Avoidable Mistakes for Computer Users

Neglecting Updates
Letting updates run regularly is essential to computer safety. Pay close attention to antivirus 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!
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
Phone: (248) 204-2337

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)

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.

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.

Lenovo Purchases

Director: Charlene Lilla (clilla@ltu.edu) .................................................. ext. 2334
Operations Specialist: Ammar Abdulahad (abdulahad@ltu.edu) .......................... ext. 2335
Technicians:
- Ann Grusin (grusin@ltu.edu) ............................................................... ext. 2331
- Gonca Eren (geren@ltu.edu) .............................................................. ext. 2332
- Cherie Davis (cdavis@ltu.edu) ............................................................ ext. 2335
- Eliot Sippola (esippola@ltu.edu) ......................................................... ext. 2337
- Linda Ridella (ridella@ltu.edu) ............................................................ ext. 3702
- Robert Reichel (rreichel@ltu.edu) ...................................................... ext. 2336

Help Desk Staff Directory
C203 A. Alfred Taubman Student Services Center 248-204-2330.

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!