

Computer Standards and Obsolescence Guidelines
Student labs, faculty offices, staff offices, and administration offices
Spring 2021

Notes: Due to COVID 19, users will see variations in the exact models, timelines, and execution of the standards below due to supply chain issues and the lack of repair/upgrade parts. Some machines will see service life extended as the respective work load has diminished with no on campus classes being taught. All full time faculty will now receive a laptop as their AHC work computer to support emergency remote instruction.

1. Before any computer is replaced or upgraded, ITS must perform an evaluation to certify that the machine is obsolete and in need of replacement. Please contact the help desk at 3345 to schedule an evaluation.
2. Before any computer is replaced, all applications used by the department need to be verified for compatibility with the new operating system. The support organization for each application needs to be contacted by the requesting department in advance of a change to verify that the application will operate as needed after the change.
3. Computer deployments are part of employee contracts for both full time and part time faculty. ITS will honor those agreements.
4. Standard office deployment is a Dell Micro with 8GB RAM, 256 SSD, and one 24 inch screen per user. No DVD drive is installed. A second screen will be provided on an as needed basis. ITS does not support or provide 3 screen configurations.
5. Standard Mac deployment is a 21" iMac or MacBook Air laptop. Docking stations, and other peripherals are not provided by ITS.
6. Standard lab computer is a Dell Micro desktop and mount, with a 24" monitor running Windows 10.
7. Standard classroom/podium computer is Dell Midtower with Windows 10 and standard podium image.
8. How to find your PC computer configuration and name: Right click on Windows icon lower left then left click on System and find Device ID (computer name)
9. How to tell your MAC configuration: Click on the Apple in the upper left window and select About this MAC
10. The college has licenses for the MAC operating system.
11. ITS backups are only supported at the server level. Individual machine backups are the responsibility of the user or department.
12. Timeline for delivery to faculty/staff is typically 4 weeks. Custom build lead times are 6 weeks to 9 months.
13. Wireless devices require the user to perform initial login in L201 to ensure proper connection to new wireless network.
14. Standard printer setup is shared devices based upon location and need. Individual printers will no longer be provided.
15. The standard printer and scanner manufacture is HP. The updated quotes are located on myHancock and will be revised August 15th.
16. Standard quotes for Windows computers, tablets, and laptops are posted to myHancock by July 15th and Jan 15th.
17. These standards do not apply to servers. Please contact the IT Services department to discuss your server configuration.

Computer Use	Network Connectivity	Age		Processors		Memory		Disk Drive		Operating System		Microsoft Office		Monitor
		Max	Recmd	Min	Recmd	Min	Recmd	Min	Recmd	Min	Recmd	Min	Recmd	Recmd
Windows														
Office PC MINI	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5 (Optiplex 7030)	Core i5 (Optiplex 5070)	8 GB	8 GB	250 GB SSD	256 GB SSD	Win 10	Win 10	Office 2016 Pro	Office 2019 Pro	24" with micro mount
Office AIO	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5 (Optiplex 9050)	Core i5 (Optiplex 7470)	8 GB	8 GB	128 GB SSD	256 GB SSD	Win 10	Win 10	Office 2016 Pro	Office 2019 Pro	23.8"
Student/ Lab PC	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5 (Optiplex 9050)	Core i5 (Optiplex 7470 or 3070)	8 GB	16 GB	128 GB SSD	256 GB SSD	Win 10	Win 10	Office 2016 Pro	Office 2019 Pro	24" with micro mount
Notebook PC	Ethernet 1 Gbps & 802.11wireless	6 yrs	5 yrs	Core i5 (E5550/ E5540)	Core i5 (3400/ 5500)	8 GB	16 GB	128 GB SSD	128 GB SSD/ 256 GB SSD	Win 10	Win 10	Office 2016 Pro	Office 2019 Pro	14"/15"
Podium PC	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5 (Optiplex 7030)	Core i5 (Optiplex 7070)	8 GB	16 GB	128 GB SSD	256 GB SSD	Win 10	Win 10	Office 2016 Pro	Office 2019 Pro	20"
Tablet (Surface Pro)	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5	Core i5	8 GB	8 GB	256 GB	256 GB SSD	Win 10	Win 10	Office 2016 Pro	Office 2019 Pro	12.3"
Apple														
Office iMAC	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5 Mid 2015	Core i5	8 GB	8 GB	1TB Fusion	256 SSD	10.12 Sierra	10.14 Mohave	Office MAC 2016	Office MAC 2016	21.5"
Lab iMAC (custom)	Ethernet 1 Gbps	6 yrs	5 yrs	Core i5 Mid 2015	Core i5	8 GB	16 GB	1TB Fusion	256 SSD	10.12 Sierra	10.14 Mohave	Office MAC 2016	Office MAC 2016	27"
Notebook (MACBook Air)	Ethernet 1 Gbps & 802.11wireless	6 yrs	5 yrs	Core i5 Mid 2015	Core i5	8 GB	8 GB	1TB Fusion	256 GB SSD	10.12 Sierra	10.14 Mohave	Office MAC 2016	Office MAC 2016	13.5"
Tablet (iPad)		6 yrs	5 yrs	iPad Air 2	iPad 9.7				32 GB	iOS 10.3	iOS 10.3	Office 365	Office 365	