

# Using the Computer Labs



Emerson College maintains various computer labs, kiosks, and suites containing more than 400 workstations. All workstations have high speed Internet connections and are equipped to allow users easy access to their EMail and networked storage. Campus computers feature software for word processing, desktop publishing, digital image processing, illustration, Web authoring, animation, audio and video editing, multimedia creation, and statistics. Lab and kiosk locations offer solutions for document and film scanning, grayscale and color laser printing, and photo inkjet printing.

## Getting Started

To use Emerson's lab and kiosk computers, you must log in with your ECnet username and password.



To log in to a Macintosh workstation, type your ECnet username and password into the **Name** and **Password** fields, then click **Log In** or press **Return** on the keyboard.

To access the login screen on a Windows workstation, simultaneously press **Ctrl**, **Alt** and **Delete** on the keyboard. Enter your ECnet username and password in the appropriate fields of the login window.



Be sure that **EMERSON** is selected in the **Log on to** field. Click **OK**, or press **Enter** on the keyboard, and you will be logged in to the computer.



Once you've logged in to a Macintosh, you will be able to access the programs installed on it from the **Applications** folder, located in the dock at the bottom of the screen.



On a Windows workstation, programs can be accessed from the **All Programs** folder in the **start menu** at the lower left-hand corner of the screen.

When you are done using a workstation, choose **Log Out** from the **apple menu** (Macintosh), or choose **Log Off** from the **start menu** (Windows). Be sure to confirm the logout in the dialog box that appears. Logging out helps keep your ECnet account secure, and it frees up the workstation up for others to use.

## Rules



As a member of the Emerson community, you are expected to abide by the college's Electronic Information Policy and the Emerson College Copyright Policy. These policies can be reviewed online at <http://www.emerson.edu/labs>.



Food and drink of any kind are not permitted inside the computer labs and suites. Users are asked to leave any ingestibles outside the lab or in closed containers inside their bags.



Please do not jostle or move the equipment in the labs or at the kiosks, as doing so may trigger the alarm system. In the event of an alarm, please notify the lab assistant immediately.

## Support

During all lab operation hours, there is a lab assistant on site to help with computer-related issues such as "frozen" machines, stuck discs, printing troubles, or attaching and removing external drives. If you find you have any questions or need any assistance while in the computer labs, please do not hesitate to contact the lab assistant.



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## Saving Options

Campus workstations are equipped with USB and FireWire ports, allowing you to use flash drives and external hard drives to back up your work. You also have the following saving options available to you:



Each lab computer has a **Local Workspace** folder, where you can temporarily save files. When editing or printing a document, copy it to the Local Workspace before opening it. Doing so will reduce printing delays, as well as the risk of the machine “locking up” or “eating” your data.

**Please note:** Local Workspace is a temporary storage space, and files will ultimately be deleted. Also, anyone who logs into a workstation will have access to the files in its Local Workspace. Therefore, users should back up anything they save to Local Workspace as soon as possible.



**8 Day Public** is a networked storage space that can be accessed from any lab or kiosk workstation, allowing for easy document sharing between students and for temporary data backup.

**Please note:** 8 Day Public is a temporary storage space, whose contents are periodically deleted. Also, anyone who logs into a lab or kiosk workstation will have access to 8 Day Public. Therefore, users should back up anything they save to 8 Day Public as soon as possible.



Your **Pages folder** is also a networked storage space. This folder, which holds up to 250 MB of data, is attached to your ECnet account, so only you can log in to it. In addition to storage, you can use your Pages folder to host a web page. There is a private folder within your pages folder where you can place files you do not view over the Web. For more information about your personal Web directory, or Pages folder, visit the IT Help Desk website at <http://www.emerson.edu/helpdesk>

## Printing

To print a document, go to the **File** menu of the application you are using and select **Print**. In the print dialog that appears, choose any settings you need (such as number of copies), and select the printer you want to send the print job to. Be sure to choose the correct printer for your needs, as prices vary by printer type.

When you have finished making selections in the print dialog, click **Print** or **OK**. This will send the job to the Print Release Station at the printers, where it will be available for two hours. Swipe your **Emerson ID** through the card reader and use the touch screen to select your print job. Then press **Print** to send job to the printer, where it will print out momentarily.



Double-sided printing, or duplexing, is available on black-and-white laser printers in select computer lab locations and at all print kiosks. Double-sided printing has the dual benefit of both saving paper and money, as each double-sided sheet costs the same as a single-sided sheet.

To use double-sided printing, you must set it in the print dialog when you go to print from an application. For detailed instructions on how to do this from a Macintosh or Windows computer, please visit <http://www.emerson.edu/labs>

### Please note:

- If you would like to use your own paper, labels, transparencies, etc. in the laser printers, please visit the IT Help Desk or see the lab assistant.
- You must remember to have your Emerson ID when you print – if you cannot swipe your card at the Print Release Station, you will be unable to collect your printout.
- Always log out of the Print Release Station when you have finished printing – once you have logged in by swiping your card at the station, you will be charged for all prints made there until you log out.
- If you need any help while printing, please alert the lab assistant or call the IT Help Desk at x8080.