How do I borrow a laptop?

We operate a laptop locker system that issues laptops until the end of each day. The laptops can be used anywhere on the site where they were issued and provide access to the software you need to undertake your class.

There is no late fee, but we do not give out chargers for the laptops to prevent people from taking them home. Users who return laptops late will automatically be blocked until they speak to a technician.

> **Important:**
> Loaned laptops must stay on the site they were borrowed from and be returned before each day's end. You are responsible for the safety of the laptop when it is on loan to you.

Laptop lockers

Laptops can be loaned at any time by visiting one of the laptop lockers at each of our buildings.

Peckham Road

The laptop locker at Peckham Road is on the 5th floor of the B block, just before you enter the classrooms and kitchen.

Greencoat Building

The laptop locker at Greencoat is on the main corridor outside the Dark Lab.

High Holborn

The laptop locker at High Holborn is outside the technician's office.

How to loan a laptop

To loan a laptop you will need to have your UAL ID card.

1. Visit one of the laptop lockers.
2. Swipe your UAL ID card on the card reader below the touch screen.
3. Read and agree to the terms and conditions of the loan.
4. Press "Borrow" on the touch screen.
5. Select the type of device you want to loan.
6. Look for the flashing locker.

7. Open the door and unplug the laptop.
8. Close the door carefully but firmly.

How to return a laptop

1. Go to the laptop locker from which you originally borrowed the laptop.
2. Swipe your UAL ID card on the card reader below the touch screen.
3. Press "Return" on the touch screen.
4. Look for the flashing locker.
5. Open the door.
6. Carefully plug the laptop back into the charging cable.
7. Close the door carefully but firmly.
8. Check the door is fully locked by pulling the handle.

What should I do if there is a problem with issuing or returning a laptop?

If you cannot issue a laptop, please send a Slack message in #technical with a photo of the error on the screen.

If you cannot return a laptop, please visit the staff office at either campus and ask for help from a staff member. NEVER leave the laptop unattended; if there are no staff and you can't return the computer, you should take it home and post it in #technical.

What should I do if there is a problem or damage to the laptop?

We operate a trust system. Things happen, and we trust you to look after the laptop, but sometimes things can go wrong.

If you encounter a software issue, please contact the IT helpdesk at 0207 514 9898.

If the laptop is damaged either when you loan it or during your use or is stolen while in your possession, please speak to a technician in the staff offices.