# Digital Innovation and Technology Services Product Catalogue

## May 2022

**Index of content**

### Centrally Funded Devices (CFD)

The Centrally Funded Device scheme eVouchers can be exchanged for Standard computer equipment marked with:

For full details of the scheme visit:

http://www.essex.ac.uk/it/services/purchasing/default.aspx

**The prices in this catalogue are for guidance only and are subject to change at any time. All prices include VAT**
**The specifications in this catalogue are for guidance only and can change based on supply chain at any time**

For up-to-date quotations contact  dits.purchasing@essex.ac.uk

Think before you print

University of Essex

# Standard Specification Voucher Packages:

**Hybrid working laptop package:**    **Our standard** [eVoucher LAPTOP] **package— approx. £1,655**

Includes:

14" Standard specification Business laptop with carry case

Provided with Headset and equipment sets for both home and office use
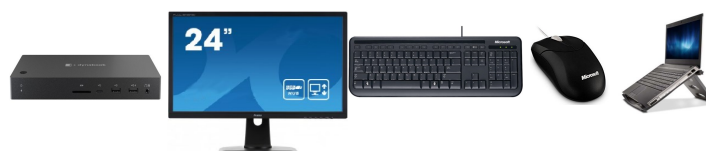
Monitor, Keyboard & Mouse set and Laptop stand for home use

Docking station, Monitor, Keyboard & Mouse set and Laptop stand for office use

Home  equipment | Office equipment

**Desktop PC package:**    **Our standard** [eVoucher DESKTOP] **package— approx. £980**

Includes:

Standard specification desktop PC

Provided with Headset, Webcam, Keyboard & Mouse set and 2 Monitors

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## IT Essentials Goodie Bag:

Sometimes, peripherals break. Ordering a replacement can take longer than it needs to. Our departmental Goodie Bags have you covered.

⇒    Includes a quantity of Headsets, Webcams and Keyboard & Mouse sets for departmental distribution

Should your departmental stock of peripherals get low, email letsassets@essex.ac.uk with your filled in IT essential equipment allocation form to get stocked up again.

# Standard Laptop (Windows)

We now offer one standard specification Dell Laptop that will be suitable for the majority of users; which come installed with Windows 10 Pro (64-bit) or Enterprise (64 bit) and Microsoft Office Pro 365 plus a range of additional software. Laptops are supplied with a carry case. For non-standard Laptop requests contact dits.purchasing@essex.ac.uk

### IT Laptop Support Services

There is no charge for laptop support on Standard Laptop equipment supplied by Digital Innovation and Technology Services. Support services are automatically provided under the Centrally Funded Device (CFD) scheme. This service includes configuration, delivery, software & hardware support, together with service/fault logging via the IT Help Desk. Full details here

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# 14" Business Laptop

A business notebook through and through, weighing a manageable 2kg (approx.) for a 14" laptop. A good choice if you are using this as your everyday computer where you need a good size screen combined with portability and long battery life.

### Technical Specifications

- Intel i5 Processor or equivalent
- 16GB RAM
- 256GB Solid State Drive
- 14" HD display
- FHD Web Camera
- Wi-Fi / Bluetooth

### Standard Installed Software

- MS Windows 10 Enterprise (64-bit)

- MS Office Pro 365  (Word, Excel, PowerPoint, Access,  Outlook and Publisher)

- MS Project 2019

- CrowdStrike Anti-Virus

- Adobe Acrobat Reader

- PDF Creator (non–Adobe)

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**Laptop (Laptop & Case):**          **approx. £1070**

# Standard Desktop PC (Windows)

Digital Innovation and Technology Solutions offer a lightweight and compact specification PC . This small PC is suitable to meet your specific requirements, including multiple connectivity, improved productivity and power management. As standard, all units come installed with Windows 10 Enterprise (64-bit) and Microsoft Office Pro 365 plus a range of additional software. For non-standard PC requests contact dits.purchasing@essex.ac.uk

**PC Specifications**

- Dual Monitor On-board Graphics (can output to 2 monitors)
- Intel i5-processor (3.00GHz) 4-Core or equivalent
- 16GB RAM
- 256GB Solid State Drive (SSD)
- Keyboard & Mouse
- Dimensions (D x W x H) 335 x 325 x 90 mm (approx.)
- All Desktop PC's will now be provided with a headset and webcam where required (centrally funded)

**Standard Installed Software**

- MS Windows 10 Enterprise (64-bit)
- MS Office Pro 365  (Word, Excel, PowerPoint, Access,  Outlook and Publisher)
- MS Project 2019
- CrowdStrike Anti-Virus
- Adobe Acrobat Reader

**approx. £620**

## IT Support Services

There is no charge for desktop PC support on Standard Desktop PC equipment supplied by Digital Innovation and Technology Services. Support services are automatically provided under the Centrally Funded Device (CFD) scheme. This service includes configuration, delivery, software & hardware support, together with service/fault logging via the IT Help Desk. Full details here

# Monitors

### 21.5" / 22" Widescreen

- 21.5 inch Widescreen LED-backlit monitor
- Full HD 1920 x 1080p
- Height Adjustable Stand

**approx. £137**

### 24" Widescreen

- 24 inch Widescreen LED-backlit monitor
- Full HD 1920 x 1080p
- Height Adjustable Stand

**approx. £144**

# Laptop Accessories

## Docking station

### USB-C : approx. **£156.00**

Expand your viewing area, connectivity and capabilities of your USB-C equipped laptop while eliminating cable clutter with a USB-C Dock. With a single 10GB/s USB-C connection, connect multiple displays, charge-up and plug-in a variety of modern accessories and peripherals, with blazing fast speed. The USB-C Dock makes bouncing from the field to the desk as simple as plugging in a USB cable.

Note: This dock is only compatible with the latest laptops that have USB-C thunderbolt connectors.

## Laptop Cases

tech air

For Laptops 13.3" to 14": **approx. £12**

A modern toploading laptop carrying case made of polyester with foam protection. There are internal and external pockets allowing room for laptop accessories, documents, cables and leads. Supplied with carrying handles, with adjustable and detachable shoulder strap.

For Laptops 15.6": **approx. £19**

Designed with simplicity in mind; there is storage for all those essential mobile accessories and a padded lining to protect your laptop. This clamshell laptop case is cost-effective and features a riveted handle and removable shoulder strap with cushioned pad for improved comfort when on the move.

## Accessories

Combination Laptop Lock: **approx. £23**

A lockable security device which allows a compatible laptop to be anchored to a desk, table or fixed structure to prevent theft. A keyless 4-wheel combination is easily resettable and offers 10,000 possible combinations.

Kensington Easy Riser: **approx. £13**

A laptop stand which is height adjustable so you can raise or lower the screen and tilt it at the ideal reading angle to reduce backaches, neck strain or eye strain.

Requires an additional keyboard and mouse.

This allows you to use the laptop as a screen together with an external screen and so giving you two separate screens.

## Laptop Backpacks

Targus®

For Laptops 15.6": **approx. £20**

- Removable Padded notebook compartment for screens up to 15-16".
- Hard Wearing nylon exterior with large zippers.
- Adjustable fasteners on each side of the backpack ensuring improved comfort.

## AC Adaptors / Replacement Batteries

We can obtain replacement AC Adaptors and replacement batteries for most Toshiba and other brands of laptops. For a price and availability please contact IT Purchasing with the laptop model number, serial number and our 'M' number if applicable.

# IT Accessories

**Microsoft**

## Keyboards and Mice

### Microsoft Keyboard

Our standard supplied wired keyboard.

### Microsoft Optical Mouse

Our standard supplied wired mouse

**Provided through Goodie Bags**

### Microsoft Natural Ergonomic Keyboard

Expertly crafted to allow you to work in a more natural position. The new Gull Wing design features a 14-degree gable, a natural arc and a curved key bed.

**approx. £40**

### Evoluent VerticalMouse 4 (Left)

The patented shape supports your left hand in an upright neutral posture that generally avoids forearm twisting.

**approx. £77**

### Evoluent VerticalMouse 4 (Right)

The patented shape supports your right hand in an upright neutral posture that generally avoids forearm twisting.

**approx. £77**

## Speakers

**Logitech**

### Logitech Speakers Z120

- Compact Stereo speakers (1.2 watts)
- USB powered (no mains required)
- Dimensions: 110 x 80 x 90mm
- Windows & Mac Compatible

**approx. £13**

### Logitech Speakers Z130

- Desktop Stereo speakers (5 watts)
- Requires mains power supply
- Dimensions: 142 x 100 x 110mm
- Windows & Mac Compatible

**approx. £20**

## Headsets **skype**

### USB-A Headset

- Lightweight, over-the-head headset
- 960 USB cable connection

**Provided through Goodie Bags**

**These headsets are designed for use with computers only and are not compatible with telephones.**

**If telephone headsets are required, please direct your enquiry to telephones@essex.ac.uk**

# IT Accessories (continued)

## Webcams

**Logitech HD Webcam C270**

- Plug-and-play setup, easy to use
- HD 720p quality video calls
- Built-in mic with noise reduction

**Provided through Goodie Bags**

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## Secure iStorage datAshurDevice

- USB 3.0 Flash Drive
- Worlds most secure flash drive
- Pin code access
- Rechargeable battery

**Please enquire for prices**

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# Apple iMac's, MacBook Pro & MacBook Air

Apple iMacs and MacBooks can be provided, but they will not have all the same functionality that Windows devices will have and so will not run all the software that you can run on a Windows based computer.

Also please be aware that Apple MacBook devices will not be allowed to use the University wired network via network adaptors and so will have to connect via WiFi when on-campus. They are also not completely compatible with the university teaching spaces.

If you must have an Apple iMac or MacBook then it is recommended that it has at least 16GB RAM and an SSD disk drive.

To request the purchase of an Apple iMac or MacBook, please contact dits.purchasing@essex.ac.uk, quoting the model and specification you want and we will get the current price and availability. Please note that it is the requesting staff/department's responsibility that the Apple device purchased has the features required.

When we receive Apple iMac and MacBook equipment, we will configure the device with no additional charge, ensuring it has the latest Operating System, updates, MS Office and Crowdstrike Falcon Sensor Anti-Virus.

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# Apple iPads

Apple iPads can be provided, but they will not have all the same functionality that Windows devices will have and so will not run all the software that you can run on a Windows based computer.

To request the purchase of an Apple Pad, please contact dits.purchasing@essex.ac.uk, quoting the model and specification you want and we will get the current price and availability. Please note that it is the requesting staff/department's responsibility that the Apple device purchased has the features required.

When we received Apple iPad, we will configure the device with no additional charge, ensuring it has the latest Operating System and updates.

# Software

**Adobe Acrobat Pro 2020: £126.00**

Software to view, create, edit, print and manage PDF files.

**Adobe Photoshop Elements 15: £32.11**

*(The above Adobe licences are both perpetual meaning that there will only ever be a one off cost to these pieces of software)*

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**Adobe Creative Cloud Named Licence: £240.00 (per year)**

Advanced photo and graphics editing software.
The following applications are available in this Suite:

Adobe Photoshop
Adobe Bridge
Adobe Illustrator
Adobe InDesign
Adobe Premier Pro

*Please note Creative Cloud is a subscription service which would get renewed each year on the 19th July and can now only be purchased as a user license (for a single user on use with 2 PC's).*

*(Please also note that it is possible to purchase creative cloud pro rata at a slightly cheaper rate until it renews, in which case you would then be charged the normal annual subscription)*

**Microsoft Visio Standard 2019: £36.74**

Microsoft Visio Standard is a diagramming platform which helps to simplify complex information through simple, easy-to-understand diagrams. It includes stencils for business, basic network diagrams, organisation charts, basic flowcharts, and general multi-purpose diagrams.

**Microsoft Visio Professional 2019: £70.61**

Microsoft Visio Professional includes all of the functionality of Standard version as well as updated shapes, templates, and styles; enhanced support for team collaboration, including the ability for several people to work on a single diagram at the same time; and the ability to link diagrams to data.

**Microsoft Visual Studio 2019: £64.66**

Microsoft Visual Studio is an integrated development environment (IDE) from Microsoft. It is used to develop computer programs for Microsoft Windows, as well as web sites, web apps, web services and mobile apps. Visual Studio uses Microsoft software development platforms such as Windows API, Windows Forms, Windows Presentation Foundation, Windows Store and Microsoft Silverlight. It can

*(The above Microsoft licences are perpetual meaning that there will only ever be a one off cost to these pieces of software)*

PLEASE NOTE BOTH VISIO AND VISUAL STUDIO ARE NOT COMPATIBLE WITH APPLE iMacs OR MacBooks.

For all other Software titles and pricing contact:

dits.purchasing@essex.ac.uk

# IT Support Services for IT Equipment

## Scope

IT Support Services are offered free of charge on most PC/MAC system and laptop requested through the Digital Innovation and Technology Services Catalogue. In exceptional circumstances IT Support Services may be available on other equipment by negotiation.

**The Support Service covers:**

- Initial commissioning of new equipment, including installation and configuration of hardware and Digital Innovation and Technology Services pre-installed software (which includes the operating system and anti-virus software where appropriate).
- Installation and network connection at the user's campus work place.
- Repair of faults to hardware and to Digital Innovation and Technology Services installed software.
- Hardware and software upgrades.
- Equipment moves as part of office relocation.

The Support Service does not cover vandalism, theft or accidental damage.

Faulty equipment will be repaired or replaced at the discretion of Digital Innovation and Technology Services. Where possible, a form of loan equipment will be provided if faulty equipment cannot be repaired quickly. Equipment sited off one of the main University campuses (where IT support is provided) must be returned to Innovation and Technology Solutions.

Users are responsible for the preservation and recovery of data files, and should take adequate precautions. Digital Innovation and Technology Services cannot guarantee to recover lost data, though reasonable assistance will be given.

### IT Support Services

There is no charge for desktop support for Digital Innovation and Technology Services  supplied IT equipment. Services are automatically provided for PCs and laptops  less than 5 years old and Apple products less than 5 years old.

After four or five years, support will be undertaken only if spare parts for the equipment are still obtainable at economic cost and may be on the basis of reduced commitment to service targets.

If a piece of equipment becomes uneconomical to maintain because of unduly high increases in the prices of spare parts or if spare parts become unobtainable, Digital Innovation and Technology Services reserves the right to withdraw support, even within the first three years after purchase.

Digital Innovation and Technology Services may sub-contract support at its own discretion.

### IT Helpdesk (Colchester Campus) Tel. 01206 87 2345

Please note that Requests should be logged via the  IT Help Desk: it.helpdesk@essex.ac.uk. Each request should provide:

- Service contract number displayed on a silver sticker prefixed by a letter  A=apple, M= laptop/mobile device, S= PC.
- Equipment type if no silver sticker is evident.
- Location of equipment, name of user, contact telephone number and contact email address.
- A description of the request/fault - giving all relevant details.

If a request/fault is resolved or no longer needed before an engineer has made contact, the request should be cancelled via the IT Help Desk.

If you're planning an office move and need to relocate staff computers, printers or telephones, requests should be made via the IT Help Desk, with full information being provided. Requests for upgrades which involve chargeable hardware or software must be made by email to the IT Help Desk, with a departmental cost code provided. Please ensure that you book in advance with the following notice periods:

1 to 2 people – 3 days notice
2 to 5 people – 5 days notice
5 or more people – 2 weeks notice

*Email: it.helpdesk@essex.ac.uk*

*Telephone: +44 (0)1206 87 2345*

*Walk-in room: Silberrad Student Centre*
*Open Monday to Thursday 8.30am-6.00pm, Friday 8.30am-5.45pm by appointment only*

If the space you are moving to has not been refurbished then more power and data may be required. This will be managed by Estates Space Planning please contact 4323. This may delay your intended move date.

At busy times of the year during September, Christmas and Easter, there are a limited number of slots available so we recommend you book at least twice the recommended notice period. This is because we may need to contract in more staff if your preferred slot has already been booked.

When booking , please include the new location, the old location, and a preferred date and time for the move to happen.

### Portable Appliance Testing (PAT)

Digital Innovation and Technology Solutions are not responsible for the Portable Appliance Testing (PAT) of any relevant item supplied, whether on contract or not. See www.essex.ac.uk/ohsas/electricity for guidance on who is responsible for PAT and frequency of testing.