**Guide to Laptop Checkout**

**Fall and Spring Semesters**

**MONDAY–THURSDAY**
8:30 AM – 11:00 PM  
LAST CHECKOUT 9:00 PM

**FRIDAY**
8:30AM – 6:00 PM  
LAST CHECKOUT 4:00PM

**SATURDAY**
9:30AM – 5:00PM  
LAST CHECKOUT 3:00PM

**SUNDAY**
11:30AM – 11:00PM  
LAST CHECKOUT 9:00PM

**Summer Sessions 1,2 & 3**

**MONDAY–THURSDAY**
8:30 AM – 9:00PM  
LAST CHECKOUT 7:00PM

**FRIDAY**
8:30AM – 6:00 PM  
LAST CHECKOUT 4:00PM

**SATURDAY**
9:30AM – 5:00PM  
LAST CHECKOUT 3:00PM

**SUNDAY**
12:30 PM – 8:00PM  
LAST CHECKOUT 6:00PM

**Hours for Laptop Checkout**

Hours are subject to change depending on Library hours. Please see the Media Resources Desk for hours exceptions.

**Set up a wireless account**

Open any of the 3 internet browsers (Internet Explorer, Firefox or Netscape). The browser will automatically open to the UNLV wireless homepage. Click on the “Account Setup” link on the side bar and follow the instructions.

**Contacting UNLV Wireless**

If you have trouble setting up your account, accessing an existing account or you have problems with wireless in general:

- **Students contact:**  
  studenthelp@unlv.edu 895-0761

- **Faculty/Staff contact:**  
  IThelp@unlv.edu 895-0777

**Additional Help:**

- **General Laptop Equipment Problems** - 1st Floor Media Resources desk. Call ext. 52122 from a campus phone or 895-2122 from your cell phone.

- **Information Retrieval and Research** - 1st or 2nd Floor Research & Information Desks. Call ext. 52100 or 52200 from a campus phone. 895-2100 or 895-2200 from your cell phone.

- **Printing & Software Applications** - 1st Floor Library Computer Help Desk. Call ext. 52101 from a campus phone or 895-2101 from your cell phone.
Laptop Checkout Policy

Eligible Borrower:
University of Nevada Las Vegas faculty, staff, and students. **YOU MUST HAVE YOUR UNLV I.D.** If you have any fines or overdue items on your library record, you **will not** be able to borrow a laptop until the fines or overdues are cleared.

Conditions for use:
Laptops are for Lied Library use only.
The circulation period is 4 hours or less depending on the time the laptop is checked out.
A laptop loan agreement form must be signed by the user.
User files must be saved to a disk before returning laptop to Media Resources. The hard drive will be wiped clean of any files when returned to Media Resources. The Library is not responsible for any lost files.
Laptop must be returned to a Media Resources staff member.
In case of emergency evacuation of library please take the laptop with you and return to Media Resources when building is safe to re-enter.

Overdue and loss or damage charges:
Laptop overdue fines are $20 per hour or any portion thereof. The maximum overdue fines is $100.
The user who checks out the laptop is responsible for any loss or damage until the laptop is returned to the Media Resources service counter. The user is responsible for up to the full replacement cost ($1500) if the computer is damaged or stolen. **Until paid in full, Fines can affect students ability to obtain their diploma or transcripts.**

Laptop Information

**Hardware:**
- Dell Latitude 610D
- Fast Intel® Pentium® M Processor
- Sony CDRW/DVD CRX830 E
- Headphones
- Optical Mouse
- Operating System: Microsoft Windows XP Professional

**Software:**
- Microsoft Office 2003: Word, Excel, Access, Publisher & Power-Point
- Adobe Photoshop Elements
- Macromedia Dreamweaver
- WS_FTP
- Netscape, Firefox & Internet Explorer
- Jaws

Battery Information

We recommend that you plug the laptop into an outlet to protect your work, but battery power is an option. If you choose to use the battery, pay attention to the power level. If the level is low plug the laptop in or trade the low battery for a fresh one at the Media Resources Desk. See below for instructions on checking the battery power level.

In the systems tray, at the bottom right of the screen, find the battery icon.
To check both the amount of time and percentage of battery power left hover over the icon with the cursor. The information will pop up. Or double click on the icon and a window with the information will open.

How to print

Printing from our laptops is currently **unavailable.** The print icon will appear as will the print option in the File drop down menu, but these do not connect to any printing stations.

Until printing is available please save your work to a disc, your home directory, or email it to yourself. The laptops are equipped with CD burners. USB Floppy and Zip drives are available for checkout.