Contact Details

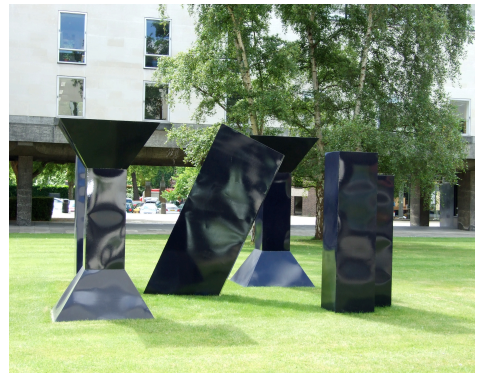**Computer Officer:** Marie-France Moss

Email: mfm10@cam.ac.uk

Room: 312 - 3rd Floor RFB

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

Download handout:
https://www.phil.cam.ac.uk/files/documents/it-grad-presentation-notes.pdf

7/10/2022

What's Available?　　*Faculty of Philosophy*

Philosophy Graduate Centre

- The managed Desktop Services (DS) machines (formerly MCS or PWF), for further info: https://help.uis.cam.ac.uk/service/desktop-services/mcs
- University Information Services (UIS) 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 - Microsoft Office), 3Gb personal file space quota per user
- iMacs – MacOSX, PC's - Windows 10 or Linux (new Windows PCs to be installed during 2022-2023)
- 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: PC and 2 x Library catalogue search computers plus the printer

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)**

https://help.uis.cam.ac.uk/service/printing

What's Available?   *Faculty of Philosophy*

- UniOfCam & Eduroam Wireless Networks (most of Sidgwick site, incl. outdoor areas)
- Eduroam international initiative for wireless access. For laptops/mobile devices, use the Eduroam WiFi service: https://help.uis.cam.ac.uk/service/wi-fi
- Wireless network - print from own computer to DS printers using PaperCut service: https://help.uis.cam.ac.uk/service/printing
- Philosophy CamPhilEvents mailing list and podcasts see: www.phil.cam.ac.uk/events-phil and https://www.phil.cam.ac.uk/podcasts-link/podcasts-philosophy
- Data projection screens, laptop, OWL Pro web camera, audio recording equipment for loan - bookable in Faculty Office
- University services: Office 365 Pro Plus software, 5TB 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)
- DS computers in Graduate Centre are regularly updated for viruses
- No Food or Drink in the Graduate Centre
- University Information Services Committee (ISC) Rules - please comply:

https://help.uis.cam.ac.uk/policies/governance-and-policy-documents/rules-made-by-the-information-services-committee

Health & Safety

Faculty of Philosophy

- 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 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?