[Business School Technology Reference]

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Last edited: 1/23/2013
[Aim of This Reference]
The aim of the technology reference/guide is to serve as a tool that assists faculty and staff with all aspects of technology available, in and out of the classroom, at the W. Frank Barton School of Business, which includes Clinton and Devlin Hall.

Changes to this reference will be updated as needed and made available to the staff & faculty in a timely manner.
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For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)  
www.wichita.edu/doit
Wireless Internet for Off-Campus Guests

[Business School Internet Presence]

Wichita.edu Official Website

Facebook

Twitter

Vimeo

[Wichita State Style Guide & Logo Branding]

[Business School HelpDesk]
The W. Frank Barton School of Business HelpDesk (or sometimes referred to Department of Technology) is located in the basement level of Clinton Hall (room 021). The phone number for contact is ext 4444 from any campus phone, or 316-978-4444 otherwise. If we are not available in the office during operating hours, we take a cellphone with us which receives forwarded calls from the 4444 number.

Duties
The duties of the business HelpDesk are to primarily assist problems related in classrooms and labs, which include, though are not limited to, projectors, computers, VCR/DVD players, software, etc. When not busy assisting in those duties, the staff is available to assist in office and other departmental issues asked of us (though we are subject to place that duty on hold to assist a classroom or lab need as required).

The duties of The HelpDesk staff shall only be limited to issues occurring within Clinton Hall and Devlin Hall on technology (hardware and/or software) belonging to the University. Personal computers/software is not within the scope of the duties required for support by the business HelpDesk.

Hours
The hours of The HelpDesk are as follows:

Monday – Thursday: 7:30am – 10:00pm
Friday: 8am – 4pm
Saturday & Sunday: Closed

It is the aim of the business HelpDesk to provide assistance during regular (spring, summer, & fall) semester hours during the standard course of a school day and school week. For support during the weekend, it is the duty of the instructor who feels they may need assistance to contact us prior to the weekend to make arrangements.
### HelpDesk Schedule (Spring 2013)

<table>
<thead>
<tr>
<th>Time/Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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**Presentation Practice Prep Room**

There is a private room with a computer podium and SmartBoard located down the hall from The HelpDesk (Clinton Hall, 021) available for student presentation practices. In addition to practicing presentations, a DVD recording system is available to record those presentations so the students may view them for improvement purposes. There is also a printer and computer for reference purposes. No appointment is necessary, however is recommended to ensure someone is at The HelpDesk when they come by and not out on a tech call.

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**[Labs & Laptop Cart]**

The Business School has two labs and one laptop cart. Lab 210 (located on the 2nd floor) is an instructional lab with 40 student computers and 1 instructor computer. Lab 212 is a public business student lab with 24 computers and printing capabilities. There is also a laptop cart available for reservation with 24 laptops.

**Lab Hours**

Lab 212 is the only lab that has hours as it's the only lab that is open to students (business students only). Those hours are:

- Monday – Thursday: 8am – 10pm
- Friday: 8am – 4pm
- Saturday & Sunday: 10am – 6pm
The lab is subject to closing early due to maintenance. These hours are specifically for regular Spring & Fall semesters, and may vary in the summer semesters, pre-session semesters, or holidays based on classes in session. Whenever the lab is closed outside of regular spring and fall semesters list above, a sign should be visible on the door explaining why. It is the goal of The HelpDesk to communicate ahead of time of scheduled closings to inform students.

**Hardware & Software Profile**

Computers in the labs and laptop cart have the following hardware specifications and software installed.

**Lab 212 (24 units, public business student lab)**

Dell Optiplex 980 Mini-Form  
Intel i5 Dual-Core Processor  
4gb RAM  
CD/DVD-RW Drive  
19-inch Flat-Panel HD Screen  

Windows 7 Enterprise (32-bit)  
Sophos Antivirus  
Microsoft Office 2010  
Microsoft Excel 2007  
Adobe Flash Player 11  
Adobe Reader X1  
Java 7  
Quicktime 7  
VLC Media Player 1.1.2  
DoPDF 7  
Microsoft Project 2010  
Microsoft Frontpage 2003  
Microsoft SQL Server 2005 Developer  
Microsoft Visual Studio 2005 Pro  
Microsoft Dynamics 10  
Microsoft Visual Web Developer 2005  
Palisade Decision Tools 5.51  
SPSS 19  
STATA 10  
Solver Table 2007  
IBM Innov8  
Macromedia Studio 8  
Roxio Creator DE 10.3  
Virtual Economics  
PivotTable  
Firefox 16.01  
DeepFreeze security software
Lab 212 Printing is available through a touchscreen and printing system known as GoPrint. When sending a job to print, the job is “parked” on the server and accessible through the touchscreen in Lab 212. Each printed page is $0.07, and may be paid for with a shocker card. The printers available print only black and white.

**Lab 210 (40 units, classroom)**
Gateway E3600 Desktop
Intel Pentium 4 Processor 3.20ghz
2gb RAM
CD/DVD-RW Drive
No Floppy Drive
17in Flat Panel Monitor

Windows 7 Enterprise (64-bit)
Sophos Antivirus
Microsoft Office 2010
Microsoft Excel 2007
Adobe Flash Player 11
Adobe Reader X1
Java 7
Quicktime 7
VLC Media Player 1.1.2
DoPDF 7
Microsoft Project 2010
Microsoft Frontpage 2003
Microsoft SQL Server 2005 Developer
Microsoft Visual Studio 2005 Pro
Microsoft Visual Studio 2010 Pro
Microsoft Dynamics 10
Microsoft Visual Web Developer 2005
Palisade Decision Tools 5.51
SAP FrontEnd 7.30
SPSS 19
STATA 10
Solver Table 2007
IBM Innov8
Macromedia Studio 8
Roxio Creator DE 10.3
Virtual Economics
PivotTable
Firefox 16.01
DeepFreeze security software
Laptop Cart (24 units, mobile lab)
Dell Latitude E6400
Intel Core 2 Duo 2.26ghz
4gb RAM
CD/DVD-RW Drive
No Floppy Drive
Windows 7 Enterprise (64-bit)
Sophos Antivirus
Microsoft Office 2010
Microsoft Excel 2007
Adobe Flash Player 11
Adobe Reader X1
Java 7
Quicktime 7
VLC Media Player 1.1.2
DoPDF 7
Microsoft Project 2010
Microsoft Frontpage 2003
Microsoft SQL Server 2005 Developer
Microsoft Visual Studio 2005 Pro
Microsoft Visual Studio 2010 Pro
Microsoft Dynamics 10
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Palisade Decision Tools 5.51
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SPSS 19
STATA 10
Solver Table 2007
IBM Innov8
Macromedia Studio 8
Roxio Creator DE 10.3
Virtual Economics
PivotTable
Firefox 16.01
DeepFreeze security software

Lab 025 (21 units, testing lab)
Dell Optiplex 745
Intel Pentium Processor
1gb RAM
CD/DVD-Drive
17-inch Flat-Panel Screen

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)  
www.wichita.edu/doit
Windows 7 Enterprise (32-bit)  
Microsoft Office 2010  
Microsoft Excel 2007  
Adobe Flash Player 10  
Adobe Reader 10  
Java 6  
Quicktime 7  
VLC Media Player 1.1.2  
DoPDF 7  
Microsoft Project 2010  
Microsoft Frontpage 2003  
Microsoft SQL Server 2005 Developer  
Microsoft Visual Studio 2005 Pro  
Microsoft Visual Studio 2010 Pro  
Microsoft Dynamics 10  
Microsoft Visual Web Developer 2005  
Palisade Decision Tools 5.51  
SAP ProntEnd 7.10  
SPSS 17  
STATA 10  
Solver Table 2007  
IBM Innov8  
Macromedia Studio 8  
Virtual Economics  
DeepFreeze security software

**Student Copier**
A student copier is available for use to business students in lab 212. Each page copied is $0.07.

**Laptop Cart/Room Reservation**
The laptop cart and Lab 210 (instructional lab) may be reserved for technology needs via the business school HelpDesk website. That site is [http://www.wichita.edu/doit](http://www.wichita.edu/doit). Lab 210 may also pend an approval by Dr. Jim Clark, the Associate Dean. When reserving the laptop cart or lab, please allow for at least 24 hours, and be aware not all reservations may be approved based on availability. All other room reservations must go through Campus Reservations (316-978-3475), with the exception of room 203 which goes through the School of Accountancy (316-978-3215).

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1 Room 203 & Lab 212 are not available for reservation.
Lab 025 (testing lab)
A testing lab, complete with free printing is available in the basement (CH 025). This lab is meant for instructors to bring a class or group of students for computerized testing purposes. The lab is by reservation-only. Please contact Mike Vaughan (316-978-6263, or mike.vaughan@wichita.edu) to use this lab.

Business School Server Drives
The Barton School uses the myWSU login system to log you in to your computer. This means you will use your myWSU information to log in to your computer. You may do so on virtually any computer on campus, and your shared drives will be visible in that location. Below is a list of server drives everyone (depending on your department) has access to.

<table>
<thead>
<tr>
<th>Drive Letter</th>
<th>Label</th>
<th>Use</th>
<th>Students have access?</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>General</td>
<td>General use files</td>
<td>No</td>
</tr>
<tr>
<td>S</td>
<td>Barton School</td>
<td>Sharing for classroom use only. Files placed in this</td>
<td>No</td>
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<td></td>
<td>Classroom</td>
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</tbody>
</table>
L Barton School Labs Sharing for lab use only. Files placed in this drive are accessible from the classrooms.

P Department Drive Drive used to share files within your own department

N Center Drive Drive use to share files within your own center (if you belong to one)

Everyone should have these drives accordingly. If you find you do not, please contact the helpdesk and we will ensure you do. Please be aware of the files you place on the server and who may have access to them. If you’d like a folder locked down to specific people, please contact Mike Vaughan and let him know.

[Classroom Instructional Equipment]
The technology in Clinton Hall and Devlin Hall classrooms are as standardized as possible. This section describes how to operate the classroom technology in Clinton Hall rooms 107, 126, 203, 204, 206, 210, 213, 214, and Devlin Hall rooms 010, 103, 104, 105, 106, 107.

Podium Security
The computer podiums all (except for room 203) use the same key\textsuperscript{2}. The key will only open the main door on the podium (all other doors are not necessary). To obtain this key, see Mike Vaughan (Business HelpDesk, 021 basement level).

\textsuperscript{2} The key may be gold or silver in color and will have a number on it “102T”.

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444) www.wichita.edu/doit
NOTE: IT IS VERY IMPORTANT TO SHUT AND LOCK THE PODIUM AFTER USE

Podium Layout
The layout in the podiums is as follows:

H
I
Components:

A. Crestron touchscreen control unit (the on/off switch for the equipment)
B. VGA laptop cable (to hook up a laptop computer for a presentation). Wrapped around base of Crestron touchscreen control unit (not pictured in the above picture).
C. DVD/VCR player
D. Sound amplifier
E. Computer
F. Classroom phone (not available in Clinton Hall 203, 210, 213, or Devlin Hall)
G. Wireless microphone receiver (only available in CH 107, 126, DH 107, 010)
H. Computer tablet monitor (can be annotated on)(only available in CH 107, 126, 214, DH 107, 010. All other monitors in the podium are under the glass)
I. Pull out drawer with keyboard and mouse

NOTE: The podiums in room 203 and 213 are not of this standardized layout, but similar.

Operating the Equipment
To operate the various technology devices in the podium, refer to the following sections.

Operating the Projector (data projector)
The data projector (projector which hangs from the ceiling and projects the computer and DVD/VCR images) is operated by the Crestron touchscreen unit on the podium. Turn on the projector first when starting class as it takes about 30 seconds to fully come on. To turn on the projector, the Crestron touchscreen will likely be black or appear off. Touch it once to turn it on.

Once it comes on, touch it again and it will come to a main menu.
Touch “SYSTEM ON” to turn on the projector. “SYSTEM ON” only refers to the projector and none of the other devices in the podium.

The projector will take 30 seconds to turn on. Once on, the projector will immediately display the image from the computer in the podium. Tap “BLANK” to temporarily hide the image being projected. Tap “UNBLANK” to bring that image back.
Once you are done using the projector it is mandatory to turn off the projector. To do so, tap the button “SYSTEM OFF”.³

Room 204 (a distance-learning classroom) is different, but quite similar in the way of turning on and off the projector (as well as showing DVDs and tapes). To turn on the projector in 204, tap “PRESENTATION POWER ON”.

³ Projector bulbs are very expensive.
Once the system comes on and to the main menu, it is very similar to the other touchscreen control units, although the buttons are in different locations.

**NOTE: IT IS VERY IMPORTANT TO TURN OFF THE PROJECTOR AFTER CLASS. THE PRICE OF DATA PROJECTOR BULBS IS EXPENSIVE.**

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)  www.wichita.edu/doit
Operating the Computer
The computer in the podium does not require any passwords and automatically logs in when it is powered up. It also has active internet and Microsoft Office programs (Word, Powerpoint, Excel, etc) installed. The computer also has USB ports on the front for storage devices (such as hard drives and flash drives). The computer also has a CD/DVD (however playing DVDs is best for the VCR/DVD player unit) player. The keyboard and mouse is accessible though the pull out drawer just in front of monitor in the podium. The audio from the computer is available; however adjustments may need to be made to hear it. Please see the section “Adjusting Classroom Audio”.

Rooms 203 and 213 have a wireless keyboard and mouse. The mouse has a charging station and must be returned for charging for classes that follow.

Operating the VCR/DVD Player
The VCR/DVD player operates similar to all others, the only difference being how to operate the controls. Upon inserting a VCR or DVD into the player, tap the corresponding button to see the controls for that device.

The controls (resembles a remote control) will be displayed. To use the DVD, tap DVD.
To access the DVD menu navigation, tap the button “MENU ITEMS”.

At any time, you may return to the previous screen by tapping “RETURN HOME”.

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)

www.wichita.edu/doit
The audio from the DVD is available; however adjustments may need to be made to hear it. Please see the section “Adjusting Classroom Audio”.

To play a tape in the VCR, tap VCR from the menu to display its controls.

At any time, you may return to the previous screen by tapping “RETURN HOME”.

The audio from the VCR is available; however adjustments may need to be made to hear it. Please see the section “Adjusting Classroom Audio”.

**Connecting a Laptop Computer**

To connect a laptop to the podium to project the laptop image and audio, use the VGA computer cable available in the podium (either on top of the DVD/VCR or wrapped around the base of the Crestron touchscreen unit). The VGA cable will also have an accompanying audio cable to plug into the audio jack (normally the headphone jack which generally has a green ring surrounding the plug) of the laptop, or any other compatible device for audio.
Once the cables are connected, the laptop may need to be set to send the signal. For directions on doing this, you may need to refer to your computer documentation as the method can vary from computer to computer.

NOTE: Apple laptops require an adapter. This adapter is not available in the classrooms and must be acquired by the owner of the Apple laptop before attempting to connect. The HelpDesk does not have this adapter.

**Using a Classroom Wireless Microphone (only available to rooms CH 107, 126, & DH 107, 010)**

A wireless microphone is available in 2 classrooms in Clinton Hall and 2 classrooms in Devlin Hall. The microphones are kept in The HelpDesk (CH 021) due to theft in the past. Please contact The HelpDesk before you need it so we can make arrangements to get it to you. Each microphone has a clip-on belt clip and lavaliere clip. Volume levels may be adjusted on the amplifier. See the section “Adjusting Classroom Audio” on making the adjustment.

**Using the Classroom SmartBoard (excluding CH 107, 126, 214, & DH 107, 010)**

The SmartBoard in the classrooms between Clinton and Devlin Hall are for digital annotations. Mounted on the front whiteboard in these rooms, the board has 4 pens, 1 eraser, and two buttons (for an onscreen mouse and keyboard). Once the projector (data projector hanging from the ceiling) is turned on, the image will be shining directly on the Smartboard and you can immediately start using the pens to write on any image (powerpoint slides, internet sites, etc).

In addition to making notes on computer programs, the SmartBoard also comes with software (called Smart Notebook). This program can be launched from the SmartBoard sidebar which is visible on the left when the computer turns on.

**NOTE: PLEASE DO NOT USE DRY-ERASE MARKERS ON THE SMARTBOARDS**
Smart Notebook will open to a white canvas which can be written and drawn on. New pages can be added, and once finished the drawings can be exported to images, Adobe PDFs, and Microsoft Powerpoint files which can then be uploaded to Blackboard or websites.
The SmartBoard is attempted to be calibrated (or oriented) on a regular basis, however if the board needs calibrating before or during class, it can be done quickly by right clicking on the SmartBoard icon in the system tray (circular icon in the lower right corner near the clock) and clicking orient.

The orient screen will appear on the SmartBoard (projector must be on) and the screen is oriented by simply tapping each crosshair that is displayed in the order it shows.

Press center of target and release.
Be sure to alert The HelpDesk afterwards so we can orient the board with security turned off.

**Using the Classroom StarBoard (only available to rooms CH 107, 126, & DH 107, 010)**
The StarBoard, very similar to the SmartBoard, is a tablet panel which is available in rooms that have projector screens too big for a SmartBoard. Instead of making annotations on a front-mounted board, the same capabilities are done directly on the tablet screen sitting on the top of the podium.

The annotations are made with a proprietary pen which is encouraged to keep in the podium due to many others being stolen in the past.

To use the annotations, double-click on the icon available on the desktop to start the StarBoard software.

Once the software starts, a toolbar will appear to the lower right which has similar tools to that of the SmartBoard.
Tools such as NEW PAGE, and DOCUMENT will allow for bringing up a blank page for note taking and documents (such as Word, Powerpoint) for making notes on.

Those notes can also be saved for BlackBoard and other electronic sources.

**Adjusting Classroom Audio**

Adjusting the audio controls for the computer, DVD, VCR, or laptop is the same regardless. In the podium is an amplifier (figure D in the “Podium Layout” section), which is used to drive the audio. This amplifier has two knobs on it:

- “MIC/TEL”: Input for adjusting the microphone level in certain large classrooms
- “PROGRAM”: Adjusts all other audio. Generally, it is good practice to leave the “PROGRAM” knob turned to the 12-o’clock position.

There is a power button on the amplifier which has an accompanying green light to indicate its own power.
Once the amplifier is on and the “PROGRAM” knob is turned to the 12-o’clock position, adjustments can be made to the audio from the Crestron touchscreen unit.

**Overhead Projectors (Transparency Projectors)**
There is a transparency overhead projector in each room (except room 210) that instructors may use for transparencies all other related uses.

**Hardware & Software Profile**
Computers in the classrooms have the following hardware specifications and software installed.
Classroom Computers
Dell Optiplex 980 Mini-Form
Intel i7 Quad-Core Processor
4gb RAM
CD/DVD-RW Drive
19-inch Flat-Panel HD Screen
Windows 7 Enterprise (32-bit)
Sophos Antivirus
Microsoft Office 2010
Microsoft Excel 2007
Adobe Flash Player 10
Adobe Reader X
Java 6
Quicktime 7
VLC Media Player 1.1.2
DoPDF 7
Microsoft Project 2010
Microsoft Frontpage 2003
Microsoft SQL Server 2005 Developer
Microsoft Visual Studio 2005 Pro
Microsoft Visual Studio 2010 Pro
Palisade Decision Tools 5.51
SAP FrontEnd 7.10
SPSS 17
Solver Table 2007
IBM Innov8
Macromedia Studio 8
Roxio Creator DE 10.3
Virtual Economics
DeepFreeze security software

Maintenance On Classroom Equipment
The maintenance on the various technologies in the classrooms is all handled by The HelpDesk, 316-978-4444. Details of some of that maintenance include:

Podiums
If podium locks, doors, or anything else should break.

Data Projectors
If (or when) bulbs burn out, the projector overheats, or just does not work properly. In the event of bulb replacements, a projector can be down until a replacement is received. The HelpDesk strives to minimize that down time, however there is always some degree that is unavoidable.
The average projector bulb will last between 2,000 – 3,000 hours. This is more than enough for a full semester if that projector is used properly and not left on for extended amounts of unused time.

**Classroom Clocks**
Classroom clocks are handled by Physical Plant (x 3444), however if you report any problems to us, we can in turn report it to Physical Plant for repair.

**Overhead Projectors (Transparency Projectors)**
MRC used to support these units directly, but no longer do in Clinton and Devlin Hall. For assistance, questions, or problems with these units, please contact The HelpDesk. 316-978-4444.

Each room (except lab 210) should have a working overhead projector.

**Computers, VCRs, DVD Players, Audio, etc.**
All other types of technology problems in and outside of the podium is handled directly by The HelpDesk. 316-978-4444.

**Using Technology at Other Buildings (Other Than Clinton & Devlin Hall)**
Outside of Clinton Hall & Devlin Hall, the following is who to contact for support with computers and projectors (as supplied from MRC).

PHYSICAL PLANT (x3444): Chalk, furniture repair, lights, temperature

COLLEGE DEPARTMENT: Erasable markers, requests for next semester classroom

MRC CAMPUS MEDIA SERVICES (x3588): Equipment for classrooms or presentations in...
- Ahlberg (excluding rooms listed below), Duerksen (excluding Miller Concert Hall), Fiske, Geology, Heskett, Henron, Hubbard classrooms, Jabara, Jardine, Lindquist, McKinley, McKnight, Neff and Wilner (excluding auditorium/theatre) and most classrooms in Wallace.
- Special events on- and off-campus.
- Room reservations for Jabara Master Classrooms 104, 126, 127 and 128.
- www.wichita.edu/mrc
- www.wichita.edu/elearning (Blackboard, Tegrity, etc.)
- Main reception desk (x3575)

WALLACE HALL ROOMS 113A & 123 (x3400): tamre.bohn@wichita.edu

AHLBERG HALL ROOMS 110 & 110A, 104 media classrooms; 100A, 114 computer classrooms with media capability, (x5617): Susan.wells@wichita.edu or (x5593): Jennifer.anukam@wichita.edu (All other Ahlberg mediated classrooms are maintained by Campus Media Services.)

CLINTON & DEVLIN (x 4444): Help Desk. Doit@wichita.edu
- Key checkout and room training only

CLINTON & DEVLIN (X4444): Mike.vaughan@wichita.edu
To report equipment malfunctions

CORBIN (x3429): Georg.schirmer@wichita.edu

WEST CAMPUS (x8312): Augustine.iacopelli@wichita.edu or (x8313)
Krysti.carlson@wichita.edu or (x8310) Jasmine.allen@wichita.edu

SOUTH CAMPUS (x8008): Michael.yeung@wichita.edu

UNIVERSITY COMPUTING & TELECOMMUNICATIONS SERVICES (UCATS)
- HELP (x4357) http://webs.wichita.edu/?u=erp&p=/HelpDesk
- Questions regarding Ethernet and computers not maintained by MRC.
- myWSU and Banner BannerHelp@wichita.edu

RSC RESERVATIONS (x3475): LetsMeet@wichita.edu RSC Reservations provides basic audio services in many rooms in the Rhatigan Student Center and room reservations for most buildings across the main campus except “Master Classrooms” in Jabara. Campus Media Services provides supplemental audio/visual services in rooms throughout the RSC and CAC Theatre as required.

PERFORMANCE FACILITIES (x3587): Meghan Zuver perf.facilities@wichita.edu Performance Facilities provides audio & lighting production services in the Metropolitan Complex, CAC, Wilner, Wiedemann and Duerrksen theaters; support for all musical performances and outdoor events requiring microphones.

HUGHES METROPOLITAN COMPLEX, EUGENE M. (x3258): metropolitan.complex@wichita.edu The Metropolitan Complex provides facilities for both the WSU and Wichita communities for special events such as meetings, conferences, lectures and performances for large and small audiences. Most media resources are provided in-house with supplemental support by Campus Media Services and Performance Facilities.

MARCUS WELCOME CENTER (x3475): LetsMeet@wichita.edu The Marcus Welcome Center provides facilities for the WSU community for special events such as meetings, conferences and lectures for moderately-sized audiences. Facilities are booked through the RSC Reservations office. Most media resources are provided in-house. Please contact Sheila Bates (x5425) sheila.bates@wichita.edu with audio/visual needs after booking your room.

(Document updated May 25th, 2011)

[Office Technology]
The following sections discuss technology available in and around offices within Clinton Hall and Devlin Hall.

Business School Server Drives
The Barton School uses the myWSU login system to log you in to your computer. This means you will use your myWSU information to log in to your computer. You may do so on virtually...
any computer on campus, and your shared drives will be visible in that location. Below is a list of server drives everyone (depending on your department) has access to.

<table>
<thead>
<tr>
<th>Drive Letter</th>
<th>Label</th>
<th>Use</th>
<th>Students have access?</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>General</td>
<td>General use files</td>
<td>No</td>
</tr>
<tr>
<td>S</td>
<td>Barton School</td>
<td>Sharing for classroom use only. Files placed in this drive are accessible from the classrooms.</td>
<td>No</td>
</tr>
<tr>
<td>L</td>
<td>Barton School</td>
<td>Sharing for lab use only. Files placed in this drive are accessible from the classrooms.</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>Department Drive</td>
<td>Drive used to share files within your own department</td>
<td>No</td>
</tr>
<tr>
<td>N</td>
<td>Center Drive</td>
<td>Drive used to share files within your own center (if you belong to one)</td>
<td>No</td>
</tr>
</tbody>
</table>

Everyone should have these drives accordingly. If you find you do not, please contact the helpdesk and we will ensure you do. Please be aware of the files you place on the server and who may have access to them. If you'd like a folder locked down to specific people, please contact Mike Vaughan and let him know.

**Server Drive Backup Schedule**
The server and server drives are backed up according to:

<table>
<thead>
<tr>
<th>Backup Type</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>Monday (of every week)</td>
<td>11pm</td>
</tr>
<tr>
<td>Incremental</td>
<td>Tuesday (of every week)</td>
<td>11pm</td>
</tr>
<tr>
<td>Incremental</td>
<td>Wednesday (of every week)</td>
<td>11pm</td>
</tr>
<tr>
<td>Incremental</td>
<td>Thursday (of every week)</td>
<td>11pm</td>
</tr>
<tr>
<td>Incremental</td>
<td>Friday (of every week)</td>
<td>11pm</td>
</tr>
</tbody>
</table>

In addition to the weekly backup schedule, a monthly backup is performed which is stored off site.

If you find any data is missing and needs to be restored, contact The HelpDesk immediately. Data can be restored if the loss is caught in less than a week in most cases.

**Office Computer Backups**
Data backup is the responsibility of the person who uses that computer. It is not the responsibility of The HelpDesk or any other department on campus (other than files placed on the server as described in the section above). If you would like help setting up an automated backup system, how to do a manual backup, or anything else backup-related, please contact The HelpDesk.
Sharing Microsoft Outlook Calendars
Microsoft Outlook 2007 & 2010 make sharing the calendars with others at WSU incredibly easy. To set this up, go to the desired calendar to share and right click it on the list. Typically the calendar to share will say “Calendar – [email address]”. When right-clicked, a menu will appear with share options. Choose the person to share it with and that person will received a notification for sharing. When they complete the steps, they will see your calendar. There are options to set, such as read-only options, or editing options. Be sure to only give those access to your calendar that you specifically know.

New Office Computer Purchases
When purchasing new office/departmental computers, The HelpDesk can quote Dell machines based on specifications, budgets, and other criteria asked. If computers are purchased without consulting with The HelpDesk, certain things must be kept in mind in order to stay in compliance with certain campus agreements and save money at the same time. Those things are:

- All computers must be purchased with some version of Microsoft Windows.
- The University has a campus license for Microsoft Office (always current), so adding that software package to new computer purchases is not necessary.
- The University has a campus license for Antivirus software (always current), so adding that software package to new computer purchases is not necessary.
- Departments are responsible for the money that is used to make new computer purchases regardless if The HelpDesk quotes out.

Computer quotes can be gotten from The HelpDesk. Please call to ask for a quote. The most common computer brand bought is Dell.

Logging Into Your Office Computer (with myWSU)
You will use your myWSU information to login to your office computer. Whenever you change your myWSU password, that will immediately affect your office computer. You may also use your myWSU information to login to other campus computers as well.

Software Available at WSU & Home
The University holds and adheres to the restrictions and rules that go with all software license agreements. The university has site licenses to many commonly-used programs, most notably Microsoft Windows and Microsoft Office. The university does make Microsoft Office 2010 available for staff & faculty to use at home. For more information, contact the HelpDesk, 316-978-4444.

Using Remote Desktop (with VPN)
The University allows for faculty & staff (with approvals) to use Microsoft Remote Desktop to login to their office computer running any version of Microsoft Windows (remoting into an Apple Computer is also capable). The process (after the computer is registered with the university) is a simple 2-step connect procedure.
Note: Prior to using remote desktop, Mike Vaughan needs to register information on your computer with the University and you’ll be given a name to connect to your computer with.

Windows XP, Vista, & 7

1. Using Internet Explorer, go to https://vpn.wichita.edu. Login using your myWSU information. Placing “ad” before your myWSU is NOT necessary.

2. The website will automatically begin installing the Cisco VPN security program. A few dialogs may appear asking for permission, agree to everything. It may take a few minutes to install.
3. Once the program is installed, it will immediately connect to WSU. The icon will be shown in the lower right corner near the clock.

4. At this point, Remote Desktop can be opened and used to remote into your office computer using your normal username and password in your office.

5. When you’re done using Remote Desktop. You may close the VPN connection by right clicking on it and hitting “Quit” or “Disconnect”

6. When you would like to use it again, the Cisco program can be found in the Start Menu. (Start, All Programs)
7. When the program opens, you connect using your myWSU information. No need for "ad\" before your myWSU name.

Mac OSX 10.5 (Leopard) – 10.8 (Mountain Lion)

1. Using Safari, go to https://vpn.wichita.edu. Login using your myWSU information. Placing "ad\" before your myWSU is NOT necessary.

2. The website will automatically begin installing the Cisco VPN security program. A few dialogs may appear asking for permission, agree to everything. It may take a few
3. Once the program is installed, it will immediately connect to WSU. The icon will be shown in the upper right corner near the clock.

4. At this point, Remote Desktop can be opened and used to remote into your office computer using your normal username and password in your office.

5. When you’re done using Remote Desktop, you may close the VPN connection by clicking on it and hitting “Quit” or “Disconnect”
6. When you would like to use it again, the Cisco program can be found in the Apps folder.

![Cisco program in the Apps folder]

7. When the program opens, you connect using your myWSU information. No need for "ad" before your myWSU name.

![Cisco AnyConnect VPN Client]

For questions or assistance with any of these steps, please contact Mike Vaughan, 316-978-6263, mike.vaughan@wichita.edu

**Email, On and Off Campus**

Email is available to staff and faculty in three methods: via Outlook (a program within the Microsoft Office suite), online through the Outlook Web Access website, and your smart cell phone (only certain models).
Email via Outlook
Outlook is most likely the most common method you’ll use for email. Once your account is set up (contact The HelpDesk to have the account set up on your computer), you’ll open Outlook from the icon on the desktop or start menu.

Depending on how Outlook is setup and configured, once Outlook opens, it may ask for your username and password.

Your username should already be entered, in the form of ad\(\text{myWSU}\). If not, it is entered in this format: ad\a123b456

Enter your password and hit enter. The password for your email will always be your CURRENT MYWSU password. Whenever you change your myWSU password, your email password is also affected by this new password.

Checking your email from Outlook Web Access
On any internet-capable computer, go to http://mail.wichita.edu. The following screen will be displayed:
To log in, your username needs to be in the form of ad\(\text{(myWSU number)}\). Your myWSU must start with ad\(\text{a}\), like in the form ad\(\text{a123b456}\). The password for your email will always be your CURRENT MYWSU password. Whenever you change the myWSU password, your email password is also affected by this new password.

Note: Internet Explorer is the best browser for Outlook Web Access.

**Checking email on your smart cell phone**

Certain cellphone devices are capable of having your email, calendar, and contacts (address book) attached for constant syncing and editing. A few of these devices include, but are not necessarily limited to: Apple iPhone, Blackberry Devices, Androids, & any phone with Windows Mobile on it. Prior to having this available on your phone, you’ll need to have The HelpDesk get you set up on it. Just like checking your email in your office with Outlook or online at Outlook Web Access, all of your messages, calendar items, and contacts are in constant sync and changes (as in deleting emails, adding/modifying contacts, etc.) are reflected the moment you make them. Renewing your password online also requires you to make the change on the mobile device.

**Archiving Email**

Archiving email is done from the Outlook interface only.

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)  
www.wichita.edu/doit
To manually archive Outlook items, do the following:

1. Click the File tab
2. Click Cleanup Tools.
3. Click Archive.
4. Click the Archive this folder and all subfolders option, and then click the folder that you want to archive. Any subfolder of the folder you select is included in this manual archive.
5. Under Archive items older than, enter a date.
6. If you do not want to use the default file or location, under Archive file, click Browse to specify a new file or location. Browse to find the file that you want, or enter the file name, then click OK. The destination file location appears in the Archive file box.
7. Select the Include items with “Do not AutoArchive” checked check box to include any items that might be individually marked to be excluded from automatic archiving. This option does not remove that exclusion from these items, but instead ignores the Do not AutoArchive check box for this archive only.
Those archives may then be accessed through a new section in the left side entitled “Archive Folders”.

NOTE: The archives are not available through the Outlook Web Access at http://mail.wichita.edu.

**Department Printers**
Department laserjet printers are located in the workrooms of each department. Those workrooms and printer details are as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Room</th>
<th>Printer</th>
<th>University Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>330</td>
<td>HP Laserjet 4350n</td>
<td>prt13051.dyn.wichita.edu</td>
</tr>
<tr>
<td>Accounting</td>
<td>331</td>
<td>HP Laserjet 4350n</td>
<td>prt13052.dyn.wichita.edu</td>
</tr>
<tr>
<td>Management</td>
<td>306</td>
<td>HP Laserjet P3005dn</td>
<td>prt12030.dyn.wichita.edu</td>
</tr>
<tr>
<td>Management</td>
<td>347</td>
<td>HP Laserjet P3015</td>
<td>prt12130.ch.wichita.edu</td>
</tr>
<tr>
<td>Marketing</td>
<td>306</td>
<td>HP Laserjet 4200</td>
<td>prt07330.ch.wichita.edu</td>
</tr>
<tr>
<td>FREDS</td>
<td>320</td>
<td>HP Laserjet 5200</td>
<td>prt12157.dyn.wichita.edu</td>
</tr>
</tbody>
</table>

To be connected to a printer, contact The HelpDesk (extension 4444). Department printers may ONLY be used by those in that department.

**Department Copiers**
Copiers are located on the first and third floors and are available to the staff and faculty. Using the copier requires a login available from the Dean’s Office. The login is required to keep track of jobs to bill departments accordingly. Please see Joan Adkisson for further details.

**Office Phones and Voicemail Access**
All campus extension (four digits) may be dialed directly from any campus phone. Outside of campus, those extensions can be dialed by dialing 316-978-(four digit extension).

Voicemail can be set up directly from the phone, and the messages can be checked from the office phone itself, any outside line, or over the web.

To access voicemail from an office, or an outside phone:
Getting Started with Voicemail Using a Touchtone Telephone

Follow these steps to get started using your WSU voicemail system with any touchtone phone. The most frequently used options are highlighted on this guide.

Access Voicemail

From your desk phone

Dial Extension 8558. Enter Password and #. Your initial password is the number 8. The system will prompt you to change your password.

From a different phone or extension

Dial 978-8558 or extension 8558. * and # To access a different mailbox/extension. Enter Mailbox/extension. Enter Password and #.

Changing a voicemail password

Access voicemail.

5 Personal Options menu. 4 Change Password.

Password rules

+ At least 5 long; maximum length is 15
+ Contain numbers only (0-9)
+ Must be different from your telephone extension
+ Do not contain special characters such as * #

Password Locks

After four (4) unsuccessful login attempts, your password will automatically lock! Call Telecommunications at 978-3535 during regular business hours to have your password unlocked.

Spoken Name Greeting

The first time you access voicemail, you'll be prompted to record your Spoken Name.

The Spoken Name can be re-recorded at any time. For example, if a mailbox/extension is reassigned, your name has changed or you simply don't like the sound of your previously recorded Spoken Name, change it!

Record your Spoken Name

Access voicemail.

5 Personal Options menu.

Record your name.

Who do I call for Help?

During regular business hours, call 978-3535 for assistance from Telecommunications.

On-line Help

Logon to http://www.wichita.edu. Select the tab Help for Faculty/Staff and in the General Help channel, click on WSU Voicemail Upgrade. Or go to http://wichita.edu/ucats, select Telecomm, WSU Voicemail in the left navigation bar.

Modular Messaging contains robust on-line help. (At this time, not all Modular Messaging options are available.)

Personal Greeting and Sample Scripts

The Personal Greeting is played when the extension is busy or unanswered.

Record your Personal Greeting

Access voicemail.

3 Personal Greeting menu.

1 Record Greeting menu.

1 Record Personal Greeting (samples below).

# Save and approve the greeting.

1 Edit the greeting.

* and 3 Delete the greeting.

Sample Scripts

This is (your name) at Wichita State University and it is (day, date). I am in the office today but unable to take your call. Please leave your name, number and a brief message, I'll return your call as soon as possible. Thank you.

This is (your name) at Wichita State University. I am currently out of the office and will return on (day, date). Please leave your name, number and a brief message, I'll return your call as soon as possible. Thank you.

You have reached (your name) at Wichita State University. Please leave your name, number and a brief message, I'll return your call as soon as possible. Thank you.

Get Messages

Access voicemail.

2 Get Messages menu, select one:

0 Listen to the message.

1 Respond to or forward the message.

* and 3 Delete the message.

2 and 3 Replay header (date, time, number).

# Save the current message and skip forward.

Message Playback Options

1 Rewind 2 3 Pause/Resume

4 Louder 5 Skip backward 6 Skip forward

7 Quieter 8 Slower 9 Faster

0 Replay from start

General Tips

When calling a WSU extension and your call is sent to their voicemail: Skip the greeting, record a message, press 1.

From your desk phone:

Send All Calls to voicemail from a dial tone: * and 3.

To cancel Send All Calls, from a dial tone: # and 3.

Access voicemail.

Press 1 and 4 Help.

Press 1 and 7 Back to Activity Menu.

Last Revised August 1, 2008
To access voicemail over the web:

**Getting Started with Modular Messaging on the Web**

**Logon**

- **Username:** Wichita User Name
- **Password:** Wichita Password
- **Login:** Click the Login button.

**Server name**

Automatically entered.

**Mailbox number**

WSU mailbox/extension (ex: 3535).

**Telephone number**

WSU extension, cell phone or other number to hear messages or record a greeting on a telephone. Start with a 9 to call an off-campus phone number (ex: 98975309).

**Password**

WSU mailbox/extension password. Do not enter a # sign! Your initial password is the number 8.

**Login**

Click the Login button.

**Inbox**

View voicemail messages.

- **New MM Message:** Create, reply or forward messages.
- **Directory:** Look up WSU names and numbers.
- **Options:** Set Audio options.
- **Help:** Modular Messaging on-line help.
- **Logoff:** Exit.

**Set Audio Options**

- **Playback Settings**
  - **Telephone:** To hear messages on a touchtone phone, click Telephone and enter a Callback Number (instructions are below).
  - **Local player:** To hear messages using a computer, click Local Player. Computer requirements to hear messages: Soundcard and speakers / headset.
  - **Record Settings**
    - **Telephone:** Record messages and greetings using a touchtone telephone.
    - **Callback Number:** WSU extension, cell phone or other number to hear messages or record a greeting using a touchtone phone. Start with a 9 to call an off-campus phone number (ex: 98975309).
  - **Apply:** To save the settings, click the Apply button.

**Inbox**

Your voicemail messages are accessible from the Inbox. Click on one of the Message Folders to view, Save, or Delete voicemail messages.

- **Type:** The icon indicates the message type. Click the icon to hear or view the message.
  - Voice
  - Text
  - Attachment
- **From:** Your telephone message list is on when a voice message is in the New Message Folder.
- **Received:** Date received.
- **Subject:** Default message shows the length of the call in minutes.
  - Enter custom text in the Subject line and stop writing notes on pieces of paper!
  - To edit the subject line, click the text in the Subject column. Type a new subject and press enter to save.
- **Sorting messages:** To re-sort a message listing, click a message column header. For example, click From to re-sort the list by sender.
- **Moving messages:** Click on the sender to select the message. Click and drag the message to a different folder.
- **Delete and other options:** Right-click on the message for additional options such as Delete.

**New MM Message**

Text messages can be sent to WSU mailbox/extension. Please use your WSU email account to send/receive email messages.

Enter the WSU mailbox extension or follow these steps to use the Directory:

1. Select Directory from the top menu bar.
2. Enter the individual’s last name or WSU mailbox/extension.
3. Click Search.
4. Select the name/number from the list.
5. Click Add Address to Message on the side bar. The name/number is automatically added to the message.

**Subject:** Enter the subject of the text message.

**Text:** Enter the message in plain text.

**Send / Cancel:** Click the Send or Cancel button.

**Who do I call for Help?**

Call Telecommunications at 978-3535 during regular business hours for assistance.

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For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)

[www.wichita.edu/doit](http://www.wichita.edu/doit)
Boardroom Technology
The technology available in the boardroom is similar to that of the classrooms. The only difference is instead of a projector and SmartBoard, there is an LCD television, and no Crestron touchscreen unit, but rather software on the laptop that is similar.

To access/turn on/use the technology, turn on the laptop computer. Upon coming on, the laptop will open a program, called “X-Panel”. This is the software equivalent of the crestron touchscreen in the classrooms.

The laptop screen is NOT a touchscreen, however functions the same with the mouse. To turn on the system, click the upper green button labeled “POWER SYSTEM ON”.

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444) www.wichita.edu/doit
The LCD television will turn on and immediately display the image on the laptop. The lights will also lower.

To show a DVD or VCR, click the corresponding button. The TV will switch inputs. The DVD/VCR player is located in the cabinet behind the door in the board room.

Once the inputs are switched, the controls are available through the same X-Panel software program.
To connect another laptop to the TV, a secondary VGA computer cable is available on the east side of the table.
Once connected, click the button “EAST LAPTOP”, and if the laptop is set to send the signal, the image will appear on the TV.

To turn off the system, click “POWER SYSTEM OFF”.

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)
Clicking “POWER SYSTEM OFF” will turn off the TV and bring back up the lights to full strength. To turn off the lights in the room, press the lower button of the light switch (located above the computer cabinet behind the door).

Also available in the boardroom is wireless internet for off-campus guests. The wireless name and password are as follows:
SSID (or name): WSU Guest

Once connected, open a browser window and click accept to the campus internet agreement.

**Laptops & Projectors Available for Faculty/Staff Checkout**
Faculty & Staff have laptops available for checkout. Those laptops have antivirus and Office 2007 installed. Laptops also have security software (same as classrooms and labs) that does not allow changes to be saved upon rebooting.

The laptops are available in the Dean’s Office, and can be checked out directly from them.
Projectors are also available in the Dean’s Office for checkout for off-campus presentations. It is suggested to test the projector to ensure it works prior to using it at whichever event it is being borrowed for.

**Barton School Hallway Informational TVs**

On the main floor (2nd floor) and 1st floor are 2 TVs used to update students on Business School news, advertise student groups, events, & virtually any other information relating to the Business School. It is to the aim of these TVs to avoid paper signs that are commonly taped on windows and provide the business school for a more professional look. If you’d like a slide added to these TVs, please contact Mike Vaughan. An approval process through the Dean’s Office may be necessary.

![Barton School Hallway Informational TVs]

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**[myWSU]**

myWSU is a centralized portal for Wichita State faculty, staff, and students. It provides a location to sign up for classes, view work-related forms (such as pay-stubs & benefits), logging into myTools (for wifi registration), logging into BlackBoard, and other essential tasks. It can be accessed from a link on the front page of [http://www.wichita.edu](http://www.wichita.edu) and uses your myWSU number and current password to log in. For help with either, contact University Computing HelpDesk (UCATS) at 4357.

**[Blackboard]**

Support for the campus Blackboard system is handled by a group at University Computing. They can assist with anything Blackboard-related. Their number is 7777 from a campus phone or 316-978-7777 otherwise.

**[Campus Wireless Internet]**

All campus buildings as well as most outdoor areas on campus have wireless internet. The wireless is accessed by staff, faculty, & students by using their computer (PC & Mac) to scan for networks. The steps for connecting to the wireless are as follows:
Windows Vista & 7 (Note: Windows XP is a bit tricky and should be done by Mike Vaughan. For now.)

1. Do a standard scan for networks by clicking the small cell-phone tower-looking icon in the lower right corner near the clock. Click “WSU Secure” and click “Connect”.

2. A small box will appear prompting for a username and password. Enter your myWSU credentials (“ad\" before your myWSU number is not necessary). Hit enter after typing your information.

3. The connection may then give a certificate warning. Ignore the warning and click “Connect”.

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For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)  
[www.wichita.edu/doit](http://www.wichita.edu/doit)
The computer will now be connected to the WSU Secure wireless.

Apple OSX 10.5 (Leopard) & up

1. Do a standard scan for networks by clicking the small fan-looking icon in the upper right corner near the clock. Click “WSU Secure”.

2. A small box will appear prompting for a username and password. Enter your myWSU credentials (“ad\" before your myWSU number is not necessary). Hit enter after typing your information.

3. The connection may then give a certificate warning. Ignore the warning and click “Continue”.

For questions, please contact the Business HelpDesk, Ext. 4444 (316-978-4444)
The computer will now be connected to the WSU Secure wireless.

**Wireless Internet for Off-Campus Guests**
For those who visit the campus, there is also a guest wifi available. To access it, use whichever wifi software installed to scan for networks. There will be a network named “WSU Guest”. Connect to it, no password is required. Once connected, open a browser page (Internet Explorer, Firefox, etc), and the user will be presented with a screen that will require them to accept the agreement of campus internet rules.

**[Business School Internet Presence]**
The Barton School has two main sources used to communicate (for advertising purposes) on the Internet. One is the main Wichita.edu website, and the other is the Facebook/Twitter account. Each is available by request to have information added/conveyed.

**Wichita.edu Official Website**
The Barton School of Business has its own website on the Wichita.edu domain. The direct link to it is [http://www.wichita.edu/barton](http://www.wichita.edu/barton) or [http://www.wichita.edu/business](http://www.wichita.edu/business), both of which go to the main front page for the Barton School of Business. Other departments and centers within the Barton School have their own sites and short links of this nature (all of which are linked from the main business site). Those departments/centers are listed below along with the person who manages that portion of the site. For questions regarding that site, please contact that person.

<table>
<thead>
<tr>
<th>Dept/Center</th>
<th>Direct Address</th>
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<td>316-978-6263</td>
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<td>316-978-6263</td>
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<td>Mike Vaughan</td>
<td>316-978-6263</td>
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<tr>
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<td>Mike Vaughan</td>
<td>316-978-6263</td>
</tr>
</tbody>
</table>
Facebook
The Barton School of Business is on Facebook and uses that resource to stay in touch with future, current, and past students and alumni. The Facebook page is available at http://www.facebook.com/BartonSchool. For events or news to be added, please contact Mike Vaughan (316-978-6263) or email mike.vaughan@wichita.edu.

Twitter
The Barton School of Business is on Twitter and uses that resource to stay in touch with future, current, and past students and alumni. The Twitter page is available at http://www.twitter.com/bartonschoolwsu. For events or news to be added, please contact Mike Vaughan (316-978-6263) or email mike.vaughan@wichita.edu.

Vimeo
The Barton School shares video on a Vimeo.com account. This account is located at http://vimeo.com/bartonschoolwsu. For videos to be added and shared across our electronic resources, please contact Mike Vaughan (316-978-6263) or email mike.vaughan@wichita.edu.

[Wichita State Style Guide & Logo Branding]
University Relations has recently put out a lengthy in-depth guide of how to use Wichita State logos, styles, and many other digital/print advertisements. For further information on the guide or to read it yourself, please see http://webs.wichita.edu/?u=visualstandards&p=