



Avoidable Mistakes for Computer Users

Neglecting Updates

Letting updates run regularly is essential to computer safety. Pay close attention to anti-virus and Windows updates.

Opening any Attachment

Choose the attachments you open wisely. If you do not know the recipient or if the attachment has a peculiar name, proceed with caution.

Bad Passwords

Picking a strong password is essential with today's cyber crime. Make sure there are letters and numbers as well as upper and lower-cased letters.

Not Backing up Data

Backing up data should be done daily, not weekly. Don't forget things like E-Mail files and address books. Come to the Help Desk if you need assistance.

Clicking on Everything

While surfing, don't click on everything that catches your eye. Many online offers are scams and should be ignored.

Help Conserve Toner!

Please refrain from printing dark backgrounds on your PowerPoint slides. Not only does it waste toner, it also backs up the printing process for other students, as the printer needs a lot of resources to print full-colored, dark pages.

You can edit the PowerPoint very easily by changing the background color to white. Sometimes, inverting the colors will also work.

Laptop Distribution Times

To ensure a fast and smooth distribution process, we restrict laptop distribution to the hours:

1pm to 4pm

Mondays - Thursdays

HD Spring Break Hours

HD hours will be reduced from March 10—March 14 during spring break.

Monday	8:00am-5:00pm
Tuesday	8:00am-5:00pm
Wednesday	8:00am-5:00pm
Thursday	8:00am-5:00pm
Friday	8:00am-4:30pm

Have a safe, enjoyable spring break!

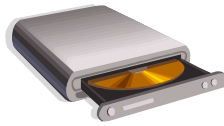
Orval and Ann Opperthausen
Help Desk Newsletter



Don't Forget to Return Your Accessories

Be sure to keep track of all laptop accessories. It can be costly if you fail to return all components received at distribution. Unfortunately if this occurs, the cost of these items will be:

- AC Power Adapter - \$50
- Laptop Bag - \$25
- External CD/DVD Drive - \$100 (Tablet)
- Stylus - \$50 (Tablet)



Pausing Your Anti-Virus Scan

If your work is interrupted by the anti-virus scan popping up sporadically you now have the option to pause the scan. When the scan is running you can simply click the pause button and it will remain paused for up to 3 hours.

Lenovo Purchases

You may purchase computer merchandise with our distributor, CDW-G. Just go to www.cdwg.com/ltu to purchase certain items at LTU contracted prices.

LAPTOPS FOR SALE

IF YOU ARE INTERESTED IN PURCHASING A USED MPC LAPTOP, HERE IS YOUR CHANCE.

THESE LAPTOPS COME WITH ALL NEEDED ACCESSORIES AND INCLUDE:

- 1.6 GHZ CENTRINO PROCESSOR
- 512 MB DDR SDRAM
- 40 GB HARD DRIVE
- 24x DVD/CD RW DRIVE
- 32 MB VIDEO RAM
- 10/100 HZ NETWORK CARD
- AND MUCH MORE!

CONTACT: ELIOT SIPPOLA
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Desktops Users: Run AV Scan at Night

To run the automatically scheduled Anti-virus scan at night, simply **log off** your desktop and **leave the power on**. This will avoid morning scans, which often consumes the machine's resources. Your scans will be done by the time you arrive each morning!

Help Desk Staff Directory

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