User's Copy

UofLibraries

Steps for obtaining Laptop Internet Connection:

1. **Read and sign the following policies (page 1).**
2. **Fill out Application Form (page 2).**
3. **Keep Laptop Configuration instructions (page 3).**
4. **Submit completed and signed originals to the Libraries as instructed on Application Form.**

Policies
For Use of Laptop Internet Connections in the Libraries

(1) It is the user's responsibility to purchase network card (e.g., Ethernet) and cable (Cat 5, RJ45).

(2) Registered users may use only those Internet Connections for public Laptop use. Unplugging lines or cables to Libraries' computer equipment or printers is not permitted and will result in immediate termination of privileges to use Laptop Internet Connections within the Libraries.

(3) Laptop Internet Connections cannot be reserved. Registration for the use of Laptop Internet Connections in the Libraries does not guarantee a line will be available.

(4) Individuals are responsible for their personal property. The Libraries **are not** responsible for the loss or theft of an individual's personal property. (**Warning: There have been reported instances of unattended property as stolen within the libraries including the enclosed carrels for graduate students.)**

(5) Use of the Laptop Internet Connections in group-study rooms within the Libraries will be under the same policies that apply for those rooms—study groups have precedence over individuals for use of those rooms.

(6) The Libraries supply no support for problems with personal computers. If there is a problem with an Internet Connection within the libraries, please call the Office of Libraries Technology at (502) 852-8712 or email to *libtech@louisville.edu*

(7) Be sure to password protect your Windows 2000 and XP systems and any shared folders on your laptop.

(8) It is critical to maintain current Windows updates/patches and Antivirus program updates on your laptops. Those found with viruses, worms, etc. will be shutdown and notified to clean your laptops before being reconnected.

(9) Violation of any University of Louisville Information Technology or University Libraries policies (http://library.louisville.edu/olt/about.html#policies) will cause immediate termination.

(10) Registered user will be notified by email when their use is activated.

I have read the above policies and agree to abide by them.

_____ _____

Applicant's signature Date

User's Copy
How did you find out about us?
☐ A friend ☐ Libraries web page
☐ Carrel ☐ Other

UofLibraries

For Office Use Only:
Heat#: _____
Expiration Date: _____
UofL ID# _____
Notified ☐

Ethernet Application Form

For Use of Laptop Internet Connections in the Libraries

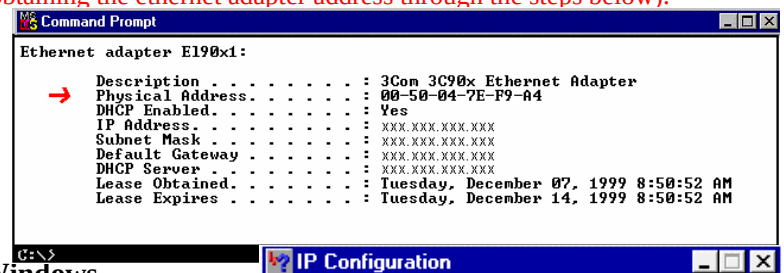
Note to User: Bring completed application and your **current U of L ID** (required) to Ekstrom Library, Room 203 or to the circulation desk in the U of L libraries. You are responsible for the 10/100 MB Ethernet network card and cable (Cat 5, RJ45).
Sorry, we do not register **wireless cards**. To do so, go to **http://www.louisville.edu/it/com/forms/wireless.html**.
Note to Library Personnel: Send original Application Form along with signed Policies page and a **legible** copy of user's Cardinal ID (copying for visibility—choose photo then lighten copy down 2 notches so all is visible) to OLT, Room W011, and give a copy of all pages to user. See the instructions below to obtain the Ethernet Adapter Address↳.

Name:➔			
Residence:➔			
Phone:➔	Daytime:	Evening:	
Email and UofL userid:➔	Email address:	Userid: e.g., kmmars01 **(required)**	
Ethernet adapter address:➔* **Usually begins with 00 Not 44** **Hexadecimal range: 0-9 and A-F**	(See below for instructions on how to obtain this address) __ __-_____-_____-_____-_____-_____		
Period of time for use:➔	☐ one semester ☐ one full academic year		
Carrel # currently using, if any:➔		Check one you will be using in Carrel:	OS
(Optional)	☐ PC Make _____ Model _____ Serial #		☐ Laptop

↳To obtain Ethernet adapter address for
NT/2000/XP MACHINES:
On **XP** operating systems ONLY--first **disable the bridge** to the network connection or LAN Card, if it is enabled. To check and change this:

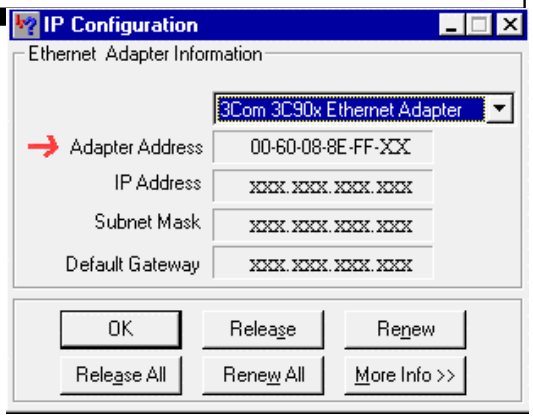
- Go to **Control Panel**
- Go to **Network Connections**
- Right click on **Local Area Connection** and if it shows **"enabled, bridge";** choose "**remove from bridge"** (You can enable it after obtaining the ethernet adapter address through the steps below).

(1) go to the Command prompt (go to **start**, **run**, type **cmd**)
(2) on prompt line type: **ipconfig /all**
(3) Your Ethernet adapter address is the "**physical address**."
If this doesn't work for XP, go to **network connections**, **properties**, and point cursor over **adapter address**



***↳To obtain Ethernet adapter address for Windows 95/98/ME machines:**

(1) click on **Start**
(2) choose **Run**
(3) type in **winipcfg**
(4) click **OK**
(5) Your Ethernet adapter address is the "Adapter Address:"



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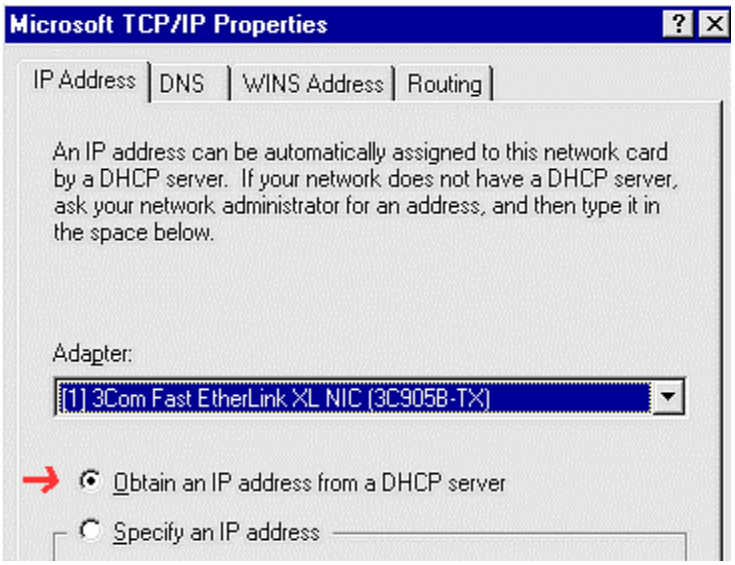
Laptop Configuration

For Use of Laptop Internet Connections in the Libraries

To use a library Laptop Internet Connection, your machine must be configured to use DHCP.

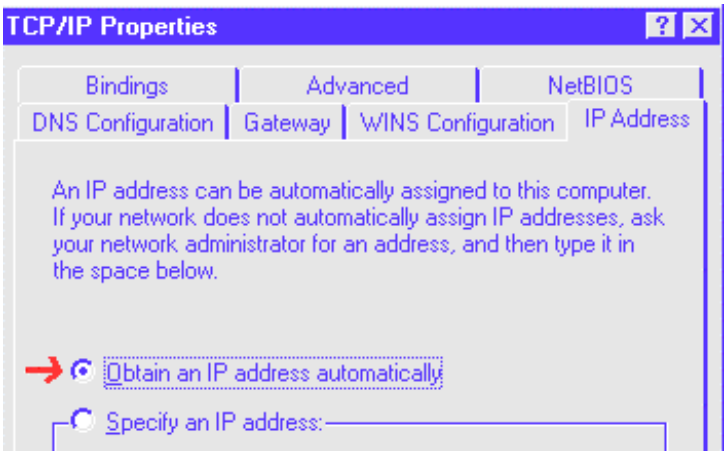
For NT/2000 machine:

(1) go to **Control Panel**
(2) choose **Network**
(3) Click on **Protocol**
(4) click on **TCP/IP Protocol**
(5) click on **Properties**
(6) check **obtain an IP address automatically**
(7) click **OK**



For Windows 95/98/ME:

(1) go to **Control Panel**
(2) choose **Network**
(3) click on **TCP/IP**
(4) click on **Properties**
(5) check **obtain an IP address automatically**
(6) click **OK**



User will need an **Ethernet Cable** for their network card (Cat 5, RJ45—the connection piece looks like a large modular phone plug). Any questions, please call 852-8712.

Library Ethernet Connection **Location Maps** can be found at http://library.louisville.edu/olt/access.html#laptop

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