

# Information Technology Services

## Specification Sheet

Valid from July 2011

## Lenovo X220 Netbook



### Recommended Use:

This compact netbook is ideal for frequent travellers or those who work across a number of campuses as it is lightweight and easily portable. Suitable for UWS licensed software this go anywhere notebook makes travelling easy. Ask our team members to show you the range of fashion carry bags now available with your purchase.

### Not recommended for:

*This compact netbook is not recommended for users using high end graphics, statistics or CAD software. DVD is not included in the standard purchase. If required please consider the additional weight.*

### Base System Specifications:

- Intel® Core™ i7-2620M
- (2.5GHz, 3MB Cache)
- 8GB of DDR3 RAM (1333Mhz)
- 160GB Solid State Drive (SSD)
- Intel® Integrated HD Graphics
- 720p HD Webcam
- 12.5" HD LED Display
- 1.3kg in weight
- 3 years onsite warranty

### Optional Accessories and Peripherals:

- Standard Targus Case/Bag
- Choose Case/Bag from\*:  
<http://www.targus.com/au/>

\*please liaise with your Client Account Officer

### Keyboards and Mice:

- Logitech Cordless number pad
- Microsoft Wireless keyboard and mouse pack
- Microsoft Corded Keyboard and Mouse

### Additional Batteries:

- Lenovo X220 9-cell Battery Lithium-Ion (up to 13 hours battery life)

### Additional Power supply and Port Replicator:

- Lenovo X220 AC Adapter
- Lenovo X220 Dock\*\*

### DVD Burner:

- Lenovo Ultra Bay DVD/RW\*\*

\*\*required if you need to install software.

### 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

If you require any additional software products or renewals of existing software licenses your ITP Procurement Client Account Officer will gladly provide advice and assistance.

### 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](mailto: 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](mailto: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](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.

# FAQ

University of  
Western Sydney  
Bringing knowledge to life



## **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.

## **What does "supported" mean?**

Supported products are those which have been tested and certified by the Desktop Services team. These machines will be installed by IT Services and will have the standard software deployed automatically. All supported machines are covered by an onsite warranty.

## **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).

## **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 I 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.

## **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>



## **Contact us**

### **Ansar Ali**

Client Account Officer  
Telephone: (02) 9678 7492  
Email: [a.ali@uws.edu.au](mailto:a.ali@uws.edu.au)

### **Tina Harris**

Client Account Officer  
Telephone: (02) 9678 7004  
Email: [t.semaan@uws.edu.au](mailto:t.semaan@uws.edu.au)

### **Vickie Robinson**

IT Procurement Team Leader  
Telephone: (02) 9678 7442  
Mobile: 0408608339  
Email: [v.robinson@uws.edu.au](mailto:v.robinson@uws.edu.au)