Reservations
Faculty and staff must send a request to [R25 Reservations](mailto:R25.Reservations@emory.edu) to reserve GBS 421 prior to notifying Information Services that the key is needed. Once the room (421) reservation is confirmed in R25, the faculty or staff member must email the [Support Desk](mailto:Support.Desk@emory.edu) to notify of all “laptop needed” reserved dates for the semester no later than 24 hours before the first room reservation.

Before Class Starts
On the day of the reservation the faculty or staff member must visit Information Services (suite 432) to sign-out the laptop key no later than 30 minutes before class starts. It is recommended to allow at least 15 minutes prior to class start to setup all of the laptops in the classroom.

After Class Ends
Immediately after class ends it is the responsibility of the faculty or staff member to properly shutdown and return all laptops to the 421 closet. The closet door must be locked and the key is to be immediately returned to an Information Services staff member in suite 432.

Laptop Usage
The total number of laptops in GBS 421 is 36 for student use and one for instructor use. All laptops are stored and secured in the 421 closet. All 37 laptops are configured to only operate in GBS 421 and cannot be used in any other classroom or off campus.

Software Imaging Request
Faculty or staff must send a request to the [Support Desk](mailto:Support.Desk@emory.edu) at least two weeks before the beginning of the semester to have software installed on the laptop image. If there are software requests after the semester begins please allow up to two weeks’ notice for your request.

Problem Reporting
It is the responsibility of the faculty or staff member to report any physically damaged laptops, inoperable laptops, and/or missing laptops to the Information Services staff as soon as possible.