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

---

University of Illinois at Urbana-Champaign
Library IT Help Desk
424 Main Library, MC-522
1408 West Gregory Drive
Urbana, Illinois 61801
Phone: (217) 244-4688
What’s in the bag?

- Phone/Modem Cable
- Optical USB Mouse
- AC Adapter with Power Cord
- Ethernet Cable
- Lenovo
- Optical USB Mouse
- AC Adapter with Power Cord
- Ethernet Cable
- Phone/Modem Cable

Technical Specifications

**Hardware**
Intel Core i5 / 2GB RAM / Built-In 802.11b/g/n wireless / Adapter / Fingerprint reader

**Software**
Windows 7 / Microsoft Office 2010 / VPN Software (to access campus and library resources from off-campus) / Lync / Google Chrome / Voyager

Connecting the laptop to a projector

- Locate the VGA (25 pin) cable that should be with the projector
- Connect the PC side of the cable (Male) to the VGA out port — underneath the flap at the side of the machine
- Hold down the laptop’s FN key and hit the F7 key once to display on the laptop screen only; twice to display on the projector only; or thrice to display on both the projector and laptop

Quick Start Guide

**Connecting to an existing wireless network**

- Click the Wireless Network icon in the tool tray to open the dialog box
- Select the network you want to connect to (UIUCnet or IllinoisNet) by clicking it, then click the “Connect” button

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

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

Other Helpful Information

- 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 Instructional Page (using the VPN client to connect to campus resources from off-campus):
  http://www.cites.uiuc.edu/vpn/
  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

CITES

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