

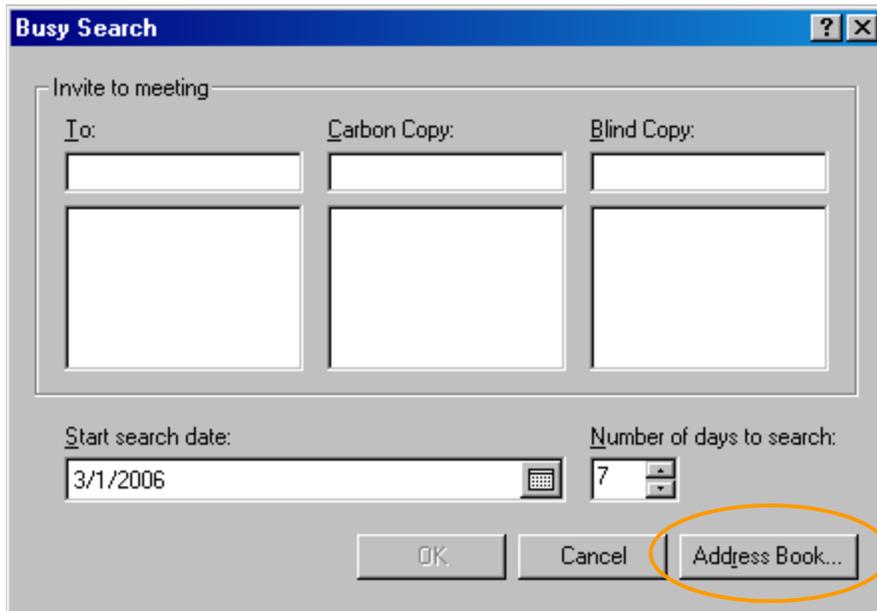
Information Technology and Services

Tip of the Week – Feb 27, 2006

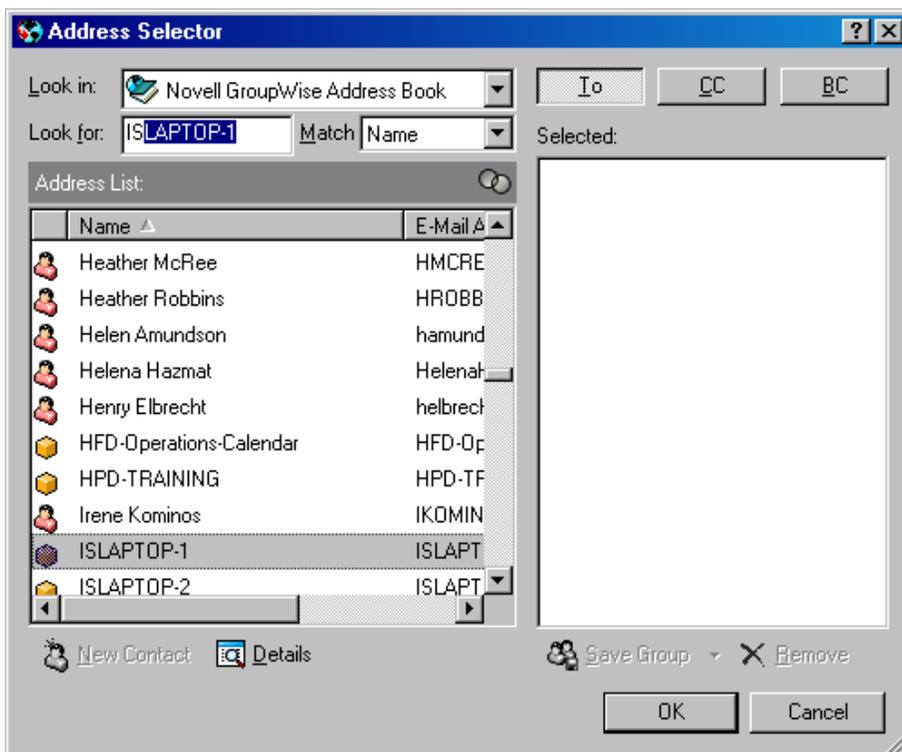
Reserving IT&S Laptops

If you would like to use one of the IT&S Laptop computers or an IT&S Laptop and Projector you **must** reserve the equipment using Groupwise. Please follow these steps:

- From the **Tools** menu in GroupWise, select **Busy Search**

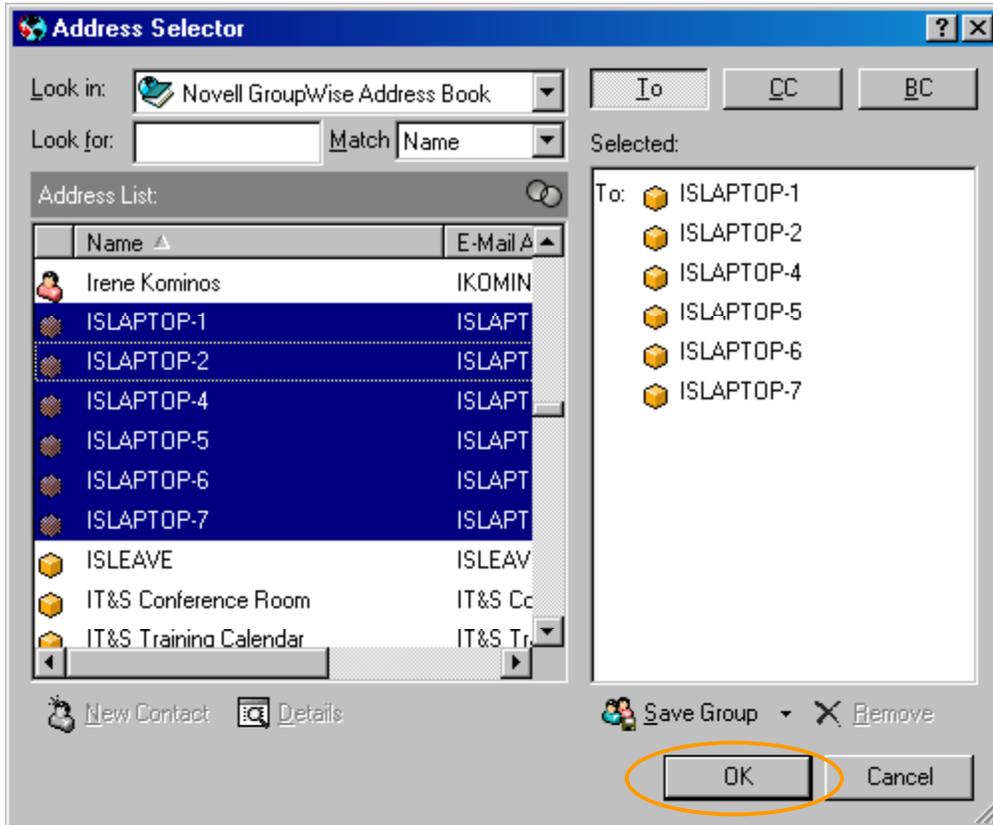


- Click on **Address Book...** The Address Book opens.

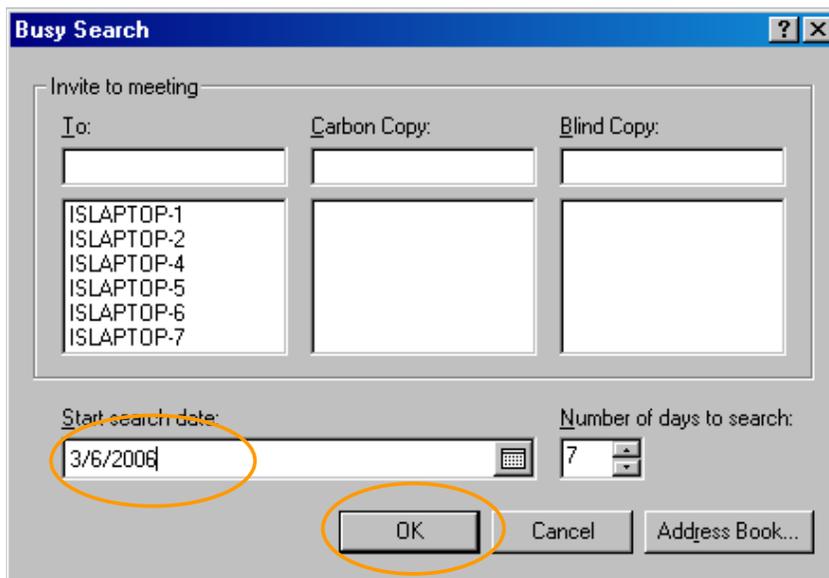


Name	E-Mail
Heather McRee	HMCRE
Heather Robbins	HROBB
Helen Amundson	hamund
Helena Hazmat	Helenah
Henry Elbrecht	helbrech
HFD-Operations-Calendar	HFD-Op
HPD-TRAINING	HPD-TF
Irene Kominos	IKADMIN
ISLAPTOP-1	ISLAPT
ISLAPTOP-2	ISLAPT

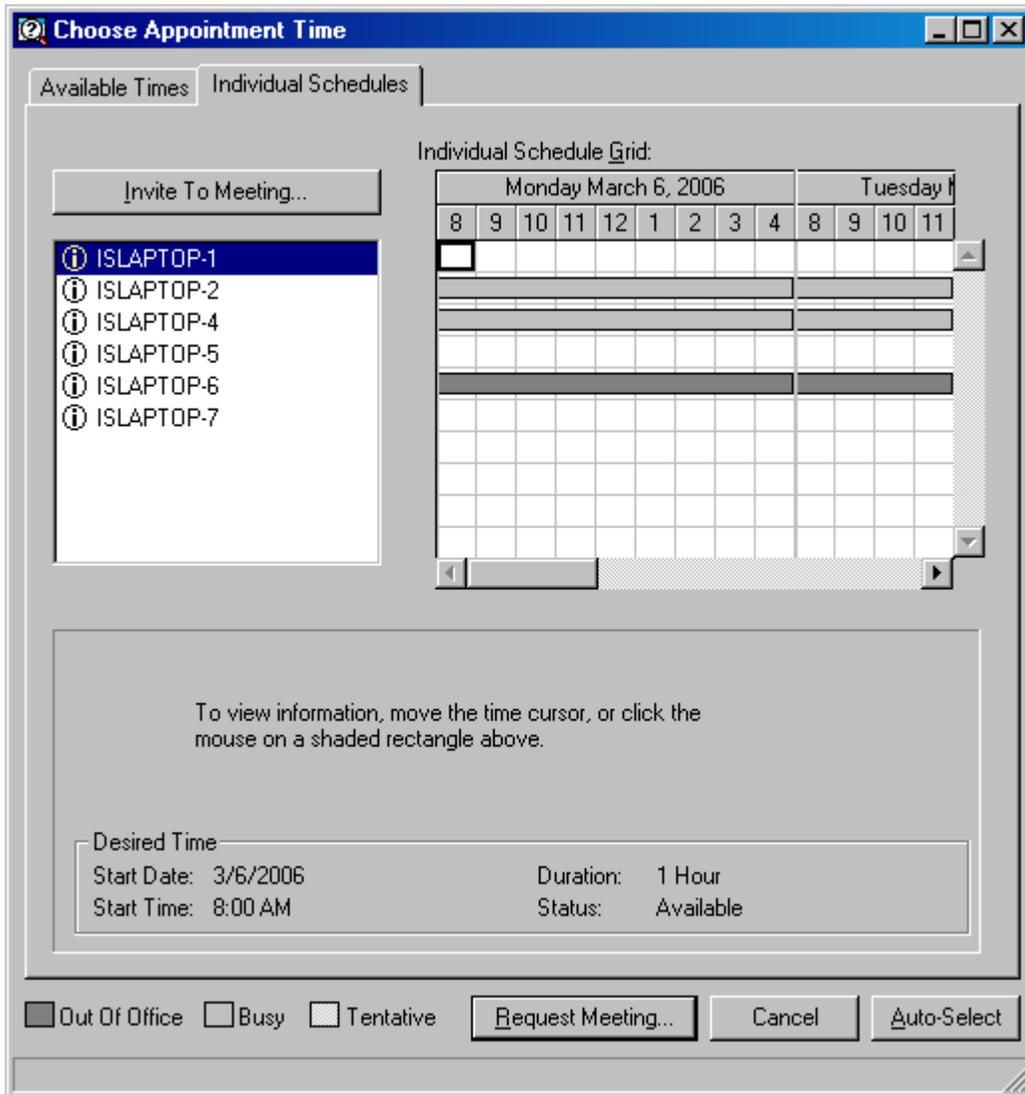
- If you want to reserve a laptop type in **ISLAPTOP-1** and scroll to make all of the ISLAPTOP entries visible. Select and drag them over to the right-hand side.
- If you want to reserve the Projector and Laptop type in **Projector&Laptop**. Select it and **Projector&Laptop-2** and drag them to the right-hand side.
- Click on **OK**.



- Enter the **Start search date** and click on **OK**.



- The **Choose Appointment Time** window will appear. After the grid fills in you determine which laptop(s) are available. Make note of the laptop you want to use, in this case **ISLAPTOP-1**. Click on **Cancel**.



- Click on **New Appt** to create the appointment. When the **Appointment** window appears, make the appointment as you would any other appointment and include in the **Subject** the reason for using the laptop. Click on **Send**.

The screenshot shows a software window titled "Appointment To: ISLAPTOP-1". The window has a menu bar with "File", "Edit", "View", "Actions", "Tools", "Window", and "Help". Below the menu bar is a toolbar with icons for "Send", "Cancel", "Address", "Busy Search", and other functions. The window is divided into two tabs: "Appointment" and "Send Options". The "Appointment" tab is active and contains the following fields:

- From:** Jim Senkler
- To:** ISLAPTOP-1
- Place:** Road Trip
- Auto-Date:** (Recurring Date) 8:00 AM
- Duration:** 9 Hours
- Subject:** Road Trip

There are also "CC:" and "BC:" fields. Below the fields is a large empty text area. At the bottom of the window, it says "Folder: Calendar".

- If you make an appointment for laptop that has already be reserved, you will receive the following message: **The laptop you have requested is already reserved. Please use a busy search to see what laptops are available for checkout.**
- If you have any special requirements send an e-mail to the HelpDesk after you make the appointment.

When you come to pick up the laptop or projector and laptop one of the IT&S staff will fill out a form with you to make sure all of the equipment is in the case. If you would like assistance with setting up the equipment, please ask the staff.

You will also be asked to go through the check-in procedure upon returning the equipment.