



TechTalk

MCC Information Technology Services Monthly Newsletter

March 21, 2007, No. 1

Jan 2- Mar 16 calls
to the Help Desk: **1210**

HELP DESK

Computer Problems
Password Resets
Moving Equipment
Software Request
ext. 8457 Press 0

ANGEL Issues
ext. 8457 Press 1

AV Equipment
ext. 8457 Press 2

Prof. Development
Software Training
ext. 7768

**Need a Room
Unlocked?**
Security ext. 8733

**Recycle Toner
Cartridges** in A127

TIPS FOR GREENER COMPUTER USE

Conserve energy, recycle, reuse. Recycle your toner cartridges (in A127), use recycled printer paper if possible, and remember to shut down your computer before leaving for the day. Shutting down rather than logging off reduces heat and mechanical stress, as well as carbon dioxide emissions. Microsoft calculates that a PC using a CRT monitor, if left awake around the clock, results in the emission of over half a ton of carbon dioxide a year, just during the time when it's not in use.

NEW HELP DESK DATABASE

Every call to ext. 8457 is noted and issued a ticket number, which is emailed to you, the caller. When calling the Help Desk about a reported issue, please mention your ticket number for the best service.

3/26-3/30 SPRING BREAK

Computer Lab Hours

8am-9:50pm Mon to Thurs and
8am-4:30pm on Friday.

How busy are the labs? February
hourly headcount: **6,680** visits

SAVE YOUR DATA!

*Do you have documents on your
computer you can't afford to lose?*

For important documents, keep one copy on your H drive and save another to a CD or flash drive. Use the "Save As" option to copy to disk, or close the document, and drag-and-drop its icon into the disk to create a copy.

BUT DON'T USE FLOPPIES ...

Floppy disks can be easily corrupted or erased by storing them next to cell phones, or any other magnetic/electromagnetic device.



Jump Drive Benefits

(aka Thumb/Flash/
Keychain Drives)

- Usable on nearly every system that has a USB port.
- Highly portable and durable.
- Can easily be written to, rewritten to and erased unlike CDs.
- Have larger capacity than floppy disks; most can save even more data than CDs.
- Smaller ones (1.0 GB) are very economical, usually under \$20.



Have a question? We'll answer it in this newsletter! Email: AskIT@mchenry.edu