

HOW TO ACCESS THE STORAGE VOLUME FROM YOUR LAPTOP

Note: If you have **Windows Vista**, please visit: <http://www.bms.bc.ca/computing/vistasambafix.htm> and follow the instructions there, then proceed with the instructions below for Windows.

On a **Windows 2000** or newer computer:

- Go to **My Computer**
- Under **Tools**, choose **Map Network Drive...**
- In the **Folder** field enter: \\foliatum\Users for the private Users volume or \\foliatum\Shared_Files for the public volume.

On **Mac OS X** or later::

- Go to the **Finder**
- Under **Go**, choose **Connect to Server**
- In the address bar enter: **smb://foliatum**
- **10.5.5** or **10.5.6** may have to try **afp://10.0.0.18**

Choose **Users** for the private volume or **Shared_Files** for the public volume.

If you have any problems, please contact:

*IT System Administrator
Ext: 228*

WIRELESS ACCESS:

You can connect wirelessly in most of the key buildings, including the Main building, Rix Centre, Fluid Dynamics Lab, Ecophys, COTC & Boat Shop. Enter this WEP key to connect: **A2D5355687**.

Wireless services are inherently insecure, and BMSC assumes no responsibility for any harm or loss incurred by the use of this service.

Where possible, it is recommended that you connect with an Ethernet cable instead.



Bamfield Marine Science Centre

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BAMFIELD MARINE SCIENCES CENTRE

COMPUTING RESOURCES QUICK START GUIDE

2009



QUICK START GUIDE

As a BMSC user, you are entitled to a BMSC Computing Account, which provides access to the computer lab, printers, private and public file storage, and technical support. Contact the IT System Admin for more information.

HOW TO LOG ON IN THE COMPUTER LAB

Use your BMSC username and password to logon to the Windows and Mac computers in the computer lab. On Windows, make sure the "Log onto" field is **BMS**.

Warning: *Do not leave your belongings in the computer lab. They will be removed immediately if found unattended.*

HOW TO SAVE FILES

There are two server locations to store your files: the Users volume and the Shared_Files volume. You can also save your files on floppy, CDR, CDRW, DVDR or DVDRW.

Warning: *Never save files on the computer's hard-drives because they will be deleted right after you log out.*

Warning: *Never leave your workstation unattended. Because the computer lab is very busy during the summer, your workstation will be retrieved for others to use if it's found unattended.*

CONNECT TO THE USERS VOLUME

The Users volume is for your personal files. On the Windows computers, this volume is H: drive. On the Mac computers, this volume is mounted on the Desktop (under the name Users).

CONNECT TO THE Shared_files VOLUME

The Shared_Files volume is for files that can be shared with other people. Course material, papers, sample data, and other course-related material will be posted here. Please do not put your private files on this volume.

On Windows computers, the Shared_Files volume is the Y: drive. On the Mac computers, this volume is mounted on the Desktop (under the name Shared_Files).

HOW TO PRINT A DOCUMENT

Once you have logged on, you can print from any application. The computer lab printer is the only one to be used by students.

The printer is set to draft quality to reduce toner consumption. If you require better quality printing, please contact the Network Administrator

HOW TO CONNECT YOUR LAPTOP TO THE NETWORK

Note: *Before connecting to our network, we ask that you protect yourself with a virus scanner at the very least. Click the [IT Services](#) link on our website (www.bms.bc.ca) to download a free virus scanner.*

You may connect your laptop to any of the network jacks located throughout the centre. The most convenient places are the Computer Lab and the Library.

For most users, simply plugging the cable in and restarting the computer will connect you to the network.

You may have to configure your computer so that it will obtain an IP address automatically. Consult your operating system manual.

Warning: *Due to the large number of short-term visitors, and open nature of the BMSC network, users should always ensure their computers have up-to-date security applications, and the latest O/S and application updates.*