

Faculty

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Sending Faxes

To send a fax on campus, follow the following steps:

- Download the [Fax Transmittal Form](#) (Word)
- Fill out the form
- Take your fax along with the filled out form down to the front desk (WCC Link entry)
- Talk with one of the receptionist and have them send the fax for you

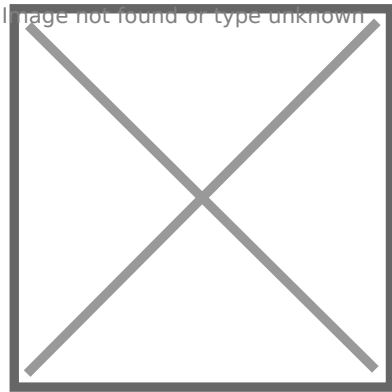
If you have any questions, stop down at the front desk and ask!

Surface Pro 4

The Microsoft Surface Pro 4 is the main faculty/staff laptop/tablet used on campus provided by Martin Luther College. It was deployed in **Summer 2016**. This page is meant to capture some of the tips, tricks, and information regarding your usage of the device.

Introduction

- [Surface Pro 4 introductory presentation by Prof. James Carlovsky](#) - YouTube (April 2016)
- [Surface Pro 4 introductory presentation by Prof. James Carlovsky](#) - Google Slides (April 2016)
- [Microsoft Surface Pro 4 product website](#) - Microsoft



Additional Sessions

- Faculty/Staff Orientation - [YouTube/Google Slides](#) (May 2016)
- Surface Pen Introduction - [YouTube/Google Slides](#) (May 2016)
- Wireless Teaching - [YouTube/Google Slides](#) (May 2016)

Questions & Answers

How can I play DVDs?

There is no built-in DVD player in the Surface Pro 4, but adding the ability to play CDs and DVDs is easy by utilizing an external DVD drive. Walmart and Amazon have many options available for a reasonable price if you have the need. Here are a list of a few (current as of May 3, 2016):

- [LG Electronics 8X USB 2.0 Ultra Slim Portable DVD Rewriter](#)
- [VersionTech USB External Slot DVD VCD CD RW Drive Burner](#)
- [SAMSUNG TSST Ultra-Slim Optical 8X DVD Rewriter Drives SE-218GN/RSBD](#)

These drives are small enough to be slipped into a case and carried to the classroom as well. There are more than enough USB ports both in the classroom and in your office to accommodate an external DVD drive when needed.

Some external DVD drives will also be available to check out from Network Services.

How can I power my Surface while in the classroom?

The Surface Dock at your office desk provides power along with all of the additional port options. You do not need to use your power adapter in your office at any time (and, indeed, cannot because the Surface Dock uses the same port on your Surface).

The hope is that, for the vast majority of cases, the battery inside of the Surface Pro 4 will be sufficient to get through a class (or three) in most cases.

However, because power is provided by the Surface Dock in your office, you are encouraged to keep your power adapter with you while going to class or traveling. Network Services is going to work to provide ease of access in the classrooms to power strips so that plugging and unplugging power adapters will be easy enough to do. This will benefit the students and guests who will be presenting in the classrooms as well.

In the case that you feel there is a need for an additional power adapter, genuine Microsoft adapters can be purchased from Amazon or a 3rd party adapter can be purchased as well.

- [Microsoft Surface Power Supply 65W V4](#)
- [Zodiac 65W Surface Book AC Adapter Charger 15V 4A For Microsoft Surface Book Tablet with USB Port & 6Ft Cord](#)

If you have questions, please feel free to talk with Network Services.

Can you recommend a case?

There are **MANY** cases available on sites like Amazon, but here are a few that might work for people:

- [Microsoft Surface Pro 4 Case - ProCase Premium Folio Cover Case for Surface Pro 4](#)
- [UAG Microsoft Surface Pro 4 Feather-Light Composite \[BLACK\] Aluminum Stand Military Drop Tested Case](#)

How can I print?

We are continuing to use Micro Focus iPrint and PaperCut to manage our printers and print queues on campus. Three printers will be installed on all Surface devices one campus:

- NS Konica 554e - black and white copier in Network Services
- NS Konica C224e - color copier in Network Services
- Print Shop Sharp M623N - black and white printer in Print Shop (defaults to holding print jobs)

You should also have the closest printer installed and set as the default for your machine. Often this is labeled similar to *[Location] HP M602* or similar.

In order to successfully print, you need to be connected to the Academic Network. This can be accomplished in two ways:

1. connect to a wired Ethernet connection in your office (via your Surface Dock)
2. connect to the *MLC Academic WLAN* utilizing your MLC Account credentials

If you are not connected to the Academic Network, you will not be able to print successfully. As always, please contact Network Services with any questions. If you are connected to the *MLC Guest WLAN*, you will not be able to print at this time.

Can I use the MLC Academic WLAN?

In early May 2016 we switched the way that our wireless system handles wireless authentication. You should now be able to easily, and consistently, utilize the *MLC Academic WLAN* by selecting it from the list of wireless networks and inputting your MLC Account credentials (if prompted).

The first time you connect to the *MLC Academic WLAN*, you will be asked to accept the identity of the server. Do so. After that you should not be prompted until the next time we change the security of our RADIUS server on campus.

If you change your MLC Account password, you are going to need to follow the instructions found on the [MLC Academic WLAN information page](#).

What happened to logging into Novell?

Historically, Martin Luther College has utilized the *Novell Client* for allowing access to files stored on our network file servers. However, that has now changed for mobile devices going forward.

We will now be utilizing *Micro Focus Filr*. This should give you equivalent, not identical, access as the Novell Client did in the past. You can find out more by [visiting our Filr page here on the knowledge base](#). If you are concerned about anything, please [contact Network Services](#).

However, if you want to be able to use the Novell Client, Network Services can install it for you.

It is recommended to [install the Filr Desktop Application](#) on your devices, and for the Surface Pro 4 you will want to install the Windows X64 Client.

Adjunct Instructor Tech Requirements

While teaching at or for Martin Luther College, you will be required to own and maintain a device meeting the following minimum requirements (which are based off of the current devices being used by faculty members on campus). You can choose to use whichever device you like and a best-effort attempt will be made by Network Services to help you.

If you have specific questions, please [contact Network Services](#).

Classroom Presentation Requirements

Most classrooms on campus are equipped with a USB 3.0 docking station for use by faculty, staff, students, and the public for presenting using a device. For more specific information on classroom technology, you can visit the [Classroom Technology](#) area of this knowledge base.

Your device will need one of the following ports to use the docking stations:

- USB 3.0 A-style connector or adapter

Computer

- **Operating System:** Microsoft Windows 10 or Apple macOS Mojave
- **Processor/CPU:** Intel Core m3 or AMD equivalent (or faster)
- **RAM:** 4 GB minimum/8 GB recommended
- **Storage:** 128 GB minimum/256 GB recommended

Currently the faculty are using Microsoft Surface Pro 4 (released in 2015) tablets on campus. Older and lower-specced machines may work, but it is recommended to have a newer and faster machine if possible. If you have an Apple computer, please read their [support site for more](#)

[information on Mojave-compatible Macs.](#)

Chromebooks & Tablets & Other Devices

While it is recommended to have a machine meeting the above requirements, some other devices may work for your teaching. However, the above devices have been tested to be compatible with our presentation systems and work well with Moodle (our online learning environment). If you have specific questions about a device, please [reach out to Network Services](#).