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

1. **SECURITY & ACCESS UPDATE!!!**  Be aware of identify theft when opening emails and connecting to websites you are not familiar with. Remember to submit **Outlook Form 0051 for System Access** requests for access to Nexus (Mainframe), the College Network and Email. Form should go thru your supervisor and the system manager and they will route to IT.

2. **Relocation of Accountable Property (Inventory Items):** Please make Central Services aware when you move accountable items (things with OW property numbers like computers, projectors, etc) permanently from one room or building to another or when they are turned in.

3. **Beeps, Buzzers, & Bells!!!:** Did you know your phone "tells" you a lot about your calls? Here are some examples:
   
   a. Single Ring (repeated): Internal Call
   
   b. Double Ring (repeated): External Off-campus Call
   
   c. Triple Ring (repeated): Callback
   
   d. Fast Busy or Wavering (error) Tone: Invalid Call or Request
   
   e. Short tone every 20 seconds: Internal call waiting (We do NOT have call waiting for off-campus calls)

4. **You can copy and paste from Adobe PDF files in 2 ways:**
   
   a. (1) Click on Edit (at the top of the window) and choose "select all".  
      (2) Click on Edit again and choose "copy".  
      (3) Open a Word Document.  
      (5) Click on "Edit" select Paste.

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   b. (1) Click on the "Text Select Tool (V)".  
      (2) Highlight the text you want.  
      (3) Open a Word Document.  
      (4) Click where you want to place the text on the document.  
      (5) Click on "Edit" select Paste. (or right click and select paste).

5. Please utilize **Outlook Form 0018** for submitting requests to the IT Helpdesk. Don't wait for an IT technician to walk by to have problems worked on, submit a form to the Helpdesk as soon as the problem occurs.
See previous IT Matters in your Outlook at Public Folders\All Public Folders\OWCC Public Bulletin Board.

Helpdesk, extension 6396 - helpdesk@owc.edu