

Contact Details

Faculty of Philosophy

Computer Officer: Marie-France Moss

Email: mfm10@cam.ac.uk

Room: 312 - 3rd Floor RFB

Any faults/problems, please let me know...



What's Available?

Faculty of Philosophy

Philosophy Graduate Centre

- The managed Desktop Services (DS) machines (formerly MCS or PWF), for further info: <http://help.uis.cam.ac.uk/devices-networks-printing/managed-desktops/mcs>
- Computing Service University wide public access system running on PC's and Macs available in departments, colleges, central computing service
- DS username/password - user signup: <https://jackdaw.cam.ac.uk/signup>
(one UIS password for Raven, Email, DS)
- Documentation & Training courses available online (see Computing Service web site: <http://help.uis.cam.ac.uk>)
- Look out for Message of the Day - notices about service disruption/planned outages

What's Available?

Faculty of Philosophy

Philosophy Graduate Centre

- All major applications on DS machines
- Email, word processing, spreadsheets etc. (Macs & PCs - Office 2016), 3Gb personal file space quota per user
- 6 iMacs - MacOSX, 9 PC's - Windows 10 or Linux
- Printers: *Phil_FindMe* printer, copier, multi feed scanners (**Grad Centre**: Konica C3351 - A4 black & white plus colour, double-sided printing and **Library**: Konica C284e - A4/A3 black & white plus colour printing)
- In Library: 3 x PCs and 2 x Library catalogue search computers
- Access DS files remotely inside or outside Cambridge network:

<https://dsfiles.ds.cam.ac.uk>

What's Available?

Faculty of Philosophy

Philosophy - Desktop Services Printing

- eCredit System
- Top-up online (Raven authenticated)
- <https://ecredit.ds.cam.ac.uk/> or
Start menu on Windows PCs:
Programs -> Utilities -> eCredit
- Minimum payment when buying
online credit is £1 (Printing costs: 4p
black & white A4, 30p colour A4, 10p
black & white A3, 60p colour A3)

<http://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users>

What's Available?

Faculty of Philosophy

-
- UniOfCam & Eduroam Wireless Networks (most of Sidgwick site, incl. outdoor areas)
 - Eduroam international initiative for wireless access. Laptops and mobile devices - use Eduroam - see: <https://help.uis.cam.ac.uk/service/wi-fi>
 - Wireless network - print from own computer to DS printers using PaperCut service: <http://help.uis.cam.ac.uk/devices-networks-printing/ds-print/users>
 - Philosophy events, CamPhilEvents mailing list see: www.phil.cam.ac.uk/events-phil
 - Data Projector, laptop, audio recording equipment for loan - bookable in Faculty Office (see our podcasts on events page).
 - University services: Office 365 Pro Plus software, 1TB OneDrive cloud storage, Dropbox for Business at discounted rates, free anti virus software

Responsible Use

Faculty of Philosophy

- Keep your username/passwords secure
- Never share your account
- Remember to logout after each session
- Keep your own file backups (NB: Individual DS files cannot be restored)
- **Backup your DS files** (can use web browser: <https://dsfiles.ds.cam.ac.uk>)
- DS computers are regularly updated for viruses
- No Food or Drink in the Graduate Centre
- University Information Services Committee (ISC) Rules - please comply:
<http://www.uis.cam.ac.uk/isc/rules-and-guidelines/rules/>

- Avoid physical and mental fatigue, aches and pains
- Take Regular breaks (recommendations: stop for one minute for every 10 minutes at workstation and take longer periods away from the computer throughout the day)
- If possible, adjust chair, screen, keyboard etc. to a comfortable position
- Laptops - avoid prolonged use, keep them secure - don't leave unattended
- Read the orange Display Screen Equipment leaflet

For more info:

<http://www.oh.admin.cam.ac.uk/advice-and-guidance/computer-health>

And Finally....

Faculty of Philosophy

- If you need help, please just ask
- Explore the online resources
- Important Faculty information on our web site

www.phil.cam.ac.uk

Thank you for attending - Any Questions?



Website Creation document:

www.phil.cam.ac.uk/aboutus/IT/it-grad-website-creation.pdf