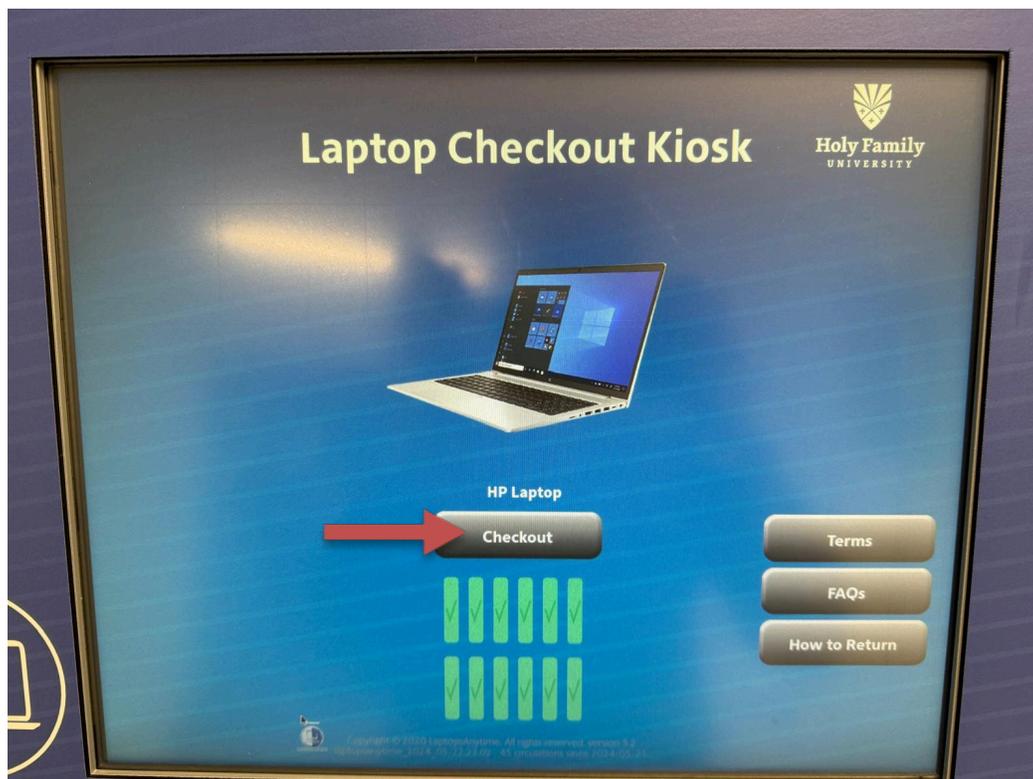


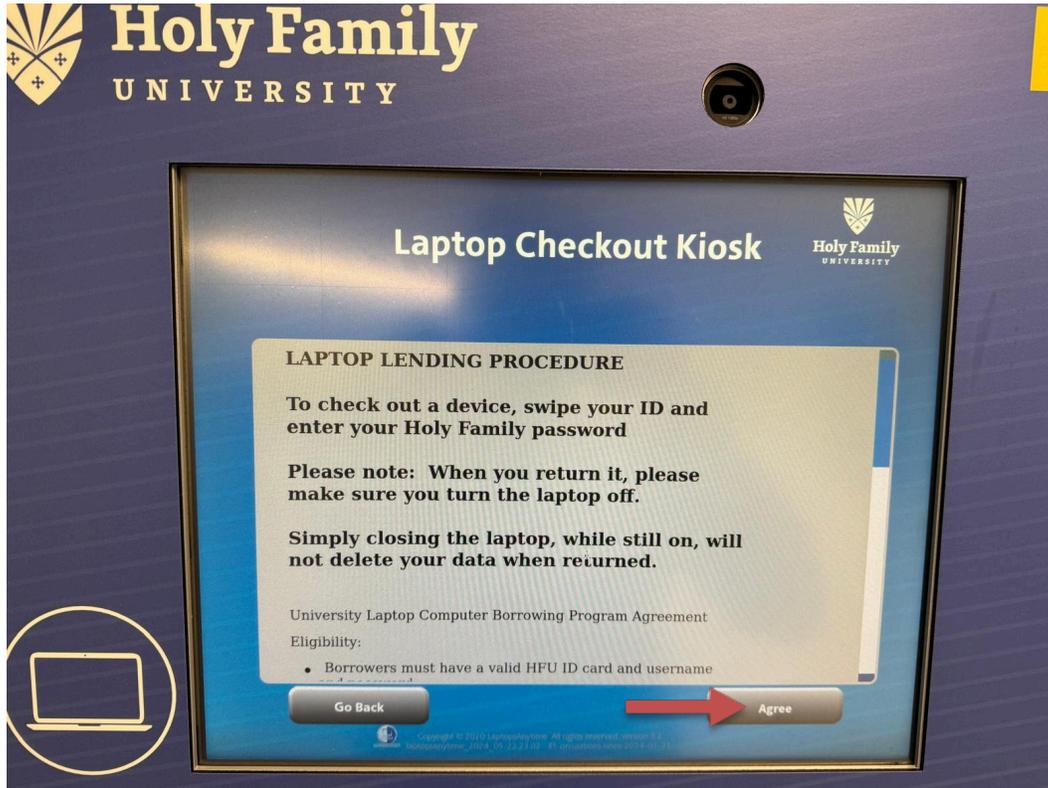
Instructions for Laptop Kiosk: TAKEOUT & RETURNING

CHECKOUT INSTRUCTIONS:

1. Press  **Checkout** under the Laptop



2. Read the lending terms for proper checkout and check-in procedure and then press  **Agree**



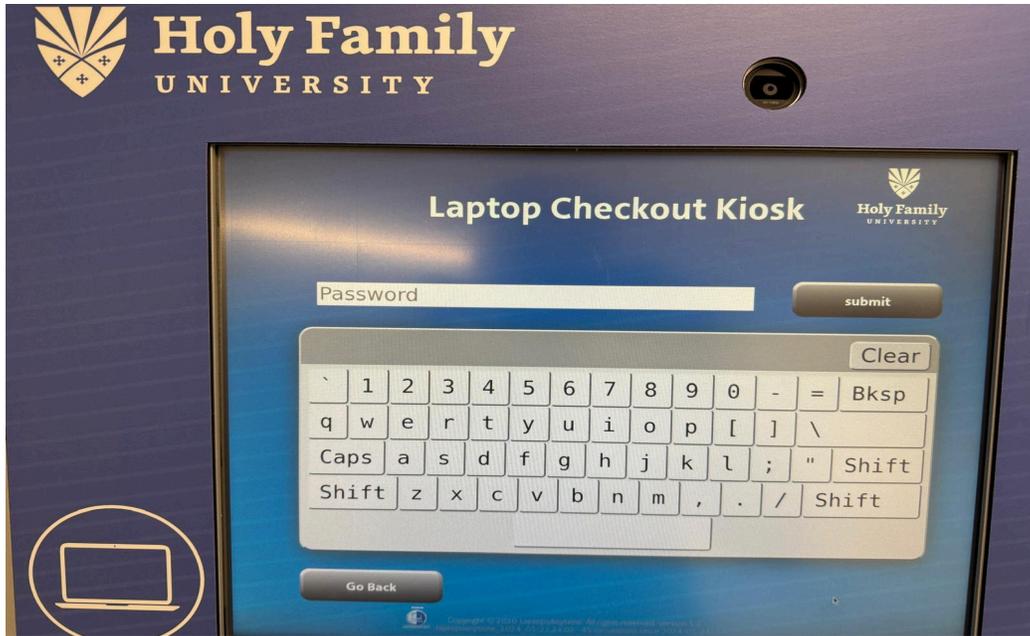
3. Scan your Holy Family ID after the previous screen disappears



👉 (ID Scanner shown in red)

4. Enter your Holy Family Password!

(The password will be the same as your all other HFU accounts Login!)



5. Grab the laptop out of the kiosk!

6. YOU ARE ALL SET!!!

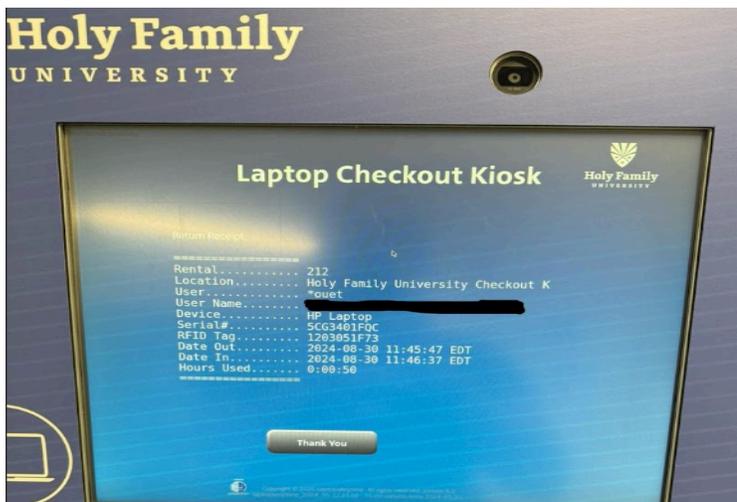
You will be notified to your Holy Family email on Laptop Checkout Receipt



RETURNING THE LAPTOP:



7. Find your Receipt here!



You will be notified to your Holy Family email on Laptop Returning Receipt



If there's an issue with the laptop, return it and grab another, or go to the Help Desk (HFU 111) if the issue persists!

CHECKING OUT A LAPTOP

The vending machine is 1st come 1st serve and no reservations are allowed.

Patrons can not check out more than 1 laptop at a time from the kiosk.

The machine has 8 laptops available for checkout.

Laptop checkouts will be random (patrons can not select which laptop they would like to use)

You must use your HFU ID when checking out from the machine.

When checking out, the vending machine records the transaction and will take pictures once the laptop has been released from the kiosk.

Automated messages about the checkout/returns will be sent to the patron's email.

Patrons are given (I believe) up to 4-6 hours to use the laptop or until the laptop dies.

Patrons are not allowed to leave campus with the laptops.

Laptop WIFI is TigerWIFI and can only work on campus. Patrons must use their own HFU login in order to connect to the WIFI on the laptop

Vending Machine will display green slots for all available laptops.

If slots are yellow that means the laptop within the slot is not available for checkout (i.e., has a low battery/is charging).

If the slot is "grayed out" that means the laptop within that slot has been checked out.

When patrons are returning laptops, any open (grey out) slot can be used.

Patrons are allowed to check out another available laptop from the machine once the original laptop is returned.

Laptops do not store data and will erase all downloaded information once it has been returned.

Patrons must back up files before returning the laptop.

DIRECTIONS:

1. Select "Checkout"
2. Agree to Terms
3. Scan ID
4. Enter HFU Password (same as Canvas/Gmail)
5. A laptop will pop out randomly. An automated email with the return time will be emailed to your HFU email.

If you experience any issues or require technical support, please contact the HFU Help Desk at 267-341-3402 or helpdesk@holysfamily.edu. In person support is also available at the IT Help Desk Office at Holy Family Hall Rm. 111.

(The Help Desk is fully staffed Mon - Fri 7:30am - 4:30pm, with more limited support available Mon - Fri 4:30 - 7:30pm.)