

NMC Standard Office Equipment List

The standard office/work area at Nebraska Methodist College is equipped with the following:

- 1 desktop computer – Make is HP and model is subject to vary
- 1 keyboard
- 1 mouse
- 1 monitor – minimum of 19” is standard with most common being 22” widescreen
- 1 Cisco phone
- Access to a printer (personal desktop printers must be purchased through NMHS)
- Miniature speakers (beginning in 2016)

For any additional equipment or modifications to this standard list, approvals must go through the department supervisor to nmchelp@methodistcollege.edu – then the request will go through the executive overseeing that area (VP or President).

Additional monitors will need to be purchased out of departmental funds and IT will need to determine if the desktop PC is able to support dual display. Wall mounted flat-screens for an office are not yet approvable.

If there is a request for a laptop with docking station in lieu of the standard desktop PC, then a case should be made as to why that is needed. The most common sense justification for this is a position that requires travel. If the employee is in all likelihood going to be primarily stationed in one area, then this request is less out of necessity than desire. As with all requests, it will require the approvals mentioned above.