FTA4 Training Laptop Checklist

1. C: drive on the laptops can fill up with enough profiles and off line files to significantly degrade performance. These profiles can be cleared off quickly by WTS. If you find that a laptop has less than 5 Gb of space you should phone the Solutions BC help desk (250-387-7000) and ask them to sign on remotely to the laptop and see if they can free up space. This only takes 15 - 30 minutes for each laptop.

2. Laptops should be hooked up night before training to ensure the latest updates have been applied and left in restart state overnight.

3. Make sure there are one or two long extension cord and a couple of powerbars to give flexibility in setting up meeting rooms.

4. Make sure there are several spare network cables available, preferably some long ones (~25') this will allow greater positioning of machines in the training session.

5. Unfortunately many laptops boot with the Numlock on. This could be a problem because the Numlock activates the keypad in the middle of the keyboard. If the user's password uses a letter that is in this keypad area then a number is entered instead of a letter. Seeing that the password is masked the user can soon revoke their user id without realizing it causes a delay in the training session. After booting (or even using) ensure the Numlocks light on the display panel is turned off. This is done by holding down the Shift Key and pressing the Numlock button on the top right of the keyboard.

6. Ensure the meeting room is available the day prior to and perhaps the morning after the session to enable set up and take down.

7. Addresses and contacts of the next send to location are provided in the attached table.

Session	From Location	Ship Date	Ship Contact	To Location	Receive Contact
RNI – DPG et al	Northern Interior 1011 4th Ave Prince George, V2L 3H9, 250 565-6100	May 11	Blaine Anderson	Skeena Stikine District Office 3333 Tatlow Road Smithers V0J 2N0, 250 847-6300	J. Wilson
RNI – DSS et al	Skeena Stikine District Office 3333 Tatlow Road Smithers V0J 2N0, 250 847-6300	May 17	J. Wilson	Peace District 9000 - 17th St Dawson Creek, V1G 4A4 250 784-1278	Gwen Brace
RNI- DPC et al	Peace District 9000 - 17th St Dawson Creek, V1G 4A4 250 784-1278	May 25	Gwen Brace	1011 4th Ave Prince George, V2L 3H9, 250 565-6100	Blaine Anderson

Session	From Location	Ship Date	Ship Contact	To Location	Receive Contact
RCO– DNI et al	2100 Labieux Rd Nanaimo V9T 6E9 250 751-7001	May 10	Marina Dunn	Chilliwack District Office 46360 Airport Road Chillwack V2P 1A5 604 702-5700	Marina Dunn
RCO – DCK et al	Chilliwack District Office 46360 Airport Road Chillwack V2P 1A5 604 702-5700	May 17	Lindsay Scott	2100 Labieux Rd Nanaimo V9T 6E9 250 751-7001	Lew Greentree

Session	From Location	Ship Date	Ship Contact	To Location	Receive Contact
RSI – DKA et al	Kamloops Ponderosa Boardroom 455 Columbia Rm116B Kamloops V2C 6K4	May 11	Roger Roberge	Central Caribou District Office 100-640 Borland Street Williams Lake V2G 4T1 250 398-4345	Roger Roberge
RSI – DCC et al	Central Caribou District Office 100-640 Borland Street Williams Lake V2G 4T1 250 398-4345	May 17	Roger Roberge	Kootenay Lake Forest District 1907 Ridgewood Rd Nelson V1L 5P4, 250 825-1100	Larry Smith
RSI-DKL et al	Kootenay Lake Forest District 1907 Ridgewood Rd Nelson V1L 5P4, 250 825-1100	May 25	Larry Smith	Kamloops Ponderosa Boardroom 455 Columbia Rm116B Kamloops V2C 6K4	Roger Roberge