

Dartmouth College

Desktop Hardware and Software Standards Program Order Form

Dartmouth College administers a program that provides administrative departments with new computers approximately every 3.5 years. When a department or area takes part in the program they need to complete the order form below to indicate the software they use and their hardware choice. The computing consultant assigned to the department will work with the staff in the department to complete the form and to answer any questions about the program. The consultant will guide the department through the entire process. Once the forms are returned to your computing consultant, they will be reviewed and then forwarded to Computer Sales and Service to be processed.

When the computers arrive, the appropriate software will be added to the computers and Computer Sales and Service will notify the department's computing consultant. The computing consultant will contact the office to find a time to have the new computers set up in their offices and the data transferred from the old computers. The Sales and Service technician will arrive at the designated time to get the computers physically set up, transfer the data from the old machines, and remove the old machines. The computing consultant will assist you to make sure that everything is working properly. The Sales and Service technician will reformat the old machines once back at the Shop to remove all data from the hard drives.

Desktop Hardware and Software Standards Program Order Form

(Rev: 07/17/2008)

General Information

Name:		Date:	
Dept:		Building:	Room:
Service Tag of Computer Being Replaced:			

Computer Order: (Additional items at Departmental expense)

Desktop W/ 19" Flat Panel:		Yes:		No:			
	Upgrade to Larger Flat Panel	Yes:		No:		Size:	
	Second Monitor (2 video sources available?)	Yes:		No:		Size:	
	Other:						

Laptop:		Yes:		No:			
	Changing from a desktop to a laptop (budget transfer required)	Yes:		No:			
	Port Replicator	Yes:		No:			
	Monitor Stand	Yes:		No:			
	External Monitor	Yes:		No:		Size:	
	External Keyboard	Yes:		No:			
	External Mouse	Yes:		No:			
	Other:						

Chart String: (For additional costs only)	
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Accounts and Support

Computer Name:						
User Account Name:		Admin User?	Yes:		No:	
Local Computing Support Consultant:		Consultant Reviewed: (initials)				

Printers

Default printer for this computer:			
<u>Printer (DNS) Name</u>	<u>Make and Model</u>	<u>IP Address</u>	<u>Zone</u>

Software Installed: BlitzMail, Thunderbird, Office 2003 (Word, Excel, and PowerPoint), Symantec AntiVirus, Oracle Calendar, Firefox, and Adobe Acrobat Reader.

To Install/Configure: (Please include version/model numbers if appropriate)

Adobe Acrobat (Full)		Office 2007		DLO (Backup)	
Adobe Creative Suite		VPN		SecureCRT (Telnet)	
FileMaker		eToken (PKI)		SSH Secure Shell (FTP)	
Palm/PDA					
PGP Software		Dymo Label Writer		USB Scanner/Printer	
Special Address Lists		Special Keyboard		Special Mouse	
(Citrix) ADVANCE		(Citrix) FAMIS		(Citrix) R25	
Other:			Other:		

Email Program Used:		Default Web Browser:	
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