
Information Technology

Orientation *2009-10 Session*

<http://it.vermontlaw.edu>

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Welcome to Vermont Law School

- Who are we?
 - Information Technology Department
- Where is the IT Helpdesk?
 - The second floor of the building between the library and the Chase Center (above the café)
- How do you contact us?
 - Use the web form at <http://helpdesk.vermontlaw.edu/>
 - Email helpdesk@vermontlaw.edu
 - Stop by the IT Help Desk between 10:00am and 4:30pm
 - Call 1355 in an *Emergency Only*

Accounts/Passwords at VLS

- Where do you get them?
 - Network and Email
 - In your VLS Welcome Packet
 - Library Systems
 - At the Library Orientation Session
- Career Services
 - Distributed in November
- How do I protect them?
 - **NEVER SHARE YOUR PASSWORD WITH ANYONE, THIS INCLUDES PARTNERS**

Logging into the VLS Network

- Logging in for the first time
- On your laptop – VLS wireless, open any browser and this should force you to our login page.
 - If not enter 10.11.1.2 in the address line
- In the labs use the Novell Login
 - Enter username & password
 - Change your password (in labs only)
 - Enjoy the Network Services

Location of Computer Labs

- Chase Center Lab (PCs and a Mac)
- Westlaw/Lexis Lab in the Library (PCs)
- Library stacks in Prentice Reading Room and Basement Level (PCs)

E-mail

- GroupWise 7.0
 - ❑ Same as Network Password
 - ❑ On Groupwise Client on lab computers
 - ❑ VLS Web Page (<http://gwmail.vermontlaw.edu/>)
 - ❑ POP3/IMAP4 (instructions on <http://it.vermontlaw.edu> website)

Postini – Spam Filter

- Set up your spam filter
 - ❑ Go to <https://login.postini.com/> or to our web page <http://it.vermontlaw.edu> and click on the Postini link
 - ❑ Enter your username@vermontlaw.edu
 - ❑ Enter your Groupwise password
 - ❑ Create your settings for spam filtering

Standard Applications

- Windows XP Professional (OS)
- Microsoft Office 2003 (Word, Excel, and PowerPoint)
- Microsoft Office 2007
- WordPerfect X4
- Internet Explorer
- Mozilla Firefox
- Symantec AntiVirus
- Various other research related software (Westlaw, Lexis, etc)
- Adobe Acrobat 9 Standard

Location of Printers

- Chase Center Lab – 2, no USB
- Library Basement – 1, USB
- Library Parking Lot Level – 1, USB
- Library Westlaw Lab – 2, USB

Printing on Campus

- Refer to your student handbook
- To setup your laptop to print to campus printers, go to <http://it.vermontlaw.edu> and click on printing
 - Currently only available for Windows XP and Vista
 - High Speed, Duplexing Laser Printers in Chase Lab and Westlaw/Lexis Lab
- 800 sheets/academic year & 400 sheets/summer term (5 cents/sheet overage) billed at end of academic year
 - Unused allotment – usage rolls over (includes summer)
 - Duplex (double-sided) saves \$\$\$ - printers default to duplex
- If you need help, ask the work study on duty
- Printers allow scanning to USB or email
- Color printing will be allowed in Anderson House only through SBA or through a faculty member

File Storage

- Frequently save files in at least 2 locations
- DO NOT save ANYTHING to the desktop or local hard drive on VLS PCs
- The “J” Drive or Personal Drive (50 MB)
- Disk on Key (USB based disk)
- CD-R (Available on all lab PCs)
- E-mail it to yourself at home
- Do Not Edit from attachment – save first (“J” Drive or USB key)
- We recommend using a USB key (works for copiers and storage)

Your Laptop and the Network

■ Wireless

- ❑ Available in Oakes Hall, Debevoise Hall, Cornell Library, Chase Center
- ❑ 802.11b or 802.11g
- ❑ Update your wireless drivers
- ❑ Wireless internet in Library entry area and Chase for guests

■ **MUST HAVE OUR VIRUS PROTECTION!**

- ❑ CRITICAL 1st step – Uninstall your current antivirus software.
- ❑ Go to <http://vlsav.vermontlaw.net> and click install now (**only works when connected on campus**)

■ **Windows Updates MUST be Current!**

- ❑ <http://windowsupdate.microsoft.com/>
- ❑ Install Microsoft update for MS product updates

Laptop Program

- VLS recommended Dell Latitude E6400
 - Three Year DELL Hardware Manufacturer's Warranty
 - Accidental damage coverage
 - One Year Software Support
 - Loaner Program
- Laptop ordering information
 - <http://it.vermontlaw.edu/recommend>
 - It's **NOT** too late to buy-in!
- Laptop support for those who brought their own laptops
 - \$60.00 per hour

Acquiring Software

- You can purchase Software for the price of the media (\$35)
 - Bring your ID and you will be billed
 - Windows XP Professional, Vista Ultimate, MacOffice 2008, WordPerfect X4, OneNote, Microsoft Office 2003 & Office 2007
- Free Symantec Anti-Virus software while you are a student here
 - CRITICAL 1st step – Uninstall your current antivirus software.
 - Go to <http://vlsav.vermontlaw.net> and click install now (**only works when connected on campus**)

Student Handbook

- Code of Conduct (Misuse and/or Tampering with PCs) ..see Student Handbook.
- The use of Kazaa, Imesh or other file-sharing (P2P) system in labs or on personal machines while connected to the VLS Network is prohibited
- E-mail
 - Please NO file attachments to large groups of people (25 or more) Post to Shared drive and Send link.
 - Be civil and professional at all times, no flaming
 - VLS Official form of communication
 - Not for Commercial Use / Solicitation

Tech Support

- Ask Workstudy IT Assistants
 - Ask the workstudy student on-duty in the Chase Lab
 - Workstudies are on duty from 8am-midnight, M-F and 9am-midnight on weekends
- Create a helpdesk ticket by going to <http://helpdesk.vermontlaw.edu> or email helpdesk@vermontlaw.edu
 - Stop by the HelpDesk (M-F 10:00am – 4:30pm)
 - We cannot support home computers/networks
- In Classrooms
 - Call number listed on phone, ext. 1355
 - Please do not disconnect any cables
 - Do not turn any components on or off except through touch panel interface

Internet Service in the Area

- Broadband (Cable Modem/DSL)
 - Comcast (Bethel, Randolph)
 - Charter Cable (So Royalton, Sharon)
 - Fairpoint DSL
 - SoVerNet DSL
 - Wild Blue Satellite
 - Fairpoint, Unicel, Sprint and AT&T for cell broadband

- USB Broadband card by Verizon or AT&T

- Dialup
 - Verizon Cellular via PDA connect (need a digital signal – 2x speed of normal dialup)
 - Regional ISPs (SoVerNet, segNet, etc)
 - National ISPs (AOL, Earthlink, CompuServ, etc)

Questions????

- Application Help – Usually the F1 key
- IT “How-to’s” at <http://it.vermontlaw.edu/>
- Use the web Helpdesk Ticket system
<http://helpdesk.vermontlaw.edu>
- Ask Workstudy or the HelpDesk in Computer Center
- ***In an Emergency*** - Call Extension 1355
- We are here to help you.