

**Computer and Printer Hardware Standards, Disposal, and  
Migration Policy for FY 21**

**Introduction**..... 2

**Hardware Standards**..... 2

**Support for Existing Computers & Printers** ..... 2

**Minimum Standards – Core Software** ..... 2

**Computer Migration Policy** ..... 3

**New Printer Purchases** ..... 5

**Support Standard for Existing Printers** ..... 5

**Computer and Electronics Equipment Management, Surplus, Recycling, and Disposal Policy**..... 6

**DONATIONS** ..... 6

**LIMITATIONS**..... 6

## **Introduction**

The Office of Information Technologies (OIT), in cooperation with the Rider Community, annually publishes computer and printer purchase and support standards. The standards help to minimize training, support, and costs while enabling the Rider community to work productively and collaboratively together using technology. These standards are valid through July 1, 2021 and may be revised as needed.

All university owned computers are purchased and replaced every four years by OIT following the University's [Procurement Policy](#).

## **Hardware Standards**

The standards are based on academic, general-purpose, and administrative computing (Banner) needs. OIT reviews and updates the standards annually evaluating University need and industry changes. OIT does not recommend mixing Apple 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 costly to maintain in a mixed environment.

## **Support for Existing Computers & Printers**

OIT guarantees support and/or limited software support of printers and general-purpose desktop computers purchased per the University's Procurement Policy that meet minimum security, hardware and software requirements to connect to the campus network.

**Support** means limited training, hardware and software support are provided. If an OIT technician cannot solve a hardware problem or determines repairs are too costly, OIT will replace with it with something comparable in stock.

**Limited software support** means, if an OIT technician cannot resolve the software issue, an older version or newer version of the software may be installed in order to solve the problem.

### **Printer Support**

OIT does not support standalone printers (printers attached directly to a workstation). In general, operational and repair costs are greater than or equal to the cost of a new printer.

## **Minimum Standards – Core Software**

Windows 10 Education Edition or Mac OS 10.13.X

Microsoft Office 2016

Internet Explorer

Firefox

Safari (Mac Only)

Chrome

## **Computer Migration Policy**

Redistribution of desktop computers and printers throughout the University must follow these guidelines:

- An existing computer or printer, meeting or exceeding the “Standards for Existing Desktop/Laptop Computers and Printers”, may be moved within the same division. Move or installation of a single computer or printer can be scheduled by contacting the [Help Desk](#).
- OIT is responsible for installation, setup, and maintaining the inventory of all university owned computers and network printers.
- Available machines that do not meet the minimum standard should be returned to OIT for proper disposal following the [Computer and Electronics Equipment Management, Surplus, Recycling, and Disposal Policy](#). Equipment can be returned by contacting the [Help Desk](#).
- Machines returned to OIT for migration will be placed in the migration pool. Computers and printers in the migration pool will be re-distributed to faculty and staff whose machines do not meet the minimum standards as needed, on a first come-first served basis.
- While OIT maintains a small inventory of new pc desktops for eligible replacements, a workstation from the migration pool may be provided temporarily until the next regular workstation replacement cycle.
- Faculty and staff requesting additional workstations must submit a [Computer Request Form](#). Department head approval may be required. Requests require two-week advance notice during normal business periods in order to address software needs and installation. Requests received during peak business periods, such as Fall term opening weeks, may experience extended wait times.

## New Computers

Below are the desktop and laptop computer models offered for FY20. These models may change based on vendor model availability.

To request a computer or monitor, complete the [Computer and Monitor Request form](#). Laptop requests must be requested by the employee's supervisor or department head.

### **PC Desktop**

Dell Optiplex 3070 Small Form Factor  
9th Gen Intel Core I5 9500 Processor  
256 GB Solid State Hard Disk, 8GB Memory  
DVD+RW Drive  
Wired Keyboard  
Wired Mouse

### **PC Laptop**

Dell Latitude E5500 15"  
1.6 GHz Dual-core Intel Core i5 8265U Processor  
8 GB Memory (RAM)  
256 GB Solid State Hard Drive  
Built-in Ethernet (both wired and wireless)  
Dell Dock  
Dell Wired Keyboard & Mouse

### **Standard Software**

Windows 10 Education Edition  
Adobe Flash  
Adobe Reader  
Adobe Shockwave  
Apple iTunes  
Google Chrome  
Microsoft Internet Explorer  
Microsoft Office 2019  
Microsoft Silverlight  
Mozilla Firefox  
Zoom  
Symantec Endpoint Protection  
VLC Player  
Java

### **Apple Desktop**

iMac, 21.5 inch  
2.3GHz dual-core Intel Core i5, Turbo Boost up to 3.6GHz  
8 GB Memory (RAM)  
256 GB Solid State Hard Disk  
21.5" Flat WS Monitor  
Wired Mouse, Wired Keyboard  
Built-in Ethernet & Wireless

### **Apple Laptop**

MacBook Pro 13" w/ touch bar  
1.4 GHz quad-core Intel Core i5, Turbo Boost up to 3.9GHz  
8 GB Memory (RAM)  
256 GB Solid State Hard Disk  
Built-in Ethernet (both wired and wireless)  
Thunderbolt Express Dock  
Magic Mouse  
Magic Keyboard

### **Standard Software**

Mac OS 10.14.x Mojave  
Adobe Air  
Adobe Flash  
Adobe Reader  
Adobe Shockwave  
Apple iTunes  
Apple Quicktime Player  
Google Chrome  
Java  
Microsoft Office 2019  
Microsoft Silverlight  
Mozilla Firefox  
Safari  
Zoom  
Symantec Endpoint Protection

### **New Printer Purchases**

Below are the recommended models for general purpose printing. 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 compatibility issues, faculty and staff must contact OIT Help Desk at x3000 to obtain a price quote. All new equipment purchases must be reported to the General Accounting Office for inclusion in the University capital equipment inventory.

Quotes are not provided for standalone desktop printers (attached directly to a workstation) nor does OIT provide support for this type of printer.

<b><i>High Volume Printer</i></b>	<b><i>Small Volume Printer</i></b>
Hewlett Packard	Hewlett Packard
512 MB Memory (RAM)	128 MB Memory (RAM)
Up to 45 Pages Per Minute	Up to 35 Pages Per Minute
1200x1200 DPI Resolution	1200x1200 DPI Resolution
3600 Sheets Capacity	800 Sheets Capacity
Letter, legal, A4, B5, executive Sizes	Letter, legal, A4, B5, executive Sizes
Plain paper, envelopes, card stock	Plain paper, envelopes, card stock
4 Year Warranty	4 Year Warranty

### **Support Standard 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 and administrative applications (Banner).

#### **Hewlett Packard**

Envelope feeder option

4 MB RAM

4 Pages/Minute

Network - Internal/external Jetdirect 10BaseT and parallel interface

# Computer and Electronics Equipment Management, Surplus, Recycling, and Disposal Policy

**Last Updated: April 5, 2018**

## INTRODUCTION

The Rider University Computer and Electronics Equipment Management, Surplus, Recycling, and Disposal Policy defines the basic procedures and practices that govern all computer and electronics equipment recycling, and disposal actions conducted by any employee or department within Rider University.

## POLICY

**All surplus computers and electronic equipment** purchased by Rider University must be turned over to OIT or Facilities Management by submitting a ticket to the OIT helpdesk or a Facilities Work Order.

If the computer and electronic equipment is in working condition and depending upon the age and model, of the device it may be:

- reassigned to another department
- donated to a non-profit organization or charity
- sent to an approved computer recycler

OIT and Facilities Management will work together to appropriately handle the equipment.

Information on all computers and electronic equipment must be destroyed using an approved DoD Wipe method and certified by OIT or an approved recycling vendor before being reassigned, donated or reassigned.

Computers, computer monitors, and other display devices may contain enough heavy metals to be considered hazardous waste. No computers, monitors, or display devices may be disposed of via the trash.

## DONATIONS

- Charities and non-profit organizations interested in acquiring surplus equipment must be approved by the Director of Procurement. Please call Anne Marie Mead or email [amead@rider.edu](mailto:amead@rider.edu) to begin the approval process. Participating organizations are responsible for the prompt pickup of items when they become available.

## LIMITATIONS

- University employees may not purchase their old computers due to confidentiality and high-risk data.

For questions about surplus equipment, contact OIT at 609 219-3000 or Facilities Management at (609) 896-5080.