



# TRIM for Mac users

## What you can expect as a TRIM user on a MAC

If you use a Mac and need to manage records in TRIM (HPE Records Manager) there are some key things to be aware of.

### **VM ware**

For TRIM to work correctly on Mac machines VM ware needs to be loaded. VM ware is a virtual machine application and enables Windows and the TRIM application to run so you can save and store records.

VM ware can be installed on your machine at your request. To arrange for the install contact IT Services Support desk on 17000 or email [17000@Newcastle.edu.au](mailto:17000@Newcastle.edu.au) .

### **Performance**

VM ware uses about 50% of the Central Processing Unit (CPU) of your machine while running Windows and the TRIM application. The CPU is the brain of your computer. It handles all the instructions you give your machine, and the faster it does this, the better.

Because the VM ware uses a significant proportion of your machine's CPU when you have TRIM open, it can lead to TRIM to be slow when you are searching, filing or opening documents.

**Remember to close the VM ware application once you have finished using TRIM to ensure full CPU capacity when you are not using TRIM.**

Despite the potential performance issues you still need to ensure your records are stored in TRIM.

### **TRIM Web Client**

If you are experiencing performance issues you can try using the TRIM Web client which you can access via Firefox or IE browser.

The Web Client has a different look and feel to the full TRIM application and there are also some differences in how you attach documents and emails to folders.

There is a quick reference guide available that provides more information on how to complete these tasks via the Web Client.

Access it here: <http://www.newcastle.edu.au/current-staff/our-organisation/governance/legislation-and-compliance/records-management/training-and-support>

### **QUESTIONS?**

You can contact Records Governance Services (RGS) at any time to discuss what TRIM means for you as a Mac user.

[Records@Newcastle.edu.au](mailto:Records@Newcastle.edu.au) or 492 15306

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