not press and drag the stylus hard against the screen.
3. reset the PDA before returning it to the Collaboratory Manager. This is done by pressing and holding the reset button (on the back) while simultaneously pressing the power button.
4. remove the battery and place it in its plastic bag before return.
5. return all accessories.
6. report any damage incurred.
7. be responsible for (including repair costs) any damage that is incurred while under his/her possession. Damages are judged at the discretion of the Collaboratory Manager.
8. return the PDA on the date agreed upon during checkout.

