

How do I borrow a laptop?

We operate a laptop locker system that issues Apple MacBook Pro 13" (Intel and M1 Pro) laptops out for 10 hours at a time (about the length of the day), the laptops can be used anywhere on the site they were issued and provides access to all the software you need to undertake your class.

There is no late fee, but we do not issue chargers out with the laptops to prevent people taking them home.

Important:

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

Laptop lockers

Laptops are easy to loan 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 as you come in to the classrooms and kitchen.

Greencoat Building

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

High Holborn

The laptop locker at High Holborn is outside the technicians 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 loan.
4. Press "Borrow" on the touch screen.
5. Select the type of computer 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 where you originally borrowed the laptop from.
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 screen.

If you are unable to return a laptop, please visit the staff office at either campus and ask for help from a member of staff. NEVER leave the laptop unattended.

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

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

If you are encountering a software issue please contact IT helpdesk on 0207 514 9898.

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

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