Information for computer use in the EEH computer lab, Farber 279.

To log onto the computer – Other user (lower left corner), for User name type in your UBIT name (same as the first part of your email address) or [ad\ubit name], and Password. See below if you can't log onto the computer.

Log off when finished – either 1) Ctrl-Alt-Delete, Sign out, or 2) Start menu, click on your username, Sign out.

Activate your password. Do this at home or on a different computer or have someone here help you. To activate your account, you will need your person number and the single-use password that was emailed to you.

       See http://www.buffalo.edu/ubit/service-guides/accounts/your-ubitname-account/getting-started-with-your-account/activate/graduate.html for more information.

Please save your files and documents on a usb flash drive or your UBbox account (see below). You may save files locally on the computer hard drive. However these files are not backed up.

UBbox is used to store, share and access academic and university-related documents from anywhere. This is unlimited space. See http://www.buffalo.edu/ubit/service-guides/file-storage-and-sharing/box.html for more information.

Cleanup on the computers is done periodically throughout the year. This is also done during summer, for the new school year. Also you should do your own backups, in case the hard drive fails or in case Windows needs to be reinstalled (for example due to viruses). Files on the computer are not backed up unless you do it.

There are usb ports on the left side of the monitor. The monitor adjusts various ways. There is a headset port on left side of the monitor. A camera is located on top in the middle. Push down for it to raise up, and when finished push it back down into place. Please try to not touch the screens. By the end of the year the fingerprints are overwhelming!

The computers in the EEH computer lab are for school work only. You are not allowed to install software. If there is a program you need, please ask office staff if this is possible.

You are *not allowed* to have other people use these computers with your UBIT name and password. This is University Policy. If this happens, your access to these computers will be restricted.

Please print only school related items. Also consider using the duplex option, printing on both sides of the paper. Preview your documents to make sure this is what you need to print.

The printers are wireless, you can print directly from your laptops. Open the Start menu, type in Devices and Printers in the text field, Add a printer, choose The printer that I want isn't listed, Add a printer using a TCP/IP or hostname, for Hostname type p163.ot.buffalo.edu (for printer P163 in computer room 279), or p164.ot.buffalo.edu (for printer P164 in room 265). [Select driver for HP LaserJet M602D (or select the M600 series). You may have to go to the HP website and download the driver.

Please let the office staff know if there are any problems with the computers or printer. Thank you.

Remember the SPHHP computer lab, Cary 235 is open for your computing needs.

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