



TechTalk

MCC Information Technology Services Monthly Newsletter

June 14, 2007, No. 4

College cash made from recycled printer cartridges (Jan-May 07):
\$630

IT HELP DESK

M-TH 7:45am-8pm
FRI 8am-4:30pm
ext. 8457 Press 0

ANGEL Issues
ext. 8457 Press 1

AV Equipment
ext.8457 Press 2

Ask IT

Q: Can I "recycle" old printouts by printing on the clean side?

A: Re-using old printouts is not recommended; the printed side will leave ink residue, cause static buildup, and may cause the printer to jam. Choose "double-sided" printing (Canon only), and/or use paper made from recycled materials, but only "recycle" old printouts by tossing them in the recycle bin!



Have a question? We'll answer it in this newsletter! Email: AskIT@mchenry.edu
Or go to Tech Tutorials at: <http://www.insidemcc.mchenry.edu/PD/Tutorials/Tutorials.htm>

Email Etiquette: ATTACHMENTS

Is it necessary? If the attachment repeats what's in the email, don't attach it! **Is the title specific?** Use "2007budget.doc" rather than "chart.doc". **Is it too big?** Large attachments containing pictures, video or audio take up valuable memory and server space. Try reducing the size before attaching, or, if you need to reach many users with a large file, post it on InsideMCC. **To post:** call Kathleen Plinske, ext. **7573**



CAN I DOWNLOAD . . .

Adobe or Microsoft updates? Programs? Instant Messenger? Games?

No. An MCC user should never install or download any applications, games, cursors, or programs to any MCC computer. **Why no downloads?** There are both technical and legal issues. Downloading updates to existing properly licensed programs is legal, but can cause technical problems. In addition, these "unauthorized installations" are wiped out periodically by existing security practices.

Installing Instant Messenger products such as AIM, YIM or Windows Messenger requires businesses and institutions to comply with laws mandating retention of all incoming and outgoing IM traffic, as is currently done at MCC for email. The technological costs of supporting instant messaging and complying with these mandates is high and would have to be justified against the value of Instant Messaging to the College.

6/11 - 8/10 Summer Session

Lab A (A127) closed until 8/16

Lab E (E108) M-Th 8a-9:50p

Fri 8am-4:30pm



SLOW COMPUTER?

Top 5 Tips to Speed It Up

- **Clean it up** - trash or flash large photo, video, or audio files.
- **Close out** of the slow application and re-open it.
- **Close other programs** running in the background.
- **Reboot** - to reduce temporary files clogging the system.
- **Cool it** - give your computer at least 2" of space all around to prevent overheating.

This newsletter compiled and edited by S. Sieber