iTouch Procedures

Picking up the iTouch Cabinet:

* Turn off the red switch at the back of the cabinet
* Unplug the black cord
* An adult needs to move the lab

Upon reaching your room:

* Plug in the black cord on the back of the cart
* Turn on the red power switch on the back of the cart.
* Be sure the front wheels are locked before opening the cabinet.
* Unlock the cabinet using the code given to you (The lock is on the back.)
* The code must be lined up exactly in order to open the lock.
* Roll it open by lifting from the front.
* The teacher opens the drawer; you may need to assign numbers to your students for the ipods so you can know who used what in case of problems.
* Students carefully disconnect the iTouch from the connector cable.

There are no logins for the students. Students should keep the iTouch in his/her hand. (Do not toss them!)

When finished:

* Leave 5 minutes at the end of class for putting up the ipods.
* Teachers need to supervise the reconnecting of the iTouchs.
* Before returning the lab, close by lifting from the back and lock it up. Make sure the holes are lined up to replace the lock. It will not lock if you haven’t changed the combination.
* Turn off the red switch and unplug from the wall.
* Unlock the front wheels before moving the lab.

To SYNC:

* Take the laptop out and set it on top.
* Laptop in the cabinet needs to be plugged in to electricity.
* Close the cover by lifting from the back.
* Plug in the sync cable into the USB port (for one drawer at a time).
* Login.
* Open iTunes and sync.
* Repeat for other drawer.
* When finished, wrap the sync cables back in place.
* Shut down the laptop; unplug it from the power source.
* Open the case by lifting from the front.
* Replace the laptop and electrical cord in the bottom of the cart.
* Close by lifting from the back and lock it up.