



Technology Services

College of Environment + Design

UNIVERSITY OF GEORGIA

Technology Services

121 JACKSON STREET BUILDING

OWENS RESOURCE CENTER

706-542-4463

EMAIL: CEDHELP@UGA.EDU

WEBSITE: TECH.CED.UGA.EDU

FAQ AND QUESTIONS: ANSWERS.LIBS.UGA.EDU/CED_IT/



• Lee Cornell – IT Director (121E JSB) lcornell@uga.edu

• Chris Balthrop – Systems Administrator (105A Denmark) chrisbb@uga.edu



• Brice Eades – IT Paraprofessional (121 JSB) brice.eades@uga.edu



• Tom Jones – Academic Professional (141 JSB) tom@uga.edu

Hours

Office Hours

Owens Resource Center

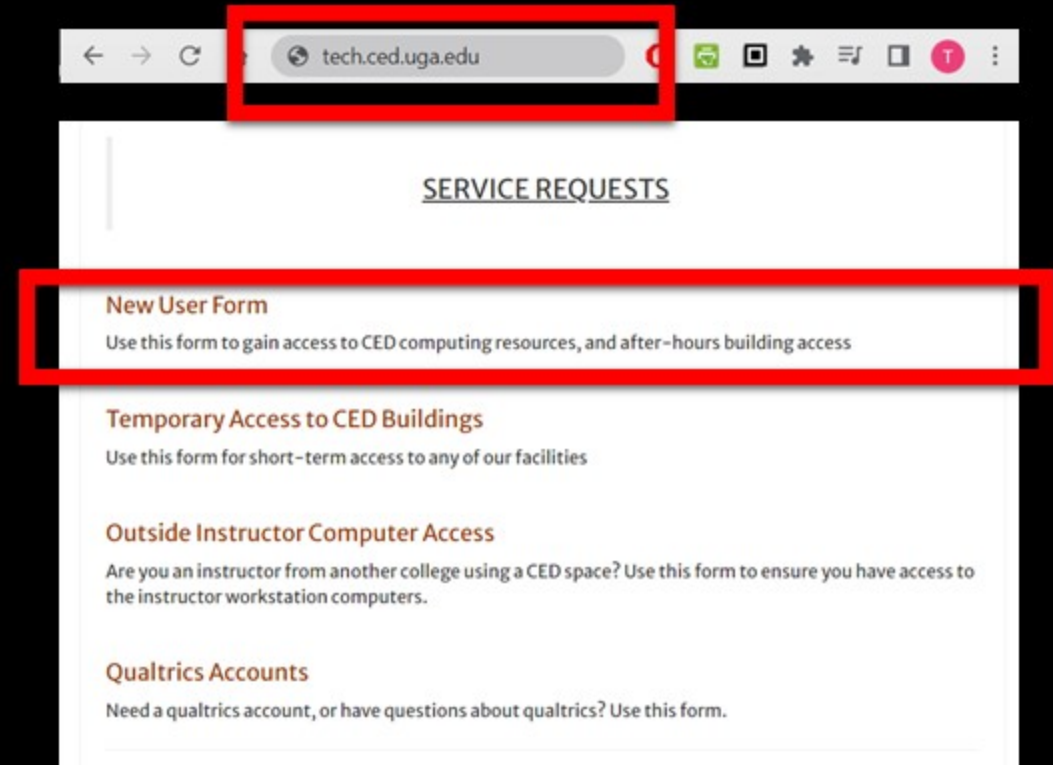
Monday – Friday

8 a.m. – 5 p.m.

Additional hours staffed by student employees will be announced on our website once the semester begins

Building / Computer / Printer Access

- Doors lock at **5:30 pm**
- 24 hour access with UGA ID card, with the exception of home football Saturdays
- Please do not prop open doors or bypass locking mechanisms
- Building / computer / printer access requires completion of the **New User Form** found on our website.



Facilities

- Wireless is available in all CED buildings (PAWS-Secure (primary) and EDUroam) Outdoor wireless access is available throughout North Campus, and being expanded constantly
- Bicycle racks at each building. Please do not bring bicycles into the building
- No pets (other than service animals) in the buildings
- Studio spaces must meet specific criteria from the Fire Marshall; please do not move any drafting tables or equipment
- For a detailed copy of all of the Facilities Policies please see http://ced.uga.edu/tech_services/policies

General...

- Do not give your MyID password to other users, or share your login session.
- Please do not...
 - Attempt to bypass the print management system. Printing/plotting is controlled through the CED print server.
 - Take or unload paper/supplies from the printers/plotters.
 - Modify CED systems (for example disconnecting cables or moving equipment on instruction stations)
- Please use your UGA email address when corresponding with Tech Services, as your campus-related services are tied to this address.
- Full UGA Policy on the Use of Computers is found here:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup/

Services



- Technology support for CED equipment
- Classroom / instructional space setup
- Assistance with software: questions, troubleshooting, best practices, etc.
- Basic support for personal equipment
- Equipment checkout
 - Surveying equipment, digital cameras, tape measures, drawing tablets, iPads, GPS units, etc.
- Laser engraving / cutting (controlled access via instructor)
- Large format printing
- Large format scanning
- Building / computer / file server access

Equipment

- All CED computers are Windows based. Instruction is provided on the Windows platform.
- Computer Labs: Tanner 307, JSB 126.
- All studio and lab systems are **Frozen/Imaged**
 - Anything saved on studio and lab computers is erased upon logoff/restart!
 - Utilize portable storage, cloud storage, or any designated server resources
 - Microsoft OneDrive – UGA provides **5 TB** of storage. This is separate from personal OneDrive accounts.
 - Access via <https://ugamail.uga.edu>
 - Google Workspace – UGA provides access to Google Workspace collaboration tools with **3 TB** of storage. This is separate from personal Google accounts.
 - For info: https://eits.uga.edu/hardware_and_software/software/google_workspace/
- Printers/Copiers in JSB, Tanner, & Denmark will scan up to 11x17 to email/usb device.
- Up to 36” width scanning in JSB 127
- Up to 36” width plotting in Owens Resource Center; 24” plotting in Denmark and Tanner

Open Stations

Computer General Use Stations

- 4** stations in JSB 132
- 2** stations in JSB 019 (Collaboration Station)
- 2** stations Denmark main floor
- 2** stations Denmark top floor
- 3** stations in Caldwell G-14
- 7** stations in Tanner ground floor studio

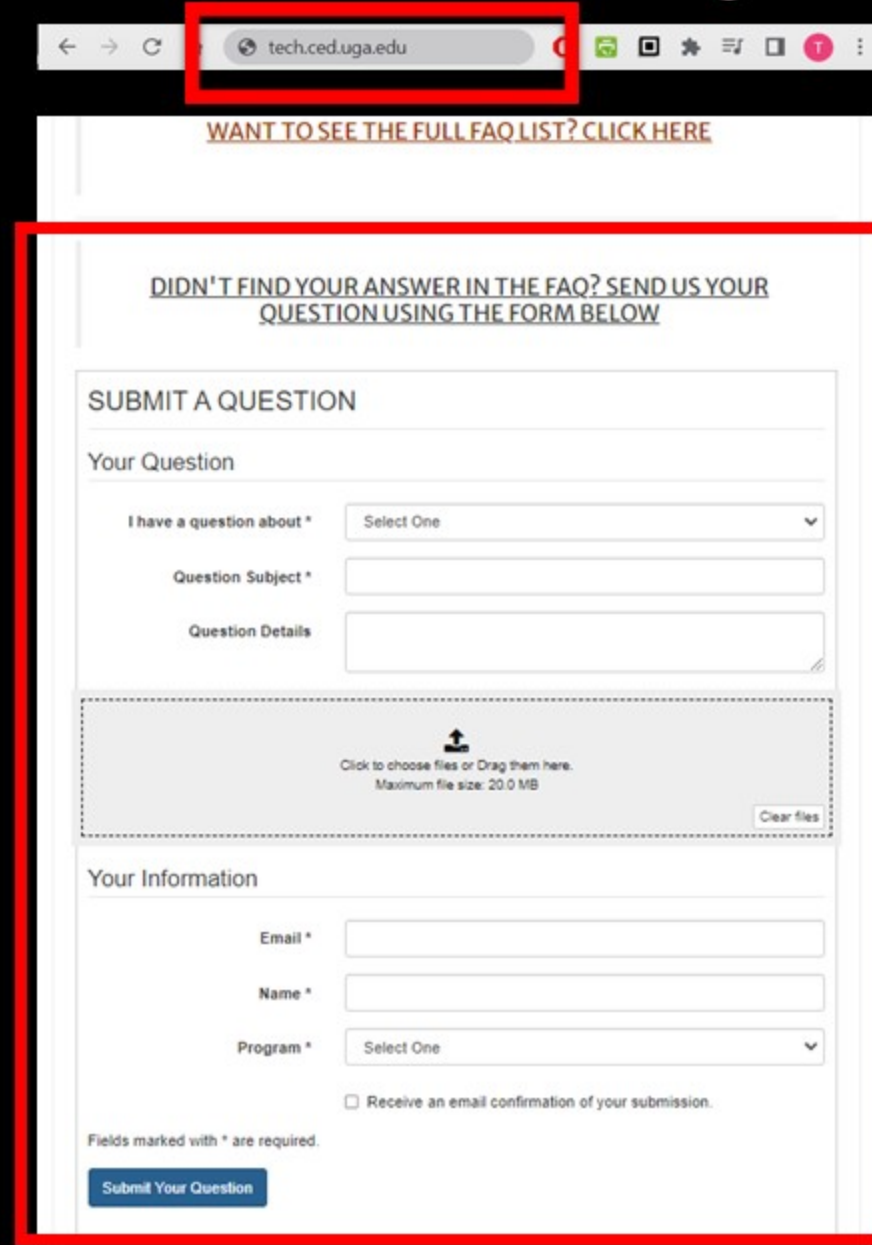
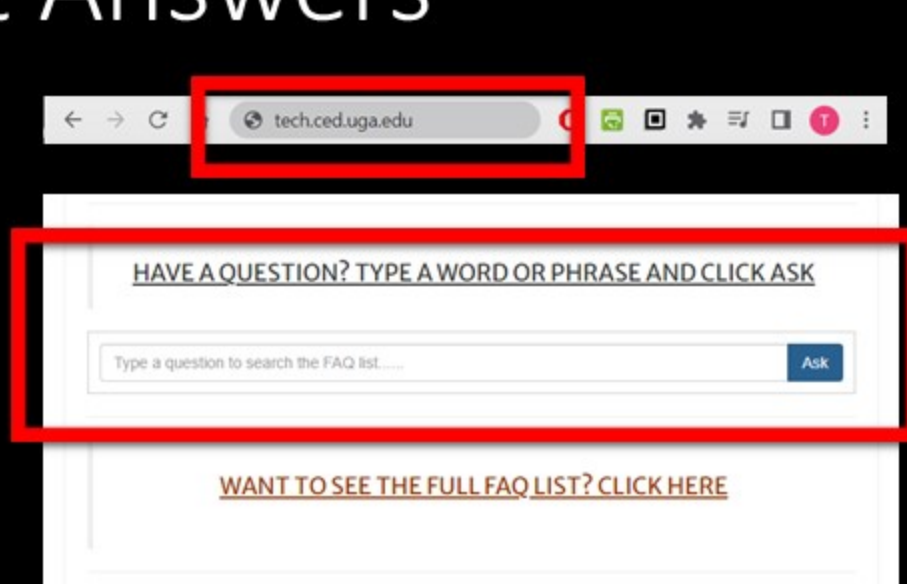
To see open station locations:

https://answers.libs.uga.edu/CED_IT/faq/382323

Standard Apps Installed

Windows Professional	EndNote
Microsoft Office Professional	ESRI ArcGIS Desktop
AutoCAD	ESRI City Engine
AutoCAD Map 3D	ESRI GIS Pro
AutoCAD Civil 3D	Trimble SketchUp Pro
AutoDesk 3DStudio Max	Adobe Creative Cloud Suite
AutoDesk Revit	Rhinoceros 3D
	WinTR55
	Google Earth Pro

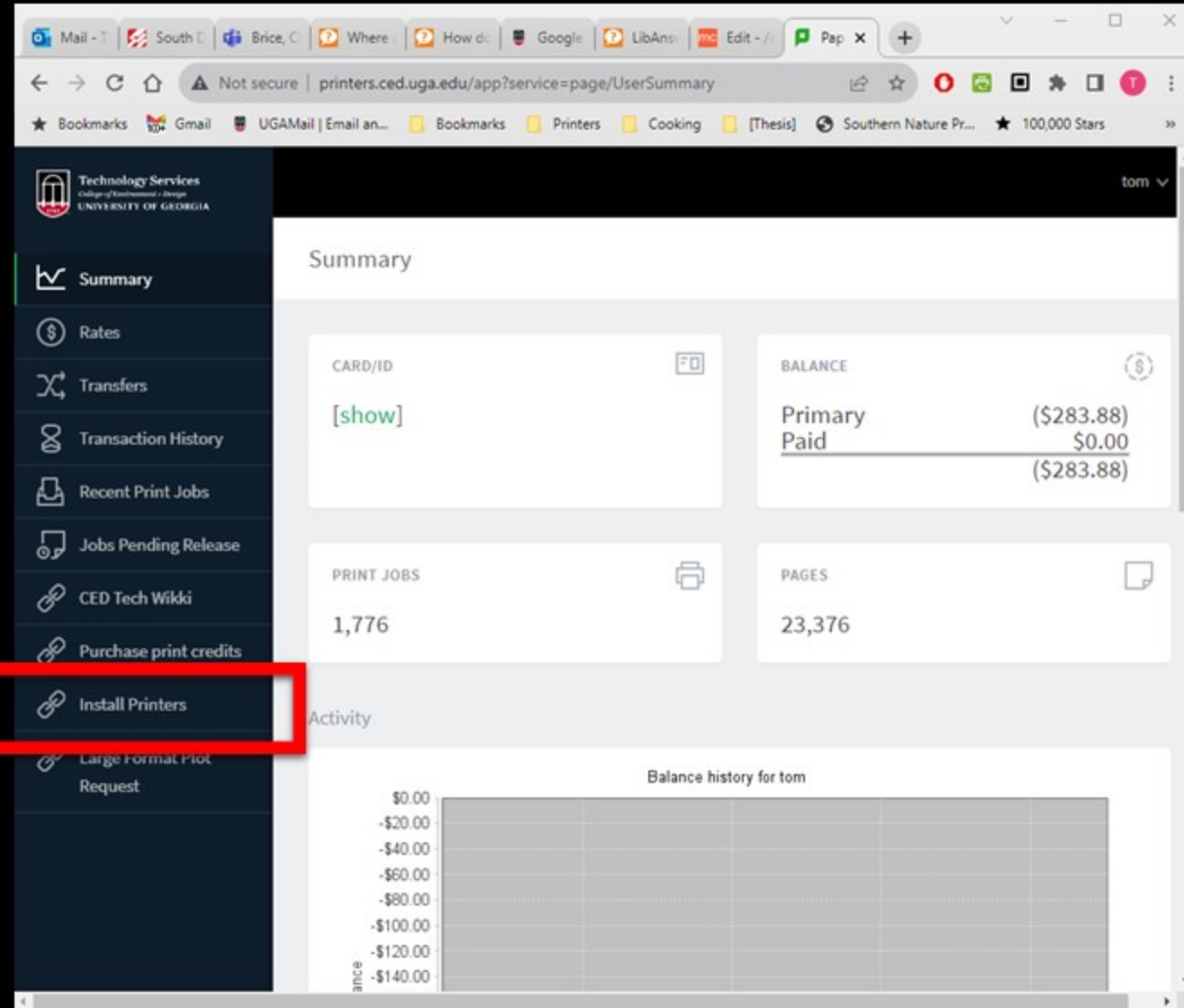
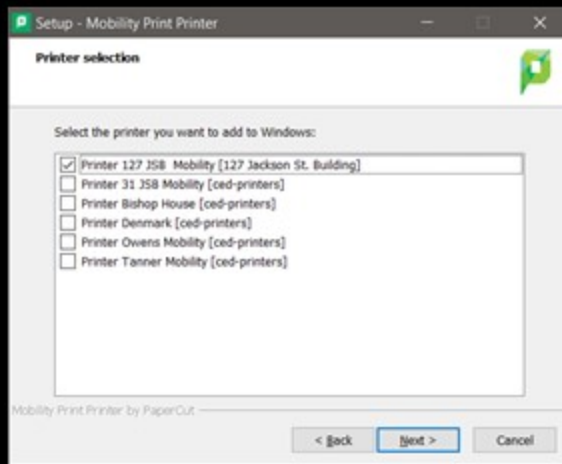
Get Answers



- Extensive FAQ system on tech.ced.uga.edu
- Keyword driven, begin typing and check out the recommended responses
- Have a question that is not addressed? Submit it to our helpdesk using form on this same page

Connecting to Printers

- To install printers, check your balance, add/transfer credits, submit plot jobs, etc....
<http://printers.ced.uga.edu/>
- Use your MYID and password to log in
- Options on left; Install Printers near bottom
- Select printer(s) to install
- Recommend using .pdf files



Not secure | printers.ced.uga.edu/app?service=page/UserSummary

Technology Services
College of Environment + Design
UNIVERSITY OF GEORGIA

Summary

CARD/ID [show]

BALANCE

Primary	(\$283.88)
Paid	\$0.00
	(\$283.88)

PRINT JOBS 1,776

PAGES 23,376

Activity

Balance history for tom

\$0.00
-\$20.00
-\$40.00
-\$60.00
-\$80.00
-\$100.00
-\$120.00
-\$140.00

Install Printers

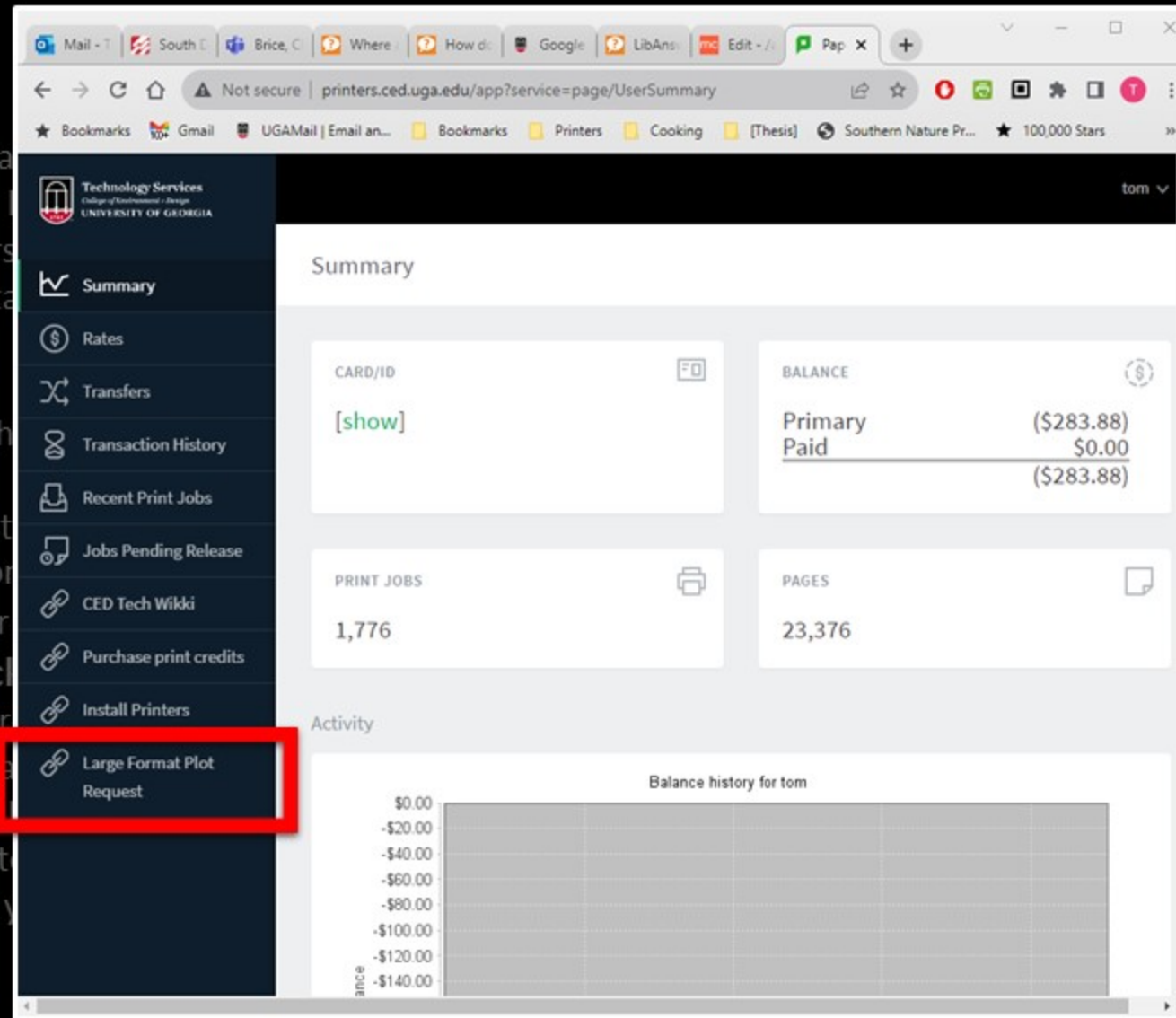
Plotting



- CED operates and maintains **large format output** devices to support the instructional needs of the college. All plot requests should be tied to a course or service-learning project within the college.
 - Plotting for personal use should be done at Tate Copy & Print.
- All plots will be on standard 24# bright white paper unless other arrangements have been made in advance with the IT Director.
- All plots on standard paper will be charged to the student's printing account at a rate of \$1.25 per square foot.
- The primary plotter has 36" width capability, and is in Owens Resource Center.
- Plotting procedures:
 - Plotting requests are submitted to the IT Helpdesk using the "Large Format Plot Request" at the bottom of the list of options on the left side at <http://printers.ced.uga.edu/>
 - Make sure your file is a **print-ready PDF** that is flattened and sized appropriately. For tips on optimizing your PDF, **check out this FAQ** https://answers.libs.uga.edu/CED_IT/faq/353767
 - Plot requests are processed during normal business hours. Completed plot jobs will be rolled face-out along the long axis, with the titleblock or other information along the short edge visible, so you can identify and pickup your job from the stand outside the Owens Resource Center
- 24" plotters are located in Denmark and Tanner for smaller/check plot use. Submission is through the same process, just choose your preferred plotter and pickup your plot in that location.

Plotting

- CED operates and manages all plotting requests should be submitted to CED.
- Plotting for personal use is not allowed.
- All plots will be on standard size paper with the IT Director.
- All plots on standard size paper are 8.5" x 11" square foot.
- The primary plotter has a maximum of 24" x 36" square foot.
- Plotting procedures:
 - Plotting requests should be submitted at the bottom of the page.
 - Make sure your PDF is the correct size when optimizing.
 - Your PDF, check the size of the page.
 - Plot requests are submitted through the Large Format Plot Request.
 - 24" plotters are located in the IT Department process, just choose your plotter.




Summary

CARD/ID	BALANCE
[show]	Primary (\$283.88)
	<u>Paid \$0.00</u>
	(\$283.88)

PRINT JOBS	PAGES
1,776	23,376

Activity

Balance history for tom



Balance
-\$283.88

Printing/Plotting Cost

Laser printing/copying	B&W	Color
Letter (8.5x11)	\$0.06	\$0.50 /imprint
Ledger (11x17)	\$0.10	\$0.75 /imprint

Large format printing (plotting) 24# Bright White Paper	B&W and Color same price \$1.25/sq.ft.
--	---

So what does it cost...

Arch C (18"x24"):	\$3.75
Arch D (24"x36"):	\$7.70
Arch E (36"x48"):	\$15.00

- ❖ \$75 allotment / semester
- ❖ Purchased credits roll over



Printers.ced.uga.edu

[balance](#)

[add credits](#)

[install](#)

[plot](#)

tech.ced.uga.edu

[faqs](#)

[apps](#)

[computer specs](#)

[network locations](#)

[equipment checkout](#)

\\ced-sweetgum

eits.uga.edu/support/new_to_campus

my.uga.edu

elc.uga.edu

ced.uga.edu



Computers are like horses;
they can sense fear and will
act based on that.

Adam C. Engst