

BASIC COMPUTING INFORMATION

SEE ALSO <http://www.arch.usyd.edu.au/helpdesk/>

For any computer related problem, please read this document fully, then see our [web site](#). If the solution is not found here, please use the "[Contact Us](#)" form located on the ICT Website. As a last resort, you can email us at tech-support@arch.usyd.edu.au and we will address the issue.

Systems Management

The ICT Centre Manager is Jason Thorne and the Computer Support Officers are Julian Tam, Leslie George, Joe Nappa, and Juan Ruiz. They are available in room 210. Working Hours are from 9:00 – 19:00 hrs.

See the Tech Support if the systems are misbehaving, but note that they cannot help you with tutorials or offer training on how to use the systems/software. Assistance with non-systems issues should be sought from your tutor, or preferably your fellow students. There are some changes being made within the University and there may be some teething problems as a result. Please be patient if you are having problems, we do our best to address them as soon as we can.

Building and Lab Access

All students will be given a keycard, which will give them 24-hour access to the building and relevant computing laboratories. Keycards will be distributed by security (Services Building). Please notify security immediately if you lose your keycard.

Computing Facilities

The main computing facilities are two PC labs and one Macintosh lab on Level 2, a PC lab on Level 3 in room 313 and a graduate facility on Level 5 in room 526

Usernames and Passwords

USYD Central Account: This login information is printed on your confirmation of enrolment. It is used for services provided by ITS such as E-mail, WWW access and Printing Credit. Contact the USYD Central helpdesk on 9351- 6000 with these administrative problems.

Architecture PC/Macintosh account: The services provided in this building require an account that is separate to the central one. The username is the same as for the USYD Central Account, but the password is different, and should be emailed to your central University of Sydney email account described below. If you are enrolled, but have not been emailed a password, you should first check with student services on level 2 to check that you are enrolled. **Every Friday, the ICT will create new accounts.** If it has been more than 1 week since your enrolment details were confirmed, and you still have not been emailed your password, email or visit our office. We can not give passwords over the phone.

UNIKEY PASSWORD	ARCH PASSWORD
<ul style="list-style-type: none"> Email Outside access to websites from the public machines or from EXTRO dial-up 	<ul style="list-style-type: none"> Unix home drive access Access to lab computers in the Wilkinson Building Access to disk shares served by Architecture

E-mail Access

E-mail can be accessed via a web browser (eg; Netscape, Internet Explorer) at <http://www-mail.usyd.edu.au/>. You must use your USYD Central Account password to access your email. It is worth noting that it is very easy to offend in written communication, and e-mail messages are not very secure, so it is necessary to remain polite and courteous in your email.

ACCESSING YOUR UNIX HOME FOLDERS FROM THE COMPUTER LABS

From a PC: Log on to the PC. Connect to your home account by clicking on the "UNIX HOMES folder.bat" icon, which appears on your desktop.

From a Macintosh: Log on to the MAC. Connect to your home account by clicking on the "UNIX HOMES folder" script icon which appears on your desktop.

ACCESSING OTHER LAB MACHINES

Level 2 Macintoshes are labeled "labmacXXX.local" where XXX is the three-digit number labeled on the side of the machine. Level 2 PCs are labeled "labpcXXX". Level 3 lab PCs are also labeled "labpcXXX"

From a Macintosh to PC:	From a Macintosh to Macintosh:	From a PC to PC:	From a PC to Macintosh:
On the Finder Top Menu, click on Go. Then click on Connect to Server. On "Server Address" type "smb://labpcXXX.arch.usyd.edu.au". System will prompt you Architecture Password.	Same steps as to connect to PC, but instead of typing the fully qualified name of the machine, on the "Connect to Server" window, click on "Browse" and choose the Mac you want to access. System will prompt you for your Architecture Password.	Log on to the PC. Click on the "ARCH network" link on your desktop, and look for the name of the PC you wish to connect to.	Click Start -> Run and type "\\labmacXXX". It will prompt you for username and password. Use the default dm login (login: dm, password: dm).

PRINTING

Printing is charged on a cost recovery basis. *Printing Credit is now part of the EXTRO account.* Credit can be topped up by doing it online directly at <https://www.auth.usyd.edu.au/extro/ccpay/> (part of myUni services) or by cash at the Student Services (Carlslaw Building). Print jobs will not succeed if you have insufficient credit. There is no longer Architecture Printer Credits, please refer only to EXTRO Balance. Please see Tech Support if you require paper and/or toner for the printers. Printer locations and costs are listed below:

Printer Name	Location/Type	Cost
Nasmith	Level 2 Printer Hub / A3 / A4 Black & White	\$0.20 A3, \$0.10 A4
Dali	Level 2 Printer Hub / A3 / A4 High Quality Colour	\$2.50 A4, \$5.00 A3
Giger	Level 3 Room 313 / A3 / A4 Black & White	\$0.20 A3, \$0.10 A4
Goya	Level 3 Room 313 / A3 / A4 High Quality Colour	\$2.50 A4, \$5.00 A3
Miro	Level 5 Room 526 / A4 Black & White	\$0.10
A0plotter	Level 2 Printer Hub / A1 / A0 Good Quality Colour	\$7.50 A1, \$15.00 A0

*** REMEMBER ***

- (1) On both PC's and Mac's **ALWAYS LOGOFF WHEN YOU LEAVE.**
- (2) Please **DO NOT USE TRANSPARENCIES** of any kind on any of the printers.
- (3) On Mac's, **WhereAreMyFiles** folder **WILL BE PURGED** the first of every month.
- (4) Food or Drinks are **NOT ALLOWED** in any of the Labs.