

# Taking Care of the MacBooks and Carts

## **Securing and Moving Laptops**

Make sure doors are locked when cart is unattended. Make sure wheel locks are off when moving carts—there are locks on all wheels.

## **Keeping Laptops Charged**

Make sure the Charge Switch is set to OFF when plugging in cart

When charging, plug the cart into the silver power strips located on the wall in your room.

With these carts you can charge either side of the cart or both on a timed basis. -If you want to charge one side, set the Toggle switch to A or B -If you want to charge both sides, set the Toggle switch to the middle -Set timer to desired charge time

If laptops need a little charging between classes, set timer to 15 minutes To charge the laptops overnight, set the timer to 90 minutes

Do not pull or distend Power Adaptors Adaptor should remain zip-tied in drawer

## **Laptop Organization and Usage**

All laptops should be in their assigned carts One laptop per slot

Laptops should be placed in their numbered slots. Laptops are numbered Cart 1-05 meaning Cart 1, laptop # 5. The computer name also indicates its cart assignment.

**IMPORTANT-** Assign a laptop to each student. Have them use this laptop consistently.

Have student log out when finished using

Teacher should collect the laptops and **teachers** should plug them in when finished using.

During the week, leave laptops **on**, plug them into power strips, and recharge for 90 minutes

For the weekend, turn the laptops **off**, plug them into power strips, and recharge for 90 minutes.

**IMPORTANT-** Carrying Instructions, instruct students to close the laptop's lid before transporting laptop to another location.

**IMPORTANT** – Cleaning instructions

<http://support.apple.com/kb/HT3226#portables>

### **MacBook, MacBook Pro, and MacBook Air**

When cleaning the outside of your MacBook, MacBook Pro, or MacBook Air, first shut down your computer and unplug the power adapter. Then use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer. Do not use aerosol sprays, solvents, or abrasives that might damage the finish.

To clean the screen on your MacBook, MacBook Pro, or MacBook Air, first shut down the computer and unplug the power adapter. Dampen the included cleaning cloth with just water and wipe the screen. Do not spray liquid directly onto the screen.

**Important:** The bottom case of the MacBook (13-inch, Late 2009) and MacBook (13-inch, Mid 2010) uses a soft nonslip material. Use a 3M Gray Microfiber or soft dye-free, lint-free cloth to clean the bottom case.