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  lcornell@uga.edu
• Chris Balthrop – Systems Administrator  chrisbb@uga.edu
• Tom Jones – Academic Professional (ofc 143 JSB)  tom@uga.edu
Office Hours
Owens Resource Center
Monday – Friday
8 a.m. – 5 p.m.

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

• Doors lock at 6 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 and computer access requires completion of the New User Form found on our website.
• Wireless is available in all CED buildings (PAWS-Secure and EDUroam) Outdoor wireless access is being upgraded throughout campus, stay tuned!

• 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 maintained; 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_reg/
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 (hours of availability TBD once the semester begins)
- Large format printing
- Large format scanning
- Building / computer / file server access
Equipment

- Computer Labs: Tanner 308, JSB 126. 4 open stations in both the BLA and MLA studios in JSB. 6 open stations in Denmark top floor gallery, and 4 in Denmark collaboration space on ground level. 7 open stations in Tanner ground level studio.

- 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 5 TB of storage. Access via https://ugamail.uga.edu

- Google Workspace – UGA provides access to Google Workspace collaboration tools with unlimited storage. For more information: 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 Owens Resource Center

- Up to 36” width plotting in Owens Resource Center
Connecting to Printers

- To install printers, check your balance, add/transfer credits, etc.... [http://printers.ced.uga.edu/](http://printers.ced.uga.edu/)
- Use your MYID and password to log in
- Options in left panel; Install Printers at the bottom
- Select printer(s) to install
- Recommend using .pdf files
Printing

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

Large format printing/plotting (held in que)
- 24# Coated Bond Paper
  - Color and B&W $1.25/sq.ft.
  - 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
tech.ced.uga.edu
apps
computer specs
network locations
\\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