



November, 2006

PLEASE FORWARD THIS TO ALL INTERESTED DEPARTMENTS AND INDIVIDUALS

For the seventh consecutive year, the Provost's Office and Information Services are planning a Workstation Replacement Program (WRP) for the UMKC campus. The Provost's Office has made funds available to cover fully the cost of an academic PC in certain situations.

Criteria for replacement

- First, all *networked* desktop PCs with **processors** at or below **2.8GHz** clock speed **AND** warranty expiration dates **PRIOR to January 1, 2007**.
- Second, PC laptops with **processors** at or below a **Pentium M AND** warranty expiration dates **PRIOR to January 1, 2007**. Support Services will aid in identifying these systems
- Third, networked Apple **G4 Power Macs and older**.
- Fourth, Apple laptops at least **four years old**. Please call for further information.

Eligibility

As stated in the cover letter, Provost funding is for *academic units only*. Faculty and staff who are part of academic units can replace their primary computers at no cost, if they meet the criteria listed above. Computers installed in centers, institutes, departmental labs or special purpose machines are **not** eligible for Provost funding. A list of eligible departments can be found in the "FAQ" section of the ordering website. The web address is given later in this document.

However, all UMKC divisions are welcomed and encouraged to order equipment through this program, in order to take advantage of the reduced prices WRP offers. As in past years, those not eligible for Provost funding will need to provide a MoCode when ordering.

Operating system and software

The PCs will have Windows XP Home OEM stickers on the CPU cases. By designating Windows XP Home as the OEM operating system, rather than Windows XP Pro, we save additional funds. However, the PCs will **not** ship with Windows XP Home. The hard drives will have our UMKC image installed. The image includes our Campus Agreement-licensed Windows XP Professional, SP 2, operating system; plus Office 2003 Pro with FrontPage; McAfee VirusScan and other utilities. Although Windows Vista will be available by the time these computers are purchased, these systems will not be deployed with that operating system until this OS is completely tested.

Dell Laptops and Apple computers

Dell laptops and Apple/Macs and laptops will be available to order as well. However, the difference in cost will need to be covered by the department, so you must insert a MoCode when ordering. Apple/Macs and the laptops will be covered by a 3-year on-site warranty. The Dell laptops will be covered by a 3-year accidental damage insurance plan.

Computer Inventory

A computer inventory of networked PCs will be emailed in the next few days, where possible, to Deans and administrative department heads. Units also should review their internal records to ensure that all computers are being replaced on a regular cycle. *Computers must meet all eligibility requirements before Provost funding can be considered.*

Placing an order

We again are using an online website for orders. Please follow these instructions:

Go to <http://kc-iss-webapps:5900/>.

2. At the first screen you can click on the “FAQ” button to view some frequently-asked questions and information, including a list of Provost-eligible departments. Otherwise, at the first screen click the “Place a New Order” button. If you are prompted for a username and password, use your full email address (e.g., bakerf@umkc.edu) and your network (SSO) password.

Next, select the computer and monitor option you wish to order. Then click on the “Next Step” button, at the lower right of the screen.

On the next page, titled “Deliver,” use the drop-down boxes to select your department and building where the computer is to be delivered. Type in the room number and the email address (including the “@umkc.edu”) of the person for whom the computer is being ordered. Click the “Next Step” button.

The next page, titled “Fund,” has a drop-down box for you to select your department fiscal officer. If you wish to be a part of Provost funding, you must enter the serial number of the computer to be replaced and turned in. If your order involves paying additional funds above the Provost’s base amount, you must enter a MoCode. This includes such options as purchasing a Dell or an Apple laptop computer. Then click the “Go to Review” button.

If any of your entries are incomplete, a message in red on the review page will inform you of the problem. Need to make corrections? From the review page you have access to all your orders via the “Edit” hyperlink by each section.

If you have comments—for example, if you would like funding to be split between two MoCodes—please enter that information in the “Comments” section.

As noted in red at the bottom of the page, the order is not complete unless the “Confirm” button at the bottom of the page is clicked.

If you click “Confirm,” the next page shows an order confirmation which can be printed or you can go back to the beginning and order another PC.

If you don’t wish to confirm the order, simply close the window or click the “Home” button to start over.

The orders will be grouped by unit/division and sent to the appropriate financial officer for MoCode verification and approval purposes prior to actual ordering. This step was requested by several financial officers and should streamline back-office functions. When the new computer is installed and data transferred from the old computer indicated on the order, a technician will remove the old computer.

If you have any technical problems while placing an order, including error messages, please contact Brian Anderson at ext. 6422, or Frank Baker at ext. 2628.

Ordering flexibility

If your department has a need for flat panel monitors other than the 19” standard, you should order your PCs using the **no monitor** option, and place your monitor orders separately. By the same token, should you need to add additional memory, a bigger hard drive or other peripherals, it’s recommended you order the PC as configured on the web site, and purchase the additional memory or hard drive separately. If you will be purchasing a quantity of peripherals or additional items, please let Support Services know. We may be able to aggregate orders and leverage some additional price breaks by purchasing the peripherals in quantity.

Time line

The on-line ordering database will open **Monday, November 20**. Please place your order on-line by **December 12**. We will require financial officers to complete their processing by **December 19**. Support Services will place the orders with Dell and Apple the week of **January 3**, with delivery occurring in late January or early February.

Questions?

If you have any questions or need any clarification, please email or call Frank Baker at bakerf@umkc.edu, (x2628).

Computer and Monitor configurations and information – WRP 2006-2007

- **Standard PC configuration (Provost funded)**
 - Dell OptiPlex 745
 - 1.86GHz Core 2 Duo processor
 - 2.0GB of memory, 1 DIMM
 - 80 GB hard drive
 - single DVD+/-RW drive
 - optical mouse
 - integrated audio
 - 256MB ATI Radeon X1300 Pro, DVI dual-monitor capable
 - **19" flat panel monitor** with speaker bar*
 - 4-year on-site warranty

*You have the option of selecting **no monitor**.

- **Dell Latitude D620**

The D620 is the best combination of portability and power.

- 1.83 Intel Core Duo processor
- 14.1in WXGA video display
- Intel Integrated Graphics Media Accelerator 950
- 1.0GB of memory, 1 DIMM
- 80GB hard drive
- Dell wireless 1490 802.11a/g miniPCI Card
- internal 56K modem
- DVD+/-RW optical drive
- 9-cell battery
- 90W A/C adapter
- nylon classic carrying case
- 3-year warranty with CompleteCare
- No floppy drive

Apple configurations

- **Apple 17" iMac**
 - 2GHz Intel Core 2 Duo processor
 - ATI Radeon X1600 video card with 128MB video memory
 - 1.0GB of RAM, 2x512 DIMMs
 - 160GB hard drive
 - 8x SuperDrive dual-layer
 - Apple keyboard and Mighty Mouse
 - three-year AppleCare Protection Plan

- **Apple PowerMac Pro laptop**
 - 2.16GHz Intel Core 2 duo processor
 - 15-inch glossy widescreen display
 - ATI Mobility Radeon X1600 graphics with 128MB SDRAM
 - 1.0GB of RAM, 1 DIMM
 - 120GB hard drive
 - AirPort Extreme
 - Gigabit Ethernet
 - 6x SuperDrive
 - three-year AppleCare Protection Plan for PowerBook