IS YOUR COPY MACHINE’s HARD DRIVE PROTECTED?

Few people realize that their office’s copy machine may pose a security risk; however, recent media coverage has illuminated this potential hole in electronic data security. Over the past decade, Multi-Functional Devices, or MFP’s, have replaced the traditional copier. MFP’s are generally connected to a network and used as a printer and scanner in addition to being used as a copier. Many MFP’s come equipped with hard drives so that documents can be saved and printed when convenient, including documents with confidential information. The storing of confidential data on these hard drives raises many concerns about potential security breaches.

University Services has been working with our three preferred copier vendors, Ricoh, Regal Business Machines, and Impact Networking, as well as NUIT, to address these concerns. MFP’s sold or leased by our vendors either come with encryption and security features, or have them available at a small additional cost. The models that come with the features usually require that the features be activated, so check with the sales representative to see if you need to add them, or how you go about activating them.

These devices can be set up with an administrator whose access to the unit is password-protected. This administrator can then set up users with passwords and grant or deny users access to certain features. This administrator can also set the encryption and security features of the unit so images are retained for the shortest time necessary.

Most networked devices are simply “plugged-in” to the network, deployed using the minimal settings required to make the device respond and operate. Once installed, they rarely receive recommended application and operating system updates and vendor patches. Due to increased sophistication and ever-increasing storage capacity, they can be used to launch attacks, store unauthorized data, retrieve scanned and printed documents, and print objectionable or unauthorized material.

As a matter of policy, all our vendors will wipe the hard drive of all copiers that are returned to them at the end of the lease. If you have any questions regarding your current unit’s security features, please contact your sales representative at your respective vendor. They are listed here.

NUIT has developed a set of recommendations regarding security for networked printers, scanners, copiers and fax machines. They can be found here.

SNACK HEALTHY FOR A CHANCE TO WIN

As a way to say thank you for your business over the past year, Fox Vending is giving away Best Buy gift cards the week of May 24th! Treat yourself to one of the healthy snacks displayed in the two left-hand columns of campus vending machines and you could win one of the gift cards! Twelve winning stickers will be applied to healthy snacks in the machines at the following locations: The Library, Tech, Norris, and Abbott Hall in Chicago. Five $10 gift cards will be given away on each campus from May 24th-28th. On Friday, May 28th one lucky winner will receive the grand prize of a $100 gift card!
GREEN POWER STRIPS NOW SOLD THROUGH iBuyNU

Smart Strips are now available for purchase on iBuyNU through Corporate Express/Staples. This new green technology automatically shuts off power to all devices plugged into the strip once the primary device is turned off, allowing you to save on your electric bill. Smart Strips pay for themselves by reducing electricity costs in six weeks to six months, while also offering a corresponding environmental benefit. To purchase either model #STP764402 or STP764398, visit the NU Portal and log in to iBuyNU.

WITH FEDEX OFFICE, PRINTING AND SHIPPING IS CONVENIENT AND COST-EFFECTIVE

Enjoy savings when you get your printing and duplicating jobs done at one of the University’s Fedex Office locations.

- Black and white copies are only $.03 single-sided
- Color copies are $.35 single-sided
- Save 25% on all other services
- Free pick-up and delivery on jobs

Evanston Campus FedEx Office
Norris University Center
1999 Campus Drive, Ground Floor
Phone: 847-491-3113
Fax: 847-491-3103
Hours: 8:00 a.m. - 8:00 p.m., Monday to Friday;
Noon - 6:00 p.m., Saturday
E-mail: fmc3605@fedex.com

Chicago Campus Duplicating Center
(Operated by FedEx Office)
Searle Building, Room B-407
Mail Code P921
Phone: 312-503-8995
Fax: 312-503-6978
Hours: 8:00 a.m. - 5:00 p.m., Monday through Friday
Contact: Agatha Collins
E-mail: fmc3610@fedex.com

TRANSPORTATION NEWS

CHICAGO CAMPUS TRANSIT FAIR
Thanks to all who attended the Chicago Campus Transit Fair on April 22, 2010. It was an opportunity for the students and staff to review the alternative modes of transportation available through the University:
- PACE rideshare
- i-GO
- Bicycling
- Metra
- CTA
- University Shuttle System

Please visit the transportation website for more information, or call us at 312-503-8129.

NEED INTERCAMPUS SHUTTLE PRIVILEGES FOR A GUEST?
Now there are two ways to obtain intercampus shuttle privileges for NU guests:

1. Buy up to 10 wristbands at a time for $2 a piece. Each wristband is good for one day and can be used from 9:30am to 4:00pm and after 6:30pm. This is a great option for prospective students or unexpected business guests with one-day shuttle needs. Wristbands can be requested in advance and distributed by departments/schools. Forward requests to shuttle@northwestern.edu.

2. Obtain a shuttle pass in advance at no charge. Send a request to shuttle@northwestern.edu. Provide guest’s name, date of usage, campus destinations and reason for request. Passes must be used for University business only. This is a great option for guest speakers. After requests are approved, passes can be picked up in the WildCARD offices.

CHICAGO PARKING OFFICE NOW SELLS EVANSTON PERMITS
These hang-tag passes are for one-day use only, and they cost $7 each. To purchase, visit the office located in Room 100 of Abbott Hall.

BICYCLE COMMUTING & PARKING ON THE CHICAGO CAMPUS
Bicycle commuting is an enjoyable trip to work, which provides exercise and saves money, with the added benefits of alleviating congestion on the roads and pollution. Biking is becoming a popular mode of transportation on the Chicago Campus, particularly with NU’s prime location only blocks from the beautiful Lake Front bike path.

The Chicago Campus offers the following accommodations for bikers:
- Secure bicycle parking for a low annual fee of $25.00. Access to this secure bike room is validated through an activated WildCARD.
- Bike racks on all University shuttle buses.
- Kryptonite brand locks available for purchase at cost through University Police. Contact (312) 503-8314 for additional information.
- Detailed transportation maps of the Chicago Northwestern campus available at either WildCARD Office.
- Shower facilities are available at the Lakeshore Chicago Park District facility year-round, except from June 28-August 6, 2010. You must sign in at the front desk in order to use the facilities and bring your own towel.

To learn more about bicycle commuting, please attend our Chicago Bicycle Commuting Event on June 14th in front of the Lurie building.

Note: In Evanston, you can use the shower facilities in Patten Gym at no charge.
MITY NICE GRILL

Mity Nice Grill is a full-service restaurant with a relaxed, family-friendly atmosphere and good food served right. Specialties include homestyle meatloaf, ‘Thanksgiving on a plate’, and its heartwarming baked mac & jack. Popular items on the lighter side include Mity Nice salads and grilled flatbreads. They also have a full menu of specialty cocktails, microbrews and wines by the glass.

10% Discount for all Northwestern Students, Staff/Contractors, and Faculty

Show your WildCARD at this location:

835 N. Michigan Ave
Chicago, IL 60611
847-334-0171

WILDCARDADV.NORTHWESTERN.EDU

PREFERRED CHICAGO HOTEL RESTAURANT DISCOUNTS

Have lunch or dinner at a discount. All Preferred Chicago Hotels offer a discount in their restaurants to any NU guest showing a valid WildCARD. Contact our hotel representatives for assistance and best pricing when planning department meetings and events.

Click here to view all of the 2010 Rates for Northwestern’s preferred hotels.

UPDATE YOUR ADDRESS BOOK

If you change departments or if your department moves to a new address, please notify any persons or companies that regularly send you mail of your new address. Also, please complete a change of address form on any subscriptions you have. Mail received with your old address will most likely be sent to that address causing a delay.

Additionally, if you leave the University, make sure you leave mail forwarding instructions with your department. The Post Office does not forward mail for employees of the university, so filing an address change notice with the Post Office will not work. Mail addressed to you will continue to come to NU, and Mail Services will continue to deliver that mail to your former department to forward to your new address.

For additional information or questions, please feel free to contact Tom Luczkowiak at t-luczkwik@northwestern.edu, or 1-8411.

LAB ALCOHOL AND TANK RENTAL NEWS

As of April 1st, 2010, Lab Services on the Chicago campus has transitioned the sale of laboratory alcohol to the VWR stockroom. Also, to avoid recurring lab cylinder rentals in Chicago and Evanston, please complete the tank pick-up request and return empty tanks. Click here to be linked to the pick-up request form.

SAVE AT STARWOOD HOTELS FOR BUSINESS OR PLEASURE

Starwood Hotels offers a 15% discount to NU Faculty and Staff on both business and personal travel. This prominent hotel group includes chains like Sheraton, Westin, W Hotels, Le Meridien, St.Regis, The Luxury Collection, Four Points by Sheraton, Aloft, and Element Hotels. You must join the Starwood Preferred Guest Program before you can book rooms with the discount. To join, visit the hotels page on the travel website and click on Nationwide Hotel Discounts, then log in using your NetID and password.
UNIVERSITY SERVICES
NEW EMPLOYEES

Jessica Jacobs, Marketing/ Communications Manager:
Jessica is a Northwestern graduate (C96) who is happy to be back on campus. She received her MFA from the Savannah College of Art and Design in 2001 and has held teaching positions at Colby-Sawyer College and St. Norbert College. She has spent the last several years working in graphic design and integrated marketing communications. Jessica’s marketing and academic experience will serve her well in her new position.

Matt Marzillo, Procurement Administrator:
Matt graduated from the University of Illinois with a BS in 2006. He has spent the past several years as an Operations Manager for a medical equipment company in Chicago where he handled a wide array of purchasing responsibilities. Matt is excited to be a part of the PRS team and will work primarily with the lab community to make sure we have agreements with the right vendors to support their research.

Alicia Schemel, Procurement Analyst:
Alicia completed her MBA from Loyola University Chicago in 2005. She most recently worked as a Buyer for McMaster-Carr Supply Company. Alicia looks forward to utilizing her procurement skills at Northwestern.

NU PURCHASING POLICY HAS BEEN REVISED
We have recently completed an update of the formal NU Purchasing Policy and Procedures document. The revised policy dated April 1, 2010 supersedes the previous version of policy dated December 1, 2008. The Purchasing Policy Clarification dated January 26, 2009 is also no longer valid. Here is a link to the revised policy: www.northwestern.edu/uservices/purchasing/policy.pdf

Please familiarize yourself with this revised policy and share with others in your department/school as necessary. Further descriptions of the changes will be outlined in our upcoming Spring edition of the Dollars & Sense newsletter.

PURCHASING RESOURCE SERVICES TRAINING
Thank you to everyone who attended PRS’s first General Info Session of the year. Topics covered included the purchasing environment at NU, purchasing methods, preferred vendors, strategic sourcing, iBuyNU, as well as a few policy highlights. For those that were not able to attend, a copy of the presentation is available on the PRS website, click here to view the PDF file.

Human Resources recently updated the Acquiring Goods & Services training class to reflect the substantial changes that have occurred in relation to NU’s procurement environment and systems. The class is now a full-day, instructor-led workshop. The Pre-Requisites for entry into the class are 1) Introductory to University Business Processes and 2) Effective Business Operations. Visit the Human Resources website for more information.

NEW PREFERRED VENDORS
The Affinia Hotel Chicago has been added to our Preferred Hotel Program in Chicago. The Affinia’s location and amenities make it a great option for NU Visitors traveling to Chicago. The Affinia is located at 166 E. Superior Street. Contact Erin Hubbard at the Affinia with any questions, 312-787-6459 or ehubbard@affinia.com.

DOLLARS & SENSE NEWSLETTER
Keep an eye out for the upcoming Spring edition of Purchasing Resource Services’ Dollars & Sense newsletter due to arrive in your mailboxes at the beginning of June. Topics covered will include changes to our purchasing policies, preferred vendor contract updates, changes to iBuyNU procedures, and more.

First Choice-Spring 2010
SPRING VENDOR EXPO

Thanks to everyone who attended the 2010 Spring Vendor Expos in March. Almost 100 vendors participated in this year’s tradeshow, displaying a variety of products and services, from catering to lab services. Some 600 University employees attended this year’s show where they were able to mingle with vendors and ask questions about their services. If you missed the vendor show and would like to learn more about the University’s preferred vendors visit the PRS website.

If you attended the Expo, we would like to know your thoughts. Please click here to take a brief online survey on your experience.

University Services Directory

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1801 Maple Ave, Suite 2300
Evanston, IL 60201-3150
Phone: 847.491.7569
Email: uservices@northwestern.edu
www.northwestern.edu/uservices

Brian Peters, Director 1-8420

Printing, Duplicating, & Copyright Clearance
Tom Luczkowiak 1-8411
FedEx Office Evanston 1-3113
FedEx Office Chicago 3-8995

Purchasing Resource Services
Jim Konrad 1-8121
iBuyNU, Keith Paddy 7-6963

Marketing & Communications
Jessica Jacobs 7-2491

Mail & Shipping
Tom Luczkowiak 1-8411

Moving Services
Chicago Campus 3-8129

Office Supplies & Equipment
Copier Mgmt. Program, Tom Luczkowiak 1-8411
Equipment Maintenance Program, Ellen Barnes 1-3274
Surplus Property Exchange, Jessica Jacobs 7-2491
Computer Recycling Program, Ellen Barnes 1-3274

Shuttles, Marge Grzeszczuk 3-5445

Motorpool, Tom Luczkowiak 1-8411

Travel Services
Jeff Levin 1-5993

WildCARD
Art Monge 7-3135
Evanston Campus 7-6843
Chicago Campus 3-0548

WildCARD Advantage Program
Megan Skord 7-3771

WildCARD

First Choice-Spring 2010