**ITS GreenPC Thin Client Checklist**

ITS GreenPC thin clients are intended as a lower cost, environmentally friendly option to replace desktop Windows PCs for selected information workers at NAU. Today’s thin clients are very capable, and have some significant advantages of their own, but they are not equivalent to a standalone Windows PC for all applications. We recommend that departments considering ITS thin clients run through this checklist for the smoothest possible implementation.

Several evaluation thin client systems are available from ITS. If you would like to place one in your department for a week or two to let your staff experience them and try their daily tasks on one before you purchase anything, call the ITS Solution Center at 928-524-1511 to place a request for an evaluation unit. (Evaluation units will require two power outlets and an available wired network connection).

To help you decide if a thin client will work for you:

* The thin client comes with a 5 year warranty and 3 years of software maintenance. Departments using their thin clients into the fourth year will be assessed a modest fee, estimated to be less than $30 per unit, to extend software maintenance on their thin clients for another three years. There are no other ongoing costs associated with choosing to use Thin Clients in your department.
* Will the location have a wired connection to the NAU network available? Thin clients, although small, will not work for mobile or off-campus applications at the current time.
* Can the work be completed efficiently with no more than two displays? Both Single and Dual monitors and wide-screens are supported. The ITS GreenPC thin client requires a DVI video connection for its primary display. (If you are using two displays, the second one must support a VGA Style connector.) Most Dell monitors sold in the last decade support both VGA (Blue connector) and DVI (White Connector). The GreenPC thin client comes with a DVI-VGA adapter if one is required to connect a VGA monitor. (This adapter cannot be used on the secondary monitor in a dual monitor setup, it must support a VGA style connector natively. )
* Can the intended work be completed using only Microsoft Office (Word, Excel, Powerpoint, Outlook & Communicator), Adobe Reader and a Web browser?
	+ Additional software cannot be installed for individual users.
	+ Many NAU and external systems are normally accessed through a web browser and will work quite well including: The My-NAU Portal, Louie, Peoplesoft, Business Objects Reporting, HR Careers and Employment Center, Blackboard and many more.
* Can the workflow be completed without a floppy or CD - DVD drive? Thin clients have no floppy or optical (CD – DVD) drive. If you need to move files off the system, USB Flash drives are supported.
* Does the workflow require sound? Thin clients have no built-in speaker, but they do have a standard PC headphone jack and work well with standard PC powered speakers or personal headphones/earbuds. If you purchase a new thin client bundle from our Dell Premier web site, it will include compatible speakers on the monitor. If you purchase just the thin client alone, you will need to provide speakers or headphones or work without audio.
* Do you have very modest needs for web video? Thin clients can play back small format video with fair fidelity but often have subtle audio / video synch issues that become disturbing when watching a presenter speak. Thin clients will not play large format, full screen or HD video with acceptable quality.
* Can the workflow be completed without multimedia accessories? Thin clients won’t support Enterprise Voice, web-cams, USB microphones or other accessories that require multimedia input or custom driver installation. A Thin Client can participate in many types of web conferences but would not be a good choice as a host for one.
* If printing is required, does your department have a nearby networked laser printer? Thin clients do not support locally attached printers. If you decide to proceed, call the ITS Solution Center at 928-523-1511 to request that your network printer be set up for Thin Client use. (They will ask you for the printer’s Manufacturer, Model number and Network Address) The setup may take a day or two, calling before your thin clients arrive ensures your printer(s) are ready to go.
* Are you planning on installing more than ten thin clients at once? If so, please call the ITS Solution Center 928-523-1511 to let the Windows Server team know how many new thin clients are part of your project. This will help us keep sufficient server resources available for you.
* If people in your department will be migrating from classic PC’s to Thin Clients, they should copy any work documents stored on their PC’s to their personal network share on the server named Bonsai. Departmental network shares can also be mounted for Thin Clients if workers need access to Departmental documents. They might also wish to export their browser favorites into a file on Bonsai so they can re-import them when they get to the thin client environment.
* Student workers in your department must have SW accounts on the NAU domain in order to login to ITS thin clients. Supervisors may request one by contacting the Solution Center at X1511. More information can be found at <https://iris.nau.edu/homepage/students.aspx>

Once you are comfortable that an ITS GreenPC thin client will meet your staff needs, they can be ordered directly from the Dell Premier web site either as complete systems with monitor and speakers or just the thin client alone if you already have a monitor or wish to use a different model.