

# Graduate Computing Room User Guidelines

Basement, 10 Merton St  
Faculty of Philosophy  
University of Oxford

## 1. Gaining entry

To obtain entry to the GCR:

- a. You need to be an Oxford Philosophy graduate student, faculty member or visitor.
- b. You need to have your university card activated at 10 Merton Street for the door entry system.

## 2. Logging on

**Windows PC's:** You need a logon account. To obtain one, bring your university card to the IT office and you will be given your logon username and password details. Or use the online form at:  
[http://www.philosophy.ox.ac.uk/it\\_for\\_graduate\\_students/account\\_creation](http://www.philosophy.ox.ac.uk/it_for_graduate_students/account_creation)

**Apple Macintosh:** You do not require a logon account. Simply turn the computers on and you can access everything you need.

## 3. Applications

**Windows PC's:** All of the applications available can be accessed from the Start Menu. A selection of applications is also available from the Quick Launch Toolbar.

The applications available include: Word, Excel, Powerpoint, Access, Internet Explorer, Photoshop & Acrobat.

**Apple Macintosh:** All of the applications available can be accessed from the Dock on the desktop.

## 4. File storage

**Windows PC's:** The ONLY place to store your files on the GCR Windows PC's is inside the 'My Documents on PHILSERVER' folder. The 'My Documents on PHILSERVER' folder is actually redirected to a private shared folder (home drive) located on our server. So although it looks like you are storing your files on the GCR computers, you are actually storing your files on our server. This allows your files, (and also your internet Favourites) to 'follow' you on each of the GCR computers.

### **Quota limit**

The limit on the amount of files you can store in your My Documents folder is 50mb. After 50mb has been used you will be unable to save any further files to the server until you free some space.

### **Security**

The only people who have access to your 'My Documents'/Home drive are yourself and the Philosophy IT team. Please see the 'Examining Users Data' section of the ICTC Regulations at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml> for more information on the circumstances under which IT staff can examine your files.

### **Files stored outside the My Documents folder**

The 'My Documents' folder is the ONLY safe & secure place to store your files. If you store your files on the desktop, or elsewhere on the C: drive, there is no guarantee they will still be there next time you logon. The desktop is not redirected to the server and will therefore not 'follow' you around the GCR. The desktops will also be purged from time to time. Documents stored on the C: drive can also be read by other users of the computer.

**Apple Macintosh:** Files stored on the Macintosh desktop or C: drive are not backed up and are insecure.

## **5. Backup**

As your 'My Documents' folder (or Home Drive) is on our server your documents will be backed up to tape every two days. The server is also fault tolerant, so that if a hard drive fails, another hard drive takes it place and no data is lost.

Please do not rely on this as your sole form of backup. If you are writing a thesis then **backup is your sole responsibility** and it is recommended that you make numerous backups in both electronic and print formats. It is also very important to keep your data in physically separate locations – it's all very well to have multiple copies of your theses and research sitting in your room, but if that room burnt to the ground you would have nothing (it has happened!).

### **CD Burning**

All the machines have DVD writers.

### **USB Memory Sticks**

The four Dell PC's and the iMac all have easily accessible USB ports (at the front for the PCs and at the back lower right of the screen for the iMac) and we strongly recommend investing in a USB memory stick. You can purchase these from Currys Digital in the Clarendon Centre, PCWorld in Botley Rd, MCM Computers in Cowley Road, or online. The OUCS Shop at 13 Banbury Road (<http://www.oucs.ox.ac.uk/shop/>) also stock them.

## 6. Printing

When you select 'print' from any of the applications, your job will automatically be sent to the default (and only) print queue, which is <\\phil-print\gcr>.

If you are printing a large job, please do not leave it unattended. If you do and it holds up others, your print job may be deleted by the IT team.

### More tips for printing large documents.

**JStor articles.** Some of the largest documents printed in the GCR are JStor articles in PDF format. These can be very large, so please use the 'Printing preferences' on the JStor website to select JPRINT, which reduces the file size substantially. (The JPRINT helper application is already installed).

**Theses.** If you're printing a draft copy of a thesis or long essay, then it is recommended that you print it in Draft Output. To enable this select 'Options' on the Print dialog box and check Draft Output.

## 7. Scanning

Scanning is only available on the PC nearest the printer. There are full instructions on scanning images and documents attached to the top of the scanner.

## 8. Laptop use

There is a one space in the GCR designated for laptop use. To use your laptop in the GCR, you must:

1. Bring your laptop to the IT Office for authorisation. The IT team will check your laptop has virus protection and is running the latest security patches, and deny authorisation if your laptop is not up to date. It is therefore in your interests to make sure your laptop is running up to date antivirus software and is fully patched before applying for authorisation. (See [www.windowsupdate.com](http://www.windowsupdate.com) and <http://www.oucs.ox.ac.uk/viruses/avdocs/oucssav>). The IT team will also record the name and unique hardware address of your laptop, which will allow you access to the Philosophy network.
2. Agree to the Philosophy Network Terms and Conditions, and sign the declaration available in this folder.
3. Record each session in the folder provided in the GCR, leaving your name, computer name, date, and time.

## Connecting the GCR printer to your laptop

**Windows:** You need to start the 'Add printer' wizard and the printer: [\\phil-print\gcr](http://phil-print\gcr).

To do this in Windows XP go to the **Start menu** -> **Printers and Faxes** -> **Add a printer** (in the left hand panel). In the wizard, click **Next** -> Select **Network printer** -> **Next** -> **Select 'Connect to this printer' (the second option)** -> Type '[\\phil-print\gcr](http://phil-print\gcr)' in the box -> **Next** -> **Next** -> **Finish**.

**Macintosh:** The printer is running Appletalk and is called GCR\_Printer. In OS X: Open the **Macintosh Hard Drive** -> Click '**Applications**' button -> Open the **Utilities** folder -> Open **Print Center** -> Click the **Add printer** button -> Set the Appletalk zone to Philosophy and double click the printer named '**GCR\_Printer**'. This will install the GCR printer.

## 9. Downloading and Security issues

Sharing and downloading of copyrighted material without purchasing the right to do so is illegal. It also opens up the network to the possibility of attack and/or viruses. Please take a moment to read the following paragraphs from the OUCS website:

### 3.2. Copyright infringement

While there are many perfectly legitimate uses of peer-to-peer software, it is a particularly common method of illegal content distribution, particularly music, video and pirated software. These can of course be distributed by other means, but use of peer-to-peer software avoids the requirement for large amounts of storage or bandwidth on a central server, which can easily be blocked or shut down.

The University frequently receives notices of copyright violations and takes action to ensure that infringing content is quickly removed from the network to reduce the risk of legal action against the University or other damage to its reputation. Disciplinary action may be taken against those found to be in breach of college, departmental or University IT regulations. OUCS also impose an administrative charge for handling violation notices on colleges and departments in which users are responsible for copyright violation. Most colleges and departments [*including Philosophy - AD*] pass on this charge to the user concerned, often with an additional charge or fine.

### 3.3. Security issues

It is wise to be cautious before installing any software, and peer-to-peer applications are no exception. Insecure applications may open up a machine to the danger of external attack from malicious third parties. Additionally, software from some sources may come bundled with malicious "spyware" which invades the user's privacy, or worse. There are known cases of peer-to-peer applications incorporating spyware.

More information can be found at:

<http://www.ict.ox.ac.uk/oxford/rules/p2p.xml.ID=problems>