THE KEY TO SECURITY

A recent series of problems within the school has brought to light several questionable practices regarding office security. A review of your Department’s issuance and use of master keys may help to minimize any breach of security within the offices of your faculty and staff. The Operations office will be glad to assist you in identifying those people that carry a master key to your offices so that you may be able to confirm their need to do so.

We would like to suggest the following steps that may lessen any opportunity for unauthorized entry:

1. Discourage the passing of keys from outgoing to incoming personnel. Keys should be returned to Department Administrators upon termination and key request cards issued for any new employee.

2. **Never** leave a master key in a known area for use by individuals that have forgotten their office key. A call to our security desk (2-1040) will summon an officer to your location with a proper key. You must show your HSPH ID card to gain entrance. There can be a 5 - 10 minute wait for this service, but in the long run it does maintain the security of your office.

Remember, convenience and security are not compatible in this case.

MEDIA SERVICES

The Media Services group is available to provide equipment and assistance for all your presentation needs. Requests for service should be made as far in advance as possible as staff and material resources are limited. A Media Services Request Form is available on the Information Technology web site at: [http://www.hsph.harvard.edu/it/downloads/forms](http://www.hsph.harvard.edu/it/downloads/forms).

Some of the services offered by Media Services include: projection services; video taping and playback; audio taping and playback; microphones; public address systems; duplication; computer video projections and consultations.

All classrooms on the second floor of the Kresge Building and all classrooms in the FXB Building are equipped with a television, a VCR, slide projector, overhead projector and screen. Each classroom also has a telephone installed. For immediate assistance, just call 2-2216 or 2-HELP (4357).

Media Services is currently undertaking a major renovation to upgrade all classrooms at HSPH. Once finished, each classroom will have capabilities including data projection, slide projectors, overhead projectors and video viewing. Room 110 in the Kresge Building was recently refurbished to include a state-of-the-art projection system.

Further details about the services & equipment available can be found on the Media Services web site at: [http://www.hsph.harvard.edu/it/mediasvc](http://www.hsph.harvard.edu/it/mediasvc).

All requests for services are limited to HSPH Buildings I, II, III and FXB. We are not able to provide videotaping of non-academic events and the office does not have access to any editing facilities. Also, the office does not have photographic facilities available.
TRIVIA CONTEST

Thanks to everyone that responded last month, but unfortunately, no-one got the correct answer. The monitors used on “Who wants to be a Millionaire” are made by Apple.

This months question is: Which version of the Palm Pilot has a color screen?

Responses should be emailed to Kathi_Bell@harvard.edu no later than Friday, February 16th, 2001.

EUDORA TIP

You can sort all messages in a mailbox window by clicking a column header, for example, click “Date” to sort by Date. Press the “Shift” key and then click the column header to sort in reverse order.

INCLEMENT WEATHER

Many local television and radio stations carry announcements of the School’s closure in event of inclement weather. The television and radio stations ordinarily report school closings from 5:00 AM to 8:30 AM. For those who do not have access to television or radio, or who may need to know about the School’s closing at other times, HSPH has a 432-NEWS hotline. The recording will be made immediately following a decision to close the School, so that it will be possible to learn of a closing before the media airs it.

In the event of a closing, television stations News 4 New England, 7 News, and News Center 5 and radio stations WBZ 1030/AM and WRKO 680/AM will be notified to announce the closing. The 432-NEWS recording will be made, and a telephone chain will be initiated by the Dean’s Office to contact all department chairpersons. Each department may wish to develop its own telephone chain to notify faculty and staff of the School closure. Departments may also wish to develop a plan for emergency staffing by individuals who could provide coverage of vital functions that must continue under any circumstances.

ASK A TECHIE

If you have a computer related question you’d like to see answered in our newsletter, just send an email with your question to helpdesk@hsph.harvard.edu

Question:

Can I just borrow my office mate’s copy of Office 2000 and install it on my own computer?

Answer:

There are very strict federal copyright laws protecting software use and distribution in the U.S. Many people don’t realize that when they purchase software they only buy the right to use that software – they don’t own it.

The limits of software licenses vary widely. Some will allow the use of business purchased software on home computers and laptops while traveling. You should carefully read the license agreement that came with your software.

Here at HSPH, it is possible to purchase just the license for some software through Site Licensing (6-SITE). This can potentially save your department hundreds of dollars in some cases by not making you buy a complete copy of each program. The IT Department has copies of the most common programs (all versions of Windows and Office) so that we can install the software for you once you purchase the appropriate license.

It is important to remember that in most cases, you must purchase a license for each machine you intend to install the software on. Not having a license is a Federal offense and may result in civil and criminal action, fines of up to $250,000 and jail time of up to 5 years for each infringement. So please don’t give the IT Technicians a hard time for not installing software for you without a license – they are responsible for the software they install and we don’t want to see them sent to prison!

For further information on Software Licensing, please visit our web site at: http://www.hsph.harvard.edu/it.