

Guide to Technology Resources
Department of History
Western Michigan University
Fall 2006

The Department of History has technology resources available for faculty members and graduate assistants. Among these are notebook computers, digital projectors, a media cart, an overhead projector, and a slide projector. In addition, the department has network printers and a network scanner.

In Spring Semester 2006, eligible full-time faculty members received new notebook computers. During Summer II 2006, the graduate assistant, instructor, and emeriti offices received new desktop computers. All of these new computers include the following software packages: Microsoft Windows XP; Microsoft Office 2003 Suite, including Word, Excel, PowerPoint, etc.; Mozilla Firefox and Internet Explorer browsers; Adobe Acrobat Reader; PDF Creator, which creates PDF (Adobe Acrobat) documents; and Sun Microsystems Java. For questions concerning department computers, please see the department IT coordinator.

In addition to those resources provided by the Department, a number of other university offices can provide faculty and graduate assistants with equipment loans as well as technical assistance. First among these is the Academic Technology and Instructional Services Office (387-ATIS), located in 1343 Ellsworth Hall. ATIS is the umbrella organization which assists faculty with all technology support and coordinates responses from other university offices, including the Office of Information Technology, WebCT, Sangren and Dunbar audiovisual, technology instruction, and distance education. Further information on other offices may be found in the appendix.

To borrow any of the department technology resources, please schedule the time using the appropriate calendar in the main department office. Many of the resources are stored in the Technology Closet, Friedmann 4415. To access this room, please see the office staff or the IT coordinator to borrow a key. This system allows us to share our resources among faculty, instructors, and graduate assistants. The department has the following resources available:

- Seven notebook computers (A-G),
- Four digital projectors (A-D),
- A media cart,
- An overhead projector, and
- A slide projector.

All seven notebook computers have the ability to connect with the Internet wirelessly. Some have a wireless card; others have the capability integrated in the computer. Each has the same basic software as the faculty laptops and graduate assistant office computers noted above. The networked department printer, a Kyocera Mita 3035 laser printer located in Friedmann 4303, is installed on each. They also have a CD-ROM drive; some drives can also read DVDs; and a few are CD-RW drives. Some have a floppy disk drive. Each has an external monitor port that can connect with a digital projector. The major features are listed on the tag attached to each notebook computer bag. The check-out computers are stored as follows.

- Check out computer A is kept in the Technology Office, Friedmann 4417, for emergencies.
- Computers B, C, D, and E are available in the Technology Closet.
- Computers F and G are assigned to instructors who use them on a regular basis.

The four digital projectors all have a projector remote and a mouse remote. If you wish to use the mouse remote, please see the IT coordinator to borrow the receiver. It will plug into a laptop computer USB port. For best results, connect the laptop to the projector while both are off, turn on the projector, then turn on the laptop. You may need to press Fn + F8 on the laptop keyboard to send the display signal to the projector. The projectors are located as follows.

- Projectors A and B are available in the Technology Closet.
- Projector C is assigned to the Instructor Office, Friedmann 4314.
- Projector D is kept in the Technology Office, Friedmann 4417.

The media cart holds a digital projector, a DVD player, a VHS tape player, and a sound amplifier. It is stored in the Technology Closet. The overhead projector and the slide projector are also located in the Technology Closet.

The Department owns a Kyrocera Mita KM 3035 copier/printer/scanner/fax machine that resides in Friedmann Hall 4303. All department computers may print to this heavy-duty printer. Several department computers are configured to receive scans from this machine. To add your computer, please contact the IT coordinator. The department also owns a Dell 3100cn color laser printer that is networked to the office staff and student assistant computers in Friedmann Hall 4301 and 4309 as well as the IT coordinator office computer in 4417.

Appendix: IT Support Services

Academic Technology and Instructional Services

Phone: 387-ATIS

URL: <http://atis.wmich.edu>

Description: ATIS is now the umbrella office that assists faculty and graduate appointees with all technology issues. ATIS, in turn, contacts the appropriate people in OIT. Their centers of expertise include WebCT, eTeaching, Turnitin plagiarism detection software, classroom technology, and distance education (eLearning).

Academic Technology Support Personnel (Mark Liberaki)

Phone: 387-4354

E-mail: mark.liberacki@wmich.edu

Description: Mark serves as our local technology support advisor for the faculty laptop initiative as well as classroom technology. ATIS is the second contact for these issues.

Dunbar Audiovisual

Phone: 387-5060

Location: Dunbar 2214. For a map, please see:

<http://www.wmich.edu/oit/orientation/locations/floorplans/dunbar.html>

Description: This office lends IT and audiovisual equipment for use in Dunbar classrooms. Please reserve equipment prior to the time it is needed.

Email Accounts Manager (Carol Olmstead)

Phone: 387-5436

Description: Carol can increase the storage capacity of your email account. Call the Help Desk for email technical problems and support.

Help Desk (for call-in troubleshooting, CPU and printer problems)

Phone: 387-HELP (option #1)

URL: <http://www.wmich.edu/oit/helpdesk>

Physical Location: 2nd Floor of the University Computer Center, down the long corridor that begins just to the right of the entrance doors; for a map, please see <http://www.wmich.edu/oit/orientation/locations/floorplans/ucc2.html>.

Description: The Help Desk provides technology support to the University at large and administers the University networks.

General How-Tos (instructions to set up email clients and to email classes):

URL: <http://www.wmich.edu/oit/helpdesk/email>

Downloads (for virus protection, GroupWise, and Western Webkit):

URL: <http://www.wmich.edu/oit/general/downloads.html>

Instructional Technology Center (ITC) (for help with Dreamweaver, website development, software workshops, and all IMI laptop software and hardware issues)

Phone: 387-6958

URL: <http://www.wmich.edu/itc>

Physical Location: 2nd Floor of University Computer Center, to the left as you enter.

Description: This is the place to go for training in using any sort of software or hardware. They run regular workshops each semester on the most popular software used in instruction. They maintain their own webpage about these activities and workshops.

Microcomputing Sales (Hardware and Software sales)

Phone: 387-5460

URL: <http://www.wmich.edu/oit/mcs>

Physical Location: 2nd Floor of University Computer Center, directly opposite the entrance doors.

Description: Point of sale for all university discounted hardware and software. For departmental purchases, you will need to fill out a requisition form, which can be obtained from the History Department Office or Microcomputer Sales itself at the time of purchase. For current software prices, see <<http://www.wmich.edu/mcs/software.pdf>>.

Office of Information Technology (OIT)

Phone: 387-5430 (general information only or to direct you to appropriate unit)

URL: <http://www.wmich.edu/oit>

Description: The umbrella organization for all technology at Western, this office has been recently reorganized.

Sangren Audiovisual

Phone: 387-0468

Location: 2311 Sangren Hall.

Description: This office lends IT and audiovisual equipment for use in Sangren classrooms. Please reserve equipment prior to the time it is needed.

Technical Computing Services (TCS) (for actual repair services)

Phone: 387-5470

Physical Location: TCS is in the University Computer Center, and can be reached through the outside door facing the sundial and flagpoles.

Description: TCS performs hardware and software repair to IBM-compatible and Macintosh computers. Their services start at \$50 per hour.

Telecommunications

Phone: 387-HELP (option #2)

URL: <http://www.wmich.edu/oit/staff/phones.html>

Description: In addition to managing the phone system, Telecommunications also attends to all jacks and outlets in buildings on campus. Timothy Ender (387-0953) is our contact for setting up or servicing telephone voicemail. The phone number at which we retrieve voicemail is 7-4000.

Visual Resources Library (VRL)

Phone: 387-4111

URL: <http://www.wmich.edu/library/visual>

Physical Location: 2213 Sangren Hall

Description: The VRL is the repository for all visual resources for teaching, including slides, videos, and digital images. This office can help prepare custom CDs for using these images in your classes using copyrighted materials they have licensed for instructional use.

WebCT Gateway

URL: <http://www.wmich.edu/webct>

Description: This is the main gateway for web access for WebCT, the university supported classroom software. Although part of OIT, this site is jointly maintained by the ITC and the CTL.

Western Wireless

URL: <http://www.wmich.edu/oit/wireless>

Description: This website contains information regarding Western's wireless network, including hardware specifications, transmitter locations, and security suggestions.