

# *Computer Lab Instructors: What You Need to Know About the Lab*

---

## **Introduction**

The Computer Lab is located off the main OLLI office and there are eight HP TouchSmart computers, a Toshiba Satellite laptop for the presenter, and an Epson projector. The TouchSmart computers are available for OLLI members to use during regular office hours, except during scheduled courses and when they are being updated. The computers are periodically wiped clean of all data and stored user information in order to ensure they continue to run optimally. Please make sure you, and your students, take all your work with you when you leave to avoid losing data if the computers are wiped. If you would like to purchase a CD, DVD, or USB Flash Device they are normally available at the front desk and are sold at cost.

## **Computer Specifications**

- HP TouchSmart IQ504 and IQ524
- 4 GB RAM
- DVD+/-RW Optical Drive
- Wireless N Capable
- Intel Core 2 Duo 2.0 GHz
- 320 GB Hard Drive
- Multi-Flash Reader
- 2 Available USB Ports

## **Software Installed**

- Microsoft Windows Vista Enterprise 64-bit
- Microsoft Office Enterprise 2007
  - Microsoft Access 2007
  - Microsoft Excel 2007
  - Microsoft Groove 2007
  - Microsoft InfoPath 2007
  - Microsoft OneNote 2007
  - Microsoft PowerPoint 2007
  - Microsoft Outlook 2007
  - Microsoft Publisher 2007
  - Microsoft Word 2007
- Microsoft Internet Explorer 8.0
- Microsoft Windows Defender
- Adobe Reader 9.0
- Audacity
- CyberLink YouCam
- GIMP 2.0
- Google Inc. Picasa
- Mozilla Firefox 3.0
- OpenOffice.org 3.0
  - Base
  - Draw
  - Impress
  - Writer
- Symantec Endpoint Protection 9.0
- Symantec Ghost Client 2.0

## **Do You Need Additional Software for Your Class?**

If you would like additional software installed on the lab computers to teach a course please let us know. We must remain in compliance with all software license agreements so we may have to purchase multiple licenses to outfit the lab with proprietary software. Because of the cost associated with using proprietary software we prefer to use free software, but new software purchases for the lab may be approved after some discussion. OLLI is a part of West Virginia University so we can obtain some proprietary software at academic prices. Changes to the software on the lab computers are best planned as far in advance as possible and are preferably implemented between terms.

## **Logging onto the Computers**

Most of the lab computers have only one user login, but some have two. The olli username is for class participants. The olli-volunteer login is only for those who volunteer in the OLLI office because it has access to additional resources. There is a sheet taped to each desk with the login information for each computer.

## **Printing and Scanning**

All the computers in the lab are able to print to the HP Officejet Pro L7500 located in the OLLI main office. Because of the high cost associated with printing please avoid printing documents over 15 pages without prior approval from the front desk. You can also use the HP Officejet Pro for scanning and copying in color, however the autofeeder does not work so you will need to place every page face down on the glass. There are three advanced HP scanners along the left side of the room directly connected to three computers via USB. You may use these devices to scan anything including detailed pictures, film negatives and slides.

## **Converting Old Records to Digital Files**

There is a record player at the front of the lab on a media cart which can be connected to any of the Lab computers via USB and used to convert records to digital files.

## **Internet Access**

The total bandwidth of the computer lab almost never exceeds 300MB/min. It is a very slow DSL connection. When planning your course it is best to avoid having all the computers in the class using the internet all at once. If parts of your class revolve around internet activity it is best to take screenshots and display them on a PowerPoint presentation or use the presenter laptop with the projector to demonstrate the internet activities rather than having the whole class do them.