

CIP-Pool Introduction

1. User-Account

You need an user-account for working in our computer-rooms. As assumption you need your certificate of matriculation! Visit the following link for activation of your user-account:

<http://www.uni-kassel.de/its-handbuch/en/identitaetsmanagement/uniaccount.html#c6>

In case you do not possess the equipment to active your user-account or you need help, then contact the system-administration:

Uwe Schmidt	Nordbahnhofstrasse 1a, Mainbuilding, room 2504, in-house no.: 1534
Dirk Nöding	Nordbahnhofstrasse 1a, Mainbuilding, room 2505, in-house no.: 1507

To possess a valid and active user-account is the pre-condition for every service that is offered by the university!

You keep the user-account while your whole duration of study and you can not change this one. To the account belongs a password. You have to change the password in every new term! You can not repeat an used password once again! For more details see below.

2. Regulation

You have to apply the regulations of ITS University Kassel and the laws of Germany!

<http://www.uni-kassel.de/its/benutzungsordnung.html>

- It is striclty forbidden to install or to run applications were not installed!
- The same is true for the downloading of data not relevant for study (i.e. music, videos)!
- Do not change the hardware-configuration!
- Do not eat, drink and smoke in the rooms!
- Keep the rooms tidy!
- Shut down mobile telephone or mp3-player, please!

3. Rooms

There are the rooms 2502, 2515, 2516 in Nordbahnhofstrasse and a room in the Steinstrasse, mainbuilding, 1st etage.

The rooms are nearly open the whole year

They are close, if the system-administration repairs the computers and between X-mas and New Year or the charwomen close the doors ...

The building is open on the main-entrance from monday to friday between 07.00 a.m. – 10.00 p.m.

Between 10.00 p.m. – 07.00 a.m. in the week, on weekend or feasts the main-entrance door is locked by an intake system.

Between 07.00 a.m. – 10.00 p.m. you will come in with a card in the building on weekend or feasts.

You apply for the magnet strip cards by the caretaker!

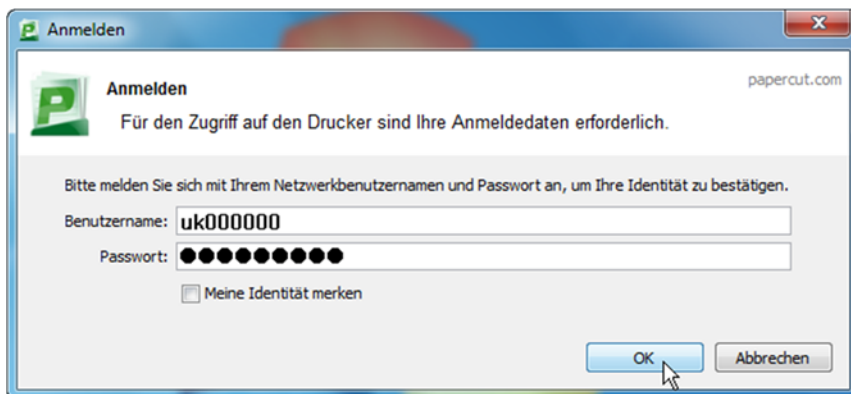
In the Steinstrasse there is no intake system!

4. Printing

We offer two different printing-systems in Witzenhausen. The first system is PaperCut by the local system-administration and the second one is the system of the University of Kassel and is offered by RICOH. You can not transfer the money from one system to the other one.

Printing-system PaperCut (just Witzenhausen)

Sometimes an user-account is not list in our printing-system. If you use the computer the first time, write your user-data in this message-dialog, please:

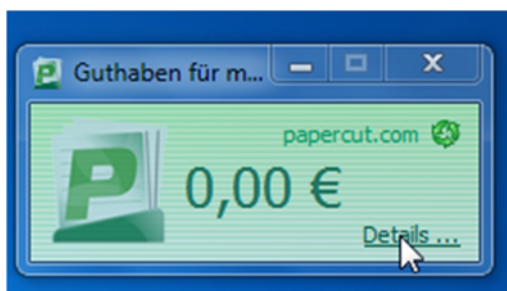


In the Nordbahnhofstrasse the printers are in room 2502 and in the Steinstrasse in the computer-room.

A payment to your printing-balance occurs in the Steinstrasse in the paying office of the deanery or in the Nordbahnhofstrasse by Uwe Schmidt or Dirk Nöding. You get a credit note or they remit money to your account-balance.

5. Pay the credit note

Press Details ... and register your user-data:

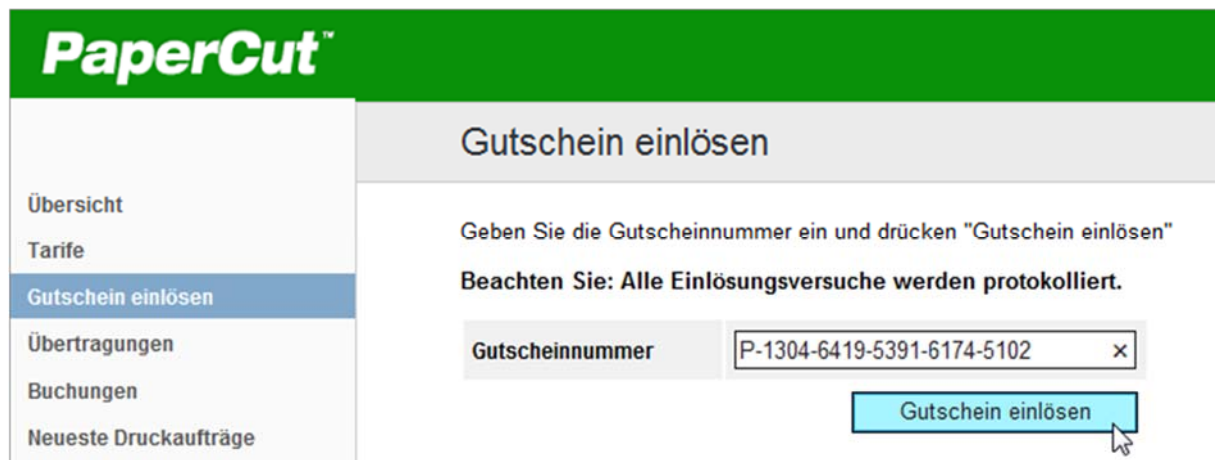


Select your language by open the combo-box!

Select „Gutschein einlösen“



and write in your code:

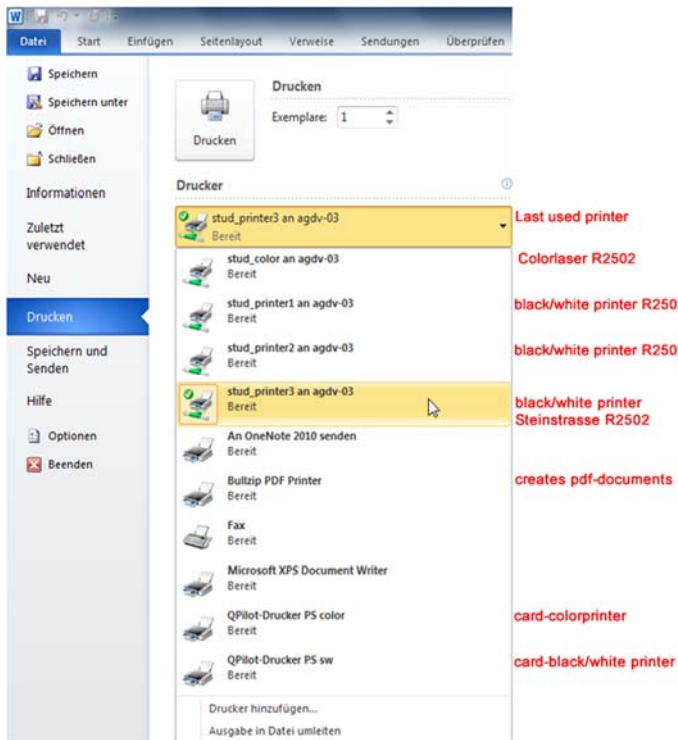


In „Buchungen“ you control your account-balance:



We offer four printers:

- stud_printer1 (black/white-Laser) , Nordbahnhofstr. room 2502
- stud_printer2 (black/white-Laser) , Nordbahnhofstr. room 2502
- stud_color (Colorlaser) , Nordbahnhofstr. room 2502
- stud_printer3 (black/white-Laser), in computerroom Steinstrasse



6. Printing-system of University Kassel (Ricoh, QPilot)

With the QPilot-printers you **only** print in the library! You send your print job from computer-room to the library. You go in the library and plug your card in the printer and select the print job.



You can transfer your money in the card with the cash-machine in the Steinstrasse, room 0137.

7. Price:

Papercut:

You pay 0,03 Euro per page with a black/white laser.

You pay 0,20 Euro per page with a color laser.

You need always enough money in your account-balance. If you do not possess enough money for your print-job, nothing happens! You can pay in so much money as you like. If you leave Witzenhausen, you get the rest of your money back.

Qpilot:

If you print with the library-card, you pay 0,04 Euro per black/white-page and 0,25 Euro per color-page.

8. WLAN

The WLAN-network of the University Kassel is named eduroam. Browse to:

<https://vpnsoft.hrz.uni-kassel.de/eduroam/>

There are manuals and software for installation, but in german. If you need help for installation, go to the system-administration.

The system-administration is not responsible for the network in the student-hostels!

9. Uni Mail

Browse to:

<https://wwwmail.uni-kassel.de/>

and you get this message-dialog. Log in with your user-data:

Willkommen bei CommuniGate Pro,
dem Kommunikationsserver von uni-kassel.de!

E-Mail-Adresse: E-Mail an Postmaster

Kennwort:

Layout:

[141.84.230.176] ☐ Netzwerkadresse nicht überprüfen

13.10.08 ☐ Cookies deaktivieren



Automatisches Anmelden Pronto! v.3

10.IT Servicezentrum

Services like WebMail, Moodle and Identity-management are administrated by the ITS (www.uni-kassel.de/its). If you have technical problems with one of these services, the local system-administration of FB11 can not help you!

11.Help

Send a ticket! Browse to: www.uni-kassel.de/its/ → ServiceDesk

In room 2502 is an in-house telephone. Call 5678 or call 0561-804-5678 outside of the university!



12. Change password

You have to change the password in every new winter- and summer-term!

You can't use an old one!

For more details browse to

<http://www.uni-kassel.de/its-handbuch/en/identitaetsmanagement/uniaccount.html#c10>

13. How do I get my data outside of the university?

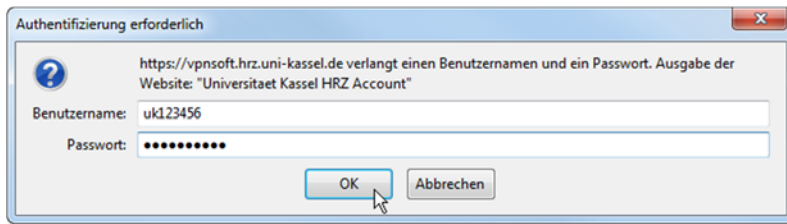
You need the Cisco VPN-Client. Browse to:

<https://vpnsoft.hrz.uni-kassel.de/>

and press the link „HRZ WLAN/VPN-Seiten (inkl. Anleitungen und Cisco..)“ :



Log in



and browse to --> Direkt zum Software-Download:



Wireless LAN und VPN an der Universität Kassel

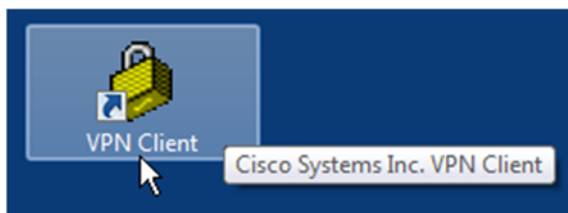
--> Direkt zum Software-Download

Download the software for your operation system and the profile extern:

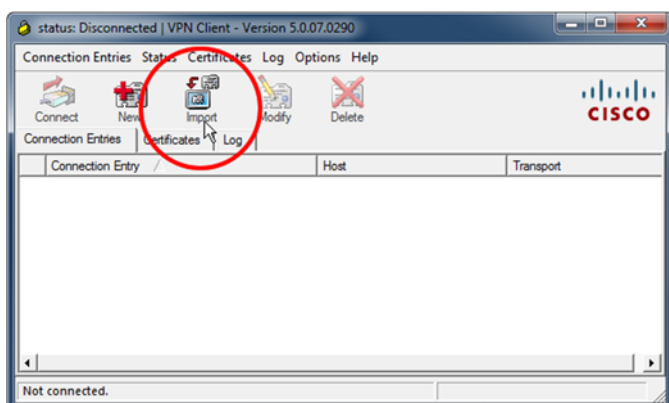
VPN Zugangsprofil

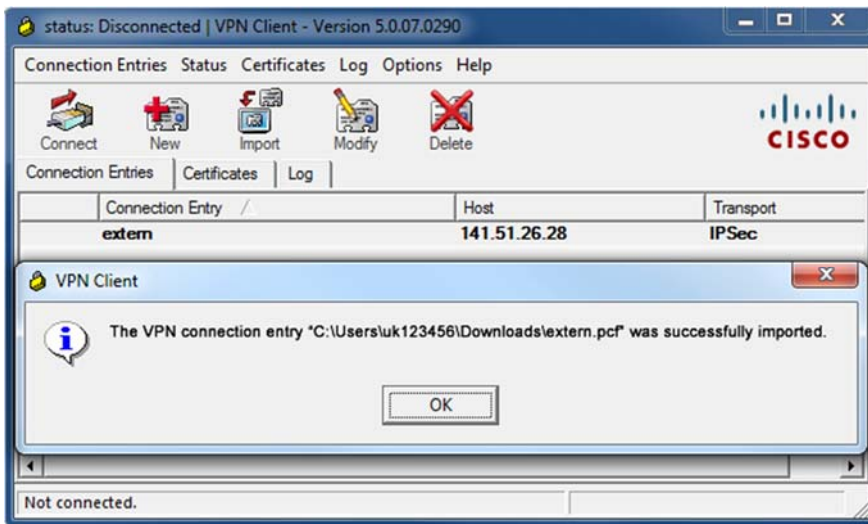
VPN Zugangsprofil Gruppe wlan (einzelne Datei wlan.pcf, Textformat, alle Betriebssysteme)
VPN Zugangsprofil Gruppe extern (einzelne Datei extern.pcf, Textformat, alle Betriebssysteme)
VPN Zugangsprofil Gruppe extft (einzelne Datei extft.pcf, Textformat, alle Betriebssysteme)
Sie können mehrere Profile importieren, aber immer nur eins nutzen.

Install the application and open the VPN-Client



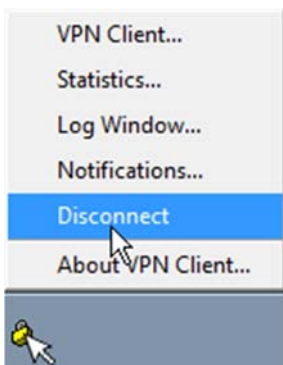
and import the extern.pcf file:





Press Connect and log in.

To Disconnect hover to the yellow lock and press with the right mouse button and disconnect:



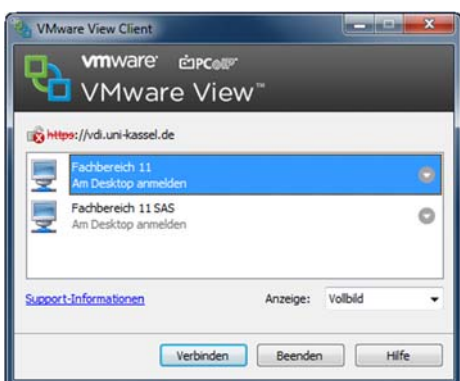
14. How can I use software at home?

Check your system for using 32bit or 64bit and download the VMware View Client for your operation!

Browse to:

<http://wwwfb11.agrar.uni-kassel.de/agdv/pages/anleitungen/vm-ware-view.php>

and you get a list of the software that we offer and you find an instruction for using



If you want to work with the statistical application SAS, select Fachbereich 11 SAS!

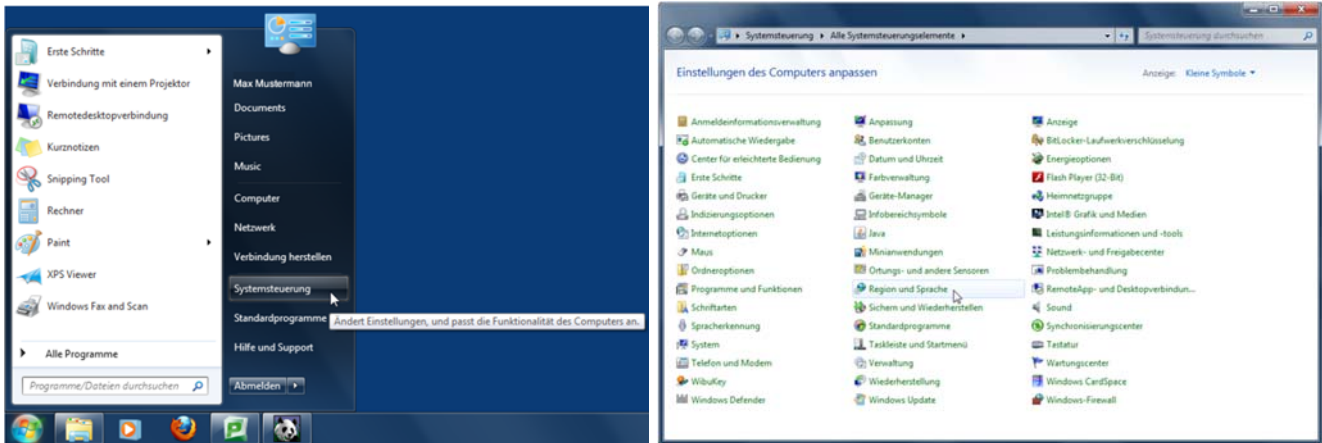
HINT:

Do not be astonished!

We do not possess the licence to import or export excel-files directly. You have to work with *.csv files!

15. How do I change language and format?

Press the Start-button and click to Systemsteuerung. Change the view to small symbols and



select Region und Sprache.

Now you can change format and language to english

