



ENCS New User Quick Reference Guide for EV

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This is a quick overview of ENCS (Engineering and Computer Science Faculty) IT facilities for people working in the EV Building. Please refer to our web site (<http://helpdesk.encs.concordia.ca/>) for more information.

Reset Password

The initial password provided with a new account can be reset online by visiting the Helpdesk website and clicking on Change Password from the Quick links section on the left. You may access this link directly at the following URL, <https://fis.encs.concordia.ca/helpdesk/cgi/ch-own-pwd.cgi>. In the event of a lost password, the user should visit the Helpdesk.

Lab Access and Door codes

Grad students are entitled to access the general purpose labs in the EV building (e.g. EV8.221, EV9.169) and in the Hall building (H966 & H962). In addition, students may have access to certain teaching labs, depending on the course(s) they are taking. For information about all general access labs in EV (grads only), visit http://www.encs.concordia.ca/helpdesk/access/encs_grad_lab.html. For the complete list of labs to which a user has access, refer to the Lab door codes link on the Helpdesk website (Quick links section on the left), or go to <https://fis.encs.concordia.ca/helpdesk/cgi/doorcode.cgi>.

Account expiry: The ENCS account remains valid throughout the Faculty of Engineering and Computer Science program. The account can be granted a grace period of one term after the student graduates. The account will be blocked and deleted after this time.

XTO (X time out) & Windows inactivity logout

Laboratory desktops will automatically logout a user and reboot after 20 minutes of inactivity, as well as at 4:00 AM every day. Unsaved work will be lost. Note that your Linux desktop or UNIX terminal will lock (screen turns black) after this time period. Press any key to obtain the password prompt. As user profiles are deleted when the user logs off, we recommend that you save your files on our network drives. Research students in private research labs can request extended timeout intervals through their supervisors.

Disk Quotas

The basic disk quota for the student account is 300 MB (MASC & PhD students have an additional 500MB in the Thesis space). The UNIX/Linux Home (U), Windows Home(G), Web Home (W), and Thesis (T) directories are ALL taken into account when determining the disk quota. These directories are mounted in Windows and Unix/Linux as follows:

Name	Unix/Linux Path (/u/ is first letter of username)	Win Drive
Unix Home	/home/u/username	U
Windows Home	/winhome/U/USERNAME	G
Web Directory	/www/home/u/username	W
Thesis Directory	/thesis/u/username/	T

For more information about network drive mapping (i.e. thesis), please visit: <http://www.encs.concordia.ca/helpdesk/data.html>.

Note: If you are over disk quota, you could experience login problems. Applications may not run properly. For assistance, please visit or email us. Users can access the Online Backup System to recover files that have been deleted or modified. We backup files stored on your ENCS network drives. Please refer to http://www.encs.concordia.ca/helpdesk/data/encs_snapshot.html for details.

Linux/Solaris Servers

An ENCS user is entitled to access various Solaris/Linux servers. A list can be found here: http://www.encs.concordia.ca/helpdesk/access/encs_host_list.html

Printing

Paid Printing Service

We now offer a printing service where you can purchase printing quota at the rate of 6 cents/face (a double-sided printout will cost you 12 cents). Once you send a print job to ENCS "Pay-to-Print Printers", you need to go to the printer room to authorize the print job charge on

your debit card, using the release station which is located in the same printer room. Once the charge is approved, your print job is sent to the print server and then finally to the printer.

Printing Quotas for Course Purpose

No printing quota is issued to students for courses, neither at the undergraduate, nor graduate level.

TAs (Teaching Assistants) no longer receive printing quota. They should ask the Department or the Faculty member teaching the course to provide them with a Concordia Debit Card.

Part-time instructors can ask for 500 pages of printing quota per course per semester. To print from user-managed systems when using quota, the user must send the print job through the server "printhost-um.encs.concordia.ca".

Printing Quotas for Research Purpose

No printing quota is issued to students for courses, neither at the undergraduate, nor graduate level. Paid printing is the type of printing available.

Paid printing is the only type of printing available to Visiting Researchers and Post-Doctoral Fellows. Faculty members need to supply Concordia debit cards to new arrivals. It is no longer possible to transfer quota from a Faculty member to a student/Visiting Researcher/Post-Doctoral Fellow. To print from user-managed systems when using quota, the user must send the print job through the server "printhost-um.encs.concordia.ca". To print using a Concordia Debit card, the user must send the print job using the server "pay-printhost.encs.concordia.ca".

Please refer to the complete ENCS Printing Quota Policy at: http://www.encs.concordia.ca/helpdesk/policy/printing_quota_policy.html.

ENCS printers & scanner, their type(s), queue(s) and location:

The **scanner** is available in EV9.245

Printer Name	Type	Queue(s)	Location
castell	Pay-to-Print	castell	EV8.142
faber	Pay-to-Print	faber	EV9.142
etching	Pay-to-Print	etching	EV10.143
felt	Pay-to-Print	felt	EV11.143
fountain	Pay-to-Print	fountain	EV12.143
graffiti	Pay-to-Print	graffiti	EV13.143
graphite	Pay-to-Print	graphite	EV14.143
highlighter	Pay-to-Print	highlighter	EV15.161
pigma	Pay-to-Print	pigma	EV16.143

Photocopiers

Photocopiers are maintained by Concordia University Copier Operations at ext. 3476. Our photocopier policy is located on this page:

http://www.encs.concordia.ca/helpdesk/policy/encs_photocopier.html.

Email

Every ENCS student acquires an email account with address <username>@encs.concordia.ca (or @cse for CSE students, @ece for ECE students, @ciise for CIISE students, @mie for Mechanical & Industrial Engineering, @bcee for Building, Civil & Environment Engr.). Use this email address for all university-related communication. E-mail at ENCS configuration and mail client details can be found at

<https://www.encs.concordia.ca/encsit/public/sag/email/>, where you will also discover information on how to access ENCS e-mail using a compatible browser at <https://mail.encs.concordia.ca>.

Email Quota: The Inbox folder in your email box has a quota limit of 76 MB. All incoming emails are delivered to your Inbox folder by default. When the 76 MB quota limit is reached, the incoming email will be refused and bounced back to the sender. Mail delivery will be attempted during 5 days, at which point, if the user is still over quota, the message bounces back to the sender with a note indicating that the email was not successfully delivered. The maximum size of a message is 50 MB. To check your email quota, go to the Helpdesk website and click on Quota Check from the Quick links section, or type quota at a Linux/UNIX prompt.

Personal/Group Website

Your Website is located at http://users.encs.concordia.ca/~encs_username. Group web directories may be created for specific courses. Please refer to: <http://www.encs.concordia.ca/helpdesk/howto/websetup.html> for details on how to setup ENCS web pages.

How to Request an ENCS Network Connection

Please follow the instructions on the following web page: http://www.encs.concordia.ca/helpdesk/howto/network_request.html.