



**Call MALT if you have questions:
215-843-6333**

Chestnut Hill Presbyterian Church Computer Tips

- Plan to arrive early (at least 45 minutes) to set up the laptops so that class can begin on time. There are additional tables and chairs available if you need them.
- During church hours, see Leslie at the front desk for any climate control or other issues. If no one is at the front desk, try the offices on the other side of the elevator, or on the second floor. After hours, see location sheet.
- The classrooms are numbered 1 – 5 beginning at the entrance door by the front desk, but they do not have numbers on the doors. We usually use room #5 at the end of the hall, which has no doors and it can be noisy on occasion.
- You will need keys to access the storage closet where we keep the laptops (a total of 13 laptops in 2 cases). The closet is located in the large classroom (#3/4) with glass windows to the hallway and multiple closet doors. If there is a class taking place, please be considerate as you access the storage closet. The storage closet is not labeled - it is the second from the left. The light inside is automated. The door locks when it is closed. Please check the handle to ensure it locks before you leave.
- If you discover an issue with any of the machines, please note the machine # and let us know as soon as possible.
- Two additional keys are required to unlock the two computer cases (1 key/case).
- Please plug in the laptops whenever possible. There is one outlet strip in each case to extend the existing outlets.
- Please make sure all laptops are shut down before repacking them in the cases. If you tap the keyboard and the monitor screen does not illuminate, it is shut down.
- WHEN REPACKING THE CASES: wrap the cords for the power and the mice NEATLY; ensure the number of power cords and mice match the number of computers in each case.
- Be sure to review the location sheet also. WiFi password is on the location sheet.
- For computer related emergencies you may call Nicki Toizer on her cell: 267-357-6486