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

1. The college has subscribed to a reservation less telephone conference service. If you need to host a telephone conference call (whether OWC pays all or the callers pay their way), contact Mark Hilton or Greg Eller. Also talk to us about the potential for video support in concert with AV.

2. Please be aware that moving college telephones around the college to different jacks may cause damage to the phone or the phone equipment. The same applies in bringing telephones from home or plugging in laptops with modems into college telephone lines. This may also damage the laptop. Contact the IT Helpdesk at extension 6396 before attempting any phone connections. Most empty jacks on campus have nothing connected to them. (Read that again as "Most").

3. College cellphones, laptops, PDA’s, and other equipment should be treated in the same manner as you would want someone to treat your own personal property. Use a carrying case for laptops (notebook computers). Buy a case for your cellphone/PDA if you expect them to be used in a rough environment. Keep an eye on the equipment so as not to lose it.

4. Be aware of the print jobs you send to your printer. Do I really need color? Am I making many copies of an original that should have gone to graphics for copying? Do I need only the first page or two but I sent the whole document to the printer (especially when printing web pages)? As budgets get smaller saving paper, inkjet ink and toner will be helpful.

Helpdesk, extension 6396 (or dial HELP) - helpdesk@owc.edu