

# **A Faculty Member's Guide to RiderNet:**

**2006 - 2007**

**Rider University**

**Office of Information Technologies**

Need Help? Call x3000 on campus  
609-219-3000 from off campus

O.I.T. Help Desk

Hours: 8:00 A.M. – 7:00 P.M. Monday through Friday

On campus ext 3000  
Off-campus (609) 219-3000

or online:

E-Support for Faculty  
<http://easypass.rider.edu>

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# The Technology Guide

This booklet introduces you to the Rider University computer network, referred to from here on as the RiderNet, encompassing the networking infrastructure, services and support. Additionally, the *Technology Guide*, covers media and consultative services available to faculty members, administration and staff. The attempt is to provide, using non-technical language, information necessary to access *Office of Information Technology* (OIT) services and to participate fully as members of the university community.

Understanding the conventions, which govern technology use will help you to get the most out of university technological resources. Included at the end of this guide is a copy of the university policy covering the *Use of Email as an Official Communication with Students* and *Rights and Responsibilities of Users of the Rider Computer Network*. These documents are included at the end of this book and maintained online at <http://www.rider.edu/technology>

Our aim is to address the most frequent questions students have regarding OIT services. If your question cannot be answered within these pages, contact the OIT Help Desk by phone at 609-219-3000 (x3000 from any campus phone), a student or staff member will try to assist you. You can also reach us through E-Support, a service of Rider's EasyPass system (described within). Let us know if there is anything you would like to see included in future editions of this book; we update it each year.

The Support Services staff

May, 2006

# Instructional Technology

The Office of Instructional Technology and the Center for Innovative Instruction (a part of the Teaching and Learning Center) offer many technology and instructional strategy resources for use by faculty, staff and students at Rider University and elsewhere. Information for each of these is located on the following web sites.

Blackboard (<http://blackboard.rider.edu>). Blackboard is Rider's Course Management Suite. It allows teachers and students to collaborate, share documents files and ideas and provides tools for asynchronous discussion and teaching.

Technology FAQ and Knowledge Base (<http://ghost.rider.edu/faq>). Many questions about Blackboard have already been answered at this site. If you have a question that has not been asked yet about Blackboard or other Instructional Technology at Rider, you can ask it here.

Center for Innovative Instruction Catalog (<http://ghost.rider.edu/cii>) This site contains presentations, videos, essays, tutorials, ideas and more to help teachers teach classes more effectively using instructional strategies and technologies.

Instructional Technology News Repository (<http://ghost.rider.edu/insttech>). This site is a fun collection of technology stories that affect users here at Rider.

# Computer Safety and Security

## **Anti-Virus Software**

As a faculty or staff member, you are granted a license to use McAfee Anti-Virus Software on your personal computer. This application protects your computer against identified virus threats and some forms of spyware. Your license is valid while you are employed at the university; you are not permitted to transfer this license to others.

## **Windows XP**

Contact the Helpdesk for information on downloading and installing anti-virus software on your personal computer.

## **Mac OS X**

McAfee Anti-Virus is not available through the university for users of Apple Macintosh computers due to the low virus risk for the Macintosh platform. However, if you are using a Macintosh with Microsoft's Virtual PC you are vulnerable to many of the same virus threats that Windows users have. In this case, you should follow the instructions for Windows XP users and install McAfee Anti-Virus on your Windows partition.

Anti-virus software on university-owned computers is managed by the Office of Information Technologies.

## **Spyware**

Spyware is software that is installed on your machine, usually without your consent or knowledge. In its least destructive form, it may cause pop-up ads, switch homepages, and change default search engine selections. It can also 'hijack' your Internet browser, log your passwords, personal information, and corrupt your operating system. The purpose of spyware is to collect information about the computer, its use and sends this to a third-party. The possibility for identity theft is very high, given the extent to which we use computers to meet our daily needs. Preventing spyware infestations is your best defense. Common sense is one of the best guides to avoiding spyware.

Do not click on links in spam email messages

Do not click on links that appear in pop-up ads while browsing the Web.

Be critical of special offers or unsolicited communications.

# RiderNet Services

## EasyPass

Your EasyPass Account allows you to access multiple services provided to the Rider community. These include: Library Databases, Blackboard, and E-support, (where faculty, staff and students can report problems with technology and request OIT services), and Rider University's Core Download Page (where you have access to software utilities for download). See <http://easypass.rider.edu/> for details.

Email and EasyPass accounts were created at the time of hire and you should have received them from OIT following orientation.

Account information can be retrieved online. Point your browser to <http://webmail.rider.edu> and select Username search. You will need to enter your social security number in order to access your account information. If you are uncomfortable doing this or need assistance, please stop by the OIT Help Desk in Moore Library between the hours of 8:00 A.M. and 7:00 P.M.

For both accounts the default passwords are the users Bronc ID # plus the 4-digits (MMDD) of their date of birth. For example: if the Bronc ID is '000123456' and the DOB is Jan 21, 1985, the default password will be '0001234560121'.

If you require assistance, please contact the Help Desk.

Passwords must be private to be secure. After reading the previous paragraph, you know how we assign the default passwords for user accounts. So does everybody else who has read this far. To protect yourself, we highly recommend that you change your password immediately.

You can change your EasyPass password by going to <http://easypass.rider.edu>. You cannot change your Username. Please note that even though this password format applies for both Email and EasyPass they are two separate accounts. Changing one will not affect the other. To change your email password, go to <http://webmail.rider.edu>

Note: In the event that your password is reset, it will revert to your default password, BroncID+MMDDD.

## RiderNet E-Mail

Your RiderNet email account allows you to send and receive emails. RiderNet email account is used for official communication with university administration, faculty members and students. Mail in your RiderNet email account is stored on the server until deleted, making it important to check the mail account frequently. If the mail account becomes full, you will be unable to access your mail without assistance from OIT. You can access your account from most computers with an Internet connection, an email

client application (such as Netscape Messenger or through a Web browser (Webmail). To access through a Web browser (Webmail), go to <http://webmail.rider.edu>

### **Netscape Email Configuration (Mac OS X and Windows XP)**

Click on Start, and then select Programs, Netscape 7.2, and click then Mail & Newsgroups.

Select your profile if necessary and click Start Netscape 7.2

Click Edit and then Mail & Newsgroups Account Settings.

Click Add Account.

At the Account Wizard New Account Setup select Email account and click next.

Type in your full name and your Rider email address and click Next.

Select IMAP and type in students.rider.edu for both your Incoming and Outgoing.

Click next.

Type in just your Email user name and click next.

Verify the proper Email address is shown and click next.

Click Finish and you should now be able to get your Email.

Now, when you start Netscape a screen will appear for you to choose which profile session. To switch to another profile, you must quit from Netscape and restart it.

### **Email Forwarding**

The Rider university mail account can be forwarded to an existing account such as AOL, Hotmail, or Yahoo we have provided detailed instructions below. Please Note: Not all email providers support this service.

### **Forwarding your Rider email to another account**

#### **Windows XP**

1. From the Start Menu, select RUN
2. Enter 'cmd' in the text box
3. A black Command Prompt window will appear
4. Type "Telnet faculty.rider.edu" and press Enter.
5. At the prompt, type in your username and press Enter.
6. At the the prompt, type your password and press Enter
7. At the \$ prompt, type mail and press Enter.
8. At the MAIL> prompt, type set forward and press Enter.
9. At the \_ADDRESS prompt, type this exactly as shown, putting the email address you want mail forwarded to between the quotation marks:

For example: IN%"johndoe@yourmail.com" Don't forget the quotation marks.

10. At the MAIL> prompt, type 'show forward' and press Enter to confirm.
11. At the MAIL> prompt, type 'quit' and press Enter.
12. At the \$ prompt, type 'logout' and press Enter.

**Macintosh OS X**

Open the Utilities folder in the Applications folder

Open the Terminal application

Follow steps 4 through 12 in the instructions for Windows XP users.

**Canceling Forwarding**

To stop forwarding your Rider email to another email account, do the following:

Follow steps 1 through 5 above.

At the MAIL> prompt, type 'set noforward' and press Enter.

At the MAIL> prompt, type 'show forward' and press Enter.

At the MAIL> prompt, type 'quit' and press Enter.

At the \$ prompt, type 'logout'.

**Printing**

The university manages departmental network printers using the Novell network. For access to this network please contact the Help Desk. No support is provided for non-networked printers. Lab printers may be used, through EasyPass authentication.

# Media Services

Media Services provides a wide variety of equipment and support for teaching and campus community activities. The general policy for advance reservation notice is 48 hours prior to the date of use. If the reservation is for a weekend, then 48 hours prior to the end of the business day (Friday, 5:00 P.M.) is needed.

Remember, when it comes to planning, “the sooner the better” is the rule. Always make attempts to leave enough time to either test or do a run through (we would be happy to assist with this). This is as important as any step of preparation. Please visit our website at [http://www.rider.edu/2557\\_2990.htm](http://www.rider.edu/2557_2990.htm) for up to date info or any questions. To make a reservation or inquire about other policies and procedures (ex. Who can borrow what and for how long?) please call x3000.

## Technology Classrooms

### Fine Arts Building

**Room:** **FA 147**

Capacity: 49 tiered seats (approx)

Computer: Mac G-4 1.25 GHz DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR/DVD Combo, LCD projector, Overhead Projector,  
document camera, 12 ft screen.

Audio: No PA System but can be adapted  
Theater Sound (Dolby Digital 6.1, THX)

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 200**

Capacity: 32 seats (approx)

Computer: Mac G4 700 MHz, CD, USB,  
(VGA connection for laptop)

Video: VCR 4 head hi-fi Stereo, LCD Video Data Projector, Overhead  
Projector, 8 ft screen

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 205**

Capacity: 48 seats (approx)

Computer: Mac G-5 1Ghz, DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR 4 head hi-fi Stereo, LCD Video Data Projector, Overhead  
Projector, Document Camera, 9 ft screen

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 261**

Capacity: 34 seats (approx)

Computer: Mac G-5 1.83 GHz DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR/DVD, LCD Video Data Projector, Overhead Projector, 8  
ft screen

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 278**  
**Capacity:** 36 seats  
**Computer:** Mac G5 3 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
8 ft Screen.  
**Audio:** No PA System, but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 301**  
**Capacity:** 34 seats (approx)  
**Computer:** PC 2.4 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 8 ft screen  
**Audio:** No PA System but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 303**  
**Capacity:** 34 seats  
**Computer:** PC 2.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
8 ft Screen.  
**Audio:** No PA System, but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 307**  
**Capacity:** 42 seats (approx)  
**Computer:** PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, Visual Presenter, 9 ft screen  
**Audio:** No PA System but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **FA 321 [classroom/lab]**

Capacity: 18 Workstations  
 Computer: PC 3.1 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 8 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [FA 323](#)

Capacity: 38 seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [FA 373](#)

Capacity: 34 seats  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
 8 ft Screen.  
 Audio: No PA System, but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [FA 375](#)

Capacity: 30 seats  
 Computer: PC 1.8 GHz, CD, DVD, USB,  
 (VGA connection for laptop)  
 Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
 8 ft Screen.  
 Audio: No PA System, but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [FA 389](#)

Capacity: 30 seats  
 Computer: PC 2.8 GHz, CD, DVD, USB,

(VGA connection for laptop)  
 Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
 8 ft Screen.  
 Audio: No PA System, but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [FA 391](#)  
 Capacity: 30 seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

### Memorial Hall

**Room:** [MEM 105/107 \[classroom/lab\]](#)  
 Capacity: 28 PC Workstations  
 Computer: PC, P4 – 2.8 Ghz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VHS/DVD, LCD Video Data Projector, Overhead Projector,  
 Document Camera, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [MEM 112](#)  
 Capacity: 48 seats (approx)  
 Computer: PC 2.4 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, LCD Video Data Projector, Overhead  
 Projector, Document Camera, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [MEM 201](#)  
 Capacity: 38 seats (approx)  
 Computer: PC 2.4 GHz, DVD, CD, USB,

(VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead Projector, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [MEM 203](#)  
 Capacity: 38 seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead Projector, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [MEM 210](#)  
 Capacity: 64 seats  
 Computer: PC 2.4 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead Projector, Visual Presenter, 9 ft screen  
 Audio: None have PA Systems but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [MEM 221](#)  
 Capacity: 44 seats  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR/DVD Combo Unit, Video Data Projector, Overhead Projector, Visual Presenter, 9 ft screen  
 Audio: None have PA Systems but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [MEM 301](#)  
 Capacity: 48 seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead Projector, 8 ft screen  
 Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 303](#)

Capacity: 48 seats

Computer: PC 2.4 GHz, DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, Document Camera, 9 ft screen

Audio: None have PA Systems but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 304](#)

Capacity: 78 seats

Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 9 ft screen

Audio: None have PA Systems but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 310](#)

Capacity: 64seats(approx)

Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 9 ft screen

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 314](#)

Capacity: 34seats(approx)

Computer: PC 1.8 Ghz, DVD, CD, USB,  
(VGA connection for laptop)

Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
8 ft Screen.

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 315](#)  
Capacity: 34 seats (approx)  
Computer: PC 2.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
9 ft Screen.  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 316](#)  
Capacity: 34 seats (approx)  
Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
8 ft Screen.  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 317](#)  
Capacity: 34seats(approx)  
Computer: PC 2.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
9 ft Screen.  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 318](#)  
Capacity: 34 seats (approx)  
Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
9 ft Screen.  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [MEM 319](#)

Capacity: 34seats(approx)

Computer: PC 2.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
9 ft Screen.

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]**Room:** [MEM 321](#)

Capacity: 34 seats (approx)

Computer: PC 2.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
9 ft Screen.

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]**Science Hall****Room:** [SCI 102](#)

Capacity: 159

Computer: Mac G-4, 1 GHz, DVD, CD, USB,  
(VGA connection for laptop)Video: VCR/DVD Combo Unit, DVD Player, Video Data Projector,  
Overhead Projector, Visual Presenter, 9 ft screen

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]**Room:** [SCI 108](#)

Capacity: 20

Computer: PC 3.1 GHz, DVD, CD, USB,  
(VGA connection for laptop)Video: VCR/DVD Combo Unit, DVD Player, Video Data Projector,  
Overhead Projector, Visual Presenter, 9 ft screen

Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]**Room:** [SCI 201](#)

Capacity: 163

Computer: Mac G-4, 1 GHz DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, DVD Player, Video Data Projector,  
Overhead Projector, Visual Presenter, 9 ft screen  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SCI 208A](#)

Capacity: 38 seats (approx)  
Computer: Mac G-5, 1.83 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 8 ft screen  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SCI 220](#)

Capacity: 34 seats (approx)  
Computer: Mac G-4, 1 GHz ,CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
8 ft Screen.  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SCI 222](#)

Capacity: 42 seats (approx)  
Computer: Mac G-4, 1 GHz, CD, USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, Video Data Projector, Overhead  
Projector, 8 ft screen  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SCI 318](#)

Capacity: 39 seats (approx)  
Computer: Mac G-4, 733 MHz ,CD USB,  
(VGA connection for laptop)  
Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,

9 ft Screen.  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [SCI 334 \[classroom/lab\]](#)

Capacity: 18 seats (approx)  
 Computer: Mac G-4, 700 MHz ,CD USB,  
 (VGA connection for laptop)  
 Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
 9 ft Screen.  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [SCI 341 \[classroom/lab\]](#)

Capacity: 19 seats (approx)  
 Computer: Mac G-4, 1.4 GHz, DVD, CD USB,  
 (VGA connection for laptop)  
 Video: VCR/DVD Combo Unit, LCD Projector, Overhead Projector,  
 9 ft Screen.  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Sweigart Hall**

**Room:** [SWG 108 \[classroom/lab\]](#)

Capacity: 32 workstations  
 Computer: PC, P4- 2.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, Visual Overhead presenter, 9 ft screen  
 Audio: No PA System but can be adapted  
 Reservations: Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [SWG 109 \[classroom/lab\]](#)

Capacity: 28 workstations  
 Computer: PC, P4- 2.8 GHz DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 9 ft screen  
 Audio: No PA System but can be adapted

Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SWG 110](#)

Capacity: 48 seats (approx)  
Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 8 ft screen  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **SWG 115 Auditorium**

Capacity: 90 seats  
Computer: None: Connection for external laptop  
Video: VCR/DVD Combo, Video Data Projector, Overhead Projector,  
9 ft screen  
Audio: Lectern mounted microphone and PA System in Lectern. Can  
be modified to accommodate additional microphones  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SWG 117](#)

Capacity: 48 seats (approx)  
Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 8 ft screen  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SWG 118](#)

Capacity: 48 seats (approx)  
Computer: PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 8 ft screen  
Audio: No PA System but can be adapted  
Reservations: Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SWG 119](#)  
**Capacity:** 48 seats (approx)  
**Computer:** PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, 8 ft screen  
**Audio:** No PA System but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** [SWG 205](#)  
**Capacity:** 50 Seats (approx)  
**Computer:** PC 2.4 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, Visual Presenter, 8 ft screen  
**Audio:** No PA System but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

**Room:** **SWG 208**  
**Capacity:** 48 seats (approx)  
**Computer:** None: Connections for external laptop  
**Video:** VCR 4 head hi-fi Stereo, Video Data Projector, 8 ft screen  
**Audio:** No PA System but can be adapted  
**Reservations:** Scheduling through CBA Office

**Room:** [SWG 302 \[classroom/lab\]](#)  
**Capacity:** 10 Seats (approx)  
**Computer:** PC 1.8 GHz, DVD, CD, USB,  
(VGA connection for laptop)  
**Video:** VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
Projector, Visual Presenter, 8 ft screen  
**Audio:** No PA System but can be adapted  
**Reservations:** Registrar [class hours]  
Scheduling Office [Non-class hours]

## **WESTMINSTER - TALBOTT LIBRARY**

**Room:** [L-1](#)

Capacity: 100 seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 8 ft screen  
 Audio: No PA System but can be adapted  
 Reservations:Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [L-2](#)

Capacity: 45 seats (approx)  
 Computer: PC 2.4 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 8 ft screen  
 Audio: No PA System but can be adapted  
 Reservations:Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [L-4/5](#)

Capacity: 32 seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, 8 ft screen  
 Audio: Cassette, Turntable, No PA System but can be adapted  
 Reservations:Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [L-6/7](#)

Capacity: 28 Seats (approx)  
 Computer: PC 1.8 GHz, DVD, CD, USB,  
 (VGA connection for laptop)  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, Overhead  
 Projector, Visual Presenter, 8 ft screen  
 Audio: No PA System but can be adapted  
 Reservations:Registrar [class hours]  
 Scheduling Office [Non-class hours]

**Room:** [Music Computing Lab](#)

Capacity: 16 seats (approx)  
 Computer: None: Connections for external laptop  
 Video: VCR 4 head hi-fi Stereo, Video Data Projector, 8 ft screen

Audio: No PA System but can be adapted  
Reservations:Scheduling through CBA Office

# Computer Labs

## **Core software**

Core software consists of: Windows XP SP2, Office 2003 w\FrontPage, Filezilla, Acrobat Reader, McAfee Viruscan, and Roxio Easy CD Creator or Sonic Record Now! Plus.

## **EasyPrint release stations**

EasyPrint release stations are located in the Memorial hallway, Fine Arts 115, Bart Luedeke Center 126, Switlik C106, Daly's Dining Hall, Moore Library 24 Hour Lounge, Moore Library, Talbott Library, Talbott Learning Center Foyer, WCC Student Center Commuter Lounge, and Talbott Learning Center Arts and Sciences Lab.

## **Open Access Computer Labs**

Open Access Computer Labs are open to members of the Rider community who possess a valid Rider ID. All Open Access computers and kiosks have a USB interface for your USB microdrive (also known as thumb drives). Students are responsible for storing documents on their own media. There are restrictions on lab hard disks that restrict and/or do not permit file storage.

## **Hours and availability**

Hours and availability are subject to change without notice. Please check postings by the lab doors.

## **Emergencies**

In case of emergency, call the Office of Public Safety at x5321

## **Contact Us**

Questions, requests and/or suggestions may be e-mailed to [labs@rider.edu](mailto:labs@rider.edu) .

## **Open Computer Labs on the Lawrenceville Campus**

### Open Labs

BLC126  
FA115  
SWI106

### Kiosks

Daly's Dining Hall  
Memorial (1<sup>st</sup> & 3<sup>rd</sup> floor lobbies)  
Sweigart (1<sup>st</sup> Floor)  
Bart Luedeke Center (Commuter Lounge)

### Apple Macintosh Labs

Chemistry (SCI 109A)  
Foreign Language (FA 309)  
Journalism Lab I (FA 249)  
Journalism Lab II (FA 259)  
TV Studio (FA)  
Physics (SCI 218)  
Psychology (SCI 322)  
Science (SCI 156)  
Science (SCI 334)  
Science (SCI 341)

Mac labs have the following:

Mac OS X, Office 2004, additional discipline specific applications

### Windows/PC Labs

Athletics (MAU 117)  
Business (SWG 108, SWG 109)  
Career Services (LUE 237)  
Earnst & Young Lab (SWG 302)  
Education (MEM 107)  
English (FA 321)  
Math Skills Lab (VON 023)  
Physiology Lab (SCI 124)  
Tutoring Lab (VON 002)  
Wall Street Journal Lab (SWG 226)  
Wireless Laptop Carts (MEM 221, SCI 108, SWG 118)  
Science (SCI 156)  
Science (SCI 334)

PC labs have the following:

Windows XP Professional, Office 2003 (including FrontPage and Publisher), additional discipline specific applications

Storage is not available on lab computers and students are strongly recommended to bring an USB micro drive to store and transport files/documents.

### **EasyPrint Services**

EasyPrint is a print management system that assists clients to reduce paper waste by allowing them to view submitted jobs and release only those that they actually wish to print out. Clients can send several jobs to the print location of their choice. Unwanted jobs can be manually deleted or will automatically be deleted after 4 hours. This process allows the university to partner with its internal clients to reduce wasteful printing as well as the impact it has on the environment.

EasyPrint is available to clients across both the Lawrenceville and Westminster campuses. Print jobs may be submitted from any location on either campus including while connected to the Nowires wireless network.

### **EasyPrint Instructions**

1. Once you are ready to print, click on the **File** menu, then **Print**. You may select a print location of your choice by clicking the drop-down box at the top of the Print window that appears.
2. You may choose to print up to 2 copies of any document with a maximum of 20 pages per copy.
3. Click the **Print** button to submit your job for processing.
4. When prompted, enter a job name for your print job. This will assist you with determining what each job is when you are ready to release them for printing.
5. Enter your EasyPass username
6. Click the **OK** button – your print job has been submitted to the Release Station
7. Go to the Release station at the print location you chose when submitting your print job(s) and login with your EasyPass username and password.
8. Select your document(s).
9. Click the **Print** button
10. Collect your document(s) at the printer

### **EasyPrint Release Locations**

Lawrenceville  
 Bart Luedeke Center 126  
 Daly's Dining Hall  
 Fine Arts 115  
 Memorial 1<sup>st</sup> Floor Lobby  
 Moore Library – Lab and Public Area  
 Moore Library 24-Hour Study Lounge  
 Switlik C106

Westminster Choir College  
 Talbott Library  
 Talbott Foyer

Student Center Commuter Lounge  
Talbot 006 (Arts & Science Lab)

**Notice: Print jobs not released within four (4) hours will be automatically purged. Lab Monitors are available in computer labs to assist with any printing questions or problems.**

**If you have questions or require support related to your EasyPass account, please contact the Help Desk at x3000.**

# Desktop Computer and Printer Hardware Standards Migration Policy for FY 07

## Introduction

The Office of Information Technologies (OIT), in cooperation with the Information Technology Steering Committee and the Rider Community, will annually publish recommended configurations for new computer and printer purchases and minimum configurations for existing desktop computers and printers. The standards will help to hold training and support costs and make it possible for people across campus to work together using technology. Standards also guide divisions making new purchases and assist in planning equipment life cycles.

## Hardware Standards

There are two types of standards: desktop computer and printer standards for general-purpose computing (Email, word processing, and spreadsheets), and desktop computer and printer standards for administrative system access (access to DATATEL, HRS, FRS as well as general purpose computing). For each standard, recommended configurations for new purchases and minimum configurations for existing computers and printers are described. OIT will review and update these standards each year evaluating University needs and industry changes. OIT does not recommend mixing Macintosh and Windows computers within an office where a single standard is much easier and less costly to support. Generally speaking, application software products and peripherals (printers, scanners) are not 100% compatible and more costly to maintain in a mixed environment.

## Support Timetable

OIT will guarantee full support of desktop computers and printers purchased using the recommended configuration guidelines through July 1, 2007. As updated desktop computer and printer standards are issued, support timelines may be revised. **Full support** means training, documentation, hardware parts, and software support will be provided. **Partial support** means limited hardware and software support will be provided. Limited hardware support means, if an OIT technician cannot solve the problem or determines that repairing the unit is too costly, OIT will recommend the unit not be repaired. If the user chooses to purchase new equipment in lieu of repairing it, OIT will contribute the cost of the repair towards the purchase of new equipment. Limited software support means, if an OIT technician cannot resolve the software error, OIT can install an older version of the software in order to solve the problem.

OIT does not support standalone printers (printers attached directly to a workstation). In general, the cost to repair a standalone printer (time and material) is greater than or equal to the cost of a new printer. Standalone printers (like a Hewlett Packard DeskJet) are not built to withstand the demands placed on it in an office environment

**Computer Migration Policy**

Desktop computers and printers may be redistributed throughout the University. Any such redistribution should be performed according to the following guidelines:

A given division may decide to move an existing computer or printer within that particular division provided it meets or exceeds the “Standards for Existing Desktop/Laptop Computers and Printers” described in this document.

Contact OIT Help Desk at x3000 or via the web at <http://easypass.rider.edu> to schedule the installation. If there is more than two machines involved, department should contact Facilities Management prior to the installation to complete the physical move of machines.

OIT will install and inventory the machines and network printers.

However, a division may choose not to move a computer or printer that becomes available and meets the minimum standard. In that case, the division should return the equipment to the Office of Information Technologies (OIT) for migration. Available machines that do not meet the minimum standard should be returned to OIT.

Machines returned to OIT for migration will be placed in the migration pool. Computers and printers in the migration pool will be distributed monthly to faculty and staff whose machines don't meet the minimum standards. Faculty and staff requesting the machine from the pool must submit a written request at E-Support <http://easypass.rider.edu> Machines will be distributed on the first in/out basis. Machines distributed from the pool are to be used exclusively in University offices only.

### Desktop Computer Standards for New Purchases

Below are the recommended configurations for desktop computers used for general-purpose computing and higher end usage. Buying the best desktop computer you can afford usually pays off in extra years of support from OIT and service from the computer. ***To avoid any incompatibility and support problems faculty and staff must contact OIT Users Support at X7000 to obtain a price quote for a new machine.*** All new equipment purchases must be reported to OIT for inclusion in the Capitol Equipment Inventory along with its location.

#### Recommended Configuration Desktop Computers (new systems)

Hardware	Brand	Dell Optiplex GX520 Minitower	Apple iMac
	Processor	Pentium 4 2.8 GHz	1.83GHz
	Memory(RAM)	1 GB	1 GB
	Hard Disk	160 GB	160 GB
	Monitor	17" flat	17" flat
	Miscellaneous	DVD+RW /CD-RW Headphones or Speakers	DVD+RW/CD-RW Headphones or speakers
Software	Operating System	Windows XP Professional	Mac OS 10.4 (Tiger)
	E-mail client/Browser	Netscape Communicator 7.2 Internet Explorer 6, FireFox	Netscape Communicator 7.2 Safari, FireFox
	Application Software	MS Office 2003 Professional	MS Office 2004
Network	On-campus	Built-in ethernet	Built-in ethernet
	Off-Campus	PPP- External US Robotics 56 Kbps	PPP - Built-in 56 Kbps modem
Miscellaneous	Warranty	4 Years	3 Years
	Est. Price(as of 4/1/05)	\$1,152.68	\$1,408.00

### Printer Standards for New Purchases

Below are the recommended configurations for printers used for general-purpose computing (word processing, Email, Internet) and administrative system access (Datatel, HRS, FRS).

OIT recommends that divisions buy workgroup printers, i.e. shared via the campus network. Buying the best printer you can afford usually pays off in extra years of support from OIT and service from the printer. ***To avoid any incompatibility problems faculty and staff must contact OIT Users Support to obtain a price quote.*** All new equipment purchases must be reported to the General Accounting Office for inclusion in the Capitol Equipment Inventory along with its location.

Printing from Administrative Systems Configuration - New Purchase

Hardware  Specs	Brand	Hewlett Packard
	Model	4350N
	Options	128 MB Ram, 75 Envelope Feeder, Duplex (2 side printing) 500 sheet feeder tray
	Memory(RAM)	80 MB
	Pages Per Minute	25
	Postscript	Yes
	Paper weight	up to 110 index
	Resolution	1200x1200 DPI
Media	Capacity	2 500 sheet universal trays, 1 100-sheet multipurpose tray
	Sizes	Letter, legal, A4, B5, executive.
	Types	Plain paper, transparencies, envelopes, card stock
Network	Ethernet/Localtalk	Internal Jetdirect 10BaseT and parallel interface
Misc	Support Guarantee	1 Year
	Est. Price as of 4/1/06	\$1649

General Printing (Email, word-processing) Configuration - **New Purchase**

Hardware	Brand	Hewlett Packard	
	Model	2340N	
	Options	128 MB Memory	
Specs	Memory(RAM)	80 MB	
	<i>Pages Per Minute</i>	19	
	Postscript	Yes	
	Paper weight	up to 37 lb.	
	Resolution	1200x1200 DPI	
	Media	Capacity	2 250 sheet universal tray, 1 100-sheet multipurpose tray
		Sizes	Letter, legal, A4, B5, executive.
Types		Plain paper, transparencies, envelopes, card stock	
Network	Ethernet/Localtalk	Internal Jetdirect 10BaseT and parallel interface	
Misc	Support Guarantee	1 Year	
	Est. Price as of 4/1/06	\$1099	

### Standards for Existing Desktop Computers

The following configurations for existing general-purpose desktop computers were defined using the minimum hardware and software requirements needed to connect a desktop computer to the campus network as well as run the **CORE Software Suites** (Windows XP, Mac OS 10.X, MS-Office XP/2001, and Netscape 7.2., Internet Explorer, Mozilla Firefox for Internet access).

#### Minimum Configuration for an Existing Desktop Computer

Hardware	Brand	Dell Optiplex 240	Apple
	Processor	Pentium 4 1.4 GHz	G4 1.0 GHz
	Memory(RAM)	256 MB	256 MB
	Hard Disk	20 GB	10 GB
	Monitor	17" color VGA	17" color SVGA
Software	Operating System	Windows XP	Mac OS 10.X
	Network Software	Netscape Communicator 7.2, Internet Explorer, FireFox	Netscape Communicator. 7.2 Safari, FireFox
	Application Software	Microsoft Office XP Professional	Microsoft Office 2001
Network	On-campus	Ethernet- 3COM 10BaseT with RJ45 connector	Ethernet- RJ45 connector
	Off-Campus	Hayes compatibles 28.8 Kbps modem	Hayes compatible 28.8 Kbps modem
Miscellaneous	Full Support Guarantee	1 Year	1 Year

#### Minimum Configuration for Existing Laptop Computer

Hardware	Brand	Dell	Apple ibook
	Processor	Pentium 4M	G4
	Memory (RAM)	256 MB	256 MB
	Hard Disk	20 GB	10 GB
Software	Operating System	Windows XP	Mac OS 10.X
	Network Software	Netscape Communicator 7.2 Internet Explorer	Netscape Communicator. 7.2
	Application Software	Microsoft Office XP Professional	Office 2001
Network	On-campus	Ethernet- 3COM 10BaseT with RJ45 connector	Ethernet- 3COM 10BaseT with RJ45 connector
	Off-Campus	Hayes compatibles 28.8 Kbps modem	Hayes compatibles 28.8 Kbps modem
Miscellaneous	Full Support Guarantee	1 Year	1 Year

### Standards for Existing Printers

The following standards for existing printers were defined using the minimum requirements needed to connect a printer to the campus network and perform multipurpose printing from the Standard Software Suite and administrative applications (HRS, FRS and Datatel).

#### Printing Minimum Configuration - Existing Printer

Hardware  Specifications	Brand	Hewlett Packard
	Model	4000
	Options	Envelope feeder
	Memory(RAM)	4 MB
	Pages Per Minute	4
	Postscript	Yes
Network	Ethernet	Internal/external Jetdirect 10BaseT and parallel interface
Miscellaneous	Support Guarantee	1 Year

### Laptop Guidelines

Generally, laptop computers cost more than a similarly equipped desktop computer and lag at least one generation behind in technology. If you plan to buy a laptop to use as your primary desktop computer, it should comply with the appropriate general-purpose or administrative standard configuration. Support for laptop computers is no different than for desktop computers. The following represents OIT's recommendations for laptop computers:

#### Guidelines for Laptop Computers – General purpose

Hardware	Brand	Dell Latitude D620	MacBook Pro
	Processor	1.83 GHZ	1.83 GHz
	Memory(RAM)	1 GB	1 GB
	Hard Disk	60 GB	80GB
	Misc.	DVD+RW /CD-RW)	DVD+RW /CD-RW)
	Weight	4.3 lbs	5.6 lbs
	Monitor	14.1" wide screen	15" wide screen
Software	Operating System	Windows XP Professional	Mac OS 10.4 (Tiger)
	Email Client & Browser	Netscape Communicator 7.2 Internet Explorer 6, FireFox	Netscape Communicator 7.2 Safari, FireFox
	Application Software	MS Office 2003 Professional	MS Office 2004
Network	On-campus	Built-in Ethernet (both wired and wireless)	Built-in Ethernet (both wired and wireless)
	Off-Campus	Built-in 56 Kbps modem	Built-in 56 Kbps modem
Miscellaneous	Full Support Guarantee	4 Years + complete care	3 Years
	Est. Price(as of (4/1/06)	\$2481.88	\$2207.90

## Guidelines for Laptop Computers – Presentation &amp; multimedia purpose

Hardware	Brand	Dell Latitude D620	MacBook Pro
	Processor	1.83 GHz	1.83 Ghz
	Memory(RAM)	1 GB	1 GB
	Hard Disk	60 GB	80GB
	Weight	4.3 lbs	5.6 lbs
	Misc.	DVD+RW /CD-RW)	DVD+RW /CD-RW)
	Monitor	14.1” Wide screen	15” wide screen
Software	Operating System	Windows XP Professional	Mac OS 10.4 (Tiger)
	Email Client & Browser	Netscape Communicator 7.2 Internet Explorer 6, FireFox	Netscape Communicator 7.2 Safari, FireFox
	Application Software	MS Office 2003 Professional	MS Office 2004
Network	On-campus	Built-in Ethernet (both wired and wireless)	Built-in Ethernet (both wired and wireless)
	Off-Campus	Built-in 56 Kbps modem	Built-in 56 Kbps modem
Miscellaneous	Full Support Guarantee	4 years + complete care	3 years
	Est. Price(as of (4/1/06)	\$ 2481.88	\$2207.90

## **Personal Digital Assistants (PDA's)**

**OIT provides the following support for Personal Digital Assistants (PDAs) to University staff members:**

- Syncing of PDA's with the University's Corporate Time Calendar via Corporate Sync (to ensure that your PDA is compatible with the Corporate Time

Check Oracle's Documentation site at [http:// bigip-eltor.oracle.com/notes/csync.html](http://bigip-eltor.oracle.com/notes/csync.html) to see the latest release notes for your operating system, and read the System Requirements for your PDA model.

**OIT does not provide:**

- Quotes for PDA's
- Support for problems related to the device (such as battery outages and lost information retrieval).

# Connecting your computer

## **Windows XP Configuration**

Most computers running Windows XP can connect to the RiderNet without any modifications. If you cannot connect to our network, follow these steps.

Find the Start Button at the bottom of the screen and click on it.

Next select the option to open the Control Panel.

Click on the Network and Internet Connections.

Right-click on Local Area Connection and select Properties.

In the Local Area Connection window, check that the following network components are installed and marked off:

Client for Microsoft Networks

Internet Protocol (TCP/IP)

If any of the above are missing you can install them by following the steps below.

Client for Microsoft Networks is listed under Client

Internet Protocol (TCP/IP) is listed under Protocol

Within the Local Area Connection Properties window select Internet Protocol (TCP/IP), and click the Properties button.

Obtain an IP address automatically should be selected along with Obtain DNS server address automatically.

Click the OK button.

Click OK to exit the Local Area Connection Properties window.

(You may need to restart your computer)

## **Macintosh OS X**

In the Finder, open the Apple menu, and select System Preferences.

Click on Network

In the Network window, click Built-in Ethernet and under the TCP/IP tab, select DHCP from the drop down menu.

## **Firewall**

A local firewall protects your computer from unauthorized access. Enabling it is the first thing you should do after you register your computer with NetReg.

## **Windows XP:**

Click on the Start button and go to the Control Panels.

Select Network and Internet Connections from the Control Panel Window.

Click on Network Connections.

Right-click on the Local Area Connection.

Select properties.

Under the advanced tab, make sure that the check box under Internet Connection Firewall is selected.

Click OK.

**Macintosh OS X**

In the Finder, open the Apple menu, and select System Preferences.

Click on Sharing

From the Firewall tab, click Start.

# Nowires 802.11b Wireless Network

Nowires is the university's 802.11b wireless network, and operates as an extension of the wired Ethernet network. Wireless access is not general throughout the campus, but is available in areas specifically identified with a nowires sign.



## **nowires zones:**

Lawrenceville Campus:

Moore Library

1st Floor - 24 Hour Study Lounge, Common Seating Areas seating areas

2nd Floor – Common seating area near Presentation Room

Ground Floor - Presidents Conference Room

Bart Ludeke Center

Ground Floor - Cranberry Café, Pub, Faculty Dining Room

2nd Floor - Information Desk area

Sweigart Hall - Rooms 110,117,118,119 and the Ernst & Young Lab (3rd Floor)

Memorial Hall - Entire Building

Student Recreation Center - Entire building

Daly's- Main Dining Hall and Bronc Diner

Science Building - Bristol Myers Squibb Center (TLC)

New Residence Hall - Lobby, Game Room, Conference Room, Study Lounges

Princeton Campus:

Talbott Library - Main Floor

To connect to nowires, bring your computer to a designated nowires wireless zone and follow the instructions below.

## **Windows XP**

Click the Start button, and select Control Panel.

Select Network connections.

Right-Click on Wireless Network Connection, and select Properties.

Under the Wireless Network tab make sure that Use Windows to configure my wireless network settings is selected.

When in Range of a Wireless Access Point nowires should be automatically identified as an available network.

To connect to nowires follow the steps below:

Open Microsoft Internet Explorer.

You will automatically be brought to a page where you will enter you EasyPass Account name and password.

After logging in you will automatically be brought to your homepage of choice.

**Macintosh OS X (Airport)**

In the Finder, open the Apple menu, and select System Preferences.

Click on Network

In n the Network window, click Built-in Ethernet and under the TCP/IP tab, select Join network with the best signal.

Click Apply Now

# Use of Email as an Official Communication with Students

## Introduction

At Rider University, there is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the University. Students tend to communicate extensively through electronic mail. Each student is issued a unique university ID number (BroncID) and an email account for use throughout the time the student is registered for classes at the University. Accordingly, email is an available mechanism for formal communication by the University employees with students. If a student chooses to forward his/her mail to another email address (AOL, Hotmail, etc.), the student's Rider University assigned email address remains the official destination for official university correspondence.

The following policy is consistent with the [\*Rights and Responsibilities of Users of the Rider University Computer Network Policy\*](#). It does not make email the only official method of communication.

## Policy

Email shall be considered an appropriate mechanism for official communication by Rider University students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

## Assignment of Student Email Address

Official university email accounts are available for all registered students. The domain name for an official university email account is "rider.edu". Official university communications will be sent to students' official university email addresses.

Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical.

## Forwarding of Email

Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official Rider University email addresses.

## Responding to an Unofficial Email Address

University employees must be careful when responding in detail to a query sent from an unofficial email address since there is no assurance that the sender is, in fact, the student.

A recommended step is to provide generic replies only, directing students to university tools that require authentication, such as Blackboard, WebAdvisor, or other self service functions, or to require students to provide their university email address in order to receive a reply.

| References [Indiana University](#) [Purdue University Indianapolis](#)  
Approved: May, 2005

# Rights and Responsibilities of Users of the Rider Computer network

This policy governs the use of computers and networks at Rider University. As a user of these resources, you are responsible for reading and understanding this document. This policy exists to protect the users of computing resources, computing hardware and networks, system administrators, other University employees and the University itself. The University reserves the right to change this policy in accordance with applicable University procedures.

Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is much like access to books in the library, and requires that individual users act responsibly.

Rider University is committed to protecting the rights of students, faculty, and staff to freedom of expression and to free academic inquiry and experimentation. Concomitantly, users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Because electronic information is both volatile and easily reproduced, users must exercise special care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

While users do not own their accounts on the University computer network, they are granted the exclusive use of those accounts. Users therefore are entitled to privacy regarding computer communication and stored data. Subject to the exceptions set out below, users have reason to expect the same level of privacy for their files on the University's computer (i.e. files in a user's home directory) as users have in any space under their personal control. Private communications by computer (e-mail) will be treated to the same degree of privacy as any private communication. Users should note that by adopting this policy the University does not assume an affirmative responsibility of insuring the privacy or integrity of users' e-mail.

Computer users are free to utilize University computers to communicate to and read from public computer facilities (e.g. usenet, BBS's, etc.) with no greater restrictions than would apply if they were communicating in any other public forum (e.g. newspapers, talk radio, public meetings). When communicating in such facilities users must avoid any implication that they speak for Rider University when they do not. Use of the University's computer resources to transmit unofficial communications does not constitute University approval or endorsement of such communications.

System administrators or other University employees will access user files without permission of the user only when immediate action is necessary to protect the integrity of the computer network or when subject to a search by law enforcement agencies acting

under the order of a court of appropriate jurisdiction. In the event of an order by a court, or a governmental agency with subpoena authority, the user of that file will be notified of that order prior to the University providing access to those files to the extent permitted by applicable law. Copies of all user files stored on the network may be routinely backed up for disaster recovery purposes. Such copying shall not be considered to be in violation of this policy as long as such operations are purely mechanical and do not involve the viewing of those files. However, ultimate responsibility for the back-up of files in personal accounts, local disks, and personal computers, lies with the account holder.

While Rider University is committed to intellectual and academic freedom and to the application of those freedoms to computer media and facilities, the University is also committed to protecting the privacy and integrity of computer data belonging to the University and to individual users.

Computer facilities and infrastructure are provided for meeting academic goals and to provide access to local, national, and international facilities to aid in the achieving of those goals. Those using these facilities and services must respect the intellectual and access rights of others locally, nationally, and internationally.

Students should be aware that any use of the facilities or infrastructure that is in violation of the guidelines listed below may be considered a violation of the Code of Social Regulations.

The general standards of conduct expected of members of the University community also apply to the use of University computing resources. These resources include:

**Hardware:** All the physical equipment used for or related to information processing or data communications.

**Software:** Programs, programming languages, instructions or routines which are used to perform work on a computer.

**Data:** Information such as records or textual material stored on or accessible through a computer.

Individuals will be held no less accountable for their actions in situations involving computers and information resources than they would be in dealing with other media. Though some of these resources are intangible they are the property of the University and the same rules applying to vandalism and theft apply to them as well as other forms of University property. Conduct which violates the University's property rights with respect to computing resources or the use of computing resources to violate University regulations is subject to the same University discipline as would be applied if that conduct did not involve computer resources. Such conduct includes but is not limited to:

1. The giving or gaining of unauthorized access to computing resources.

2. The unauthorized use of computer space.
3. The unauthorized duplication or distribution of copyrighted software and/or related materials such as documentation, manuals, and reference cards, etc., beyond those allowed by "fair use."
4. The unauthorized removal of any computing resources from computing facilities.
5. The deliberate, unauthorized alteration or destruction of any computing resource or the deliberate unauthorized attempt to destroy any computing resource.
6. Knowingly using or installing on any University computer system or network a program intended to damage or to place excessive load on the computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses and worms.
7. Using the University network to gain unauthorized access to any computing resource.
8. Unauthorized attempts to circumvent the security measures of any computing resource, any data protection schemes and/or decrypt secure data.
9. Knowingly violating terms of applicable software licensing agreements or copyright laws.
10. Monitoring or tampering with or attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing or deleting another user's files or software without the express agreement of the owner.
11. Forging electronic communications to make them appear to originate from another person.
12. Using electronic mail to harass or threaten individuals.
13. The use of computer resources for commercial solicitation and/or personal economic benefit unconnected to the user's University role.

Violation of these policies will be handled through the University's existing disciplinary procedures. Uses of computer resources that are also violations of law may be referred to the appropriate civil authorities.

Other organizations operating computing and network facilities that are reachable via the Rider network may have their own policies governing the use of those resources. When accessing remote resources, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations. Use of the computer service of the University is solely at your own risk and is subject to all applicable laws.

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# Need Help?

## **OIT Help Desk**

The Office of Information Technologies staffs a Help Desk to answer your questions. The Help Desk is located at the Moore Library Circulation Desk, and is open from 8:00 AM through 7:00 PM (Mondays through Friday). You can walk in for a help session or contact a Help Desk representative by phone during these hours. Call 609-219-3000 (x3000 on campus)

The Help Desk can also be reached through E-Support at <http://easypass.rider.edu>. At this page, you can send email to the OIT. This is often the quickest way of getting a response.

When calling after hours, please leave the following information, to assist us in directing your request:

Your Full Name

Your phone extension

Your contact information

When you will be available for Support Services to speak with you (very important!)

A brief description of your problem