

QUICK REFERENCE GUIDE | LAPTOP DISPENSER

The laptop dispenser is designed to provide students with the opportunity to borrow a laptop for course purposes.

BORROWING A LAPTOP

1. On the screen at the laptop dispenser, tap **Borrow**



2. Using the card reader below the screen, scan your **Wintec ID card**
3. Enter the **PIN number** you were provided with and tap **Continue**
4. Read the **Terms and Conditions**, and tap **Accept** to continue
5. Open the door to the locker number located on the screen (look for the locker with the flashing lights)



6. **Unplug** the laptop from the charging cable and **pull** the laptop out
7. **Close** the locker door to complete your transaction

NOTE: Due to security purposes, each step on the screen is set to display for 30 seconds. If this times out, your transaction will be cancelled. You will need to complete the above steps to successfully borrow a loan laptop.

RETURNING A LAPTOP

1. On the screen at the laptop dispenser, tap **Return**
2. Using the scanner, scan your **Wintec ID card**
3. Enter the **PIN number** you were provided and tap **Continue**



4. Open the door to the locker number located on the screen (look for the locker with the flashing lights)
5. Place the laptop in the locker and plug the charging cable in



6. **Close** the locker door to complete your transaction

NOTE: The red light to the right of the locker door will confirm you have plugged the device in and closed the locker door.