Periodically the Information Technology (IT) Division will provide items of interest to inform and assist college personnel with IT matters.

1. **Backup!** Remember to make a backup of your documents and data. Utilize the college servers to make backups of your files. You should have a mapped drive already set up on your PC to your portion of a server. If you need additional information please contact the helpdesk.

2. Fast Fact: **Thumbdrive is now a trademark.** About to become a generic term similar to xerox, aspirin, and escalator, the United States Patent and Trademark Office recently provided Trek 2000 International with trademark protection for the term Thumbdrive. Looks like from now on it will be USB Flash Drive to avoid infringement.

3. **Emergency calls** from the college telephone system may be dialed as “911” or “9-911”. Be careful when dialing a long distance (LD) off-campus call. It is extremely easy to misdial a number and get the 911 operator. (e.g. Regular LD call: 9-1-(Area Code) (Number) or a misdial to 911 by double striking the 1.)

4. Passwords for faculty and staff last only 60 days. You can reset your password, after logging in, by hitting CTRL-ALT-DELETE. Problems resetting your password? Contact the helpdesk.

5. Famous Quote: “I think there is a world market for maybe five computers.” (Thomas Watson, Chairman of IBM in 1943).

**IT Helpdesk, extension 5396 - helpdesk@nwfsc.edu** Use college form 18 (IT Service Request) to make requests for service, installation or help.