

Lab-N-Bag Setup Directions

IMPORTANT: Be sure to make an appointment for pickup and return of LabNBag set checkout. You are responsible for all parts listed with the LabNBag. YOU must inventory the LabNBag set before you check it out. You will be responsible for any missing parts when the Lab-N-Bag is returned. Upon return, YOU must make an appointment to return LabNBag so that a delegated Technology Department contact may check the items back in.

The LabNBag can be checked out for a two-week period (more time may be approved if the set is available). Always check the online calendar for availability. LabNBag certification and a signed assurance sheet are requirements before checking out any Lab-N-Bag set.

Each LabNBag consists of six laptop computers with the various parts listed below:

Equipment:

1. Laptop Computer
2. Power Supply & Cord
3. External Mouse
4. Mouse Pad
5. 25' Cat 5 Cord (optional for wireless)

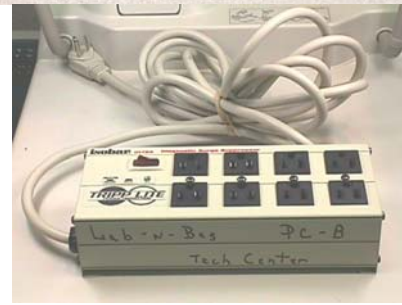
Accessories:

1. Isobar Surge Protector w/12' cord
2. 8 Port Switch (optional for wireless)
3. 25' Cat 5 Cord (optional for wireless)
4. Luggage Dolly (if requested)

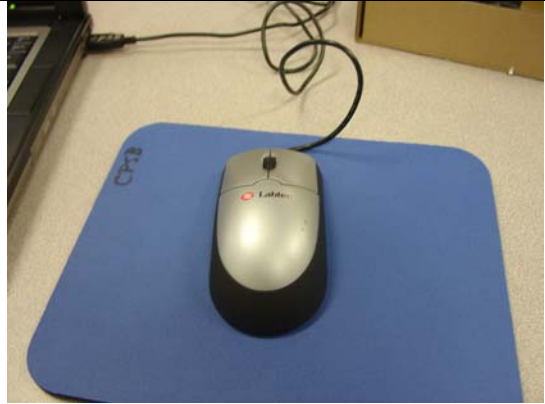
****Note: All LabNBag sets are all wireless now; therefore, they will not have 25' CAT 5 (Internet) cords. Be sure to check the wireless connectivity; the 25' CAT 5 (Internet) cords and the 8 port switch will only be sent out upon request.

Setup & Connections: Be sure to set up the laptops as soon as you can as they may have not touched the network for updates in a while.

1. Plug the **power cord** into the power supply and the laptop. The power outlet is usually located on the **back left side** of the laptop or **back** of the laptop. You can now plug the power cord into the surge protector. Please make sure the surge protector is turned on; there is a switch and a light indicator. Do not turn the laptop on yet. It works best if everything is plugged up, especially if you have to hard-wire with Cat 5 cords.



2. Connect the **External Mouse** to any of the available **USB** ports located on the back or side of the laptop. It should slide in easily. Place the **mouse pad** underneath the mouse.



3. It is now time to turn it all on, once all of the laptops are plugged in and ready to go. The first thing you want to do is to check the wireless connectivity. Hopefully, all is working properly and efficiently.



What if the wireless connectivity is non-existent?


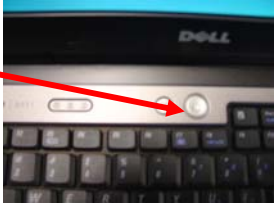
Be sure to check the wireless connectivity at your school before you pick up the laptops; the 25' CAT 5 (Internet) cords and the 8 port switch will only be sent out upon request.

If you must hard-wire using the Cat 5 cords, you must use the following instructions:

(Make sure everything is powered down and turned off before you start this process.)

4. Plug the **Switch** into the Isobar Surge Protector. Plug one side of the 25' Cat 5 cord from the Accessory Bag into any of the ports on the switch. Plug the other side of the cord into the **active port** of the **Internet drop box** mounted on the wall in your classroom. If you need to disconnect a computer from the drop to do this, you can always plug that computer into the switch as well.



<p>5. Plug the 25' Cat 5 (Internet Cord) into any of the eight ports on the Switch and the other side of the Cat 5 Cord into the Ethernet / Internet / Network Interface Controller (NIC) port on each of the laptops.</p> <p>When the Cat 5 cord is inserted properly, you should hear a little click. To remove the cord, push the lever in towards the cord then gently pull the cord out.</p>	
<p>6. Turn on all the laptops by pushing the Power button.</p> <p>Note: DO NOT force a laptop open. When opening a laptop, look for a release latch or latches. The latch(es) will either be on the front or the side of the computer.</p>	
<p>7. Troubleshooting Tips: If the Network or Internet doesn't work, shut down all of the computers and unplug all of the network connections.</p> <p>Then, reconnect and restart the computers. More troubleshooting tips are available on the Checkout Procedures handout available on the web site.</p>	<p>If trouble still persists, contact Tech Help at 217-HELP (4357) or send in a footprint ticket to http://footprints.cpsb.org/ and click on New Request.</p>

**** These computers are not setup to print. Students' work should be transported and printed from a computer in your classroom. Software cannot be installed on these computers. The software licensed for these laptops are already installed; therefore, we are legal only for what is currently on the laptops.**

****Nothing should be saved on the laptops! Before returning the laptops, please clean off all student work. An external device is recommended for media storage.**