Empower faculty and students to be exceptional designers, landscape architects, planners, and preservationists by providing them with secure, reliable, and functioning technological resources.
Technology Services

031 Jackson Street Building
706-542-4463
CEDHELP@UGA.EDU
TECH.CED.UGA.EDU

• Lee Cornell – IT Director  lcornell@uga.edu
• Chris Balthrop – Systems Administrator  chrisbb@uga.edu
• Tom Jones – Academic Professional  tom@uga.edu
Hours

Office Hours
Monday – Friday
8 a.m. – 5 p.m.

Printing/Scanning Hours
Monday – Thursday
7 a.m. – 9 a.m.; 12:15 a.m. – 2:15 p.m.; 5 p.m. – 7 p.m.
Friday
7 a.m. – 9 a.m.; 11:30 a.m. – 1:30 p.m.
Sunday (beginning September 8th)
2 p.m. – 5 p.m.

Extended hours the week prior to midterm and finals
Building Access

• Doors lock at 6 pm

• 24 hour access with UGA ID card, with the exception of home football Saturdays.

• For Fall 2018, all CED buildings are closed...
  • September 7 (Murray State)
  • September 14 (Arkansas State)
  • September 21 (Notre Dame)
  • October 12 (South Carolina)
  • October 19 (Kentucky; CED Tailgate in Founders Garden)
  • November 9 (Missouri)
  • November 23 (Texas A&M)

• Please do not prop open doors or bypass locking mechanisms
Wireless is available in all CED buildings

Bicycle racks are available at each building. Please do not bring bicycles into the building.

No pets (other than service animals) are allowed in the buildings.

Studio spaces have specific criteria from the Fire Marshall that must be met. Please contact a member of the Tech Staff before rearranging furniture.

For a detailed copy of all of the Facilities Policies please see [http://ced.uga.edu/tech_services/policies](http://ced.uga.edu/tech_services/policies)
General Computing Dos and Don’ts...

- Do not give your MyID password to other users, or share your login session.
- Do not use file sharing services or applications on UGA computers.
- The following may earn a visit from the Campus Police:
  - Attempting to bypass the print management system. Printing/plotting is controlled through the CED print server.
  - Taking or unloading paper/supplies from the printers/plotters.
  - Modifying CED systems (for example disconnecting cables or moving equipment)
- Please use your UGA email address when corresponding with Tech Services, as your campus-related services are tied to this address.
Services

• Technology support for CED equipment
• Assistance with software: questions, troubleshooting, best practices, etc.
• Classroom / instructional space setup
• Limited support for personal equipment
• Equipment checkout
  • Surveying equipment, digital cameras, tape measures, drawing tablets, ipads, handheld GPS units, etc.
• Laser engraving / cutting
• Large format printing
• Large format scanning
• Building / file server access
Computer Labs: Tanner 308, Denmark 19. 4 open stations in BLA and MLA studios. All CED computers are Windows based. Instruction is provided on the Windows platform.

- 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
- OneDrive – UGA Provided 1 TB of storage. Access via https://ugamail.uga.edu
- Printers/Copiers in JSB, Tanner, & Denmark will scan up to 11x17 to email/usb device.
- 36” wide-format scanner in Tech Services
- All large format print jobs are held in que. Visit the Technology Services Print Shop for release.
Printing

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

Large format printing/plotting (held in que)  
24# Presentation Bond  
Grayscale  Color  
$0.50/sq.ft.  $2.00/sq.ft.  
Arch C:  $1.50  $6.00  
Arch D:  $3.00  $12.00  
Arch E:  $6.00  $24.00

- $75 allotment / semester
- Purchased credits roll over
Connecting to Printers

• Using File Explorer, go to `\\ced-printers.ced.uga.edu`
• When prompted, enter MYID and password: `myid\joeuser`
• Double-click printer to install
• Recommend using .pdf files for most printing
Software

• Arc GIS 10.3.1  - Free 1 year license  - Available from CED Tech Services

• RefWorks or Endnote  - free while student  - UGA Libraries
  https://www.libs.uga.edu/researchguide/writing/refworksendnote.html

• Autodesk products  - Free 1 year license  - https://www.autodesk.com/education/home

• Microsoft Office  -
  • Microsoft Office365 – FREE
    http://eits.uga.edu/email_and_calendar/office365/download_office_proplus/
  • Microsoft Office –4 year license  $80 – http://www.journeyed.com (install on up to 2 devices)
  • Office Web Apps – Free as part of Onedrive and UGAmail Onedrive www.ugamail.uga.edu or onedrive.com

• Adobe Creative Cloud (Complete) - $75  (1 year license)  - http://srs.usg.edu

• Sketchup Pro $50/year  http://www.creationengine.com/html/m.lasso?m=GG
It’s demo time!

\ced-printers
Printers.ced.uga.edu
balance
add credits

\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