

Riverpoint Campus Library 3 Day Laptop Instructions

1. You may use either the power cord or battery power. **Important Note:** Batteries should be fully charged (depending on how long they have been returned), but battery life varies from laptop to laptop and may only provide a very limited amount of work time before you will need to plug it in.
2. Open the lid and turn on the laptop. The laptop will automatically connect to wireless service on campus. You will be prompted for “Additional information” to connect:
 - a. WSU Users enter: **ad\Network-ID** and associated **password (Network-ID is the same as what you use for zzusis)**
 - b. EWU Users enter: **eastern\NetID** and associated **password (NetID is the same as what you use for the computer lab)**
 - c. Click the “OK” button to continue.
3. Printing via wireless connection to Library or Campus printers is not possible at this time. You will need to move anything to be printed to a flash drive or program accessible from a wired Library or Lab computer.
4. If the laptop is taken off campus, it may be possible to connect to other wireless networks. However, technical assistance for connecting to other wireless networks cannot be provided by Riverpoint Campus Library or University IT departments.
5. On-campus technical assistance is available at the WSU computer lab on the main floor of the Academic Center.
6. **Important!!** Before turning off the laptop, you must save your work to a thumb drive or other external source. Anything saved to the desktop or other folder on the laptop will be lost when the laptop is powered down.
7. **Laptops must be returned in person to the Riverpoint Campus Library circulation desk.** We ask that you wait until the laptop is checked in before leaving the desk. No phone renewals are allowed. You may check out another laptop if the library currently has three or more available for checkout. If there are not three or more available you may check another laptop out the following day.
8. **The checkout period is three days, ending at the Close of Business on the due date.**
9. Reminder: Fines are \$10 per hour for the first 2 hours overdue, then \$5 per hour after that. The replacement fee for a lost or damaged laptop is \$2300. Do not leave the laptop unattended!!!