

Digital Arts Lab

BRIEF OVERVIEW for STUDENTS

LOGIN PROCESS

In order to have access to all the resources of the Digital Arts Lab, you must log in with a network login. There is a default local account on every machine that has limited functionality, but is there for people who aren't taking classes in the lab, or if there are network issues.

The local account's username is "machcc" and the password is blank. You can't print from this account, and you don't have access to network resources. You do have access to all the applications, though.

There are instructions on how to log in with your network ID available when you are at the login screen. Your username is the first letter of your first name, and your full last name. Your default password is the last 6 digits of your Harford ID number, located on your Harford ID. If you do not know this information, you can e-mail nlewan@harford.edu and I can help you out. EVERYONE has had his or her password reset to this standard.

Once you enter it, you are then asked to change it to whatever you want.

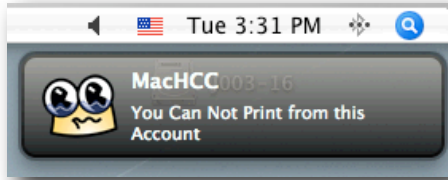


PRINTING

There are four main printers in the Lab. Each one is set up with a print queue. Those queues have quotas enforced on them so that people who don't have classes in the lab can't print, and so that students who do have classes in the lab won't over-print.

Print Queue-

A prioritized list, maintained by the operating system, of the output from a computer system waiting on a spool file to be printed.



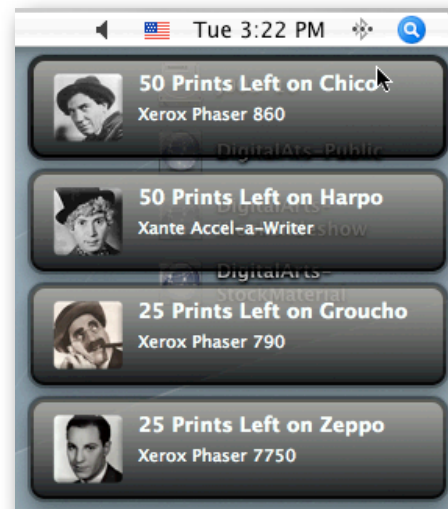
Students are assigned prints based on the number of classes they have.

There is a graphical pop-up that shows up when you log in telling you your quota status. This picture is for an account called This is what pops up when you log in under the machcc account.

This is what most students will see. It shows all their available printers, and their quota.

IMPORTANT: IF YOU DON'T HAVE PRINTS AVAILABLE ON A GIVEN PRINTER, IT IS NOT INSTALLED ON THE COMPUTER WHILE YOU ARE LOGGED IN.

If someone says that they don't have a certain printer installed, have them re-login, and if they have 0 prints on that printer, that's why. If a student wants to have more prints added to their quota, they will have to ask their instructor who can then contact me.



PRINTING RULES

Printers are maintained by authorized lab monitors, program assistants, faculty and HCC-CTS (computer technical support) personnel. If ink, toner or paper are out, please notify the lab monitor and they will replenish. If you are experiencing difficulty when printing during an open lab session, please report your problem to the lab monitor who will attempt to fix it. If the lab monitor is unsuccessful, they will write a work order to contact CTS about the problem. Most problems can be fixed quickly, however, sometimes the problem is more serious and the printer may need to be taken off-line for service.

As a student, please do not attempt to replenish supplies or load special papers in the printers. If you have a special request for printing, which may include using papers other than what are supplied in the Print Room, please contact your faculty instructor or program assistant, Kurt Tesnau, who will assist you.

Students who abuse the printer, by attempting to load paper, run special jobs or handle the equipment roughly, will lose printing privileges and may be dropped from the class.

Special Note: Ink Jet papers are coated and can only be loaded in ink jet printers. Running ink jet papers through laser printers can permanently damage them.

NETWORK STORAGE/RESOURCES

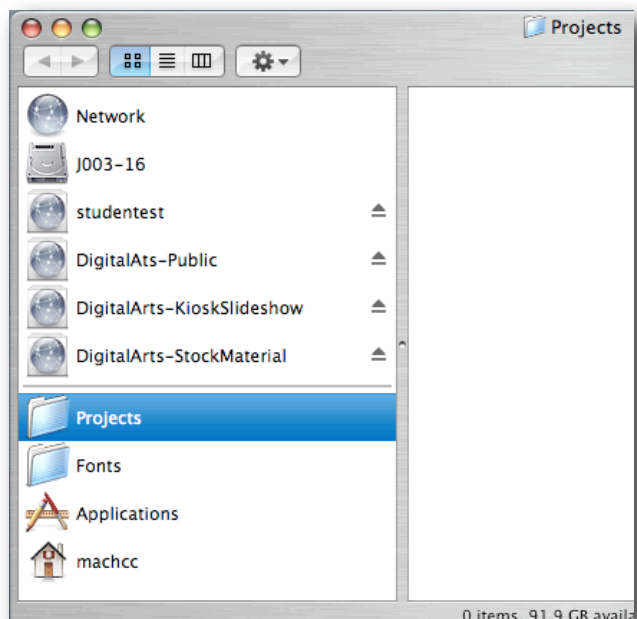
For Digital Arts Students, there are 4 drives that are mounted automatically at login. One is their personal Storage. It has their username on it. This one is only view-able by them.

Then there is the Public folder, which everyone has read-write access to, this is used to share a file with another user or as a temporary holding space. The Public folder is routinely purged, so make sure you have a back-up of your file before putting it on the Public folder.

The KioskSlideshow volume is maintained by faculty and the program assistant.

The StockMaterial volume: is read/write-able by Faculty members, but read-only by students. Students can copy it locally and edit it, but the original stays as-is. Faculty will routinely place material for students to use on this volume.

Under the machcc account, none of these are available.

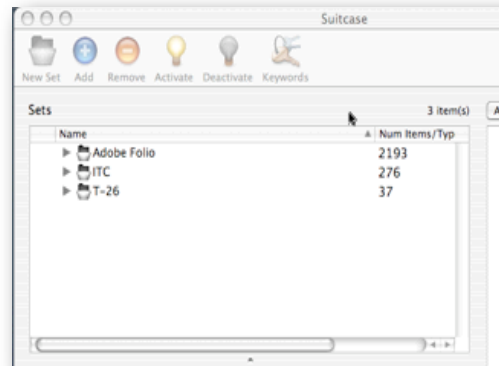


FONTS

Fonts are managed by Suitcase. System (OSX fonts), and Library fonts are added automatically to Suitcase, as well as the three Sets you see here.

The auto fonts are located in /System/Library/Fonts, and /Library/Fonts

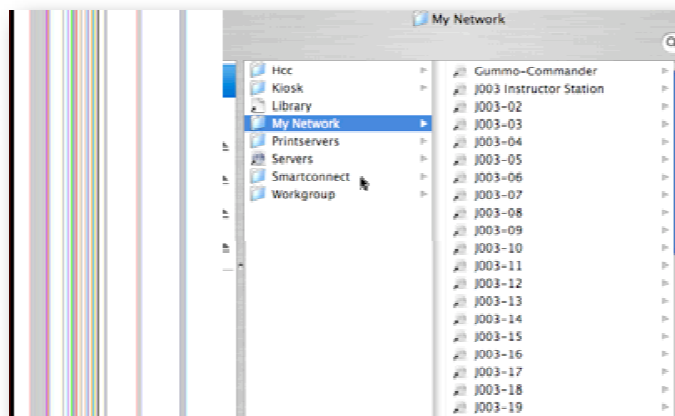
The Sets shown in the picture above are located in /Users/Shared/Fonts. This is the directory that all users who are adding extra fonts should install them. Once in this folder, they can then add a new set to Suitcase, and import their font.



The reason we don't want students installing fonts in their local font directory /Users/machcc/Library/fonts, is because those fonts are auto-activated on login. If the font is corrupted, or too many get put in there, the system suffers. Do everyone a favor and keep them in the /Users/Shared/Fonts folder, and activate them when you need them through Suitcase.

CONNECTING TO OTHER STATIONS IN THE LAB

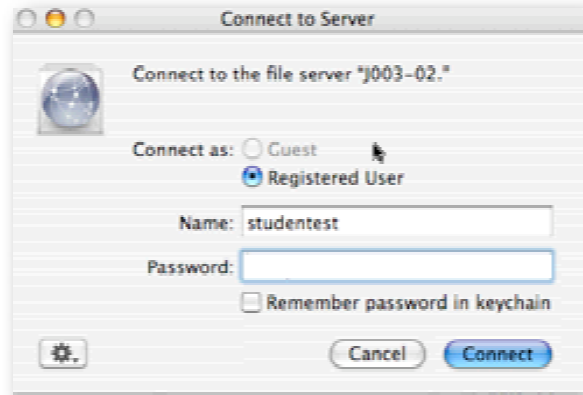
You have the ability to connect to other stations in the lab. Each computer has two share-points that are available. One is called machcc, and it is the entire /Users/machcc directory which is everyone's shared home folder, and the other is called "(station-name)-Projects" which is a folder located in the Users directory that students should save their projects to when saving locally.



Open a Finder window, and go to the Network > My Network. Once there, you will see all available computers in the lab. The computers are only listed if they are actually turned on.

Click on the computer you want to connect to, then click “Connect” and type in your network username and password.

Then you will be prompted for which of the two volumes you want to mount. The machcc is a default by the system, and cannot be re-named to reflect the name of the computer it is on, but the Projects share is one that I created, and can reflect the name of the station. It’s easier if students save their files in this projects folder.



On the teacher station, the desktop is shared as a separate item, instead of a projects folder.