

INFORMATION FOR THE EFFICIENT USE OF COMPUTERS IN THE W.S.A. DIGITAL MEDIA LAB AND PLOTTER ROOM

Logging on

You will have been given your user name and password upon registration, you may use this user name and password to login to any school computer or any other computer across campus.

Please follow the instructions in the INSRV handbook.

A printed copy of which will be given to you on registration or go to

<http://www.cardiff.ac.uk/insrv/aboutus/regulations/index.html>

Do not divulge your password to anybody else or allow any other person to use your account for any reason whatsoever.

Departmental software

Most of the software delivered by the school of architecture (e.g. *Autodesk Education Suite*, *Microstation*, *SketchUp* etc) will be found on the hard drive of your PC

To access school software click start button and then all programmes you will see a list of software available to you.

If for any reason you do not see the software you require, please click start programmes then networked applications; at this point you will have various options (e.g. general software, departmental software).

General software

This software is provided by INSRV and will be delivered over the network

Click start then programmes then Networked applications followed by general software. Please take time to look through the various available pieces of software.

Printing your work

The plotters are contained in room 2.29 however access to these plotters is still available from the digital media lab (room2.33)

Two additional workstations have been provided in room 2.29 to use for plotting or printing.

Printers available	Type	Location	Print from
Bute_233black	Black and White A4	2.33	Computers in 2.33
Bute_233 Colour	Up to A3 colour	2.33	Computers in 2.33/ 2.29
Bute_223A plotter	Up to A1 colour	2.29	Computers in 2.33/ 2.29
Bute_223B plotter	Up to A1 colour	2.29	Computers in 2.33/ 2.29
Bute_223D plotter	Up to A0 colour	2.29	Computers in 2.33/ 2.29
Bute_223C plotter	Up to A0 colour	2.29	Computers in 2.33/ 2.29

Please note that the charges for each printer are displayed on the machine itself.

Bute_233C plotter uses UV resistant ink

Email

Please check your Cardiff email account on a regular basis as this is the only way that we can get in touch with large groups of students in case of important information. Your email can be accessed from any internet-connected computer at:

<http://cardiffmail.cf.ac.uk>

Please login with your usual user name and password.

Please think about any problems you may encounter, I am here to help but the time that I can spend with each student is limited. If after some thought you cannot solve a problem please do not hesitate to contact me or if you cannot find me contact a member of staff who will pass the information to me.

Regards,

Dom Sleeman
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