College of Engineering Computer Lab Guide

Lab Hours

Sunday – 1:00 PM to 11:00 PM Monday – Thursday: 8:00 AM to 11:00 PM

Friday – 8:00 AM to 4:30 PM

Proctoring Hours

Sunday: 1:00 PM to 11:00 PM Monday – Thursday: 5:00 PM to 11:00 PM

Friday: Closed

Contacting IT Support

If you have IT problems or questions, the best option is to send a support ticket to us through email. The Engineering IT helpdesk email is support@engr.uga.edu. In your support ticket, please describe the problem you are having in as much detail as possible. This will allow us to have a better understanding of your problem, resulting in a quicker response. If you have a problem that is time sensitive, you can come by our office, Driftmier Room 316D. From the Driftmier lobby, travel down the 300 corridor. About halfway down the hall, turn right (just before the 316 classroom) at a short hallway. The office is on the left.

Lab Maintenance

The scheduled maintenance days for the Fall 2016 semester are: **August 19**, **September 30**, **October 28** and **November 18**. During those days the computer labs will be available but may experience some slowness.

# Driftmier Computer Labs

General Use Computer Labs:
Undergraduate Student Labs – Rooms 208 & 607
Graduate Lab – Room 601

Instructional Computer Labs:
Rooms 209, 219, 310, 312, 314 & 316

Printing

The lab computers use a program called PaperCut to control print usage. The PaperCut window is located in the top right corner of your desktop screen (see the picture to the right). This program keeps track of the number of pages that are given to every engineering student each semester. Students will be given their allotment of pages the week following drop/add.
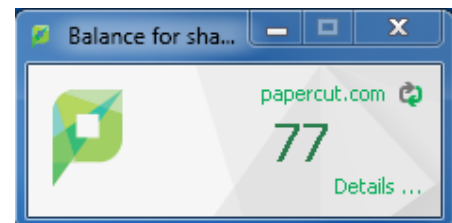
- **Engineering Students** – will receive 150 pages for every engineering class you are enrolled in (ex. if you are taking two engineering classes, you will have 300 pages for the semester).

- **Printing Balance** – Printing a black and white page will deduct one page, while printing a color page will deduct 10 pages from the page count. The black and white printer is set to print double sided (counts as 2 pages) while the color printer single sided.

For most programs on the lab computers, to print you will go to the '*File*' drop down tab and then click '*Print*'. You also can use the keyboard shortcut '*CTRL + P*'. Then, select either the **black and white** printer, which is usually labeled (Driftmier208 on print1). The room number will change according to which lab/room you are in. The only available color printer is located in Driftmier 208 and that printer is labeled (Driftmier208_Color on print1). Prints are 8½ x 11 for all classroom and general use printers, 11 x 17 is available in room 329.

Printing Quotas

For the semester, if you run out of pages you will **NOT** receive additional pages from the IT department or your professors. If you do run out of your allotment, the best option is to upload your document to the WEPA website and then go to the nearest kiosk on campus to print.

- **WEPA** : https://www.wepanow.com/
- **Kiosk Locations** : http://eits.uga.edu/support/printing_kiosks

Another option is to have a fellow engineering student transfer prints from their PaperCut account to yours. To transfer prints to another account, log into the account with the prints you are transferring and click on '*Details*' in the PaperCut window that is usually located in the top right of your screen. Then, log on using your MyID, click on '*Transfers*' enter the amount of prints you would like to transfer and enter the MyID of the person receiving the prints. Don't forget to log out when you are finished.

- **When Printing Autodesk documents, select the printer Lab ###-Autodesk; this will assure the document is printed to the proper scale.**
- **At the end of each semester, your print quota will drop to zero, and your excess prints will not roll over.**

Poster Printing

Some class projects will require a Poster to be printed. Here are the required steps to get a poster printed.

- Email poster print jobs as an attachment to support@engr.uga.edu.
- Requests should be submitted 2 business days before they are due.
- Include a User's name and email, in case there are questions or problems with the poster's layout.
- Include the assigning Professor's name, the project name and/or course number.
- Format: Submit posters in either PowerPoint or PDF format.
- Dimensions: The recommended Poster dimension is **36" x 48"** portrait or landscape. We can support up to 42" wide paper.
- Image quality/resolution: Ensure image resolution is high enough to minimize pixilation.
- Leave room for at least a half inch border.
- Students will be notified by email when posters are ready for pickup. Poster can be picked up in Driftmier Room 316D (Engineering OIIT Office).

** We will not reprint posters due to errors in content or layout **
** Verify all content before submitting **

Saving Data

Windows Computers

When saving in an Engineering Lab, there are three main options. **To navigate to the different drive sections, double click on '*Computer*' in the navigation pane.**

1. You can save your work to the Z: network drive (My Engineering Data - shortcut on the desktop). Saving your work here will allow you to access the files you have saved anywhere within the Engineering network when logged on using your MyID and password. This network drive will save all your data for the current semester. At the end of each semester, all Z: network drive data saved will be deleted. If you want to save your work for more than one semester, please choose one of the other saving options or transfer your data to a personal storage device before the end of each semester. For graduate students, data saved to the M: network drive will be available until you graduate, and then it will be deleted.

2. You can save your work to a personal USB device. When using a USB to save any of your data, we recommend you take the time to rename your USB Drive. Our recommendation is to rename it your MyID. To rename your USB Drive, insert it into a computer and then open Windows Explorer. Then, click on '*Computer*' in the Navigation Pane. Next, right click your USB device and select "Rename". Renaming your USB device to your MyID will make it easier to identify your USB if you lose it. If you lose your USB storage device come to the end of the 316 hallway to search the lost and found in the event it was turned in.

3. The third option is to use your email to send your files to yourself and save them on your personal computer. You also can save your work to an online storage site, such as Google Drive or Microsoft OneDrive, which would allow you to access your files anywhere with Internet access.

Apple Computers

When saving on an Engineering Lab Macintosh there are three options described below.

1. Saving to your roaming documents folder can be done by placing files into the mapped drive on the desktop with your username below it. You can also view this drive by clicking Go, Computer and double clicking the mapped drive with your username below it. When saving to this location from an application you will click File, Save, click the down arrow beside the file name, click the Up and Down arrows beside Documents, change to the computer name (example: engr-lab208-020), select the mapped drive below with your username, change the file name to your desired name, click save.

2. When using a USB to save any of your work, we recommend you take the time to name your USB Drive. This will allow you to have an easier time finding your USB if you lose it. We recommend you rename it to your MyID. To do this you will first **move or back up all data** in a different location. With your data saved in an alternate location, you will click Go, Utilities, and select Disk Utility. In Disk Utility you will select your USB Device on the left, click the erase tab, enter a name for your device after "Name:" and then click Erase. If you lose your USB storage device come to the end of the 316 hallway to search the lost and found in the event it was turned in.

3. The third option is to use your email to send your files to yourself and save them on your personal computer. You also can save your work to an online storage site, such as Google Drive or Microsoft OneDrive, which would allow you to access your files anywhere with Internet access.

**Remote File Access**

My Engineering Data

My Engineering Data can be accessed from anywhere you have an internet connection and Citrix Receiver. Refer to the MyLab section for installing Citrix Receiver. All the same policies apply to the displayed drives as when accessing them normally. Refer to the Saving Data section above for the specific policies and how they are applied.
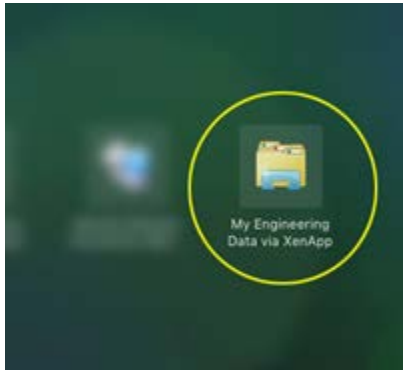
Accessing My Engineering Data

1. Open Citrix Receiver. (For more information on Citrix Receiver look at the **Accessing Engineering XenApp Applications** section)
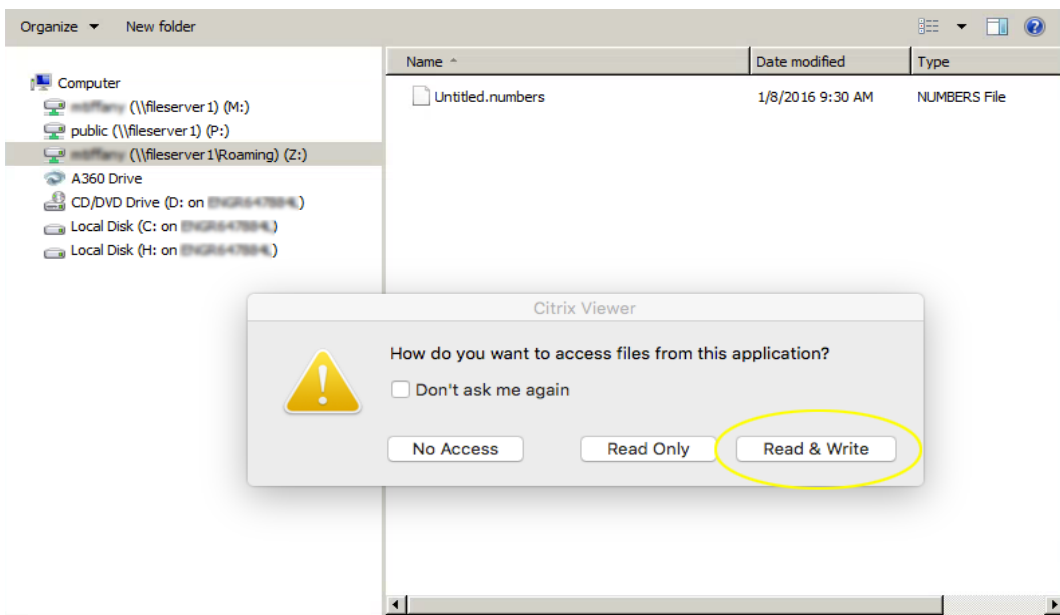2. From the Receiver Dashboard click the +.

3. Click All Applications.
4. Select My Engineering Data Via XenApp.
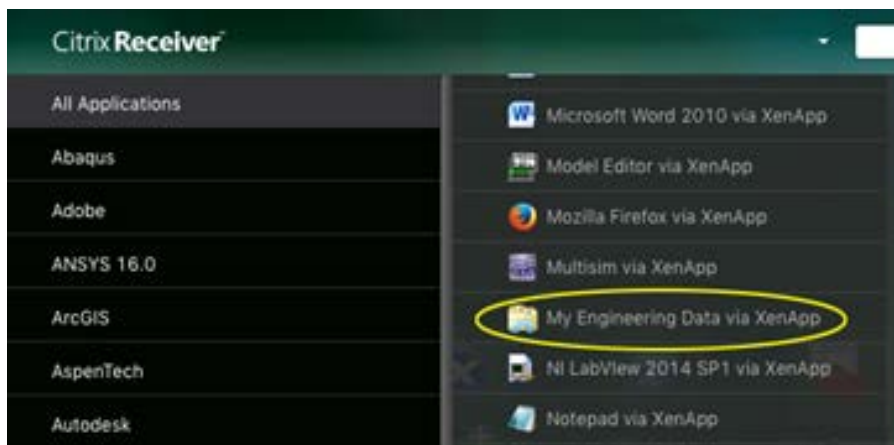
5. Click on the My Engineering Data via XenApp icon on the Citrix Dashboard.

6. When prompted select Read & Write.

Notice any network share available to you will be displayed. From here you can drag and drop files to save them in the location you would like, locally or on your network share. Drives below "A360 Drive" are local drives, notice your computer name in the title of the drive for these.

Restoring Deleted Data

There is a way to recover items that have been accidentally deleted from your network drive (My Engineering Data). **This must be done from a Windows computer.** Open '*Computer*' under the Start menu; right click on your Z: network drive that has your MyID in the title; and click properties. Then, click the '*Previous Versions*' tab, wait a few moments and a list should populate with older versions of that folder up to a little over a month. Double click the folder from the day you want to recover any deleted items, but **DO NOT CLICK RESTORE**. A file explorer window will open. Find the file you want to recover, and copy it to the desktop. Then, move the file back to the folder from which it was originally deleted.

Capstone Design Project

For students participating in the Capstone Design Project. We offer the following services to assist you in your success.

- Large scale plotting – If your project requires printing large scale blueprints or research posters. Please refer to the **Poster Printing** section for more details.
- Group network file share – If your team would like a group network share that can be used to store any project files and to aid in team collaboration. The Network Share will be accessible from any Engineering computer and also remotely via MyLab. Please refer to the **Remote File Access** section of this document. To map the printer and network share refer to the **My Engineering Course Devices** section. To request a group file share, please submit a request to support@engr.uga.edu with the following information:

  - Design Project Name.
  - Design team member's names and UGA MyID usernames.

Driftmier 102 access is only available during normal Business Hours 8:00 am – 5:00 pm

Accessing Engineering XenApp Applications

1. The Engineering XenApp Applications icon is on every lab computer desktop (Instructional & General).

2. This will open the Citrix Receiver Dashboard.

3. To add an application, click the plus sign and a list of all applications available will appear. Click on the application and it will be added to your dashboard.

4. To launch an application, click the icon on your dashboard.

5. To remove the icon from the Dashboard. Right click on the icon and click Remove.

Note: There is a slight delay when accessing programs, due to logging into a remote server.

Engineering Applications

Applications available on College of Engineering computers:

Adobe Acrobat Pro	ANSYS	ArcGIS
Arduino	Arena	AsmIDE
AutoDesk Suite	Bentley Suite	CatalystEX
CSiBridge	EAGLE Layout Editor	Eclipse
EndNote	EPANET	eQuest
Fritziing	F-Chart	Google Earth
HEC	HY-8	MakerBot
MATLAB	Microsoft Office	Mozilla Firefox
MultiSIM	NI LabVIEW	Pavement Design
PolyMath	PSpice	PV-F-Chart
Quantlm	R	RocScicense
SAP200018	SciLab	SIM
SuperPro Designer	Wolfram Mathematica 10.4	Unity3D
Xilinx Design Tools		

MyLab

MyLab is the College of Engineering's virtual computer lab open all hours of the day. It provides you access to all Engineering XenApp Applications as well as My Engineering Data from any high speed internet connection. When using MyLab your session remains open for 30 minutes. This means you can disconnect from the current MyLab session you are in, and your will have 30 minutes to log back into MyLab to continue your session. After 30 minutes of being disconnected from MyLab, your session will end, and all data not saved to a network drive or USB device will be deleted.

Accessing MyLab

1. Go to: http://mylab.engr.uga.edu/
2. Click on Start using MyLAB.
3. Login using your MyID and password.
4. This will open your Citrix Storefront desktop.
5. Click on APPS.
6. From here you can open the available Engineering Applications.
7. To add an application to your Favorites section.
   a. Click on Details for the application | Click on Add to Favorites.
   b. Click on the one of the Groups | Click Add All or Details for individual.

Microsoft Office 365 ProPlus Free for Students

All UGA students may download and install Microsoft Office 365 ProPlus for free (http://office365.uga.edu) on up to five devices, including computers, tablets and phones. Office 365 ProPlus includes Microsoft Word, Excel, PowerPoint and more. The program is available on devices using Windows, Android and Mac operating systems, including iPad. This is the Microsoft Student Advantage program, which is available to all currently enrolled students through UGA's license agreement with Microsoft. For more information about the Student Advantage program access the EITS Wiki, Microsoft Student Advantage.
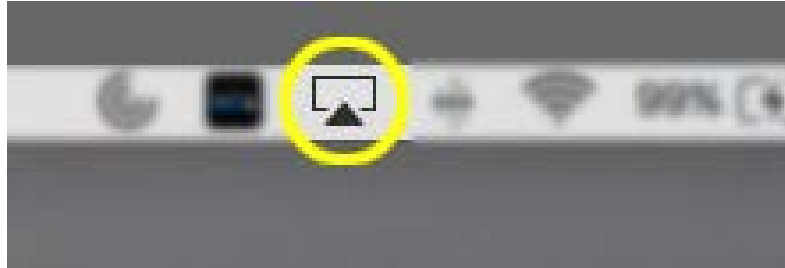
AppleTV

Connecting to AppleTV in a classroom or conference room:

1. Select APPLETV on the input selector switch (typically found under the Teacher Station desk).
2. Ensure your Mac display settings are set to "Show mirroring options in the menu bar when available". This can be found by opening System Preferences/Displays.
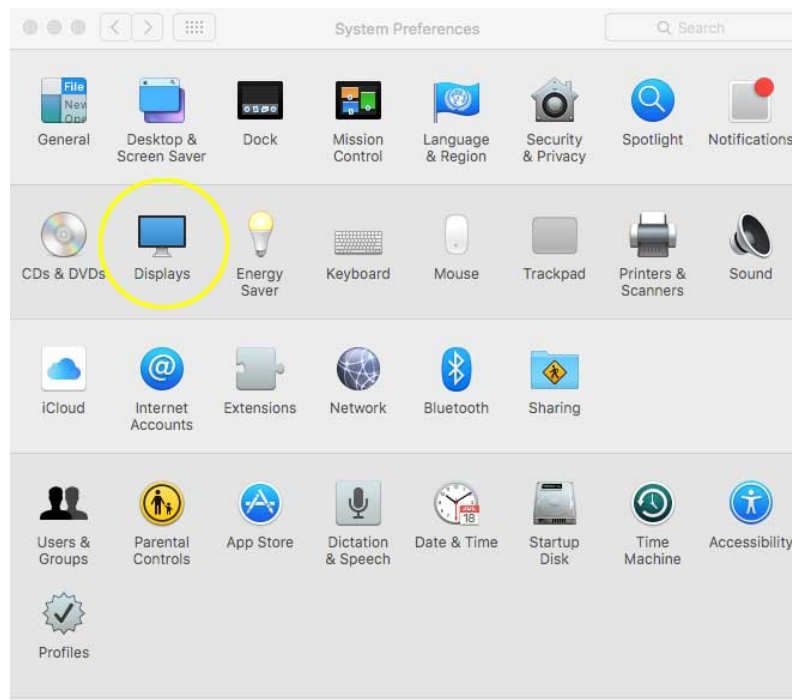
3. Click on the display icon on the Menu Bar

4. Select the AppleTV room that you want to AirPlay to.

   a. AppleTV's are named by their location, Driftmier(Room#)AppleTV. Example: Driftmier316AppleTV

5. Type the AirPlay code the AppleTV provides on the monitor.

You should now be connected to the AppleTV.