Information Technology Services
Specification Sheet
Valid from 16 June 2010 to 16 June 2011

Lenovo T510 Notebook

Recommended Use:
The Lenovo T510 Laptop is the most commonly supplied model and is suitable for most general and academic staff. This robust laptop comes complete with a spill tray holding 120ml of liquid and a reinforced chassis for those little accidents.

Not recommended:
There are few instances where this machine wouldn’t be suitable. Please liaise with your Client Account Officer if you feel it won’t suit your needs.

Base System Specifications:
- Intel® Core™ i5-520M i5 (2.4GHz, 3MB L3, 1066MHz FSB, 35W)
- Intel® Integrated Graphics and NVIDIA® NVS3100M
- Discrete Graphics
- 320GB (5400/7200 RPM) Hard Disk Drive
- Ergonomically designed keyboard and multi-touch
- TouchPad flush with palm rest, wider left and right-click buttons, VoIP Fn+F6 hotkey and optimized position of LEDs
- 2 Megapixel Camera
- Combo Audio Jack (3.5mm)
- Separate Microphone and Audio mute button
- 2.89lbs/2.67kg weight
- 15.6” LED display
- Ports: 4 USB ports, (1 USB/eSATA Combo, 1 Powered USB), IEEE 1394a, VGA, Display Port, Combo Jack
- Slots: Express Card 34mm and 5-in-1 MMC Reader, Optional Contact or Contact-less Smart Card Reader
- Travel weight including power adapter is approximately 2.5kg.

Optional Accessories and Peripherals:
- Targus notebook case
- Targus rolling N/B backpack
- Targus Women Red Koskin laptop bag
- Fashion range available on request

Keyboards and Mice:
- Logitech cordless number pad
- Microsoft Wireless keyboard and mouse pack
- Microsoft Corded Keyboard and Mouse

Additional Batteries:
- Lenovo 6-cell battery Lithium-ion (up to 6.2 hours battery life)
- Lenovo 9-cell battery Lithium-ion (up to 10.4 hours battery life)

Additional Power supply and Port Replicator:
- Lenovo 90W Ultraslim AC/DC Combo Adapter

Monitor:
- BenQ 22” LCD widescreen multimedia monitor

Cost includes:
- Delivery
- 3 year onsite warranty
- Disposal (for leased equipment)

Software
UWS has a range of standard software products that are deployed to all staff machines. Some of the standard software products include:
- Microsoft Office
- Project
- Visio
- Antivirus
- Adobe Reader
- Flash Player
- Shockwave
- QuickTime
- Paintshop Pro
- SPSS
- Minitab
- NVivo
- Respondus
- Skype
- Endnote
- Worksafe Sam

How to order
1. Contact your IT Procurement Client Account Officer and provide them with a list of the required items, your cost centre number, project code and delivery address.
2. Your Client Account Officer will provide you with a Purchase and Service Requisition (PSR).
3. Check all products, accounting and address details and advise your Client Account Officer of any changes by writing the details on the PSR.
4. Complete requisitioning and authorising signatures.
5. Fax your PSR to ITP on (02) 9678 7488 or ext 7488.
6. The PSR will then be converted to a Purchase Order by IT Procurement staff and sent to the vendor for processing.

IT Service Desk
The IT Service Desk assists staff and students with IT related enquiries and support requests. To contact the IT Service Desk phone (02) 9852 5111 or ext 5111 or email: servicedesk@uws.edu.au
To lodge and track your own request using the self-service system, visit: http://itsm.uws.edu.au/

Disposal
All owned assets that are no longer being used by UWS staff should be disposed of through IT Procurement. To organise disposal, complete the IT Non Leased Asset Disposal Form and forward to itp.disposal@uws.edu.au. To access the IT Non Leased Asset Disposal Form visit: http://uws.edu.au/campuses_structure/cas/services_facilities/it/computer_equipment

Information Technology Services is committed to reducing the environmental impact of the University.
All IT equipment is recycled, reused or redistributed to minimise waste.
For more information about our environmental initiatives call (02) 9678 7487 or ext 7487.
**What if my machine gets damaged?**
Simply log a job with the IT Service Desk and IT staff will assist you with the repair.

**When is my equipment not covered under warranty?**
Anything that relates to a manufacturing fault is covered under the warranty. Issues arising from your actions, such as spillages, dropped and broken equipment, stolen items and accidental damage, etc., will not be covered by warranty. ITS will assist you through the process of assessing if repair is worthwhile.

**Where can I find out more about IT Services at UWS?**
Visit http://www.uws.edu.au/its

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**FAQ**

**Why are some IT products cheaper in retail stores?**
To ensure that UWS staff have the best IT equipment we provide corporate models. Although these models may seem similar to those in retail stores, our models are built to a higher standard with high quality components, and include a three year, onsite warranty.

**Where will it be delivered?**
Machines are delivered direct to desk unless otherwise requested.

**Do I need to log a job to have my new computer installed?**
No, ITP will automatically log a job for the installation of your new computer and software.

**Do I need a laptop bag?**
Although you do not need to buy a bag with your laptop, any damage to a leased laptop must be repaired or lessor charges will apply. A bag protects the laptop and reduces the chance of damage occurring.

**What happens to the old machine?**
Leased machines are returned to our leasing company and are refurbished and redistributed to other organisations in Australia and overseas. Owned assets are either reused within the UWS environment or disposed of. Disposed machines are redistributed or recycled.

**Can I buy the old machine?**
No, leased machines are owned by the leasing company so must be returned. Owned assets must be refurbished to ensure that application software and confidential data is removed from the hard drive.

**How do I purchase non-standard software?**
Contact your Client Account Officer for a Purchase and Service Requisition.

**What should I do if a have an injury or disability that requires special IT equipment?**
Although we can provide broad recommendations for suitable products, you should contact OH&S for specific advice. ITP staff will be happy to provide a quote for products recommended for you by OH&S.

**What happens if my machine breaks down?**
Contact the IT Service Desk for assistance. If an issue cannot be resolved by the IT Service Desk, a User Support Officer will be in contact with you within 72 hours to organise repair.

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**Contact us**

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**Why does UWS lease machines?**
Leasing repayments are more cost effective over time than an upfront lump sum payment.

**Why do I have to return or replace my leased machine after 3 years?**
As technology is always changing, it is vital to replace equipment regularly. A period of less than three years would be disruptive for staff and would mean that equipment was replaced well before warranties expired. A period of more than three years negates the cost benefits of leasing equipment. Computer equipment typically starts to become less reliable after three years.

**How long will it take to get my computer?**
New machines are usually delivered within 10 to 15 working days, however, computers ordered as replacements for leased machines need to be ordered two months before lease expiry. This ensures that the machines are delivered in plenty of time to set up before the old machine is returned.

If you are concerned about the status of your order, contact your Client Account Officer or the IT Procurement hotline on (02) 9678 7487 (ext 7487).