

## Policies & Procedures for Conference Room Computers

Use of these Computers is RESTRICTED to College of Veterinary Medicine Students, Staff and Faculty

Formally scheduled conference room events take precedence over computer usage.

All University of Georgia Acceptable Use Policies Apply - <http://www.uga.edu/compsec/use.html>

### Basic Information

Each Computer is labeled with a unique name, e.g. "conference1, conference2, etc."

To login:

**USERID** = conference<number> (e.g., conference1)

**Password** = classroom

Hardware Configuration	Software Configuration
Model = Dell Optiplex GX270	Microsoft Windows XP OS
Processor = 3.0 GHz	Microsoft Office 2003 Pro Edition (Excel, Word, Access, PowerPoint)
Ram = 256 Mb	<b>UVIS*</b>
HDD = 80 Gb storage capacity	Internet Explorer 6.0 and Netscape 7.1
Removable Media = CD-RW/DVD combo drive	Adobe Acrobat Reader 6.0
	VetLab Course Applications:

### Security

**Be certain to log out of UVIS** before leaving the workstation.

These are "common area" machines. **We do not bear responsibility for the loss of personal data stored on these computers.** Back up your files. Each PC has CD-RW drive for data transfer and USB ports for flash media transfers.

**Downloading software via the internet is prohibited on these machines.**

### File Storage

If the machine becomes unstable we will re-image it therefore erasing any stored information on the machine. We will offer no grace period for file removal if this process becomes necessary.

### Other

Printing is available in the Reading Room for the time being.

### Problems

If you encounter a problem, report to the CVM-ITS Help Desk during the hours 8 am - 5 pm, Mon-Fri. After hours, problems can also be reported to the Reading Room Staff.