

Girton IT Equipment Checklist 2020

| IT Equipment – Hardware | Advised Actions | Yes/No |
|---|--------------------------|--------|
| Laptop or desktop machine | Required | |
| Webcam (if not already integrated with laptop/desktop) | Recommended | |
| Microphone (if not already integrated with laptop/desktop) | Recommended | |
| Ethernet adapter (if not already integrated with laptop/desktop) | Recommended ¹ | |
| Ethernet cable | Recommended | |
| Wireless Router | Recommended ² | |
| Headphones | Recommended | |
| Printer | Optional | |
| iPad/Tablet/e-reader | Optional | |
| Mobile phone | Recommended | |
| TV Licence | See notes ³ | |

| IT Equipment – Software | Advised Actions | Yes/No |
|--|--|--------|
| Anti-virus software | Required ⁴ | |
| Anti-malware software | Required ⁵ | |
| Password manager software | Recommended | |
| Microsoft Office 365 | Required ⁶ | |
| DS-Print software – University central printing service | Required ⁷ | |
| Eduroam | Recommended ⁸ | |
| MS Teams | Is available as an app with MS Office 365 | |
| Zoom | Recommended ⁹ | |
| Google Suite @Cambridge | Optional ¹⁰ | |

Notes:

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- ¹ Newer laptops do not always have an integrated ethernet adapter. Some areas of College are more difficult to provide consistent wireless coverage. Therefore, an ethernet connection to the College network will provide more stable internet connections.
- ² A wireless router in your room will provide you with the option to have multiple wireless devices (e.g., mobile phone, tablet, laptop) connected to the network. N.B. student rooms which are known to have limited access to the University wireless service are usually provided with a wireless router by the JCR Committee.
- ³ It is recommended that all students check the TV licensing site to see whether a license is required. Students are responsible for their own TV license requirements:
<https://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1>
- ⁴ As a member of the University you are entitled to install the University's fully licenced McAfee anti-virus program. You can access the site when you have received your Cambridge email account details:
<https://help.uis.cam.ac.uk/service/security/antivirus>
- ⁵ The Computer Office recommends Malwarebytes – an anti-malware program which is free to install and is available for all types of devices: <https://www.malwarebytes.com>
- ⁶ As a member of the University you are entitled to install Microsoft Office 365 for free. You can access the site when you have received your Cambridge email account details:
<https://help.uis.cam.ac.uk/service/accounts-passwords/microsoft-accounts/microsoft-account>
- ⁷ DS-Print is a centralised printing service which allows users to print to a variety of printers on the University and College network. Users can manage and top-up printing credit as required. The College has a number of printers connected to the DS-Print system and can provide a variety of printing functions (e.g., colour printing, stapling, booklets):
<https://help.uis.cam.ac.uk/service/printing/desktop>
- ⁸ Eduroam provides secure and continuous access to the University's wireless network. The system also operates in other educational institutions worldwide. You can access the site and download the token and application for your devices when you have received your Cambridge email account details:
<https://help.uis.cam.ac.uk/service/wi-fi>
- ⁹ University Teaching and College support may take place online during the academic year. Teaching and administrative staff may use a variety of systems for virtual meetings and support. Zoom is one of the systems favoured by staff and Fellows in College. There is no need to purchase a licence – but you may find it useful to download the software to your devices: <https://zoom.us/>
- ¹⁰ Teaching staff may use a variety of systems to share teaching materials or organise meetings etc. Google suite @ Cambridge is available to all members of the University by registering with your Cambridge email account. It may be useful to download the app onto your devices:
<https://help.uis.cam.ac.uk/service/collaboration/g-suite/g-suite>

If you have any queries regarding IT@Girton, please contact the Computer Office using the following email address: ithelp@girton.cam.ac.uk