

PC Resources in the Regan Lab

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PCs in the Regan Lab

All of the general use PCs in the Regan Lab run Windows 2000. PLEASE LOG ON WITH YOUR OWN USER NAME, AND LOG OFF WHEN YOU ARE FINISHED. To log off, go to the Start Menu and click Log Off *username...* Do not shut the computers down or restart unless it is absolutely necessary. You can only log in to the General Use PCs (denoted with a *).

*SHIVA (320 Bass) General use; hosts the USERS drive
*BRAHMA (320) General use; Epson Perfection 1250 scanner; fax modem
*RAMA (320) General use; hosts the backup drive
*DEVI (320) General use
VISHNU (323B) Windows 2000 machine for Kodak imaging systems
REGANBIACORE (317) Windows 95b machine for the Biacore
REGANCD (317) Windows 2000 machine for the CD
REGANFLUOR (317A) Windows 98SE machine for the fluorimeter
REGANUVVIS (317A) Windows 2000 machine for HP8453 UV-VIS
REGANLINUX (323B) Linux machine; structure calculations, etc.

First Logon

Your username and temporary password are:

USER NAME

TEMPORARY PASSWORD

You should change your password. Press Ctrl-Alt-Del and click Change Password. Type in the temporary password and then type and confirm the new password. Please try to choose something that people will not be able to guess. (For example, your user name and temporary password are too easy. Choose something with a mixture of uppercase text, lowercase text, numbers and symbols.)

For technical reasons, it is very important that your username and password are the same on all of the computers. Change your password on all of the PCs (* above) at the same time.

Internet Explorer

The first time you use Internet Explorer, you will get an MSN settings screen. Click “Keep Current Settings.”

Netscape

The first time you use Netscape, it will prompt you for a Netscape screen name. You can either type in your screen name (if you have one), register for a screen name or click Cancel twice to use Netscape without a screen name.

Outlook and Office XP

You can use Outlook to check your email. Start Outlook and go to Tools... Email Accounts... On the next screen, select IMAP. Then, fill out the form. Your Name is your full name. Email address is probably *username@csb.yale.edu*, where *username* is your CSB login name. Type your *username* in the User Name field, and provide a password if you wish. It is safe to do so, since only you can get into your Outlook files when you log in to the PC. The server addresses for CSB are:

IMAP `imap.csb.yale.edu`

SMTP `smtp.med.yale.edu`

Click More Settings, and click the Advanced Tab. Under Incoming Server, check the box next to “This server requires a secure connection (SSL).” OK, Next and Finish. Each time you start Outlook, it will ask you if it is okay to accept CSB’s security certificate: click Yes.

IMAP is a more advanced way to access your email than POP3. The messages are retained on the server, so you can still check them from any other machine configured with IMAP. You will need to configure Outlook on each PC.

User Data

There is a 110GB partition on SHIVA. **Please store all your data on SHIVA in the folder in D:\USERS with your username.** You can access this folder from any of the PCs or Macs (via Dave) in the lab. Although this data is periodically backed up to RAMA, it would be wise to back up critical data to CD occasionally. Also, if you exceed 5GB of space, I will ask you to archive some of your data and clean up your folder.

If you would like to back up data from your laptop, please see me about how to do this on RAMA; do not back up your hard drive to your SHIVA user folder. This makes the back-ups take too long.

Please do not store data on the local hard drives of the other general use PCs. There is a designated DATA folder on each computer for temporary storage, *but I will periodically erase these folders, and they do not get backed up. This includes the My Documents folders!*

Software and Settings

In order to keep the computers functioning as long as possible, I have limited your access to administrative features of the computers (like installing programs). If you need something installed or any settings changed, please see me and I will happily take care of it. *DO NOT do these things yourself, even if you think you know what you’re doing.*

CD/DVD Burners

All of the PCs in the computer room as well as the PC on the Kodak imaging system have fast CD-RW drives. You can use the program “ahead Nero” to back up files to CD, or to duplicate CDs. See me if you need help using this program. Blank CD-Rs can be purchased in the stockroom. SHIVA now has a DVD±RW burner, as well. See me for making DVDs.

Epson Scanner (Perfection 1250) and Fax/Modem on BRAHMA

The Epson scanner is now accessible on all accounts on BRAHMA. The easiest way to use the scanner is directly from Adobe Photoshop or Adobe Acrobat. Go to Import on the File menu, and select TWAIN. This will start the TWAIN interface, and allow you to scan directly into Photoshop or Acrobat.

Also, there is a fax/modem in BRAHMA, which allows you to fax scanned documents, or documents that you otherwise create on the computer. It is best to make a PDF of what you want to send and then print that to the fax. See me for help with this.

Endnote 7

Endnote is available for referencing in Word documents. However, I have to copy two files into a \Documents and Settings folder on each machine for it to work in your account. When you want to use Endnote, please remind me of this.

Regan Lab E-Mail Distribution List

You can send an email to everyone in the lab by emailing reganlab@csb.yale.edu. Please let me know if you would like your reganlab email to be directed to a different account. This email does not include Lynne (lynne@csb.yale.edu) or Mary (mary.backer@yale.edu).

Regan Lab Online Calendar

During the academic year I maintain a calendar with group meetings, seminars and other important events. See me if you would like something added to the calendar. The calendar can be accessed at:

<http://calendar.yahoo.com/regangroup/?v=2>

Regan Lab Intranet

The intranet can be accessed from the Links page of the Regan Group Website (see below). The group username and password (for everything, by the way) is Regan Lab, tpr9841.

Yale Electronic Resources

Many useful Yale computer resources can be found on our links page, including Yale electronic journals, databases and the Keck facility. Many Yale resources require you to establish a NetID and password. Your NetID can be found online, at the address listed below. To establish your NetID password, you either have to take your Yale ID card to ITS in person or request that the business office (see Karen Parent, 304 Gibbs) do it for you.

<http://www.csb.yale.edu/people/regan/links.html>

<https://www-iispl.its.yale.edu/netaccount/findnetid.htm>

<http://www.yale.edu/password/>

<http://info.med.yale.edu/wmkeck/wmkeck.med.yale.edu>

<http://www.med.yale.edu/library/>

Regan Lab Links

Find your NetID

Manage your NetID

Keck facility

Keck FTP address

Yale Medical library

CSB Email

If you do not already have a Yale email address, you can establish one through the CSB Core. Art Perlo in the Core (355E Gibbs) can get you such an address, in the form of `username@csb.yale.edu`. Note that although `username@mail.csb.yale.edu` also works, the “mail.” is not necessary.

You can check this email as described above for Outlook or using Eudora for IMAP access or you can use webmail. *I highly recommend that you no longer use POP3 access for your core email account.* For more information, go to the Intro page from the CSB website:

<http://www.csb.yale.edu>

CSB webpage

<http://webmail.csb.yale.edu>

CSB WebMail

Yale EH&S

Yale requires all members of this lab to take three training classes: Radiation Safety, Chemical Safety and Bloodborne Pathogen Safety. (There are human and mammalian tissues in the freezers and occasionally in the lab.) You can take the chemical and BBP classes online at the address listed below. The schedule for the radiation safety classes is also online.

<http://info.med.yale.edu/bbp>

Bloodborne Pathogens

<http://info.med.yale.edu/chemsafe>

Chemical Safety

<http://www.yale.edu/oehs/trainreq.htm>

Class schedule (including Radiation Safety)

T.J. Magliery, Regan Lab, 9/22/03