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#### *Boca Raton Campus:*

Florida Atlantic University  
 777 Glades Road, Boca Raton, Florida 33431-0991

#### *Davie Campus:*

2912 College Avenue, Davie, Florida 33314  
 Room 303

#### *University Tower Campus:*

220 SE 2nd Avenue, Ft. Lauderdale, Florida, 33301  
 Room 815

#### *John D. MacArthur Campus:*

5353 Parkside Dr.  
 Jupiter, Florida, 33458  
 Room 278

## Suggestions

If you have any recommendations on how we can improve service please contact:

#### *Boca Raton Campus:*

Glen Campbell  
 Phone: (561)297-0043                      email: glen@fau.edu

#### *Davie Campus:*

Charles Matarasso                      email: cmataras@fau.edu  
 Phone: (954)236-1202

#### *University Tower Campus:*

Joseph Sher                      email: jsher@fau.edu  
 Phone: (954)296-5273

#### *John D. MacArthur Campus:*

Mark De Hass                      email: mdehass@fau.edu  
 Phone: (561)799-8624

## Lab Equipment Specifications

### Hardware

#### *Boca Raton Davie & The Tower:*

- IBM compatibles and Macintosh
- HP LaserJet Printers
- HP Color Scanners
- CD Roms & Zip Drives

#### *MacArthur:*

- IBM compatibles
- HP Laserjet Printers
- CD Roms

### Software

The labs provide software in the areas of:

- Business
- Education
- Engineering
- Mathematics
- Microsoft Office 2000 (Word, Excel, Access, PowerPoint, FrontPage)
- Oracle 8i
- Programming
- Statistics
- Test Prep (CLAST, CPA, GMAT, GRE, LSAT)
- Visual Studio 6
- Web Tools (Internet Explorer5, E-Mail, FTP)
- McAfee Antivirus
- With automated systems for Problem Reporting and Software Installation requests.

Please see [www.acs.fau.edu/labs](http://www.acs.fau.edu/labs) for a complete list of application titles and version numbers.

## Guidelines for Lab Use

The computer labs are operated by Florida Atlantic University as a service to students, faculty and staff of the University System.

### *Use of the Labs*

- A) **Open Labs** : The Boca Raton campus computer facilities are for use by faculty, staff, and registered FAU students only. The Broward labs (University Tower and Davie) will accommodate faculty, staff, and students from FAU, FIU, and BCC.
- B) **Instructional Labs**: The Instructional Labs are used for teaching purposes only. Students who wish to continue using a computer at the conclusion of a class, which was held in an Instructional Lab, must move to an Open Lab on an individual basis except with the express permission of the Lab Manager.

### *Utilization of Computers*

Students may use the computers as a tool in preparing any project required by an instructor or a class. Computers may also be used for improving computer literacy.

### *Learning about the Computers and Software*

Students are responsible for familiarizing themselves with the computers and the software available in the labs. There is documentation available in all of the Open Labs; users can obtain documentation from the lab assistant on duty.

### *Responsibility of the Lab Assistant*

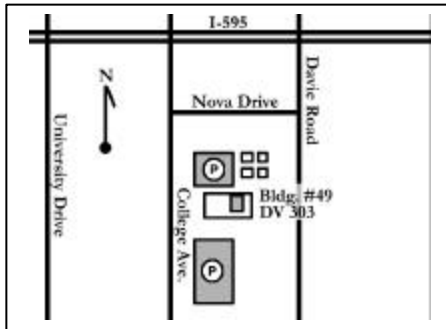
The Lab Assistant will provide users with technical assistance in solving problems related to the hardware in the lab. The lab assistants are not instructors or tutors and are not responsible for teaching students how to use software packages.

### *Obeying Copyright Laws*

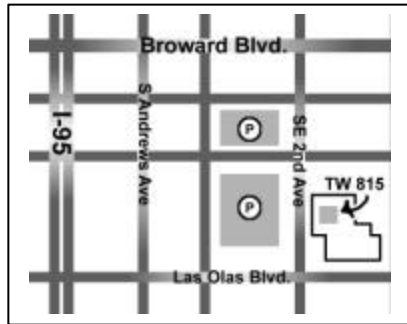
It is against the law to copy commercial software that has not been placed in the public domain or distributed as "freeware." Software piracy injures all of us. It reduces the incentives for the software industry to invest in new projects, it reduces the willingness of vendors to support FAU computing through discount programs, and it makes violators vulnerable to criminal prosecution. But worse than any of these, software piracy is morally wrong. Indeed it is indistinguishable from shoplifting or theft. That the theft takes place behind a computer screen makes the theft no less morally culpable.

**Academic Computer Labs**

**Davie Campus (at BCC)**

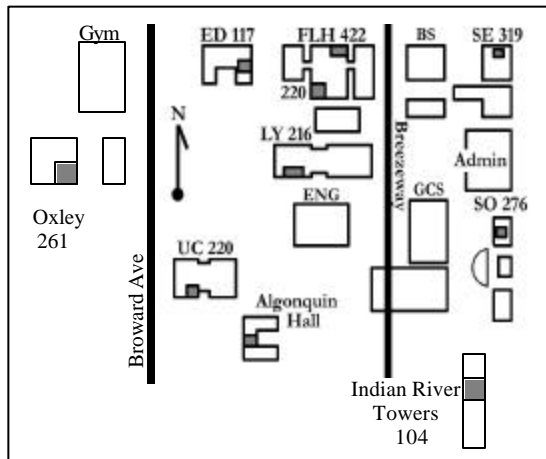
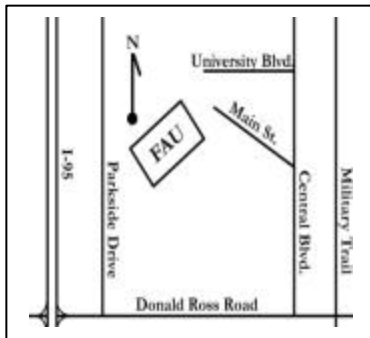


**University Tower**



**Boca Raton Campus**

**MacArthur Campus**



**Information Phone Numbers**

For recorded network status information, please call ext 7-2121 (Off campus, dial: (561) 297-2121)

For further assistance, please call the Help Desk at ext. 7-3999. (Off campus, dial (561) 297-3999)

**Hours of Operation**

Check [www.acs.fau.edu/labs](http://www.acs.fau.edu/labs) for changes to this schedule.

*College of Business Lab (FLH 220)*

Monday – Thursday .....	9: 00am - 11: 00pm
Friday - Saturday .....	9: 00am - 6: 00pm
Sunday .....	10: 00am - 6: 00pm

*Library Media Center (LY 216)*

Monday – Thursday .....	8: 00am - 12: 00am
Friday .....	8: 00am - 9: 00pm
Saturday .....	9: 00am - 9: 00pm
Sunday .....	12: 00pm - 12: 00am

*University Center (UC220)*

Monday – Friday .....	8: 30am - 10: 00pm
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*Algonquin Hall 24 Hour Lab (RH 130)*

Monday – Sunday .....	Open 24 Hours
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*Oxley Center (OC 261)*

Monday – Friday .....	9: 00am - 6: 00pm
Saturday – Sunday .....	TBA

*Indian River Towers 24 Hour Lab (IRT 104)*

Monday – Sunday .....	Open 24 Hours
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*Davie Campus (at BCC)*

Monday – Thursday .....	8: 00am - 10: 00pm
Friday .....	8: 00am - 4: 30pm
Saturday .....	9: 00am - 5: 00pm
Sunday .....	12: 00pm - 7: 00pm

*University Tower Campus (TW 815)*

Monday – Thursday .....	12: 00pm - 10: 00pm
Friday .....	8: 00am - 4: 30pm
Saturday .....	9: 00am - 5: 00pm
Sunday .....	CLOSED

*John D. MacArthur Campus (MLC 278)*

Monday .....	9: 00am - 3: 00pm
	7: 00pm - 10: 00pm
<b>Tuesday</b> .....	11: 00am - 4: 00pm
Wednesday .....	10: 00am - 1: 00pm
Thursday .....	11: 00am - 4: 00pm
Friday/Saturday .....	9: 00am - 8: 00pm
<b>Sunday</b> .....	9: 00am - 6: 00pm

## Lab Rules

1. There will be no admittance into the lab 15 minutes prior to closing time. Users should be prepared to leave the lab 10 minutes before posted closing time in order that the doors can be locked at closing time.
2. Users must supply their own diskettes. Anything stored on the PC that does not belong to FAU will be deleted at the end of the session.
3. Any manuals or reference materials must be checked out with the lab assistant and may not leave the lab at any time.
4. Any problems with programming should be referred to the respective professor.
5. Read the lab rules and posted notices.
6. Loud/abusive language or non-compliance with any of the above rules will be considered grounds for revoking the user's lab privileges. Ignorance of the rules is not an excuse. Non-compliance with the rules may also result in referral to the Dean of Student Affairs, or in extreme cases, to the University Police.
7. FAU enforces statute 847.0135, the "Computer Pornography and Child Exploitation Prevention Act of 1986."

## Printing

8. FAU has a pay for print system. Printouts are \$0.05 per page in the open computer laboratories. These charges are deducted from your FAU student ID (Owl Card).
9. Most labs are equipped with a vending machine where money can be added to your Owl Card.

## Acquiring a User ID and Password

1. Users must have FAU.EDU ACCOUNT and PASSWORD to use the open labs.
2. The lab assistant on duty will direct the user through the account registration process. Accounts take 24 hours to be activated. Once the account is active, users will be able to change their password.
3. Should a user lose their password, they must bring their student ID to the lab during normal business hours. The lab assistant will then assist the user in obtaining a new password. Lab assistants are not allowed to log in users who do not have their password.



## Computer Labs Guidebook



## *Information Resource Management*

**A Division of the Office of the Provost**

***Fall 2001***