

Technology Purchases

- LTS Computing Consultants provide assistance and consultation for purchasing computers, tablets, phones, and associated information technologies on request.
- The Purchasing Department may require at least email approval of computer purchases from your department's assigned Computing Consultant.
- The University's relationship with major vendors (Apple, Dell, Lenovo) allows for discounts on purchases and accelerated delivery of pre-configured standard options.
- LTS offers on-site, in-warranty [repairs](#) for those major brands by vendor-certified technicians.
- The LTS Purchasing Pages detail the process of purchasing systems for [departmental](#) or [personal](#) ownership.
- [Classroom Technology](#) including computers, projectors, document cameras, wireless microphones, and other devices are purchased by the LTS Classroom Support team.

Faculty and Staff: Lehigh Computer Configuration / Management

- Imaging for Windows: After delivery to Lehigh, most Windows-based faculty and staff computers' storage systems are cleared, and re-loaded with a standardized, pre-configured set of software tailored for use at Lehigh.
 - This process is handled by Computing Consultants using a tool called the 'Universal Imaging Utility' (UIU).
 - The process enables the use of Lehigh Computing Accounts for logging into the systems (via Active Directory), ensures that Lehigh software licenses are in use, and protects University data by [encrypting](#) the systems' internal hard drives to protect against data privacy breaches.
- [Jamf](#) for macOS: LTS uses a cloud-based management system that enforces the LTS password requirements, escrows the FileVault hard drive encryption keys and collects basic data on application usage.

Disposal, recycling, e-waste

- Read procedures for disposing of [personally owned devices](#) and [Lehigh-owned devices](#).
- [Sustainability Office E-waste program description](#) and [small device dropoff locations](#).
- [Roll-Down program](#) - LTS purchases new computers for the library, classroom and lecture halls on a regular basis (usually every 3 or 4 years) and the old ones are available to offices and departments for use on campus.

Phone Purchasing Plans

- [Cell phone discount purchase](#) plans