

## **New Computer Deployment Summer 2008**

### **Who Will Get a New Computer?**

In 2005, the College upgraded over 60 faculty and staff computers. Those that were not upgraded during that replacement cycle will be included in this one. In addition, some key staff have been placed on an accelerated upgrade cycle to insure they have the tools required to support Temple systems and process.

Graduate, adjunct, and emeritus offices are reviewed annually. Some offices will receive updated memory, and some replaced computers will be evaluated and rebuilt and redeployed to these offices. At the end of this deployment, the goal will be to have all computers in the College running Windows XP Professional with a minimum of a Pentium 4 processor, 1GB of RAM and 60GB hard drive.

### **When Will My Computer Arrive?**

Deployment is scheduled to be completed by the start of Fall 2008 semester. If your computer has been slated for upgrade, you will receive a notice 2-3 days before your scheduled deployment date. You do not need to be in your office during setup; however, we appreciate your being there, if available.

### **Specifications for New Computer**

#### **Hardware:**

Each Dell Optiplex 755 computer is configured with:

- Intel Core 2 Duo Processor
- 2GB DDR2 800MHz ram (memory)
- 160GB 7200 RPM hard drive
- Dell 19 in 1 Media Card Reader
- 24X Slimline CDRW/DVD Combo drive
- 19 inch flat panel monitor with soundbar
- Microsoft mouse & keyboard

#### **Software:**

Each new computer will come installed with:

- 1) Windows XP Professional
- 2) Office 2007
- 3) Adobe Reader
- 4) Symantec Anti-Virus
- 5) Ad-aware Anti-spyware
- 6) Internet Explorer and Mozilla Firefox web browsers
- 7) Primo PDF
- 8) Flashplayer & Shockwave Player

If you have licenses for any additional software, like SPSS, Acrobat, Dreamweaver, or FrontPage, be sure to have the license agreement and installation key available, along with installation CDs (if available). We cannot install software that does not have an accompanying license agreement.

## Preparing for Your New Computer

### Access to Your Hardware

Please clear the area around your computer and keyboard – we will need to be able to remove old equipment and place new equipment.

### Login

Either disable your logon password or leave a note (clearly marked) with your logon information, so we can access your current machine. Note: in some cases, we may be able to access this information without your password information. Your new machine will have a login using your Temple AccessNet username and you will be assigned a temporary password, which you can then change.

### Transferring Data

Data from your current machine (Word, Excel, PowerPoint, Acrobat, etc.) will be transferred to your new Dell computer. To make it easier to transfer all of your important files to your new computer, begin saving and transferring all your saved files and documents into your "My Documents" folder.

Be sure to save **ONLY** data files, and not application files into this folder. *Do not save application folders or specific programs to the "My Documents" folder. These applications will not work properly on your new computer unless they are reinstalled.*

**IMPORTANT! -- Data not stored in the MY DOCUMENTS folder will not be transferred.** If you have saved your files in other areas on your computer, you will need to move them to the MY DOCUMENTS folder prior to your scheduled deployment date.

### Questions and Answers:

**Q. What about the files I want to save and load onto my new computer?**

**A.** Consolidate your files into your My Documents folder.

**Q. What will happen to the data on my current computer when it is redeployed?**

**A.** All computers will be erased with all information being removed. Data will not be available from the old computer once the deployment is completed.

**Q. What about the 3rd party programs I put on my computer that were not on it when I first received it?**

**A.** Licensed software purchased through your department or the college will be reinstalled at your request, provided you have proof of license agreement and required installation key. All other third party programs will not be transferred.

**Q. What if I added additional peripherals/cards to my machine? (Scanner, Zip Drive)**

**A.** When your computer is delivered, the installer will evaluate the current computer hardware configuration and replace as appropriate.

**Q. Who should I contact with additional questions?**

**A.** Please contact Lori Bailey, Director of Information and Instructional Technology with any questions. You can reach her at [lori.bailey@temple.edu](mailto:lori.bailey@temple.edu) or (215) 204-6263.