Technology Services Mission

Empower faculty and students to be exceptional designers, landscape architects, planners, and preservationists by providing them with secure, reliable, and functioning technological resources.
Where and When.....

- Room 031 Jackson Street Building
- Standard hours: Monday – Friday: 8am – 5pm
- Extended hours (including weekends)
  - To be determined based on student schedule
  - Will be posted on tech Wikki
  - Typically 7am – 9pm
Who we are & How to contact

- To report issues/feedback
  - Email: cedhelp@uga.edu
  - Web: http://tech.ced.uga.edu/
  - Phone: 706-542-4463
  - In Person: 031 Jackson Street Building

- Staff
  - Lee Cornell – IT Director: lcornell@uga.edu
  - Chris Balthrop – Systems Administrator: chrisbb@uga.edu
  - Tom Jones – Instruction Technology Professional: tom@uga.edu
The Numbers

• 6 Buildings
  • Broad St. Studio 1
  • Founder’s Garden House
  • Denmark Hall
  • Jackson Street
  • Bishop House
  • Tanner Building

• 337+ Devices  (Tech Wiki has breakdown)
Services

- Technology support for school owned equipment
- Classroom/instructional space setup
- Limited support for personal devices - See UGA bookstore computer center
- Equipment Rental
  - Survey transits, Digital cameras, Tape measures, Drawing tablets, Handheld GPS units
- Laser Engraving/Cutting
- Large format scanning
- Large format plotting
- Building/file server access
CED facility & computing policies
Building Access

- UGA Card Required for after hours access.
- Typically doors lock @ 6pm
- Do not prop open doors or attempt to bypass locking mechanisms
- Remain locked all day on weekends.
- **NO BUILDING ACCESS ON HOME GAME DAYS.**

- Sept 10
- Oct 1
- Oct 15
- Nov 12
- Nov 19
- Nov 26
Basic CED Facility Policies

- Bicycle racks are available at each building. Do not bring bicycles into the building.
- No pets (other than service animals) are allowed in the buildings.
- Studio spaces have specific criteria from the Fire Marshall that must be met. Please contact a member of the Tech Staff before rearranging furniture.
- For a detailed copy of all of the Facilities Policies please see http://tech.ced.uga.edu/kb/articles/26-facility-policies
General Computing Policies

- **Do not** give out your MyID password to other users or share your login session.

- The use of file sharing services or applications for downloading or distribution of copyrighted materials is prohibited on UGA computers.

- Printing and plotting is controlled and metered through the CED print servers. Attempting to hook up a personal computer to an output device, printing directly to the printer’s network address, or any other attempt at bypassing the print management system will be considered theft of services and reported to the Office of Student Conduct and/or UGA Police Department.

- Supplies (ink, toner, and paper) are for use in the printers/plotters only. Taking or unloading loaded paper from the printers/plotters will be considered theft and will be reported to the Office of Student Conduct and/or UGA Police Department.
General Computing Policies

- No one without prior authorization shall modify CED systems. This includes unplugging cables from computers, printers, and projectors. Violation of this policy will be considered a violation of the Student Code of Conduct and may be reported to the Office of Student Conduct and/or UGA Police Department.

- NO Food, Drink, or Tobacco use is allowed in any lab or technology area.

- Please use your **UGA email address** when corresponding with Tech Service. This is the official address that all your campus related services is tied to.

- The above policies are in addition to the UGA policies. All users are encouraged to read the full UGA Computer use policy document at [http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup/](http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup/).
Computer Info

- Computer Labs: Tanner 308, Denmark 19
- All studio/lab systems Frozen/Imaged
  - Anything saved on desktop or local hard drive is erased upon logoff/Restart
- Utilize portable, cloud storage, or any designated server resources
- OneDrive – UGA provided 1 TB of storage
- Please DO NOT: unplugging cables from computers, printers, and projectors.
- Copiers in JSB will scan up to 11x17 to email/usb device.
  - Stand alone 11x17 scanner in Tanner & Denmark
- 36” wide-format scanner in 031 JSB
Printing/Plotting

- 11x17 color printer in each academic building
- 36” plotter – Located in 031 JSB
- 11x17 and smaller jobs go direct to printers
- All large format plot jobs are held in que.
  - Visit the Technology Services office for release.
- See pricing on Tech Wikki page
- Access to plotting/laser cutter limited to staffed office hours.
Student Owned Computers

- The College of Environment and Design teaches on the Windows platform.
- Students will be expected to be operating in Windows and running a Windows version of the application being taught.
- Limited connectivity to network resources is available for devices running MacOS, but technical and instructional support is not provided.
Minimum & Recommended Computer Specs

- Windows 7 or newer operating system*
- 4th Gen Intel i5 processor or AMD equivalent -i7 or AMD Equivalent)
- 8GB RAM * (12GB – 16GB ideal)
- 1 TB hard drive or greater*
- 802.11 Wireless Network (b/g, (a/n optional))
- DVD writer
- 15” laptop screen
- nVIDIA or AMD Graphics Card (not Intel graphics)
Recommended Minimum Computer Specs

- Notebook cable lock
- 64GB USB flash drive and/or Portable USB hard drive
- Wireless mouse
- VGA or DVI video output

- See more at: http://tech.ced.uga.edu/kb/articles/8-recommended-minimum-computer-requirements
Student Priced Software

- Arc GIS 10.3.1: Free 1 year license – Available from CED Tech Services
- RefWorks or Endnote: Free while student – UGA Libraries
- Autodesk products: Free 1 year license
- Microsoft Office:
  - Microsoft Office365 – Free (install on up to 5 devices)
  - Microsoft Office – 4 year license $80 (install on up to 2 devices)
  - Office Web Apps – Free as part of Onedrive and UGAmail
- Adobe Creative Cloud (Complete): $20/month (1 year term)
- Sketchup Pro 2016: $50/year
Printing Prices

- Laser Printer
  - Letter B&W: $0.06/page
  - Color: $0.50/page
- 11x17 (ledger or Tabloid) B&W: $0.10/page
  - Color: $0.75/page
- B&W Plotter: $0.50/square foot
- Color Plotter: $1.50/square foot

- $50 print credit balance/semester
  - Does not roll over
- Additional credits purchased
  - $3.00
  - $5.00
  - Rolls over to next term
- Credits added via CED Store
  - Kiosk in Technology Services office
  - Link from CED Wiki page

* Assistantship printing uses special print cues/pricing – Additional details to come*
Connecting to Printers

1. From windows explorer browse to: \ced-printers.ced.uga.edu
2. When prompted enter your UGA myid & Password: myid\joeuser
3. Double click on printer to install driver..
   - Wireless Connections must perform step 1 each time they arrive in studio*

   - For simple printing you can use the web interface or mac printing (do not have as much control)
     - http://printers.ced.uga.edu/user or printers.ced.uga.edu
Plotting Instructions

- Connect to the print server so you can format your job properly for the plotters.

**Recommended Method**

- **Save PDF** or print ready document
  - Sweetgum server – Scan-Print folder
  - Microsoft OneDrive
  - USB

- Bring file to tech services office to plot.

- Alternatively send directly from computer (results may vary). Will still need to notify Tech Services to release plot.
## Computer System Access

<table>
<thead>
<tr>
<th>System</th>
<th>Path Details</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CED-Sweetgum</td>
<td>smb://ced-sweetgum.ced.uga.edu</td>
<td>Limited Class Folders, Class Resources, Completed Scans, Assistantships and Special ongoing projects</td>
</tr>
<tr>
<td>CED-Printers</td>
<td>\ced-printers.ced.uga.edu</td>
<td>Print Server all CED buildings *</td>
</tr>
<tr>
<td>CED-Bob</td>
<td>\ced-bob.ced.uga.edu</td>
<td>GIS data repositories &amp; CLL archives</td>
</tr>
</tbody>
</table>
Additional Information

- CED Resources
  - Ced Helpdesk & Wikki: [http://tech.ced.uga.edu](http://tech.ced.uga.edu)
  - Printing: [http://printers.ced.uga.edu/user](http://printers.ced.uga.edu/user)

- EITS Related
  - [http://eits.uga.edu/support/new_to_campus](http://eits.uga.edu/support/new_to_campus)
  - [http://my.uga.edu](http://my.uga.edu) - Lynda.com
  - [http://elc.uga.edu](http://elc.uga.edu) - ELC

- Computer repair service can be obtained via UGA bookstore: [http://www.bookstore.uga.edu/UGA_Computer_Store](http://www.bookstore.uga.edu/UGA_Computer_Store)
Computers are like horses; they can sense fear and will act based on that.

Adam C. Engst