NEW! CAMPUS WIRELESS UPDATE

In an effort to improve user connectivity to the wireless system, a new wireless network has been developed and is now available to the campus community.

The new WiFi network is called "Bloomfield" and is available campus-wide. It will permit users to conveniently connect their devices by using the new password and also eliminates the need to re-authenticate for each session.

Please log into your WebAdvisor account and follow the "Wireless Network Access" link for details. For a full Campus WiFi Coverage Map, please refer to Page 4 of this Newsletter.

PAPERCUT HELPS COLLEGE GO GREEN

Bloomfield College strives to provide reliable and environmentally conscious error-free printing services. As a result, the College has implemented a simple new print management software program entitled PaperCut to monitor and track all managed printers on campus.

Collected research has shown that since launching PaperCut in the Library in the late summer of 2012, the software has effectively reduced the number of pages printed.

From the Fall 2011 semester (the "2011 period"), a total of 175,656 pages were printed in the library (from 7 printers total).

From the Fall 2012 semester (the "2012 period"), a total of 77,982 pages were printed in the library (from 5 printers total).

For the month of January 2012, a total of 52,982 pages were printed in the library.

For the month of January 2013, a total of 31,007 pages were printed in the library.

Out of 2,500 users, only 200 had a remaining balance of 200 or fewer pages.

The Pollack lab generated 52% of the total pages printed during the fall semester.

HELP DESK HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>8 AM - 10 PM</td>
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<tr>
<td>TUESDAY</td>
<td>8 AM - 10 PM</td>
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<tr>
<td>WEDNESDAY</td>
<td>8 AM - 10 PM</td>
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<tr>
<td>THURSDAY</td>
<td>8 AM - 10 PM</td>
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<tr>
<td>FRIDAY</td>
<td>8 AM - 9 PM</td>
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<tr>
<td>SATURDAY</td>
<td>8 AM - 3:30 PM</td>
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<tr>
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ID CENTER HOURS

<table>
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<th>Time</th>
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<tbody>
<tr>
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<td>11 AM - 1 PM</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>4 PM - 6 PM</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>11 AM - 1 PM</td>
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<td>THURSDAY</td>
<td>4 PM - 6 PM</td>
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<td>FRIDAY</td>
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</tr>
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Though PaperCut is only in its second semester of operation we are pleased to announce that the software is already helping to reduce Bloomfield College’s eco-footprint. More details on the advantages of PaperCut will be provided in our fall newsletter. Some noteworthy statistics regarding PaperCut include the following:

In the Fall 2012 semester of those 267,737 printed pages 3.32 trees were consumed and 1,202.8 kg of CO2 were produced.

Since launching PaperCut in the late summer of 2012, a total of 349,028 pages have been printed to date.

A TIP FROM WATSON:

“Store your username and password somewhere safe for when you forget it.”
Sharing Your Google Calendar

To share your calendar with specific users, follow the steps below:

1. In the calendar list on the left side of the page, click the down-arrow button next to a calendar, then select Share this calendar.
2. Enter the email address of the person you want to share your calendar with.
3. From the drop-down menu on the right side, select a level of permission, then click Add Person.
4. Click Save.

Once you click Save, the person you selected to share the calendar with will receive an email invitation to view your calendar. The person will need to click on the link contained in the email to add the calendar to his/her Other calendars list, the calendar will not be automatically added to the user’s Calendar account.

You can currently share your calendar with up to 75 users per day. If you’d like to share your calendars with more users, please wait 24 hours before trying again.

If you're having trouble sharing your calendar, remove the shared person from your calendar settings and share your calendar again to resolve the problem.

Bloomfield College Printing Policy:

- Students will be restricted to printing a total of 550 pages per semester (fall and spring) and 250 pages for summer enrollment.
- Print quotas will roll over from the fall semester to spring for students who remain registered and enrolled in classes.
- Cut-off dates for semesters are as follows: Fall–December 31, Spring–May 31, Summer–August 20.
- This policy will affect all lab printers and any printers on the student domain.
- This quota system was implemented at the beginning of the Fall 2012 semester.
- Currently, all users abide by the same restrictions.
- Refunds/credits will not be given, as the limit is set to a comfortable level, consistent with results from print usage surveys of previous semesters.
- Additional paper may be purchased through the Bursar’s Office for the current semester. Refunds cannot be issued for unused paper at cutoff date.

Tutorial/Training Sessions Available Now

Training Sessions are available now to any faculty/staff that needs assistance with the technology utilized at Bloomfield College. Please contact Help Desk for more information and to set up an appointment.

SMARTBOARD TRAINING COURSE
APRIL 5th 2013 at 10 AM
JARVIE HALL ROOM 108

What technology would you like to see covered in a Tutorial? Let us know by contacting Help Desk at helpdesk@bloomfield.edu

Goodbye, Outlook! Hello Gmail!

Converting your email service from Microsoft Outlook to Gmail? If so, there are many benefits to switching to Gmail and the Help Desk is here to help. Click the links below for some helpful tips & tricks that will help the transition run more smoothly.

http://learn.googleapps.com/gmail
https://support.google.com/mail/?hl=en

Gondor’s Corner

20 Windows Keyboard Shortcuts You Might Not Know

http://bloomfield.edu/resources/helpdesk/gondors-corner
Voice Mail ‘Cheat Sheet’

Having trouble navigating your voicemail? Here is a Quick Prompt Guide to assist you!

Main Menu

Select Destination

Play Menu

1. Play
2. Make
3. Send & Exit
4. Transfer to Operator
5. Auto Attendant
6. User Options

User Options

7. Give to Voice Mail
8. Temporary Greeting
9. Exit Options

Additional Options Menu

Addressing Options

1. Message Notification
2. Personal Contacts

Send Menu

1. Review
2. Discard
3. Append
4. Message Addressing
5. Send & Return
6. Mailbox # or Distribution List #
7. Personnel Directory
8. Enter Temporary Greeting
9. Return

Additional Options

1. Greeting
2. Name
3. Memo
4. Passcode
5. Distribution Lists
6. Additional Options
7. Exit Options

Locations at Bloomfield College!

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Hall</td>
<td>Room 016 (Symposium monitor) &amp; Room 210</td>
</tr>
<tr>
<td>Jarvie Hall</td>
<td>Rooms 107 &amp; 108</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>Rooms 005, 006, 007 (Symposium monitor), 106, 205, 206 &amp; 207 (Symposium monitor)</td>
</tr>
<tr>
<td>2 Broad St., 2nd Floor</td>
<td>Room 207 (Smart Podium Interactive Display) &amp; Room 212</td>
</tr>
</tbody>
</table>