

2010/2011 SUSOA Computing Acceptable Use Policy and Practices

White Book / Gray Book Addendum

This document is an addendum to the policies set forth in the Student White and Gray Books (Undergraduate and Graduate Program Information and Guidelines).

Please visit the SUSOA Computing website at <http://soa.syr.edu/computing/computing.htm>.

Studio and Student Computer Use

- Students connected to the network should avoid running high bandwidth programs, as this can slow down the network performance for others. Examples are torrent-based file sharing programs, binary downloaders, or any other high bandwidth 'always on' type program.

Computer Lab Policies

The School of Architecture offers 24-hour access to two computer labs in Rooms 014 and 004 of Slocum Hall. The labs are open to all architecture students who have obtained SUSOA Network Accounts. Access to the labs is restricted during specified class times, schedules of which are posted on the entrance door.

- The tables and floors in the labs are not to be used for cutting or scoring for any reason, as it damages the table and floor surfaces.
- **Food and drink are forbidden** in the computer labs and plot room **at all times** as they can damage computer equipment or lab furnishings. **If we see you with food or drink (or empty drink containers) in the labs or plot room, your account will be disabled for a minimum of two days.**
- During the school year (not including breaks), the labs are open 24/7. The School reserves the right to close the labs in the event of major problems and/or malfunctions. In addition, the labs may be closed periodically for regular maintenance. No one will be permitted to enter the labs or to print during this maintenance period. Computer lab accounts may be temporarily disabled during this time. Summer hours are generally reduced and student accounts are disabled except for those enrolled in summer course work.
- If a student leaves the lab, they must logout. "Camping" a computer is not allowed, as the demand on the number of computers is too great. Leaving one's personal belongings at a computer does not reserve the computer while one is away. Other students have the right to logoff unattended computers, and they are not responsible if the student who failed to logout did not save his/her work. Unattended computers may be auto-logged off after 30 minutes, and unsaved work may be lost.
- SUSOA Network Accounts (or user accounts) are necessary to use the Slocum computer labs, the Pay-Per-Use Plot/Print Services, and digital fabrication services offered by the School. This account is separate from the SU NetID account. To obtain an account, students must be currently enrolled as an Architecture major and are required to participate in an introductory orientation that will demonstrate the correct usage of the hardware and software offered in the labs. Upon completion of the orientation session each student must submit an account request form (available at the orientation) and return the form to Room 001. Accounts will usually be ready for access within 24-48 hours, and you will receive a confirmation email when it is ready. The username will be the same as your netid, but the password will be different, and will be supplied to you in the confirmation email.

- The labs are for projects related to architecture course work only. Other computer uses such as email and web searches must yield to architectural projects. At no time should recreational files or applications be downloaded to the lab computers.
- The labs may be reserved during the semester for classroom instruction, as posted on the lab room door. Classroom teaching has priority over other uses of the labs.
- All computers, monitors, computer peripherals, manuals and chairs are the property of the School of Architecture and belong in the computer lab at all times.

Room 014 – Large Computer/Teaching Lab

This lab contains 40 PCs running Windows XP and a ceiling mounted digital projector. Classes are regularly taught in this lab.

	Quantity	Connected to Network?	Login Required?	Specs	Notes
Work stations	40	Y	Y	T3500: Xeon Quad Core 3.07 or 2.93ghz, 4-6gb ram, 768mb Nvidia Quadro F1800 video or 1gb ATI FireGL Pro v5800 video, 22" widescreen lcd monitors	For software list, see below

Room 004 – Small Computer Lab

This lab contains 12 PCs running Windows XP, two PCs acting as print stations, and two PCs acting as scan stations. A 51" paper trimmer is located here.

	Quantity	Connected to Network?	Login Required?	Specs	Notes
Work stations	16	Y	Y	T3400: Core 2 Duo 3.2ghz, 4gb ram, 256mb Nvidia Quadro F1700 video, 22" widescreen lcd monitors	For software list, see below
Scan stations	2	N	N	GX620: Pent. D dual core 3.2ghz, 2gb ram, 256mb ATI X850 video, 19" lcd monitors	Use USB drive to move files off computer; files deleted after 24 hours.
Print stations	2	Y	Y	GX620: Pent. D dual core 3.2ghz, 2gb ram, 256mb ATI X850 video, 19" lcd monitors	For printing PDFs only.

CAUTION: the two scan stations have special software that completely restores the machine to a standard configuration whenever the machine is restarted (whether intended or due to power failure or computer crash). Do not store any files on these computers or the desktop, as they will be lost when the computer is restarted.

Lab Software

Workstations in both labs run Windows XP and contain the following software applications:

- 7Zip 4.65

- Adobe After Effects CS4
- Adobe Creative Suite 5 Design Standard (Illustrator, Photoshop, Acrobat Pro, InDesign)
- Adobe Dreamweaver CS5 (5 licenses)
- Adobe Flash Pro CS5 (8 licenses)
- Adobe Premier Pro CS4 (15 licenses)
- ArcGIS 10 (9 licenses)
- Audacity 1.3.12
- AutoDesk 3dsMax 2011
- AutoDesk AutoCAD Architecture 2011
- AutoDesk AutoCAD 2011
- AutoDesk Ecotect Analysis 2011 w/Solar and Weather Tools
- Autodesk Maya 2011 (10 licenses)
- AutoDesk RevIT Architecture 2011
- AutoDesk RevIT MEP 2011
- AutoDesk RevIT Structure 2011
- Bentley Microstation v8i, Architecture, Map, GenerativeComponents, Structure
- CDex 1.7
- Cinema 4d R11.5 w/ Architecture Extension Kit and Sketch & Toon (40 licenses)
- Filezilla 3.3.4.1
- FormZ 6.7.1 (5 licenses)
- Gehry Technologies Digital Project v1r4 (CATIA) (2 licenses)
- Google Earth Pro 5.2
- Irfanview 4.27
- Materialise Magics 14 (10 licenses)
- Microsoft Image Composite Editor v1.35 (for stitching and creating panoramas)
- Microsoft Office 2010 (Word, Excel, PowerPoint, Access, OneNote)
- Processing v1.21
- Quicktime Pro 7.6.7
- Real Flow 4.3 (5 licenses)
- Rhino 4 (60 licenses)
- Rhinocam 2.0.2.14 (30 licenses)
- Roland SRP Player (CNC toolpath software)
- SAP2000 12.02 (10 licenses) (structural analysis)
- Sketchup Pro 7.1 (15 licenses)
- SolidWorks 2010 (10 licenses)
- VLC Player 1.13
- V-ray for Rhino 01.05.29 (60 licenses)

Several programs are limited in the number of licenses. If all licenses are in use when you try to run one of these programs, the program either won't start, or you will get a message that you are in the 'queue'. When a license becomes free, you can run the program.

If you are having problems with the lab software check the Help page at <http://soa.syr.edu/computing.help.htm>

Students can get free or low cost versions of several of the lab programs for use on a personal computer:

- Free - Autodesk AutoCAD Architecture 2011, RevIT Architecture 2011 , Ecotect 2011, 3ds Max 2011, Maya - visit <http://students.autodesk.com>
- Free - Bentley Microstation v8i, Architecture, Map, Structure, GenerativeComponents - pick up installation dvd in Room 201 (main office)
- Low Cost - Adobe Creative Suite and Microsoft Office - visit <http://bookstore.syr.edu>

Student File Storage

- Each computer has a D drive, which is specific to that computer, and can be used as a temporary location to work on files. When working with files, copy them to the scratch folder on the D drive. Remember not to leave files on the D drive when you are done—there is no guarantee that they will be there the next time you login.
- Each student has approximately 1.5 gb of storage space on the lab file server, which can be accessed under My Computer as the H drive or as My Documents. Your My Documents/H drive is accessible from any lab computer. Avoid opening or working on files directly from your My Documents/H drive; file corruption or program crashes can result when working on files across the network in this manner. Instead, copy the files to the D drive and work on them from there. File operations such as opening and saving will be much faster. When you are done working, copy your files from the D drive back to your My Documents/H drive.
- The X drive, aka the scratch drive, is a temporary shared space, accessible under My Computer from any lab computer. The X drive is shared between all lab computers. Files can be stored here for up to 24 hours, but may be deleted earlier if the drive runs low on space. Files are routinely deleted after 24 hours.
- The School will not provide backups of data left on the lab computers OR on the lab file server. It is essential that you make multiple backups of your work. Loss of work on any computer is no excuse for failure to meet a presentation or course deadline.
- Only architecture related files can be stored in your My Documents/H drive. Other files are routinely deleted. These include music files, programs, installation files, or pirated software. These types of files take up limited space that is needed for student projects and class files.
- All student files stored on the server will be deleted twice each year: on or about December 21 and May 20.

Plot/Print Pay-Per-Use Service

- The Plot/Print room is a staffed self-service print facility serving SUSOA students and faculty, and is located adjacent to the computer labs in Room 013 of Slocum Hall.
- Fees are charged for all printing and plotting on school-owned devices. These fees are used to pay for the operation of the printing and plotting facilities, including plotter maintenance, supplies and equipment replacement. Prices are set below average commercial rates in the region. Printing material not connected with architectural course work is prohibited.
- Problems or concerns related to the equipment in the computer labs or the Plot/Print Room should be directed to the Plot Monitor on duty or via email to Andy Molloy at awmolloy@syr.edu.
- The plotter room is generally open from 8:30 a.m. to 11 p.m. daily during the semester, and is open only when a plot monitor is on duty in the lab. Other times the room is closed and locked. The hours of operation are posted on the plotter room door and online. A full-time plot monitor covers the weekday hours; paid student monitors cover evenings and weekends.
- The plot queues are disabled from 11 p.m. to 6 a.m. You can still send a job during this time, but it will be held in the queue and released in the morning.

- Plotter supplies are handled by designated plot monitors. Students should locate the on-duty plot monitor if a plotter or printer needs to be resupplied with paper, ink, or toner.
- Coated paper is supplied for all plotters. Students may use specific alternate types of paper at their expense—check the sign in the plot room for the allowed paper types. The on-duty plot monitor must load student-provided paper.
- On the large plotters, sheet feeding is allowed only on the HP DesignJet 1055 plotters (Mario and Luigi). The maximum length is 60 inches. Only specific approved paper is allowed for sheet feeding; no thick, curled paper or thin tracing-like paper is permitted. Check the sign in the plot room for the allowed paper types, which are available for purchase in the SU Bookstore.
- On the large plotters and Zelda, the maximum paper size from the roll feed is 36" by 129". The maximum size for sheet feeds to Mario and Luigi is 36" by 60".
- Please discard all scrap paper and draft prints into the blue bins or green trash containers. All paper on the floor or left on tables for more than one day may be discarded; however, one is responsible for cleaning up after oneself.

How the print system works

- The printing system requires a SUSOA Network Account.
- Printing in the lab is controlled by a small program called Ppopup. Ppopup runs on each lab computer in the system tray in the lower right corner of the screen. The icon is a small printer (Figure 1). When a student clicks the print button, a popup window will appear showing the cost for the print job and the balance in one's printing account. This window does not appear until after the print job has been transferred to the server, which may take some time when printing large files.

Figure 1



- During printing, the cost of each print job is automatically subtracted from one's printing account. Once the amount reaches zero, if a student chooses to continue to print he/she must add more money to the account.
- If one's account balance is too low to pay for the job, the job will be deleted automatically. A small popup bubble should appear with an alert.
- If one prints to a paper size that is not supported by the printer, the job will be deleted automatically. A small popup bubble should appear with an alert. Check the equipment list to find out the supported paper sizes. Common errors include printing to legal (8.5" x 14") or A4 size paper, both of which are not supported.
- The file size for a print job should be kept small (<10 mb). Large file sizes (>250 mb) sent to the printers are automatically deleted. Learn how to optimize your prints before sending them.
- Ask the on-duty plot monitor for help if you are having trouble printing.

- Every student account receives a \$25 credit at the beginning of the school year. This credit shows up as a 'free quota' in the printing system. This allows for immediate start-up, and compensates for potential plotter or printer errors over the course of the school year.

How to check your account balance

- While logged into a lab computer, look for a small dollar sign icon down by the clock (Figure 2). Hover over this icon with the mouse to display the account and free quota balance.

Figure 2



How to add money to your account

- Inside the Plot Room in Slocum (Room 013) is a cash pay station. The pay station accepts the following bills: \$20, \$10, \$5, \$1. The pay station is connected to a computer. Login to the pay station computer using your lab account, then add money to the pay station. After adding money, click the Transfer button on the computer, then click the Finish button to logout. The funds will immediately be credited to your plotting account. **We plan to replace the pay station with an online credit card system this fall.**

Refunds for printing problems

- Each student starts off the school year with a \$25 credit to compensate for times when the printer jams, runs out of ink or toner, or crashes in the middle of the print job. This credit shows up as a 'free quota' in the printing system. If a student feels that the \$25 credit has already been used for legitimate printer malfunctions, they may apply for a refund of a print job that failed to print because of a printer problem. Refunds are not given for jobs that are sized or rotated incorrectly, nor for problems with color, fonts, etc. Students must know how to use the software to send the job correctly. Students are encouraged to do a small test print if they are in doubt. If the School determines the refund is warranted, it will credit the account for the print.
- To receive credit, you must have satisfied the previous point, and the incident must have been recorded by the on-duty plot monitor in the Bad Plot Log, which is located in the plot room. Email Andy Molloy (awmolloy@syr.edu) to request the refund. Students requesting a refund cannot keep the failed printout, if it exists.

Refunds for unused printing account balance

- Architecture students may request a refund of an unused account balance (such as upon graduation). The request must be made during specific periods at the end of each semester. Refunds may take several weeks to process, and will be in the form a check. More specific information will be distributed toward the end of the semester.
- If you are returning to the School next semester or school year, the balance in your account will roll over, so you will not lose the amount credited to your account.

Plotting and printing fee structure / Fall 2010 – Spring 2011

Black & White Laser	Print size	Cost	
Banjo, Bowser (HP LaserJet 5100 & 9040)	Letter	\$0.04 per sheet	
	11" x 17"	\$0.08 per sheet	
Color Laser			
Koopa, Troopa (HP Color LaserJet 5500/5550)	Letter	\$0.30 per sheet	
	11" x 17"	\$0.60 per sheet	
Color Inkjet			
Pidgit (HP Business Inkjet 2800)	Letter	\$1.00 per sheet	
	11" x 17"	\$1.50 per sheet	
Plotting	Type	Cost	Examples
Zelda (Xerox 510dp)	B/W	0.25 per sq foot	Arch C (18"x24") - \$0.75 Arch D (24"x36") - \$1.50 Arch E (36"x48") - \$3.00
Mario, Luigi, Ostro, Princess (HP DesignJet 1055cm, DesignJet 4000ps, DesignJet 5500ps)	Color or B/W	\$1.16 per sq foot	Arch C (18"x24") - \$3.48 Arch D (24"x36") - \$6.96 Arch E (36"x48") - \$13.92

General Plot/Print Checklist

1. Keep file sizes as small as possible

The smaller your file size, the faster it will print. Most of the waiting time is for the file to be sent from the server to the printer. Optimize your file size and you will get your print faster. Also important is the resolution of your images/files--we recommend sending images/files no higher than 200 dpi. If necessary lower the resolution--this can dramatically decrease the printing time.

2. Plotting and printing from PDF files is the recommended digital workflow

We prefer that all output be sent to the plotters as PDF files (except AutoCAD). A PDF can be created from any lab computer program by printing to "Adobe PDF", which creates the PDF file. Some programs such as Photoshop and Illustrator let you save directly as a PDF. You can then open the newly created PDF in Acrobat to print it. Check out the SOA Computing website for a guide on how to optimize a PDF to decrease the file size before printing.

3. Use the correct print driver for the type of file you are printing

Several of the plotters have both a postscript and non-postscript driver (for example, Luigi shows up under printers as "Luigi" which is non-postscript, and "Luigi-Postscript", which is postscript). As a rule, if the printer has a choice of drivers, send Adobe program files (PDF, Photoshop, Illustrator, InDesign) to the postscript driver. Send everything else to the non-postscript driver. Problems such as large dimension jobs printing only part of the drawing often result from using the wrong driver (usually using non-postscript when you should use postscript).

4. Check Plotter Settings

Most problems result in the print output being rotated and cut off. There are specific steps to follow when setting up your print job that help prevent this. Step-by-step instructions for printing from Acrobat Pro are at http://soa.syr.edu/computing/print_howto_acrobat.htm.

5. Do test plots before deadlines

If this is the first time you are using an application, do a test print weeks in advance. This way you know you can plot correctly, and you thoroughly understand the settings. Plot small subsections of large dimension files ahead of time to check the color and quality of output (use Acrobat's crop function to set up a small section for test plotting).

6. Give yourself enough time to plot before your review

Give yourself plenty of time for plotting. Chances are everyone else will wait until the last minute to plot; do not make that mistake yourself. Give yourself at a minimum 24 hours to plot before it is due.

7. Seek help when needed

If you have questions, please ask a Plot Monitor; they are there to help.

PDF Printing and Plotting

The most important element in successful plotting and printing is the compatibility of your print/plot data. The PDF file format (portable document format) was invented by Adobe to ensure compatible output from screen to printer/plotter. The recommended digital file workflow for the SUSOA computer labs is to take your file and convert it to PDF, then open the PDF in Adobe Acrobat and proceed to print. Using the PDF format allows the image to be verified and checked before you plot the file and incur charges.

By using the PDF format as an integral part of your digital workflow, you can combine graphics from AutoCAD, Rhino, Illustrator, etc. all in one seamless way for printing and plotting.

Other Resources

Printing tips for Photoshop, Illustrator, InDesign, and AutoCAD are available at http://soa.syr.edu/computing/print_howto.htm.