Dear Students:

CED’s Infrastructure and Information Technology (IIT) unit supports two college-wide Computer Labs located in Wurster; Computer Satellite areas on seven studio floors, two PhD rooms, the DCRP Lounge, and the CAD/CAM Lab machines. All totaled, IIT currently supports 120 computer systems distributed throughout Wurster and available for student use.

IIT also supports peripherals such as: color and B&W laser printers; color plotters; digital photographic quality inkjet printing and plotting; tabloid and letter-sized scanners, and a large-scale scanner; and general office equipment in the Labs such as paper cutters, tape, staplers, etc.

Server-based systems are also provided to students and they include Cloud Printing to laser printers (see page 3), and a small but growing Rendering Farm (see page 5).

For those who bring their own laptop, we offer AirBears, a campus wireless network. (This Fall the wireless capability in Wurster is undergoing a redesign which will bring significant improvements to our capacity.) Finally, through CED you also have access to free or reduced-cost software (see page 6).

As always, we continue to be committed to improving CED’s technology and our service.

Cordially,

Assistant Dean—IIT Patty Mead
Student Technology Center Manager Dmitry Levintov
Server and Network Administration George Marinos
Computer Lab Manager Juergen Steyer
IT Services Manager Guy Vinson

Student Computing Access Requirements

There are requirements that CED students must meet before they can use the CED computing facilities.

- Attend a computing orientation (in the Fall)
- Submit the access forms/waivers each semester
- Pay the computing fee each semester

Outside of scheduled instructional activities, authorized CED Graduate students have 24/7 access to both Computer Labs and Studio systems. Authorized Undergraduates are given 24/7 access to appropriate Studios, but Lab access is based on the home department or classes; normally, this means ARCH to #479 and LAEP & DCRP to #214. PhD students may have Graduate-level access to computer labs or cloud-based print-only access in their rooms.

Default Agreements

- By signing the forms in #477 to initiate a computer account, you are stating you have read and are agreeing to abide by Campus Computing Use policy as well as CED’s posted (and published) polices.
- You also agree to not hack into any CED or UCB systems or circumvent account or access restrictions to computer systems, printing or plotting, or the facilities.

The campus and CED reserves the right to limit, restrict, or extend network and computing privileges or access.

CED computer and server systems are not considered private, and CED may audit to check appropriate usage, or reformat the drives at any time.

You will be asked to pay for negligent misuse of any computer, printer, plotter or any IT peripheral.
Computing Policies and Practice

Access is by permission
CED Computer Labs and Satellites are college-wide facilities accessed by authorized CED students only.

Don't share accounts
A computer account is given to an individual for the exclusive use by that individual. It is against policy for a user to share or allow others to use his or her account. Users are responsible for all activity on their accounts.

Save your work often
To prevent data loss save to a cloud drive, flash drive, or external drive. Do not save files on the local machine as they are reimaged often and any files on the systems will be deleted.

No Food and Drink OK
Do not eat in the Labs. Covered drinks are currently approved.

Use only CED paper
No “sticky back”, tacky, mailing labels, vellum, or transparencies are permitted in CED printers.

You are responsible for your own belongings
Do not leave anything anywhere unattended for any length of time. CED is not responsible for lost or stolen items. Found items will be immediately taken to 477 for short-term storage, then sent to the Police for holding and disposal.

Be courteous
Please consider other students and refrain from talking on your cell phone, playing loud music in the Labs, or leaving a mess.

Clean up after yourself
Do not let others make a mess and not clean up after themselves. This means recycling paper, picking up cuttings, disposing of drink containers, etc. Help us keep the Labs clean.

Protect Systems
Scan flash drives or other storage devices with Anti-Virus software before starting to use the computers.

Don’t Steal
Do not remove any hardware, software, equipment or paper from any Computer Lab or Satellite area.

Educational Use Only
Computers and printers are in support of schoolwork and are not intended for general entertainment, personal, or commercial use.

Don’t Disconnect Cables
Don't disconnect cables or power from the computer equipment to plug in your personal devices.

Loss of Computer Privileges If you...

• Do not follow the campus or CED computing policy as stated on the web, in this newsletter, and as amended by posters in the Labs or Satellite areas.
• Attempt to install or remove applications or hardware in the Labs or Satellite computers.
• Violate terms of applicable software licensing agreements or copyright laws.
• Share your computer or printing accounts.
• Attempt to bypass approved printing processes, such as printing for others as a way of them not purchasing an account.
• Attempt to degrade, alter, disrupt or interfere with CED or UCB systems or systems performance.

What may happen is the loss of computer and printing privileges without refund, you may be forced to refund costs associated with any repair or loss, and serious issues may also be forwarded to the Student Conduct Board or Campus Police.
Class Labs

Labs Instructional Use Policy

The computer Labs are reserved for, and priority is given to, scheduled instructional activities. Students must log off and vacate the Computing Labs at least 5-minutes prior to the start of those instructional activities.

Scheduled activities are posted outside the Computer Lab doors, outside #477, and are available via Google Calendars.

Computer Lab Schedules:

http://ced.berkeley.edu/resources/computing/lab-schedule/

Plotting

CED students with computer and print accounts can access Computer Lab and Studio plotters. Instructions for using the various plotters throughout the College are located in CED’s Help Desk knowledgebase:

http://ced.berkeley.edu/cedhelp/knowledgebase.php?article=3

There is an overall document on preparing files for printing, then specific details on the various HP plotters by floor and then one for the Cannon plotters.

Key issues: Plot width is 36” and will print up to 85” length without problems. DPI should not be >300 max. Do a smaller test print before your final push.

Cloud Print

CED students with computer accounts can access studio Cloud Printing. Instructions are located in CED’s Help Desk knowledgebase:

http://ced.berkeley.edu/cedhelp/knowledgebase.php?article=51

Provided you have print funds, you will be able to print by uploading your PDF document and selecting a pre-formatted printer (listed by room number).

PHD Students: The PhD Print Only account will let you print to the B&W laser printer in your rooms (470 and 401D) or in 477.

Auto Log-Out on CED Student Computers

Despite our recommendations not to, students continue to use CED computers as if they were their own personal machines. For example, students check on-line medical records, conduct financial transactions, read/write personal email, access personal data (like tax forms) in cloud storage accounts, and access social networks, etc.

Routinely students walk away from these computers still logged in, and we have had experience that others will take over the vacated computer, thereby having access to whatever has been left open.

This is a security exposure that can lead to serious consequences for the individual student, CED, and IT staff. We are in a position of legal responsibility to assure restricted data in general (and restricted student data in particular) are secure according to State and Federal law, as interpreted by campus policy.

As a result, Computer Labs & Satellites have a 20-minute log-out policy. After 20 minutes of user inactivity (defined by a lack of mouse or keyboard activity) the computer will automatically log the user out. This process means that any work not saved will be lost and you will need to reopen applications. To help remind users of the pending log out, a window pops up at the 2-minute mark to provide a countdown.

Juergen Steyer

Juergen manages the student computers in the Computing Labs (214 & 479), Satellite areas, and the CAD/CAM/CNC Lab. He oversees software purchases for these areas, maintains software licenses and license servers, troubleshoots computer and print systems, and works with instructors to assure the computers are ready for use. He is also responsible for imaging and verifying compatibility of software to CED hardware.

www.ced.berkeley.edu/cedhelp/

Dmitry Levintov

Dmitry is the Student Technology Center Manager, located in room 477 (south tower) Wurster. He oversees operations in 477 which includes: providing access to Wurster and its rooms or facilities, and is responsible for printers and peripherals in the Computer Labs and Satellite areas. He assists with various computer-related activities and provides technical assistance when feasible.
2013-14 Fees

- A CED Computing Account is $98/semester and includes use of Lab or Studio computers, scanners, paper cutters, office tools (staplers, tape, etc.), Cloud satellite laser printing and access to CED’s Rendering Farm.
- PhD’s may sign up for a computer account ($98/semester) or a “print only” account $40/semester which provides access to Cloud Printing in the PhD rooms and #477 only.
- Large Scale Scanner $1.50/sq. ft.
- Printing (cost below plus sales tax*):
  - B&W Letter-Sized Paper page $0.06, duplex $0.09
  - B&W Tabloid-Sized Paper page $0.12, duplex $0.18
  - Color Letter-Sized Paper page $0.30, duplex $0.45
  - Color Tabloid-Sized Paper page $0.60, duplex $0.90
  - Epson Color Digital (#477 and #479) $1.75 up to letter-sized and $1.91 up to tabloid-sized
- Plotting (cost below plus sales tax*):
  - HP $1.20/sq. ft.
  - Canon $1.40/sq. ft.
  - Photo Realistic $3.60/sq. ft.

* Sales Tax is added to printing fees above. While Student Fees are subject to campus review, sales tax is charged as required by law. Review the CED website or #477 bulletin boards for information on current or planned Fees.

PDST fees apply to Fall and Spring, they do not cover Summer. GSIs must be approved, and GSRs must be approved and paid for by Departmental Managers.

Access for MUD and PhD students are year long while all other students have semester based access to Wurster.

Comments on projected fee increases or decreases should be sent to Assistant Dean–IT Patty Mead at pmead@berkeley.edu or place comments in the IT Suggestion Box outside of 490 (across from 477).

Computing Fees/Refunds Explained

2013-14 Computing Fees

CED Computing is subsidized in part from a $98/semester student access fees. Printing is a separate cost and is subject to sales tax. (Please see the box to the left for details.)

Where do I pay?

All fee payments are made in the Student Technology Center, #477 Wurster Hall (south tower).

How do I pay?

Payments are made with your Cal1 Card debit card.

We will start to accept Visa and MasterCard sometime during Fall 2013.

Print Refunds?

Refund requests must be made in person at #477 within 5 working days of the print job (no exceptions).

If there is a mechanical print problem (such as ink smears, paper crunched, ran out of ink in the middle of the job, etc.) you must bring that faulty print job to #477 for verification.

No refunds for judgment or user-based mistakes, such as: printed in the wrong color; printed the wrong size; printed to a color printer in color (black) rather than choosing appropriate B&W printers; printing a single page but wanted duplex; or entering parameters incorrectly. Our suggestion is to test print a small job to assure your settings are correct.

Additionally, refunds will only be given for money you put into your account. Refund means moving the funds back to your Cal1 Card.

Make arrangements with the Cal1 Card office for cash refunds. Details available at:

http://services.housing.berkeley.edu/c1c/static/index.htm

B & W Laser Instructions

File Names

The B&W Xerox printers cannot accommodate file names >255 characters so name your print files carefully. This seems to mainly happen with direct from Google Docs printing.

B&W on Color

Those studio areas without B&W printers use the grayscale setting on existing color printers. Remember these printers run hot and need some cool-down time between large runs, otherwise they will jam.

B&W Tabloid

If you need B&W tabloid sized (single or duplex) printing you may choose to Cloud Print to the printer in #477. Just remember to pick up your prints as we recycle leftovers weekly.
CED’s Rendering Farm

CED has a server-based Rendering Farm running on Windows with Thinkbox - Deadline as the coordinator of the rendering requests.

The rendering software is on each computer in the Computer Labs and Satellites, and is incorporated into Rhino and V-Ray for Rhino.

You can send off your data file to the Rendering Farm where the file is held in a folder on the server waiting for its turn to be rendered and, once complete, you will be notified.

A detailed how-to guide is in CED's Help Desk knowledgebase located at:

http://www.ced.berkeley.edu/cedhelp/renderfarm

Important Information

1. Finished jobs will be deleted after 2 days.

2. This is not an archive. Inactive files and folders will be deleted without notice.

3. Copy and open your file in your folder in the RENLIC network share.

4. When submitting a job, you must use the absolute path to the server, such as:
\ced-renlic.ced.berkeley.edu\renlic\[username]\...

5. If you're using any non-default textures, you must copy those to your textures folder.

6. When open, Rhino locks your file as read-only to other programs. Your job will not render until the Rhino file is closed, so after you submit your job close Rhino.

Some students are already trying to break into the Rendering Farm back end. This action is against policy and when students doing this are identified it may result in loss of all access privileges, fines, or further reporting to the Office of Student Conduct.

Printing Policies

Print Funds Continue

Continuing students print funds in PaperCut roll over each semester, even into the next year. So long as you are a CED student, your print funds will continue to be available.

Print Funds Expire

Graduating students must move all your remaining CED print funds back onto your Cal1 Card by 31 May 2014. This must be done in person at #477.

Only Cal1 Card is setup to issue refund checks.

(Please see their website for details.)

After 1 June 2014 any remaining funds in graduated students PaperCut print accounts will be absorbed by the College.

Share Print Funds

PaperCut allows you to share print funds with others on the system. If you want to help someone with printing, or if you are printing as a group, share funds via PaperCut’s safe way. Do not share your Cal-net id and passphrase with anyone!

Printing for Others

Do not print for your friends who have decided not to sign up for a computer account. This activity reduces our revenue and may force us to increase everyone’s fees because we are then not receiving the funding required to maintain the facilities.

Report Print Problems

Use CED’s helpdesk and report printing problems. Identify what is happening and on which printer. We will respond to fix asap.

Advanced Skills

When you first arrive at CED there are expectations that you already know how to use some very basic software. Below is a current sample of applications you may want to be familiar with:

Office Applications: Microsoft Excel, Word, and PowerPoint.

Image Applications: Adobe Acrobat, Photoshop, and Illustrator.

Additionally, it would be helpful to already know how to use some specialty software: AutoCAD and/or ESRI ArcGIS.

Advanced Training

You can locate training on the web, here are just a few to help you start.

Adobe offers tutorials, articles, and code samples on-line. Here are two links to get started.

http://www.adobe.com/learning/  
http://www.adobetutorialz.com/

Microsoft offers a 30-day free trial to on-line tutorials.


Another link provides additional courses.

http://www.bizlibrary.com/

AutoDesk allows for an “education community” learning option through a sign-up process located at:

http://students.autodesk.com/?nd=learning_center

There are ArcGIS tutorials too.

http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?  
TopicName=tutorials
Student Tech Center
The CED Student Technology Center is located in room 477 (South Tower). It is open 7 days a week, from 9 am to 5 pm.*

Services offered include:
- Processing physical access to Wurster and various rooms that use the card reader system associated with your Cal1 Card
- Processing paid Shop, Cad/Cam or Computer facility use or refunds
- Setting up a PaperCut print account and processing printing fees or refunds
- Scanning on CED’s large-scale scanner: capable of poster-boards up to 20 mm thick, 42-46 inches wide
- Printing to an Epson photo-quality letter to tabloid-sized ink jet printer (bring your own paper) or a HP photo-quality plotter
- Cloud or direct printing to a B&W laser printer that can print onto letter or tabloid-sized paper, either single sided or duplex
- Checking your CalNet authentication or Cal1 Card
- Distributing or posting free or reduced cost software for CED students

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* Closed on UC holidays and occasionally for administrative meetings or trainings. Please see the white board near the door for projected days closed.

Free or Reduced Software for CED Students
Software (subject to change)
While we provide links to these free (or reduced costs) software we do not provide software support. In most cases support links are listed on the download pages (see training opportunities on page 5).

ADOBE MASTER SUITE
https://s.berkeley.edu
Students will be allowed to download only one copy (PC or MAC). Requires CalNet id and passphrase.

AUTODESK
students.autodesk.com
A wide range of software is available. Please read the license information carefully, you may download only 1 copy (on Mac or PC) and the license only runs for 36 months from time of download.

BOX
https://berkeley.box.com/login
A free 50 gig cloud storage. Interfaces with iPad, Android, iPhone, Windows, and Mac. Requires CalNet id and passphrase.

DROP BOX
http://www.dropbox.com/
A free 2 gig cloud storage. Interfaces with iPad, Android, iPhone, Windows, and Mac.

ESRI ArcGIS
A disk is available from room #477.
This is only available to CED students or those taking the GIS class. Requires CalNet id.

FARSITE
http://www.firemodels.org/index.php/farsite-software/farsite-downloads
Fire behavior and growth software runs on Windows and needs a GIS platform to run.

GOOGLE EARTH
http://www.google.com/earth/index.html
Google Earth has no expiration date listed on their site.

GOOGLE Suite
http://bconnect-ed.berkeley.edu/
Students are eligible for Campus Google accounts for bMail, bCal and bDrive. Requires CalNet id and passphrase.

GRAPHVIZ
http://www.graphviz.org/download.php
Graph visualization is a way of representing structural information as diagrams of abstract graphs and networks.

IMAGEMAGICK
http://www.imagemagick.org/script/index.php
Open sourced software suite to create, edit, compose or convert bitmap images.

MICROSOFT OFFICE
http://ist.berkeley.edu/software-central/microsoft
Free Open Source productivity suite.

Students will be allowed to download only one copy (PC or MAC). Requires CalNet id and passphrase.

R-Project
http://www.r-project.org/
The R-Project for statistical computing is a free software environment for statistical computing and graphics.

RefWorks
https://www.refworks.com/Refworks/newuser.asp
Access provided by UCB Library to students (Calnet login required). A web-based tool allowing users to create their own personal database by importing references from text files or online databases. (Register at the link provided to prove student status.)

RHINO
http://download.rhino3d.com/rhino/4.0/evaluation/download
The limit to this free download is that you can only save 25 times and then the package expires. (There is a Mac Rhino available.)

SUN OPEN OFFICE
http://www.openoffice.org/download/
Free Open Source productivity suite.