



## Family Laptops

Information leaflet  
Last updated: 18.04.2016

Dear CRC 1114 members,

the CRC aims to support its members in balancing their work with their familial commitments. Family laptops are a service for members with children under 12 years of age or other family members in need of home care. Two laptops, one on a Linux OS and one on Windows, can be borrowed for home office work.

### How to borrow and use a Family Laptop

- The laptops should be booked at least three days in advance. Please write to [gs-sfb1114@lists.fu-berlin.de](mailto:gs-sfb1114@lists.fu-berlin.de) to check for availability and to arrange a time for pick up from Arnimallee 9. In your email you should state:
  - which laptop you wish to borrow
  - from when till when you wish to use it
  - the reason why you need it
  - the software you need
  - your ZEDAT username
- Generally, the laptops can be borrowed for short periods of time.
- The IT service will equip the laptop according to your needs beforehand, as you will not be able to install any software yourself.
- To be able to use the laptops, a ZEDAT account is necessary. For CRC members who don't have one, a guest ZEDAT account will be provided. Please note that it may take a few days for the account to be created.
- The first login has to be done inside the network of the FU mathematics department, using a LAN cable. You can log in directly at the CRC coordination office when you come to pick up the laptop.
- You should store your files on central servers or on external storage media and not on the local hard drive. Any files on the local hard drive must be deleted before returning the laptop. Please note that in case of local hard drive damage locally stored data cannot be recovered by the IT service.
- The laptops are equipped with a Cisco VPN client which enables you to access the FU servers. Access to the servers of other universities and institutes is generally possible, if they use Cisco or SSH clients. In other cases you should contact the IT service (see contact data below).
- If you borrow a laptop for a longer period you should make sure that you connect it regularly to the FU network on campus or via the VPN client, in order to get all necessary updates.
- The laptops should be handled with care. They should not be exposed to heat or direct sunlight and should not be left in standby mode for too long but should be turned off completely (especially overnight).
- Always use the lock to secure the laptop when using it in public places, even if you are only leaving it unattended for a short period of time.
- If the laptop gets stolen, it is very important that you inform the CRC coordination team immediately.
- The use of the laptops is subject to data protection laws, regulations of the IT service at the mathematics department ([www.mi.fu-berlin.de/w/IT/ItProcess](http://www.mi.fu-berlin.de/w/IT/ItProcess)) and ZEDAT regulations ([www.zedat.fu-berlin.de/tip4u\\_13.pdf](http://www.zedat.fu-berlin.de/tip4u_13.pdf)).

### Contact & Support

- In case of technical problems or questions, please contact the IT service of the mathematics department: [support@mi.fu-berlin.de](mailto:support@mi.fu-berlin.de).
- In case the laptop gets damaged, lost or stolen, immediately inform the CRC coordination team: [gs-sfb1114@lists.fu-berlin.de](mailto:gs-sfb1114@lists.fu-berlin.de).
- For any other questions, please contact Nina Fabjančič: [nina.fabjancic@fu-berlin.de](mailto:nina.fabjancic@fu-berlin.de).