Wireless on Campus
Muhlenberg College is 100% wireless. All students must register their wireless devices or computers to the Muhlenberg Wireless Network. For wireless instructions visit: http://www.muhlenberg.edu/main/aboutus/oit/technology/wireless.html

Telephones
Telephone service is provided to students in College-owned housing UPON REQUEST. Requests for Fall telephone service should be made through the “Request for Residential Telephone Service” form found on the OIT web page prior to your arrival. Local calls are included free of charge. Students must provide their own telephone. Students are responsible for paying for long distance services via calling card or credit card.

Cable TV
Basic Cable television service is available in all college-owned housing at Muhlenberg through the local cable company Service Electric Cable TV and is included with Room and Board. There is one connection per room. Premium channels (HBO, Pay-Per-View, etc) are available for an additional charge. Call Service Electric at (610) 865-9100 for information on subscribing to premium channels only. Muhlenberg originates programming on campus cable TV. Channel 21 carries student-produced programming from MCTV.

Student Help Desk 484-664-3375
helpdesk@muhlenberg.edu

Office of Information Technology (OIT) 484-664-3460
On the Web http://www.muhlenberg.edu/main/aboutus/oit/

Stuff You Should Know
A Student’s Guide to Computers, Phones, Internet, and other Campus Technology Resources

Student Computing
Muhlenberg computing is a Windows & Mac environment. All labs, unless otherwise noted, contain laser printers. There are 6 general purpose academic labs and 12 residence hall labs containing a total of 151 PCs. Each PC provides access to all campus standard software including MS Office 2007, the Internet (e-mail, web, etc.), the Library system, plus academic specific software titles. Additional facilities include a special services lab and a variety of departmental labs and classrooms.

Student Requirements
Every student is responsible for his/her own data when working in any computer lab. All information MUST be saved to a USB Flash Drive, which the student must provide. Students are not permitted to save data to hard drives of lab PCs. We recommend the purchase of 1 or more USB Flash Drives. Also, you may want to consider a back-up storage subscription service. It can be additional protection against data loss as the result of hardware failure or other disasters.
E-mail

Muhlenberg students are provided with a free GroupWise e-mail account with which they can send and receive electronic mail. This information will be sent to you in our July mailing. Once you receive this you should make it a priority to start using your GroupWise account and check it regularly even if you have other e-mail accounts. Faculty often communicate with their students through e-mail. Students are expected to access and read their email on a regular basis to remain current with College-related communication. Further, routine maintenance of the account content is expected, to avoid exceeding maximum storage allocation. Students have the responsibility to recognize that certain communication may be time-critical. “I didn’t check my email”, an error in forwarding mail, or email returned to the College with “mailbox full” or “user unknown” are not acceptable excuses for missing official College communication via email. See handbook for policy.

Residence Access

All campus-owned housing includes network access (wired and wireless) for student computers. Specific questions can be directed to the Student Helpdesk at 484-664-3375 or via e-mail at: helpdesk@muhlenberg.edu

Software Standards for Windows applications include

Microsoft Office 2007: * (available only in labs & classrooms)
Word   Excel   Access   PowerPoint   Internet Explorer.

*Note: students connecting to the network on their personal PCs will NOT have access to MS Office. Students who would like to have Word, Excel, PowerPoint or Access should purchase a copy of MS Office, available here: [http://www.journeyed.com/](http://www.journeyed.com/) at academic pricing, and install it on their computer. OIT is not responsible for installing software on a student’s personal computer.

Computer labs in Residence Halls

Each of the 12 residence halls has at least 1 lab area with at least 1 networked computer and a Laser printer. Residence hall labs are available 24 hours a day, seven days a week during the semester to residents of that hall.

Computer labs in Academic buildings

Ettinger 001 is open 24 hours. It contains 20 networked computers, 2 Mac’s, a flatbed + sheetfed scanner and 2 laser printers. Trexler Library Level B contains a lab with 10 networked computers and a laser jet printer.

Departmental Labs & Classrooms

- The High-Tech Classroom (Ettinger 105) contains 28 networked computers and a laser printer. The classroom is equipped with an LCD projector with VCR and computer sources, and sound reinforcement. This classroom is also opened as a general computer lab during peak periods.
- The Price-Waterhouse Classroom (Ettinger 211) is identical to Ettinger 105 and is used primarily by the Business, Accounting and Economics departments.
- Trumbower 048 is a Computer Science Lab that contains 12 Linux computers and a laser jet printer as well as an instructor station with central panel to control stereo audio and LCD video projection to a large display screen. A DVD, VCR, computer, cable TV and document camera are also available in this room. Trumbower 013 contains 5 networked computers and a laser jet printer.
- All 12 classrooms in the Moyer Building and 53 classrooms in other academic buildings are fully equipped with a DVD, VCR, PC, cable TV and document camera controlled through a central panel with audio output to a stereo sound system and video output from an LCD projector to a large display screen.
- Moyer 309 contains 16 networked computers and a laser jet printer as well as an instructor station with central panel to control stereo audio and LCD video projection to a large display screen. A DVD, VCR, computer, cable TV and document camera are also available in this room.
- Trumbower 130 contains equipment similar to the Moyer classrooms and is also equipped with video cameras allowing for live video teleconferencing. This classroom is also used for the Film Studies program and contains a high definition projection system as well as a theater sound system.
- Walson 115 is a flexible learning space where many of the courses within Media & Communication are taught. Beyond class time, this space becomes a digital media lab. It features 16 iMACS, two printers, a scanner, MIDI controllers and a classroom tech wall. Software such as Final Cut and the iLife Suite provides a creative outlet for student producers.
- Walson 106, a small space with 8 iMACS, a scanner and printer gives life to big ideas. Accessible to students 24 hours a day, this creative environment has the same software capabilities of Walson 115. This is also where you will find the Digital Cultures Media Assistant who helps students and faculty with their productions.
- Additionally, over 100 computers are contained within specialized academic hardware/software labs and classrooms which provide state of the art facilities to promote teaching of specific subject areas including Biology, Physiology, Chemistry, Physics, Languages and Culture, and Art.