

USING THE COMPUTER LAB

The computer facilities provided in this lab are intended to facilitate staff and student teaching and research at the Department of Archaeology, University College Cork. In order to maintain a functional and safe environment, we ask that you please treat the lab with the utmost care and respect at all times.

This is a part managed lab (PML) run by the department in conjunction with UCC Computer Centre.

ACCESS---

Unsupervised access to lab is for staff and postgraduate students (currently registered with the Department of Archaeology) only

Access hours are generally between 8am – 6pm (unless otherwise arranged)

Access is via key-code and doors must be kept closed at all times

Key-codes will be changed regularly and new codes circulated via e-mail. They should not be divulged to anyone outside the department

Computer workshops/seminars will occasionally be delivered in the computer lab. General access will normally not be allowed during these times

PRINTING---

Printers must be used responsibly as there is a limited amount of toner and paper made available for the computer lab each year

Default printing is via the HP 3015 A4 B&W (Duplex/2-sided)

Always clear your print job from the printer and recycle any unwanted paper

Please refer to the printer information sheet for further details

COMPUTERS AND MONITORS---

Do not interfere with cables/wires at rear of computers

USB keys to be inserted and removed carefully via ports at front of computer tower

Avoid touching monitor screens

Log-off following each session

Computers are scheduled to shut-down at 7pm each evening. If you are working after this, please manually shut-down the computer when you are finished

SCANNING---

Please give priority to people with scanning requirements on 'Scanner Active' computer

Avoid touching scanner glass and ensure that it is kept clean and free from marks at all times.

INTERNET---

Please use the internet responsibly

Internet access is to facilitate research and e-mail purposes only

Under no circumstances is internet access to be used for other purposes, i.e. social networking, etc. (UCC reserves the right to monitor internet activity if deemed necessary)

DATA STORAGE---

The computers are not intended for long-term data storage

Computers will be cleaned/wiped regularly in order to maintain disk-space and performance (staff and students will be notified via e-mail and the computer lab's notice board at least one week prior to cleaning)

It is the user's responsibility to back-up data regularly

Data should be saved to a named folder on the F: DATA drive.

Data saved to desktop or other personal folders will be automatically deleted following log-out

The Department of Archaeology/UCC Computer Centre does not take responsibility for any data that may be lost

FAULT REPORTING---

Please report any incidents/equipment faults immediately by emailing nick.hogan@ucc.ie and using the sheet posted on the notice board (including printer paper/toner requirements)

OTHER---

No food or drink allowed in the lab

Work-spaces (furniture, keyboards, etc.) to be kept tidy at all times

Please always recycle paper using the bags provided

Please be mindful of other lab users at all times – avoid creating unnecessary noise/distraction

Do not interfere with other users files/folders