

## MOBILE WIRELESS LAPTOP CART

The Mobile Wireless Cart makes the integration of technology and education easily accessible. The cart—which contains 24 high-performance laptops, chargers, and a DVD/CD-write player—allows you to have access to computers for teaching and testing purposes. These laptop computers are capable of running universal software programs and feature wireless access to the Internet. The cart can only be used in the Science Building of the Garden City campus.

The initiative for the mobile lab was designed to meet the **occasional request** for an improvised computer lab. As the cart is a resource shared by Adelphi faculty, it is not meant to satisfy the technical needs of one course for an entire semester. Instead it affords a professor and his/her students the opportunity to demonstrate hands-on computer and Internet technology when no computer lab has vacancies.

### OVERVIEW OF PROCEDURE AND OBLIGATION OF MOBILE LAB USE

Advance notice of at least three working days is required to reserve this Mobile Wireless Cart. All requests for use of the portable lab must begin with contacting the Registrar, 516.877.3300.

The Registrar will reserve the use of the cart for the requestor **for the duration of one lab class**. Classes that are consecutive shall be treated as separate reservations and the cart must be returned to the secure closet at the completion of the each lab session.

Once the professor has been approved for use of the cart, it is the responsibility of the reserving instructor to acquire the security door pass and cart key from the Customer Services desk, Swirbul Library Information Commons, 2nd floor (516.877.3340 or [customerservices@adelphi.edu](mailto:customerservices@adelphi.edu)).

Once the professor has acquired the cart key and security door pass, he/she should open the secure storage closet in Science room 215 (north and south doors give the same access) and confirm the contents of the cart (24 laptop computers with 24 power supplies).

#### Special Notations:

- The requesting instructor is responsible for transporting the Mobile Wireless Cart to the reserved classroom and returning it to the store room after class.
- The Mobile Wireless Cart may not be removed from the confines of the Science Building.
- The security card and door key for the cart must be returned to Customer Services immediately after the class session by the professor or agent thereof.
- Any discrepancy of the inventory contained in the cart or inoperative equipment should be reported immediately to Customer Services at ext. 3340. A telephone has been provided in the secure storage area for your convenience.

## DIRECTIONS

Once you have reserved the Mobile Wireless Cart through the Registrar and have contacted Customer Services you will receive a security card and key.

The cart can be accessed from room 215 (both south and north), in the closets next to the white board and projector.



To enter the closet you must place the swipe card directly in front of the sensor under the number pad.

Once you have opened the door, you will notice the mobile cart plugged into the outlet. Carefully unplug the cart and remove it from the closet.

After taking the cart out of the closet, you will notice that it is locked. Use the key given by Customer Services to unlock the cart.

You may then take the cart to your reserved classroom. Students will then have access to various software applications and the ability to connect to the internet via our wireless network.

If you have any problems or questions, please call Customer Services at 516.877.3340, or view the instructional video at <http://infotech.adelphi.edu/services/manuals.php>.



## NETWORK CONNECTIVITY

The carts have built-in wireless and network cards. The wireless card allows the laptops to connect to the campus network without a physical cable.

## LAPTOP SPECIFICATIONS

### Dell Inspiron D620

- Intel Core Duo T2400 1.83GHz
- 1GB 533MHz DDR2 RAM (2 x 512MB config)
- 80GB 5400RPM HD
- 14.1-inch WXGA screen
- Integrated graphics (Intel Media Accelerator 950)
- 24X CDRW / DVD Combo
- Windows XP Pro
- Dell Wireless 1490 802.11 a/g and built-in Bluetooth



# WIRELESS CART FAQ

**Q: Where can I find instructions for the Mobile Wireless Cart?**

A: Instructions for the cart can be found in video format at the following URL:

<http://infotech.adelphi.edu/services/manuals.php>. 

**Q: What is the procedure for reserving a room?**

A: To reserve a room in the Science Building you must contact the Registrar. Once you have a confirmed reservation, you must contact Customer Services to reserve the Mobile Wireless Cart itself.

**Q: Where do I get the keys and security card to gain entry to the Mobile Cart?**

A: After reserving a room in the Science building, you must contact Customer Services at 516-877-3340 to obtain keys and the security card for entry to the storage room and cart.

**Q: Who do I contact if I have questions about the Mobile Cart?**

A: If you have questions about the Mobile Wireless Cart, contact Customer Services at 516-877-3340 or the Faculty Center for Professional Excellence at 516-877-4220.

**Q: Where can I use the Mobile Cart?**

A: The Mobile Cart can be used only in the Science Building rooms, 106, 107, 108, 130, 133, 134, 203, 204, 205, 206, 206A, 215N, 215S, 223, 227, 228, 233, 236, 308, 309, 315, 316, 321, 322, 333, 344, 345.

**Q: How many laptops are in the Mobile Cart?**

A: The Mobile Wireless Cart is equipped with 24 Dell D620 Laptops.

**Q: Where do I pick up the Mobile Cart?**

A: The Mobile Wireless Cart is stored in Science 215N and 215S.

**Q: What should I do before taking the Mobile Cart from Science 215S or 215N?**

A: Before taking the cart, check to make sure that all 24 laptops and power adapters are in the laptop cart. If there are any discrepancies, contact Customer Services immediately at 516-877-3340.

**Q: What should I do before returning the Mobile Cart?**

A: Before returning the cart, check to make sure all 24 laptops and power adapters have been returned. Plug the laptop cart into the power outlet. Verify that the closet door to the cart is locked. Return the access card and key to Customer Services.

For more information, contact **Customer Services** by visiting the Swirbul Library Information Commons on the 2nd floor, call 516.877.3340, or email [customerservices@adelphi.edu](mailto:customerservices@adelphi.edu).