

**Computer and Printer Distribution  
Principles and Guidelines  
Office of Information Technology  
Southern Connecticut State University**

Office of Information Technology is responsible for deployment, maintenance, and support of desktop computers, laptops and printers at SCSU. In providing these services, the following guidelines will be followed:

**Computers**

- IT will provide one computer per full-time faculty and staff. The computer will be listed with the user's name in the campus inventory database.
- Faculty members will be given notebook computers. However, requests for desktop computers will be honored. For staff members, while it is recommended that a desktop computer be provided, requests for notebook computers will be honored with explanation of the usage and approval from the appropriate department head.
- Computers in addition to the "one computer per employee" guideline will only be honored with justification and approval from the appropriate Vice President or Chief Information Officer.
- Computers in addition to the "one computer per employee" guideline must be purchased by the appropriate department using departmental funds. Subject to availability, IT may have used computers that can be loaned to the departments free of charge. The loan is good for a year and may be renewed.
- Depending on the availability of funds, the objective is to replace computers on a 4 year basis.
- When purchasing computers with departmental funds or grants, departments are strongly recommended to factor equipment lifecycle in the budget. IT does not support department/grant funded computers that are no longer under the service contracts.
- Some departments have laptops that can be borrowed by employees for temporary assignments. The length of the loan should not exceed 30 days and an approval form must be filled out prior to removing the laptop from SCSU.
- When it is time for replacement, old computer must be returned in exchange for new computer. All data on the old computer will be transferred to the new computer upon request. Exception to this guideline must be made with justification and approval from the appropriate Vice President or Chief Information Officer.
- All computers will come with standard hardware configurations that are adequate for day-to-day tasks. Additional hardware upgrades must be purchased out of departmental funds.
- Computers will be configured with a standard suite of desktop software applications including but not limited to:

- Microsoft Office Suite
- Internet Explorer web browser
- Firefox Web Browser
- McAfee VirusScan
- Microsoft Outlook email/calendar
- Adobe Acrobat Reader
- Windows Media Player
- Real Media player
- Software other than the standard suite must be purchased out of departmental funds. Installation and configuration support is available and may be requested by contacting the OIT Help Desk at 392-5123. The license of the software will be verified prior to installation. OIT cannot support software other than the standard suite.
- PC Hardware service (repairs, installation of additional hardware, moves, etc.) may also be requested by contacting the OIT Help Desk at 392-5123.

## **Printers**

- IT will provide network printers for each department. The number of printers and the types of printers will depend on the size and needs of the requesting department.
- Requests for individual printers will require justification and approval by the department head. These requests will only be honored if sufficient funds are available. Departments may purchase individual printers with departmental funds.
- Departments will be responsible for purchasing their own toner and ink cartridges. These cartridges will be available through the campus office supplies ordering system. Assistance with installation of toner or ink cartridges is available and may be requested by contacting the OIT Help Desk.
- Printer repair service is available and may also be requested by contacting the OIT Help Desk.

## **General**

All departmental purchases of computing and printer hardware will be reviewed and are subject to approval by Information Technology. It is strongly recommended that, when considering departmental hardware purchases, the user contact and consult with Information Technology. This will hopefully resolve any potential support issues and expedite the purchase process.