About the Library Laptop Loan Program

The Library loanable equipment program is provided by Library IT to support the work of Library faculty and staff. Laptops and other devices are available for two-week loans. Please reserve the equipment in advance using the online Library Equipment Loan Request form (https://www-s2.library.uiuc.edu/bluestem-docs/eqloan/eqloan.php).

When you pick up loaner equipment you will be asked to sign an Equipment Loan Agreement, acknowledging your liability for the equipment while it is in your care and agreeing to return it in good working order. This Agreement is required by Illinois State Law and is in accordance with “Section 12.1 - Custodianship of Property” outlined in the University of Illinois Business and Financial Policies and Procedures. Please return the equipment to the Library IT Help Desk on or before the due date. Failure to do so may affect your ability to borrow equipment in the future.

All laptops are re-imaged after each use; the software and any data left on the computer are removed and fresh software is installed. This ensures that the next borrower will get an up-to-date, secure and functional computer. Please remember not to save data that you value to the local hard drive (C: drive) or the desktop. Use some form of removable media instead to guarantee that your data will not be lost during the re-image process. External hard drives and flash drives are available through the loanable equipment program.

Library IT makes every effort to provide clean, secure and functional equipment. Library IT is not accountable for unforeseeable hardware failure.

Additional Available Equipment

The Library IT Help Desk has the following additional equipment available:

- Lenovo ThinkPad
- Lenovo Extra Travel Battery
- MacBook Pro
- Laptop Remote Control
- iPad
- Projector
- Blackberry
- Clicker Kit (30 response cards)
- Webcam

- Microphone/Desktop
- Microphone/Headset
- Headphone (no mic)
- USB Flash Drives (1GB)
- USB External DVD Burner
- USB Memory Key
- USB External Floppy Drive
- HD Camcorder
- Voice Recorder Kit
- Video Camera with Tripod
What's in the bag?

- MacBook Air
- Mini DisplayPort
- Ethernet Cable
- Optical USB Mouse
- Charger

Technical Specifications

**Hardware**
- 1.8GHz Intel Core i5 / 4GB RAM / 500GB HDD

**Software**
- OSX Lion, Microsoft Office 2010

**Connecting the laptop to a projector**

- Locate the VGA (25 pin) cable that should be with the projector
- Connect the VGA cable to the Mini DisplayPort and then to the Thunderbolt
- Click on the Apple icon located in the left of the top menu bar → System Preferences → Displays → Detect Displays
- In the projector, press the bottom “Source” to display the laptop screen

Quick Start Guide

**Add more applications (Word, Excel, etc.) to the Dock**

- Click on the Finder icon to open a dialog box
- Under Favorites click on Applications. Grab the one you want and drag it to the Dock

**Connecting to an existing wireless network**

- Click the Wireless Network icon in the top menu bar to open the dialog box
- Select the network you want to connect to (UIUCnet or IllinoisNet) by double clicking it

Note:
- If you decide to use IllinoisNet connection, you may have a window pop up stating there is a security alert
- Click the “Continue” button, you’ll be prompted for entering netid and password.
- Another secure wireless connection offered across campus is eduroam - login with your U of I email address and Active Directory password

Other Helpful Information

**Library IT Help Desk**

- Phone: (217) 244-4688 (8:30am-5:00pm, M-F)
- Web page: www.library.illinois.edu/it/helpdesk

Log a Work Request

- https://www-s2.library.uiuc.edu/otrs/customer.pl

**CITES**

- Help Desk: (217) 244-7000 or (800) 531-2531
- Web: www.cites.illinois.edu
- Email: consult@illinois.edu

**Useful Links**

- AD Accounts Page (to unlock your Active Directory Account - you will need your netid password to authenticate through Bluestem in order to access this page):
  http://accounts.ad.uiuc.edu

- CITES VPN for Mac (to connect to campus resources from off-campus, you will need to set up the VPN):
  http://www.cites.illinois.edu vpn/dl-maclep.html
  Contact CITES for Problems with the VPN: consult@illinois.edu or (217) 244-7000

- Instructions for Remote Access to Library Resources (connecting to G:\ and H:\ drives from off-campus):
  http://www.library.illinois.edu/it/helpdesk/server.html