# LIVERPOOL JOHN MOORES UNIVERSITY

BORROW A LAPTOP

To BORROW ➡

▶ Tap card on pad under the display (Logon Pad)

▶ Follow on-screen instructions: Agree to T&Cs > Borrow > Same day or 7 day loan

▶ Unplug charging cable, then take laptop and mains charger

▶ Close door

▶ Select **Finish** on touch screen

To RETURN ⬅

◀ Select **Return** on touch screen

◀ Tap card on pad under display (Logon pad)

◀ Follow on-screen instructions and look for flashing door

◀ Open the door

◀ Replace laptop & charger, then plug the inbuilt charging cable into the laptop

◀ Close the door and check that red light is on

◀ Select **Finish** on touch screen

✉ You will receive confirmation emails after you have borrowed & returned.

IMPORTANT: If you are taking a laptop home, log onto the laptop while in the Library first. This will load settings enabling you to use it on your own home Wi-Fi.

LIBRARY SERVICES   ljmu.ac.uk/library