

## Regarding the Laptop computers lending at BKC Manabi Station

Laptop computers are available for lending at BKC Manabi Station. Please check the following rules for using.

### 1. Rule

1	Available	Current students
2	The number of PCs	10
3	Location to rent	BKC Manabi station *Unable to rent after 5:00 p.m.
4	Location to return	~ 5:00 p.m. BKC Manabi Station 5:00 p.m. ~ 6:15 p.m. BKC Teacher's Lounge
5	Available Time to use	8:45 a.m. ~ 6:15 p.m. (9:00 a.m. ~ 5:00 p.m. for Final examination and break periods)
6	Lending period	Only on the day
7	Available location to use	On campus only
8	Reservation	No reservation required (unable to reserve)
9	When lost or damaged	In principle, the user will reimburse.
10	When delayed to return	You will not be able to rent for a week from the day you return the PC.

※A limited number of laptops are available for lending. Please be considerate of each other so that other students can also use them.

※No new laptops can be checked out during the overdue period.

※All reserved dates will be deleted when you shut the laptop computer. Make sure to save all your files to USB or cloud storage before shut down it.

### 2. Installed software

Adobe Acrobat Reader DC	Microsoft Access	.Net Framework
DocuWorks Viewer Light	Microsoft Edge	Tera Termpro
Firefox	Microsoft Excel	Windows Media Player
Google Chrome	Microsoft Picture Manager	WinSCP
Ihplus	Microsoft Power Point	Zoom
Irfan Viewer	Microsoft Word	Ichitator-viewer (一太郎ビューワー)
JDK(Java Development Kit)		

### 3. Related regulations

- ① 「Basic rules regarding the use and operation management of the school corporation Ritsumeikan information system」
- ② 「School corporation Ritsumeikan information system usage rules」