

# Guide to using Faculty of Sciences Computer Suites

## Getting started

This pamphlet provides a brief guide to using the Faculty of Sciences computer suites. Please read carefully and retain for future use.

## Where are the Sciences Computer Suites?

The Faculty has 8 computer suites. Four are located on the North Terrace Campus. These are located in the Johnson (Rm 111), Physics (Huxley Suite Rm G38), Mawson (Rms G12) and Molecular & Life Sciences (Ground Floor) Buildings. Two suites are located at the Waite campus in the Charles Hawker building (131 and 129). A further two suites are located in the Leske building (G18 and G19) on the Roseworthy campus.

## Booking information

All suites are open between 8.30 am and 6.00 pm Monday to Friday. Many classes make block bookings of the suites. Lecturing staff will inform you of these times. Booking schedules will be posted on a notice board in each suite.

Sciences students, and students enrolled in sciences subjects, may freely use the suites outside booking times, as long as computers are available.

## After Hours Access

The computer suites located in the Leske building at Roseworthy, the Charles Hawker building at Waite, and the Physics building on North Terrace are open for extended hours. Detailed information about after hours access will be posted on noticeboards in suites and e-mailed to all students at the beginning of Semester 1.

Remember that University regulations forbid you to admit

For more information go to: <http://www.sciences.adelaide.edu.au/current/computing/>

any unauthorised person to any computer suite. Do not allow any other person to access a computer by illegal use of your Student ID and passwords.

## Types of Computers, Printers & Software

All Sciences suites contain computers that run the Microsoft Windows XP operating system. All computers have USB plugs that accept USB drives and other USB devices. CD burners may also be used by cutting and pasting files to the CD-RW drive. Some computers accept Iomega Zip Disks.

Laser printers are accessible from all suites.

Microsoft Office, Internet Explorer, Adobe Acrobat Reader, Winzip and Anti-Virus software are installed. Course specific software used for teaching purposes is also installed. Note: not all computer suites will have the same course specific software installed.

## Security

All suites are regularly patrolled by University Security staff. Security cameras are also used to monitor all extended hours access to the computer suites.

A security telephone provides direct access to the University Security offices. Use the phone to report security concerns, offensive or in-appropriate behaviour.

## Your Student ID

Your student ID, together with a unique eight character password (located on the top left of your Enrolment Confirmation Notice), allow you to access:

- University desktop computer systems and printers,
- Student e-mail, MyUni and Access Adelaide, and
- The Internet.

As some information available, is confidential to you, take care not to lose your ID card, pass on your Student ID number or password to anyone, or leave a computer logged on.

## Commencing a Session

1. Usually the computers will be already switched on or in Stand-by mode. You should see an IntranetWare login window on the screen. Simultaneously press the Ctrl, Alt and Del keys to start the log on process.



2. Enter your Username and password.
  - Your Username is an "a" followed by the seven digits of your Student ID number (no spaces).
  - Your password is the eight character number located on the top left hand side of your enrolment confirmation notice. This is the same as your e-mail password. Press Enter to continue.

The Windows desktop will appear with a Start button on the Taskbar at the bottom left of the screen.

## Leaving the Computer

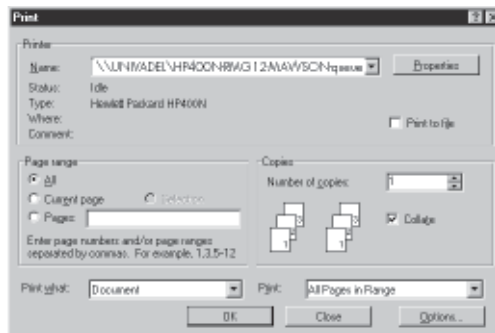
To prevent others from using your work and network privileges ALWAYS log off when you have finished.

1. Click on 'Start', then click 'Shut Down' in the Start menu.
2. In the Shut Down Windows dialog, select 'Close all programs and logon as a different user?'. Click on the 'Yes' button.

# Guide to Computer Suites continued ...

## Printing Your Work

Each computer is connected to a laser printer located in, or near the suite. To print from an application, point to 'File' then click on 'Print' in the list of commands. A printer dialogue box will appear. It will show the name of the printer you are using.



Use the printer selection pull down menu located on this dialogue box to choose one of the printers located in your suite. If the printer name does not match the printer in the suite you are working in, then you will need to select the correct one.

## Printing Costs

Laser printing is not free. Usage is monitored. Each student is allocated a per semester free printing quota. Pages in excess of this quota are charged on a per page basis. Details of the accounting system used will be prominently displayed above all printers and is also online at:

[www.adelaide.edu.au/ITS/student\\_services/printing](http://www.adelaide.edu.au/ITS/student_services/printing)

Use this site to monitor your printer usage.

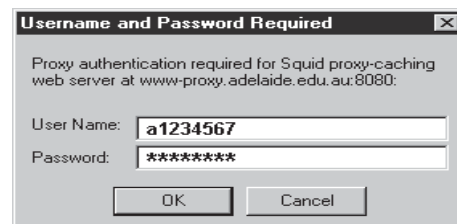
## Secure Disk Storage

Save your data to a private filespace located on network

drive V: This drive provides secure disk storage and is located on a server that can be accessed from any Sciences Suite computer. Alternatively, save your data onto a floppy disk, a USB drive or a CD-R(W). Work stored on other computer hard drives (eg. the Desktop) will be erased when you log off.

## Accessing the Internet

Use Internet Explorer to access University or external websites. Access to web sites located outside of the University network will require authentication. You will need to do this once for every login session. Supply your Username and Password as part of the authentication process.



Authentication allows the University to monitor the amount of information requested by you and track your Internet usage.

Students with home computers can access the University network via a free dial-in modem pool. For details see:

[www.adelaide.edu.au/ITS/student\\_services/](http://www.adelaide.edu.au/ITS/student_services/)

## Internet Costs

Access to the Internet is not free. The University monitors all access to external internet resources.

All students are provided with a free per semester Internet access quota. If you exceed this quota, you will be

required to pay for any further usage. Details of the accounting process are available from:

[www.adelaide.edu.au/ITS/snap/](http://www.adelaide.edu.au/ITS/snap/)

## Student Electronic Mail

Access to the University e-mail system is free. E-mail is the primary method by which students are sent information by the University Administration and the Faculty of Sciences. Use Internet Explorer to regularly read your e-mail via the link:

[webmail.adelaide.edu.au](http://webmail.adelaide.edu.au)

Access to the mail server will require authentication using your user identification and password. Alternatively, you can access your e-mail from the MyUni website.

[myuni.adelaide.edu.au](http://myuni.adelaide.edu.au)

These sites have instructions about use of the e-mail system.

Use of the e-mail system is subject to guidelines established by the University Acceptable Use policy. Do not use the e-mail system to distribute information of a commercial or offensive nature. You may not use the e-mail system to mass mail information without the consent of the recipients. For further information, see:

[www.adelaide.edu.au/policies/?661](http://www.adelaide.edu.au/policies/?661)

## Copyright Issues

It is illegal to download software, music files and video files for which you do not own copyright. Use of the University of Adelaide computer facilities for activities that infringe copyright is strictly prohibited. For further information, please see:

[www.adelaide.edu.au/ITS/mv\\_copyright.html/](http://www.adelaide.edu.au/ITS/mv_copyright.html/)