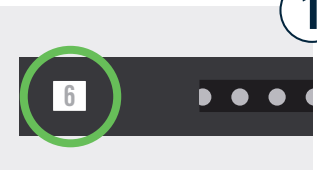
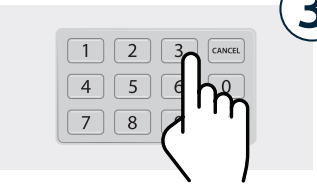
Break your device?
Exchange it for a loaner here!

Exchange
for a Loaner Device:

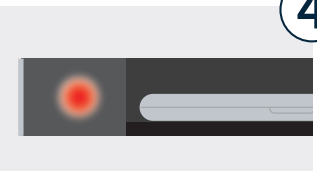


1. **Locate the bay that was assigned to you.** This number is provided to you by your tech dept.

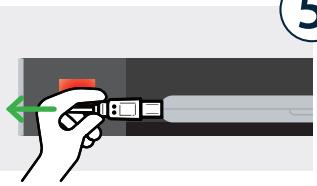
2. Enter the **bay number** and press **OK**.



3. When asked for a PIN, enter your **assigned PIN** number and press **OK**. Your PIN is provided to you by your tech dept.



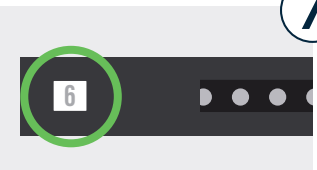
4. If correct credentials were entered, door will **automatically open**.



5. **Unplug** the loaner device and **take it out** of the bay. **Place** your broken device **inside**.

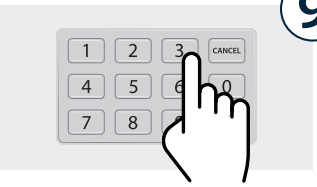
6. **Firmly close the door.** The light will turn **green**, indicating bay is **no longer accessible**.

Collect
Your Fixed Device:

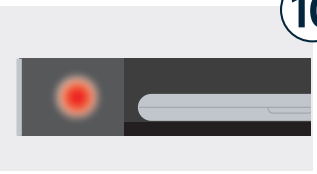


7. **Locate the bay that was assigned to you.** This number is provided to you by your tech dept.

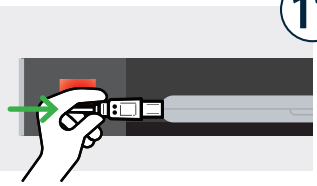
8. Enter the **bay number** and press **OK**.



9. When asked for a PIN, enter your **assigned PIN** number and press **OK**. Your PIN is provided to you by your tech dept.



10. If correct credentials were entered, door will **automatically open**.



11. **Unplug** the fixed device and **take it out**. **Place the loaner inside** and **plug it in**.

12. **Firmly close the door.** The light will turn **green**, indicating "**good to go!**".

Temporary, One-Time PIN assigned to bay.

Break your device?
Exchange it for a loaner here!

Temporary, One-Time PIN assigned to bay.

Cloud Setup Cheat Sheet

Cloud Admin needs to assign temporary credentials to a bay on the fly (as requests come in) and provide the bay number and PIN to the user.