

Scott College of Business – Technology Suggestions – 2015

ISU is a Laptop University – Required for all Undergraduate Students

Indiana State University has had a mandatory laptop computer policy for all undergraduate students since 2007. Laptop computers are required for *all* undergraduate students in the Scott College of Business – incoming freshmen and transfer students. With the completion of the wireless computing network, mobile computing is easy just about everywhere on campus. You will be computing from a variety of locations (on and off campus) not just in your residence. You will bring your laptop to classes, to the library, to a friend's room, and take it home.

What Computer Should I Buy?

Most of the campus uses Windows computers, and that is the campus standard.

*The Scott College of Business uses **Windows laptops – not a Mac!***

If you bring a Macintosh, you will need to get Windows for it so you can use the standard Windows software applications in your business classes. You will find that Windows computers will satisfy all your laptop needs in the Scott College.

We recommend a mid-level or better **laptop computer** with Windows 8.1 as the operating system and at least i3 processor or equivalent. See the ISU laptop web site for details. www.indstate.edu/oit/students/laptopscholarship.php Buy at least 4 GB RAM in the computer. Pick at least a 200 GB hard drive; larger is optional and often no more expensive. The scholarship laptop has a fast SSD drive. A 14-15" LED screen is typical – larger may look nice but is heavier to carry around campus. Your laptop computer will have a **wireless adapter** –802.11n or better – for connecting to Wi-Fi on campus and elsewhere. Having more at least two USB ports is advantageous – there you connect a flash drive, printer, digital camera, cell charger and so forth. The scholarship laptop described below comes with two USB 3.0 ports.

Preferred laptop computers come with special *low-power circuitry* that gives **longer battery life**. Inexpensive laptops without this circuitry have shorter battery life. Another consideration for the laptop computer is weight – heavier machines typically have longer battery lives and cost a little less. The less expensive laptop computers weight 6-7 pounds without the battery charger. Better machines (more money) will **weigh about 3-4 pounds** – even this much can make a big difference when you carry it around campus with your books.

This year ISU adopted the **Lenovo T450 laptop computer** as the campus laptop award. If you did not receive the laptop award, you can purchase the same model for \$1000 directly from Lenovo using the ISU pricing at www.Lenovo.com/Sycamores . This laptop is a touchscreen and comes with an Intel i5-5200U processor, 4 GB RAM, 128 GB SSD drive, 4.2Ah Lithium battery, 14" LED backlit wide screen, touchpad, and webcam with microphone. It weighs only 4 pounds. There are attractive prices on the Lenovo site – **hundreds of dollars less** than buying this computer without the ISU discount. Remember that the Lenovo prices at this site include *three years of full warranty coverage and accidental damage*. Computers obtained through the scholarship laptop program will come preloaded with Windows 8.1, Office 2013, and Symantec Antivirus. If you purchase one from the Lenovo site you can take it to the Computer Support Center located in the basement of Stalker Hall and they will install the software for you.

Although there are other manufacturers for desktops and laptop computers, *the Lenovo T450 laptop is highly recommended as it is fully supported for both hardware and software by on campus technicians at no additional cost to ISU students*. Support for all other brands of computers is a chargeable item through the ISU Computer Support Center. The technical support for other laptops may be limited to software. The ISU student computer support center in Stalker Hall 009 is described at www.indstate.edu/oit/students/scsc.php.

If you buy your own computer, be sure to factor in the three years of warranty, and that you are purchasing a computer with specifications that are equivalent to those the university endorses. Only the particular model on the www.Lenovo.com/Sycamores site is covered for three-year warranty and accidental damage with on campus repairs.

Peripherals and Accessories for your Laptop Computer

Your Lenovo laptop is very thin and light weight. You will appreciate the smaller size and lighter weight but there is *no*

room for a DVD drive, so **you will need to purchase a portable DVD drive** that plugs into a USB port. Any external DVD drive should work fine, and you will see them for a variety of prices starting at about \$30. You could also borrow one from a roommate or a friend when you need one. You can also take your laptop to the Computer Support Center. They will allow you to use an external DVD drive to install software.

Students may have to experiment with the best **carrying case** for their laptop computer. Some will prefer a padded book bag/backpack with space for charger, books, and office supplies. Others may like a rolling case with wheels or a messenger bag with shoulder strap. Cases are also available online and at local office supply stores like Staples and Best Buy near Honey Creek Mall. See what other students are using before you make a decision about a case. ☺ It helps to “audition” the carrying case before you buy – try it on, load it with books and your laptop.

We encourage students to use their ISU printing allotment (650 pages per semester) provided by the technology portion of your tuition and fees, sending your document to a laser printer using Wi-Fi. For more information and locations of the many wireless printers around campus, visit <http://www.indstate.edu/oit/students/wireless-printing-inst.php>. However for convenience, many students will bring an **inexpensive ink jet printer** for their room or apartment. HP, Epson, Canon, and Lexmark offer models starting around \$75-100. Don't forget a USB cable for the printer – typically around \$10-20. Avoid buying the gold-plated USB cables – they offer little improvement and are more expensive. Paper is relatively inexpensive but a set of ink jet print cartridges (black and color) is often \$50 or more.

A very popular technology tool is the **USB flash drive**, also known as a portable drive or thumb drive. About the size of your thumb, they plug (temporarily) into a USB port and are recognized by the computer as a removable drive. You can drag and drop files onto this drive, then use them in another computer. Many students buy these in 8 to 16 GB sizes. These run \$7-\$15 and every student needs at least one of these! *Hint: these may get lost, so be sure to regularly back up your thumb drive to your laptop computer's hard drive.*

Be very careful about storing private, sensitive information like your social security number, banking account information, login passwords, and so forth!

Some students will use a **keyboard** and **mouse** and even a separate **monitor** with their laptop computer. While not necessary, this configuration is more like a desktop computer and offers much more flexibility for input and output. Together, these optional peripherals may add about \$150 to the cost of your computer. You can always purchase a mouse for your laptop – it plugs into a USB port. It is easier to “click, drag, and drop” in Windows with a mouse!

Laptop computers carry some additional challenges – theft is more prevalent with laptops. It's a good idea to have a **security cable** for your laptop computer – that secures it to the furniture and protects your investment. Check with your home insurance company about coverage of your laptop and other possessions at campus. Renter's insurance is inexpensive and gives excellent coverage.

Advice for Students Living in the Residence Halls

OIT (Office of Information Technology) will have a wireless connection script that students must apply **when first connecting to the network**. See notices in the hall, the web, and in the mail. The goal is to have students bring their computers up to date with current patches **before** they connect to the campus network. The OIT web site is found at www.indstate.edu/oit/ - click on the Students link. The Help Desk provides assistance for students – call x2910 or email to ithelp@indstate.edu or carry in to Stalker Hall basement help desk. In ISU residence halls, there is **no charge** to connect your computer to the wireless campus network but *you must use your Sycamore user name and password* to connect.

- Talk to your roommate to see if he or she is **planning to bring a printer**. Remember that sharing a printer also means sharing the cost of the disposables like paper and ink cartridges. These can be expensive if you print lots of pages, especially in color.
- A laptop computer presents a theft risk – plan to secure it to your desk or bed with a cable (**Kensington or Belkin locking cable**, starting at \$25). Important: know who is visiting your room – be sure to have a talk with your roommate about locking doors and other procedures when you're not there!

For Commuting Students when Away from Campus

We recommend that commuting students look for high speed (broadband) Internet connections – either **DSL** or **cable modem**. This type of connection is very convenient – and it is always on. For several students sharing an apartment, you can **connect more than one computer** – with a wireless router – to the Internet at the same time. Most apartment complexes offer high speed Internet to residents.

If your residence doesn't already have high speed Internet, this service starts at about \$25 per month – look for deals. Frontier offers telephone-based DSL; Time-Warner cable Internet is around \$25-35 per month and may require that you have cable TV service. Both companies offer start up special packages – be sure to ask for any special pricing. Remember, special pricing may expire after a few months and the standard price may be higher – be sure to inquire.

If you live outside of DSL or cable modem service areas, you **may not have high speed access to the Internet** – this should be a consideration when making a housing decision. In rural areas, contact your cell phone company about mobile broadband coverage such as the Verizon Mi-Fi (pronounced *my fye*) that utilizes cell phone technology. All of the other ISU technology benefits included in your fees apply to students living off campus, including free wireless access while on campus.

Wi-Fi Access and Important Software Upgrades

Wi-Fi at ISU is only available through authenticated login. That is, you must install your Sycamore user name and password in the Wi-Fi parameters using what is called the WPA2 security setting. You will be given instructions on how to do this when you arrive on campus. You can also connect your smartphone to campus Wi-Fi. For specific instructions on connecting to ISU-SECURE, visit <http://www.indstate.edu/oit/students/wireless-access.php>.

Please be sure to download and install all Microsoft Windows Critical Updates.

Software Download Site and Other Technology Benefits at ISU

You are entitled to download a *single copy* of software that we use on this campus to install on your own laptop. The address of this site is <http://downloads.indstate.edu> – this will revert to a different site after you connect. You will have to give your Sycamore login information to gain access to the download, so be sure you only attempt to download the software one time. There you will find Microsoft applications like Office 2013, anti-virus software, and Windows 8. All of this is included at no charge to full-time registered students. *Hint: if possible, save the download file on your hard drive (and burn a CD or DVD copy) so it's available if you need to install it on your computer again.*

You are also entitled to *complimentary* black and white laser printing – about 650 pages each semester (\$.03 per page). You can go to <http://www.indstate.edu/oit/students/wireless-printing-inst.php> to locate one of the 28 printers spread around campus and print a document from a desktop computer or print wirelessly from your laptop. You will have to install the campus printer software on your laptop to be able to print wirelessly.

More Technology Advice

Cell phones are everywhere on campus! *But cell phones in the classroom are usually a no-no:* no rings, no texting, no vibrations, just silent voice mail, please! Your professors may become short-tempered when cell phones ring, and even more vexed when someone answers a call during class or texts someone else. If you must respond to an expected emergency call, notify your professor before class and answer the call in the hall. **Important: don't expect to be able to refer to your cell phone (even for the time of day) while taking a test in college.** If your phone is your only calculator, you need to purchase an inexpensive calculator.

When technology changes occur, you will find an updated version of this technology advice document on the Scott College of Business web site. Check out www.indstate.edu/business/programs/students for a link to the most current technology advice.

For specific questions, contact Dr. Bruce McLaren, bmclaren@indstate.edu or 812-237-3606.