



# IMT News



Information Media and  
Technology

Volume 1, Issue 3  
November 9, 2005

**Support Desk Hours:** Mon.—Thurs. 7 a.m.—10 p.m. Fri.—7 a.m.—5 p.m. Sat. 12 p.m.—6 p.m. Sun.—2 p.m.—8 p.m.

**Phone:** (626) 815-5050 | **E-mail:** support@apu.edu | **website:** www.apu.edu/imt

## Taking Care of Your Laptop...

Just a few tips on caring for your laptop:

- **Keep it Cool**—Remember laptop computers generate a lot of heat. Always try to keep your laptop well ventilated.
- **Handle the screen carefully**—Avoid touching or playing with the screen.
- **Don't Drop it**—Keep it safe
- **Be Careful of those Drinks**—Your laptop could suffer consequences from just a few drops of liquid poured in the right places.



- **Avoid Virus**—At APU your university issued computer comes installed with Norton Anti-virus. In addition, Norton is set up to automatically update daily, if necessary, when you access the network.

## Fast Facts

Did you know the APU's Computer store sells everything as educationally priced or at cost?! Find great deals on software, hardware, many peripherals including iPods and accessories. Visit them on West Campus in Heritage Café.

### Computer Store Hours:

Mon.—Thurs. 9 a.m.—5 p.m.

Fri.—9 a.m.—4:30 p.m.

**Phone:** (626)815-5096

**E-mail orders to:**

computerstore@apu.edu

**SPECIAL NOTE ON MONITORS:** If the LCD display needs to be cleaned of dust, use a soft brush (available at most computer "superstores" and office supply stores) that is designed for LCD displays to remove dust. If more cleaning is needed, wipe the display with a soft, clean, lint-free cloth or tissue. Do not use any cleaner that contains ammonia or alcohol. Spray the cleaner on the cloth, not the display. Cleaning fluid designed for camera LCD displays can be used on notebooks and flat panel monitors, and is preferred over other cleaning products.

## Are you IN?



Have you ever wondered what the "In Calling" promotion by Verizon wireless is all about? Or what the Verizon wireless coverage is? Find the answer for these questions and many more at: [www.apu.edu/imt/telecom](http://www.apu.edu/imt/telecom)

## As the semester comes to an end...

The end of the semester is just around the corner. That means it will soon be time to submit your grades. As a reminder grades must be entered via Cougars' Den. Please take a few minutes to verify you have access to all your grade rosters. To do that, log on to the Cougars' Den ([den.apu.edu](http://den.apu.edu))

Click on either [APU Online](#) or the [Enter Grades](#) link. Select the [Classes](#) tab. Look for the link that says "Step 1—Select Class." In the selection window make sure the correct Term and School are selected, then Press [Process Selection](#). Within a few seconds you should see under Step 2 ## Classes Selected. Press the down arrow to view the list of classes. Make sure all the classes you are currently teaching for the selected term are listed there. If you find a discrepancy please contact the appropriate Registrar's office. This will help things go smoother when grade entry begins. For more information about entering grades, press the Help link from the Cougars' Den main page (upper right area) and enter the keywords "Enter Grades."

To request an electronic copy of this document please contact [training@apu.edu](mailto:training@apu.edu)

## Time to Backup!

Do you have valuable data on your laptop and no where else? Bring your laptop and come to one of the below sessions to receive help in backing up your laptop to CD.

### Dates for these sessions:

IBM and HP Laptops

11/21 9:40-10:25 Duke 127

11/30 9:40-10:25 Wilden 103

Mac Laptops

11/29 9:40-10:25 FDR

### Signup by emailing:

[training@apu.edu](mailto:training@apu.edu)

## IMT Media Service

### Support Hours:

Mon.—Thurs. 7:00 a.m.—10:00 p.m.

Fri. 7:00 a.m.—5:00 p.m.

Call ext. 5050 for assistance.