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 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 and computer access requires completion of the **New User Form** found on our website.
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

<table>
<thead>
<tr>
<th>Standard Apps Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows Professional</td>
</tr>
<tr>
<td>Microsoft Office</td>
</tr>
<tr>
<td>Professional AutoCAD</td>
</tr>
<tr>
<td>AutoCAD Map 3D</td>
</tr>
<tr>
<td>AutoCAD Civil 3D</td>
</tr>
<tr>
<td>AutoDesk 3DStudio Max</td>
</tr>
<tr>
<td>AutoDesk Revit</td>
</tr>
<tr>
<td>WinTR55</td>
</tr>
</tbody>
</table>
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
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/](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.
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.
Printing/Plotting Cost

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

Large format printing (plotting)
- B&W and Color same price
- 24# Bright White Paper: $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
Computers are like horses; they can sense fear and will act based on that.

Adam C. Engst