

18 - Laptop Loan in the Library

Where can I borrow a laptop in the Library?

University members can borrow laptops for one day use within the Library building. The laptops are issued from the IT Services Help Desk Drop in Centre on Floor 1 in the Library. Opening hours Monday to Friday 9:00 to 5:30.

This Laptop is your responsibility

You should not leave it unattended at any time.

You can only use it within the Library, it should not be taken out of the library.

It can be returned to the ITS Help Desk Drop in Centre between 9:00 am and 5:30 pm. After 5:30 pm you should return it to the Library Help Desk staff and after 9:30 pm to a Library Steward.

Note: The laptops are only issued from the ITS Help Desk Drop in Centre between 9:00 am and 5:30 pm weekdays – **they are not issued from the Library Help Desk at any time.**

Using the laptop

The **battery** may last up to 6 hours but this is not guaranteed.

Press Control Alt Delete then sign in with your ITS usercode (usually in the format u1812345, don't forget the u). After entering your usercode and password, the laptop should connect to the hotspot-secure wifi.

Using Microsoft Office Applications and other programs

Microsoft Office 365, Adobe Reader, Kaspersky Antivirus, Edge (IE) web browser, Google Chrome web browser are all installed on the laptops.

Applications such as Skype & Gmetrix (used for Microsoft online training course) are available in Software Center (search for Software Center).

Please note that you cannot install other downloaded software onto the laptop.

Saving Files

You cannot save files on the C: drive of the laptop or to the desktop, but you can browse then save to your network home drive H: (shows as your usercode on H:)

The files are then available from your own computer using myfiles.warwick.ac.uk or you can see them on the network H: drive on ITS work area computers.

To access [myfiles.warwick](https://myfiles.warwick.ac.uk) go to <https://myfiles.warwick.ac.uk> and log in by entering your ITS username and password.

Alternatively you could use a USB memory stick to save your files.

Save your files regularly to avoid losing them if the battery runs out of power.

Printing from the Laptop using Mobile Print

Use **Mobile Print** to send documents to print in the following formats: docx, pdf and image formats jpg,gif,png and tif. The default is black & white single sided, which cannot be changed.

Email the document to be printed as an attachment to mobile.printing@warwick.ac.uk or go to the webpage <https://mobileprint.warwick.ac.uk>. Log in with your ITS username and password then add your print jobs.

Visit the Kyocera printers in the library to print your jobs. You need to have sufficient credits on your account to be able to print.

See **leaflet 6e** for more detail on Mobile Print. See **leaflet 6a** for how to add credit to your account.

IT Services Help Desk

✉ helpdesk@warwick.ac.uk

🌐 warwick.ac.uk/its

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