SUBJECT: Hardware and Software used in and by UNL Business and Finance

APPLICABILITY: All Business and Finance employees

SUMMARY: Information Technology equipment (hardware and software) used in Business and Finance can be managed more cost-effectively and efficiently if managed centrally by Business and Finance Shared Computing Services.

POLICY: Hardware Standards

All Business and Finance computer users will be provided with a desktop computer configuration unless approved by both their department and Shared Computing Services for a laptop/docking station; only users with a business need for a laptop (such as those that work regularly from home) will be approved for a laptop. Users approved for a laptop will not receive a desktop computer.

The following list shows the standard hardware configuration for Business and Finance computers (excluding test computers) that are fully supported by Shared Computing Services. These standards will be reviewed and updated each quarter by Shared Computing Services to reflect the current standards of the Dell Prime Vendor agreement.

- Desktops (Dell Optiplex GX620)
  - 2.8 – 3.8 GHz Intel Pentium IV Processor
  - 512-MB DDR2 SDRAM
  - NVIDIA GeForce FX 5200 Video
  - Floppy drive
  - 40-GB SATA hard drive with NTFS
  - DVD/CD-RW Combo Drive
  - Integrated Gigabit Ethernet
  - Integrated Sound Blaster Compatible Sound
  - Dell A215 Speakers
  - Standard 102-key English keyboard
  - Wheel mouse
  - USB Memory Stick
  - Surge suppressor
  - 3 year Limited Warranty

- Laptops (Dell Latitude D810)
- Laptops (Dell Inspiron XPS Gen2)
  - 2.0 GHz Intel Pentium M Processor
  - 512-MB DDR2 SDRAM
  - NVIDIA GeForce Go 6800
  - No floppy drive
  - 40-GB ATA hard drive with NTFS
  - DVD/CD-RW Combo Drive
  - Integrated 10/100 Ethernet
  - Integrated 56K V.90 modem
  - Integrated Sound
  - Kensington Port Replicator
  - Dell A215 Speakers
  - Standard 102-key English keyboard
  - Wheel mouse
  - USB Memory Stick
  - Surge suppressor
  - Carrying Case
  - 3 year Limited Warranty

- Tablets (Motion Computing LE1600 or LS800)
  - 1.2 or 1.5 GHz Intel Pentium M Processor
  - 512-MB DDR2 SDRAM
  - Integrated Video
  - DVD/CD-RW Combo Drive
  - Integrated Wireless b/g and 10/100 Ethernet
- Integrated Sound
- Digitizer Pen
- Wheel Mouse
- Standard 102-Key English Keyboard
- Docking Station
- Surge Suppressor
- Carrying Case
- 1 year Limited Warranty

- PDA’s (Dell Axim X5 Handheld PocketPC)
  PDA’s and handheld PC’s will only be provided at the discretion of the department and Shared Computing Services.
  - 400 MHz Intel X-Scale Processor
  - 64 MB SDRAM
  - 3.5” Display
  - Stylus 3-pk
  - Rechargeable Battery
  - USB Cradle and TravelSync cable

- Monitors
  - Monitors will be provided for both desktop and laptop systems.
  - 17-inch or 19-inch monitor, depending on job requirements

- Printers
  - Employees will be given access to appropriate network laser printers. In some limited cases, employees may be given local printers if deemed necessary by both Shared Computing Services and their parent department.

Software standards
The following list shows the standard suite of software installed on Business and Finance computers (excluding test computers) that is fully supported by Shared Computing Services:

- Microsoft Windows XP, Service Pack 2
  (Windows 2000, Service Pack 4 is being phased out as PC’s are being replaced)
- Sophos Antivirus 5.0
- Lotus Notes client 6.5
- Microsoft Office 2000 – Service Pack 3
- Microsoft Internet Explorer 6.0
- Adobe Acrobat Reader 6.0
- SAP GUI
- Laptops only: Dial-up ISP and University VPN access
• Web Coordinators only: Dreamweaver MX

Employees needing software other than those programs listed above must request such software from the Shared Computing Services department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy.