

# *Case Management Society of New England*

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**Policy 32-04**

**Date: April 24, 2013**

## **Policy and Procedure: Use of chapter & extension equipment – laptop computers and LCD projectors**

### **Purpose**

The purpose of this policy is to ensure the highest possible level of safety and function of the chapter & extension's laptop/projector equipment for the full length of its anticipated useful life.

### **Policy**

The laptop/projector is permanently stored in a secured location by the Executive Director (ED), or designated Extension Co-chair, as identified by the ED or Chapter President. *For the purpose of simplifying this policy, mention of the ED also includes "or designee" unless specifically excluded.*

The laptop/projector is available for use at chapter/extension events by members of the Board of Directors, Program, Building Strategies Conference, Public Policy, Hospital Based Conference and Annual Conference Committees within the geographic region of the chapter/extensions, unless express permission is granted to take the equipment outside of this area.

Eligible users promise to adhere to all guidelines and procedures contained in this policy, including all policy attachments.

### **Making reservations**

The ED maintains a reservation log (attachment A). Eligible users are responsible for contacting the ED to reserve the laptop/projector for a specified date(s). Reservations should be made by the person designated as responsible for the equipment during its period of use.

The preferred mode of communication to make reservations is written electronic mail or telephone with direct 'live' contact with the ED. This provides the requestor with a chronological record of the request.

### **Loan program guidelines**

The user accepts responsibility to accommodate his/her schedule in arranging for transfer of the equipment to / from the site of permanent storage. Equipment may be picked up at the chapter office, or at another location as determined by the ED.

All first-time laptop/projector users are mandated to complete an “Orientation to Use”. This demonstration provides new users with the basics of safe set-up and operation of the equipment and is intended to reduce the risk of accidental or inadvertent misuse or breakage. Equipment orientation may take place as a one-on-one session or in a group (e.g., Executive Board meeting).

The user agrees to adhere to the set-up and use guidelines included with the equipment, including but not limited to the manufacturer’s user manual and quick-help guides developed by the chapter.

Both laptop and projector should be attached to a properly grounded, surge protected A/C power supply.

To avoid additional costs relating to repairs and or replacement of lost components, it is essential that all users adhere to the following:

- Upon set up of the equipment, the user refers to the “Laptop/Projector User Checklist” to ensure all necessary equipment is present. (attachment B)
- Upon conclusion of use, the checklist is utilized to ensure all necessary equipment is present and placed back into the appropriate carrying case.
- Signing / initialing of the checklist denotes that all items are present and in the good working condition.

Following each period of use, the ED completes the “Laptop/Projector ED Checklist” (attachment C). This verifies all equipment associated with the laptop/projector are present and in good working order. Any equipment problem noted by the ED is recorded in an “Incident Report” (attachment D). All variances are reported to the ED for review and recommendation to the Board of Directors. Responsibility for replacement / repair cost(s) will be determined according to chapter policy and/or Board of Directors recommendation.

The cost of routine maintenance of the laptop and projector is the responsibility of the chapter/extension and is provided for in the annual budget. The following list includes anticipated maintenance items: Service covered under equipment warranty, lamp replacement, software purchase and upgrades. This is not an all-inclusive list.

The replacement cost for lost connectors, cords, extensions, remote controls and/or any other ancillary equipment not returned or non-functional upon return will be determined based on findings of the Incident Record. The chapter and extensions should include a budget line item for covering the cost of replacements such as power cords, surge protectors, connection cords, remote control, etc.

The user is personally responsible for the equipment until it is returned to the ED.

## **Troubleshooting**

In the event the laptop/projector does not work upon set-up, please follow these steps:

1. Shut down all equipment
2. Re-check all connections by removing and re-plugging them into the corresponding outlet
3. Restart the laptop first
4. Restart the projector second

If equipment does not work following the re-start procedure, refer to the list of contact names / numbers in the laptop carry case and call for assistance (attachment E).

Do not attempt advanced corrective procedures without first contacting the ED, or designee as instructed by the ED.

Handwritten signature of Susan B. Madden in cursive, with the text "RN-BC, BSN, CCM" written in a smaller font to the right of the signature.

Signed Off:

Susan Madden, Chapter President, 2011-2013  
CMSNE

Date: April 24, 2013





### Laptop/Projector ED Checklist

This checklist may be used for multiple returns. Verify each 'met' item with a check mark. If any item is 'not met' indicate "NM" in the corresponding box and complete an "Incident Record".

Item	Date	Date	Date	Date	Date	Date
Laptop and projector returned within expected timeframe						
Carry cases clean and intact						
Case zippers and closures intact						
<b>Laptop</b>						
Upon opening the carry case, laptop appears clean and intact						
Lid opens, clasp closure functions as previously						
All cords present and intact						
Connect with power supply easily						
Turns on without incident (complete independent test of laptop prior to testing laptop/projector)						
Screen appears clean and intact, displays clear image						
Turns off without incident						
<b>Projector</b>						
Upon opening the carry case, projector appears clean and intact						
Lens cap in place, removed/replaced easily						
All cords present and intact						
Connects with laptop and power supply easily						
Turns on without incident						
Projects clear image						
Focus adjusts easily and without incident						
Remote control present and fully functional						
Turns off without incident						
<b>General</b>						
All connectors, cords and remote present and replaced into designated carry case						
Laptop and projector placed into designated carry case						
Equipment placed in cool, dry and secure location pending next use						

## Laptop/Projector Incident Record

This record is used to report variances from expected condition or function of the chapter's laptop and/or projector equipment following each period of use. All variances are reported to the Executive Director and Technical Consultant, or designee, for review and recommendation to the Executive Board. Responsibility for replacement / repair cost(s) will be determined according to chapter policy and/or Executive Board recommendation.

<b>Date of discovery</b>		<b>This was a:</b>	<input type="checkbox"/> Variance to checklist <input type="checkbox"/> Other
<b>Describe variance</b>			
Be clear and factual. Attach picture(s), if available.			
<b>Statement from last user</b>			
Cut and paste written statement or attach correspondence.			
<b>ED review findings</b>			
Cut and paste written statement or attach correspondence.			
<b>ED / Technology Consultant recommendation(s)</b>			
Cut and paste written statement or attach correspondence.			
<b>Action by Executive Board</b>			
<b>Incident conclusion</b>			
Include remedial action, restrictions, cost of repair / replacement, etc.			
<b>Conclusion date</b>			

## Contact List

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Please contact the following person, *starting with the first number on the list*, for problems relating to operation of the laptop or projector.

1. Maureen Ferguson

office	603-329-7481
home	603-635-2826
cell	617-543-4839



## Directions for Maine's Optima LCD Projector

### To use a flash drive presentation

1. Attach power cord and plug machine in.
2. Put flash drive in USB slot in the back of machine (located near power cord – refer to attached picture – slot #3)
3. Select power on button on top of machine – red light, the light should turn blue on the button when powered up.
4. Let machine power up, it should come up with a screen with multiple squares on it. Using the arrow buttons on the top of the machine, move the highlighted box to the “Office Viewer” square, then push the center button (this is the enter button).
5. You will get a new screen up, with a folder and lines. At the bottom left hand corner you will see SD highlighted, select the enter button, then select the enter a second time.
6. You should get a new screen up, on this screen your power point presentation should show. Use the arrows on the top of the machine to move over and highlight the file. Select enter and your file should load.
7. Use the remote provided with the machine to move the slides. The up and down arrows advance and reverse the slides.

### To use a Laptop

1. Attach cords from laptop to projector – it is the cord with the blue adapters on either end.
2. Attach power cord to projector and plug in.
3. Power up laptop
4. Select power on button on top of machine – red light, the light should turn blue on the button when powered up.
5. Let machine power up, it should come up with a screen with multiple squares on it.
6. Push the button beside the power button on the top of the projector, this will search for the connection to the laptop – the laptop should connect at this time.
7. Log into the laptop. CMSNE laptop – password CMSNE. When you are at the Window's 8 start screen, the one with tiles on it. Double click on the Desktop tile.
8. If presentation is on a flash drive, make sure flash drive is in the USB port to the right side of the computer. Open flash drive by hitting the window's icon button on the bottom left side of the keyboard and the “C” key. This will open a banner at the right called charms. Select the search charm, you will get search screen up on the right hand side, in the search area type computer. On the left hand side you will be given a few options, double click on the computer option. This will open all computer drives. Identify your flash drive drive and double click on it. Locate the presentation file and left click on it and drag it to your desktop. Double click on the file on the desktop and you should be good to go. When using the presentation from the laptop us should use the advancer/laser that goes with the laptop, it is in the front pocket of the laptop bag (Targus brand).