

## **THE WOMEN'S COLLEGE COMPUTER SET UP GUIDE 2013**

### **SETTING UP LAPTOP/PC - WINDOWS XP/WINDOWS VISTA/WINDOWS 7 & 8**

#### **Step 1 – Internet Connection**

The Women's College uses Cirrus Communications as the network provider and optional internet provider so to use the internet within the College you need to connect through the Women's College/Cirrus gateway. Once your computer is connected to the gateway you have the option to connect to the internet via the Cirrus Communications network or the University of Sydney Network.

The first step is to have your secure gateway log in and password. This will be issued to you when you start college. In most cases the log in will be twc – your first initial of your Christian name then your surname.

You will also need your USYD unikey login and password to access the USYD network.

You can connect to all USYD websites free of charge e.g. USYD library, USYD e-mail, WebCT and My Uni. To access external sites e.g. HotMail and surf the web you can browse limited sites free on the USYD network or purchase prepaid Gigabyte credits from Cirrus Communications for \$2.75. This can be done by log in to [www.cirruscomms](http://www.cirruscomms.com.au) .com.au and login using your twc login and go to the purchase time site

Setting up access to the secure gateway differs depending on which operation system you are running, but both Windows and Apple based machines require setting up connection via PPPoE (Point to Point Protocol of the Ethernet)

For Windows based machines with Windows XP, Windows Vista or Windows 7 follow the following guides.

#### **Wireless Connection**

To connect to the Women's College wireless network, search for available wireless networks on your laptop. Look for the TWC\_ Student network and select it and press enter. When prompted for a password enter "fridgesauce" you then be able to access the Women's College wireless network. Next step is to establish a broadband PPPoE connection for user identification.

#### **Set Up:**

##### ***Windows Vista***

1. Open the Control Panel from the Start Menu and Double Click the Network and Sharing Centre Icon.
2. Click Set up a Connection or Network, then Select Connect to the Internet and choose Broadband (PPPoE)
3. Fill in your username and password, tick remember this password, and type Cirrus Gateway as the connection name. Finally tick the Allow other People to use this Connection Box. Your username and password will be given to you by the college

4. Make sure that your computer is connected by cable or to the Womens College Student wireless network.
5. Next click on the connect icon
6. Open your internet browser and open the tools> then open internet options
7. Next open the Connections Tab at the top of the screen
8. Tick the box never dial a connection.
9. You will see in the dial up and virtual Private Internet settings highlight the icon of the Cirrus Gateway select settings if you are using the Sydney University as your internet provided untick the "Automatically detect settings" box and tick the " Use automatic configuration script "
10. In the address bar type the address of the USYD proxy server which is:  
<http://www.usyd.edu.au/proxy.pac>.
11. Click on the apply icon at the bottom of the page and then OK
12. Now when you attempt browse an internet site you will see a box requesting your user log in and password. You should enter your Sydney University Unikey account and password which gives you free use of the University network.
13. If you chose to use the Cirrus Network as you provided you will leave the automatically detect settings ticked. You can browse as soon as you have purchase a gigabyte allowance from them at \$2.75 per Gb. To purchase usage from Cirrus go to the website [www.cirruscomms.com.au](http://www.cirruscomms.com.au) and log in to your account using your twc login and password. You then go to the purchase time section.

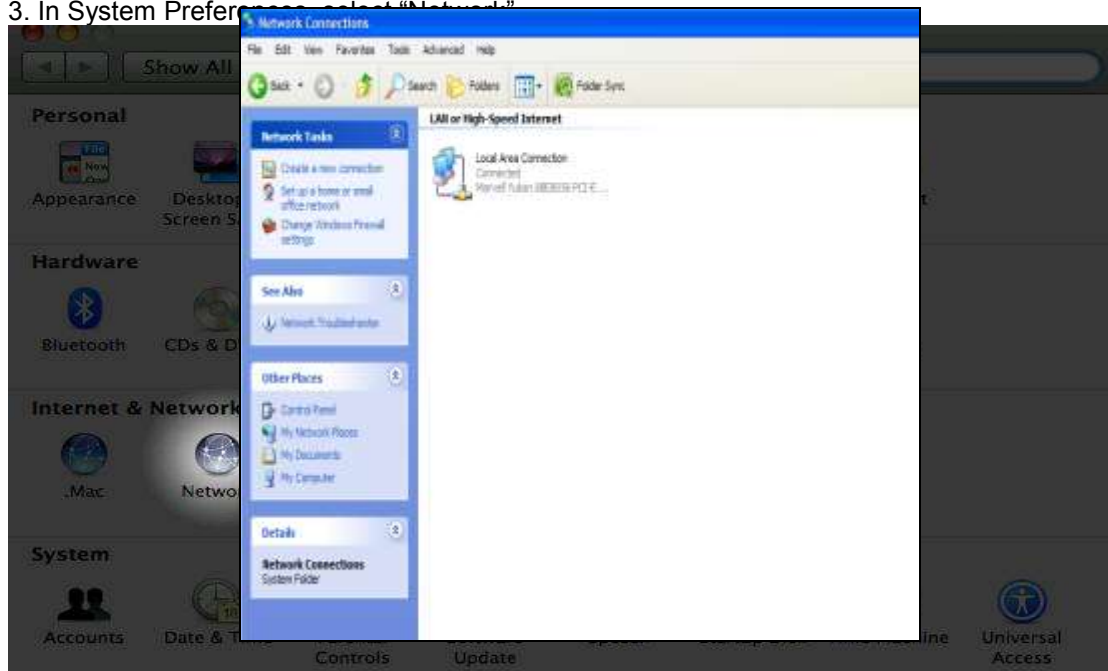
### **Windows XP**

- 1 Open the control panel from the start menu and double click the network and Internet connection, then select "Create new connection" on the left side of the task bar.
- 2 Click next on New connection Wizard which should have appeared on your screen from the previous step, select the connect to the internet option, and then select "set up my connection manually".
- 3 Select the "Connect using broadband connection that requires using a username and password", click next, type in Cirrus Gateway as your ISP name, and then enter your TWC account and password information. Click next then finish.
- 4 Click on the connect icon once the connection is made open your internet browser.
- 5 Open your internet browser and open the tools then open internet options
- 6 Next open the Connections Tab at the top of the screen
- 7 You will see in the dial up and virtual Private Internet settings highlight the icon of the Cirrus Gateway select settings if you are using the Sydney University as you internet provided untick the "Automatically detect settings" box and tick the " Use automatic configuration script "
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## APPLE MAC

### PPPoE Configuration for MAC OS X 10.5

1. Click on the Apple logo in the top left hand corner of the screen
2. Select System Preferences
3. In System Preferences select "Network."



4. In the network screen check if the padlock is locked if it is click it to unlock it. If unlocked already, click on the small plus (+) icon above the padlock.



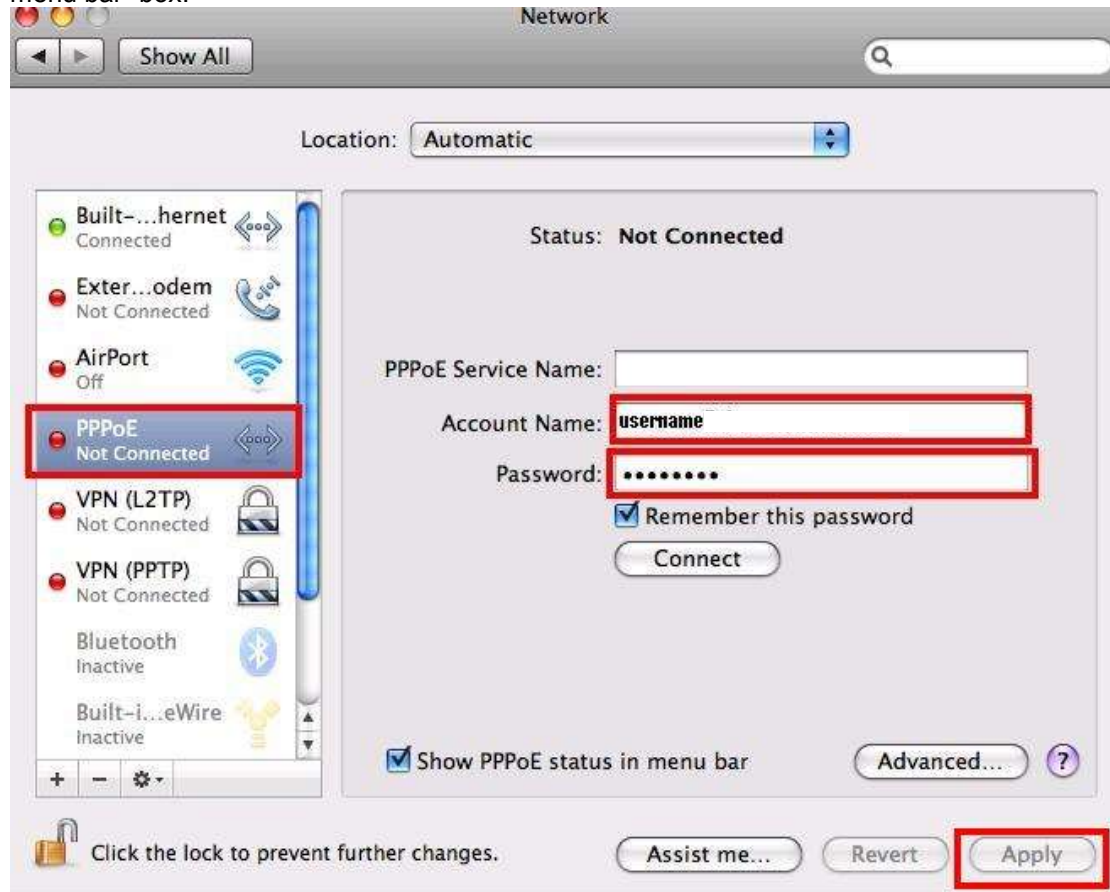
5. In the screen that appears after the plus icon is clicked select “PPPoE” from the drop down menu. Then another box will appear. Set the Service Name to “TWC Cable” and click done. You

will now see “Cirrus Gateway” in the left side panel.




6. Click on the new connection on the left panel, and then enter your connection details in the corresponding fields, tick the “remember this password” box and also the “show PPPoE status in

menu bar" box.



7. Click on the apply Button in the bottom right corner. Then click the connect button. You should now be connected to the internet.

To connect in future you will need to click the PPPoE menu in the menu bar (the icon like this:  near the clock in the menu bar).

## WIRELESS CONNECTION FOR APPLE MAC

1. Repeat steps 4, 5 & 6 above but chose the "Airport" option from the drop down box. Name the service "TWC Wireless".
2. Connect to the TWC- Student Wireless Network. If asked for a password enter "fridgesauce"

## Connection to Sydney University Internet for MAC

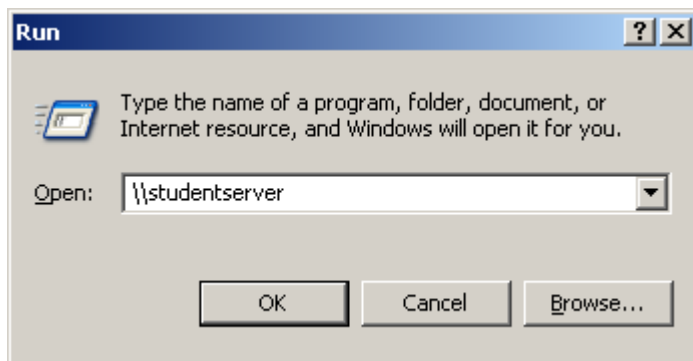
1. Click on the advanced option in the PPPoE log on page shown above.
2. Tick the option called Automatic proxy server and in the space provided enter <http://www.usyd.edu.au/proxy.pac>
3. Click on apply.
4. Open your internet browser.
5. You will be requested to enter your Sydney University Unikey log on and password to access the USYD network.

## ACCESS TO COLLEGE PRINTERS

### WINDOWS BASED OPERATING SYSTEM

## Printing from personal PC's

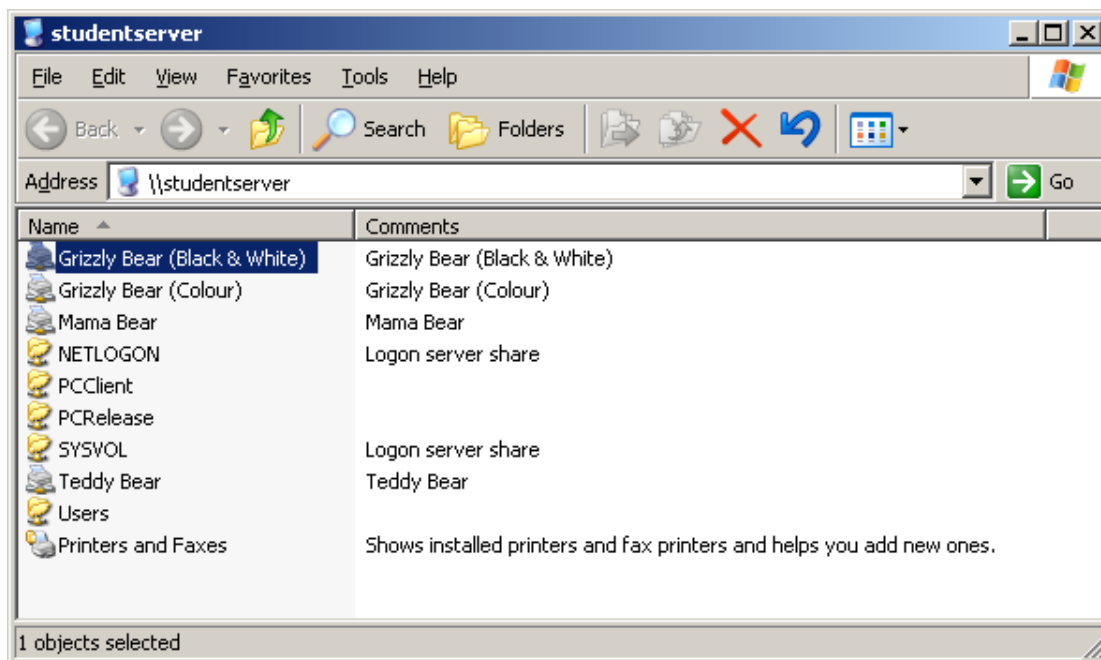
- Click "Start" then "Run" (For Windows 7 and Vista, click "Start" then "All Programs" then "Accessories" then "Run")
- In the box that appears, type "\\studentserver" (without quotes) as shown



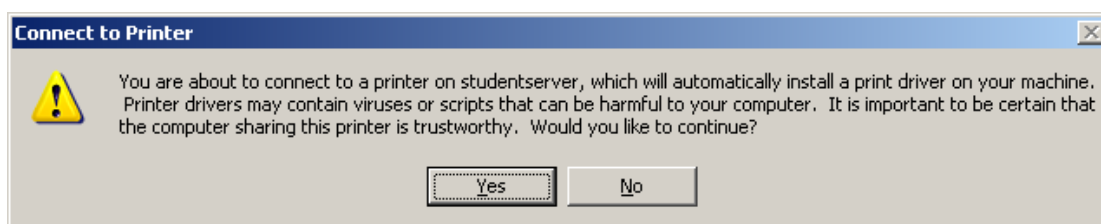
- Click "OK", and the following request for your username and password will be shown:



- Type in your username and password as used in the Computer Room (username is usually first initial and surname, password is your telephone PIN).
- Make sure you place a tick mark in "Remember my password"
- The following window will appear showing shared folders and printers:



- Right click on any printer you wish to use, and choose “Connect” from the menu that appears.
- You will be prompted to accept the installation of the appropriate software to use the printer with a popup that appears as follows:



- Click “Yes” to allow the installation of the printer.
- If you wish to install further printer(s), simply repeat the process by right clicking and connecting to any additional printers you wish to install.

Having completed these steps, you can now simply print from any application to the printer(s) that you installed in the Computer Room by selecting the appropriate printer in the program.

To connect to the printers in the College computer rooms 1 and 2 you will need to set the network link to the Student Server;

1. Click on the start menu and then select run for Windows XP for Vista & Windows 7 highlight the search programs and files found under all programs.
2. Type in [\\studentserver](#)
3. You will be prompted to enter network password
4. Enter you Womens College log in and password, i.e. the login and password you use to log in the computer rooms at the college
5. The next screen will display the following printers:
  - Grizzly Bear ( Black & White ) <Computer Room 2>
  - Grizzly Bear (Colour) <Computer Room 2>
  - Teddy Bear (Black & White) <Computer Room 1>
  - Mama Bear (Colour) <Computer Room 2>
6. Double click on all these printers to install the drivers.



7. Close screen to exit student server.
8. When you print from your laptop you will see the printers to select where to send your print too

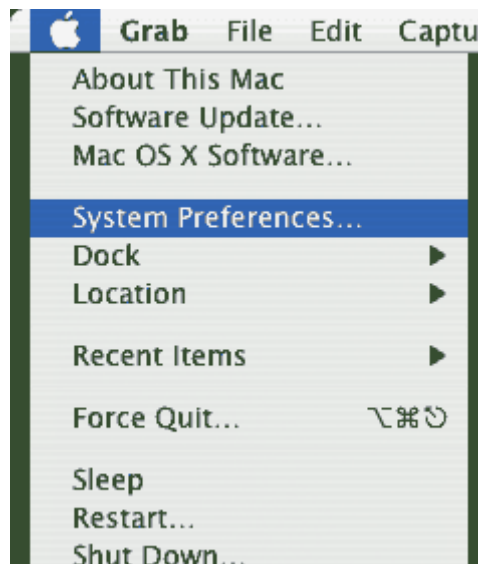
## Printing to a Windows (Samba) shared printer from a Mac

Just as files being shared via SMB (the Windows file/resource sharing protocol) can be accessed from a Mac, so can any printers being shared via this protocol.

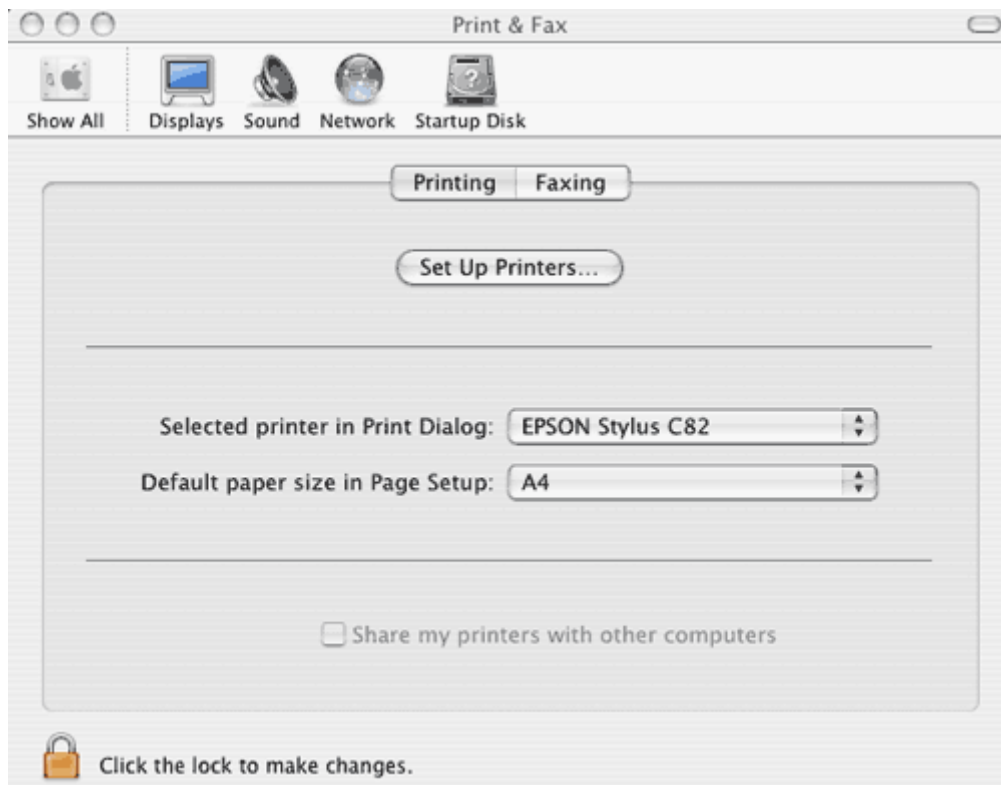
*Please note: Images show in the Mac guides may vary slightly to what you see on your screen. This is due to minor changes between different versions of Mac OSX.*

### Instructions:

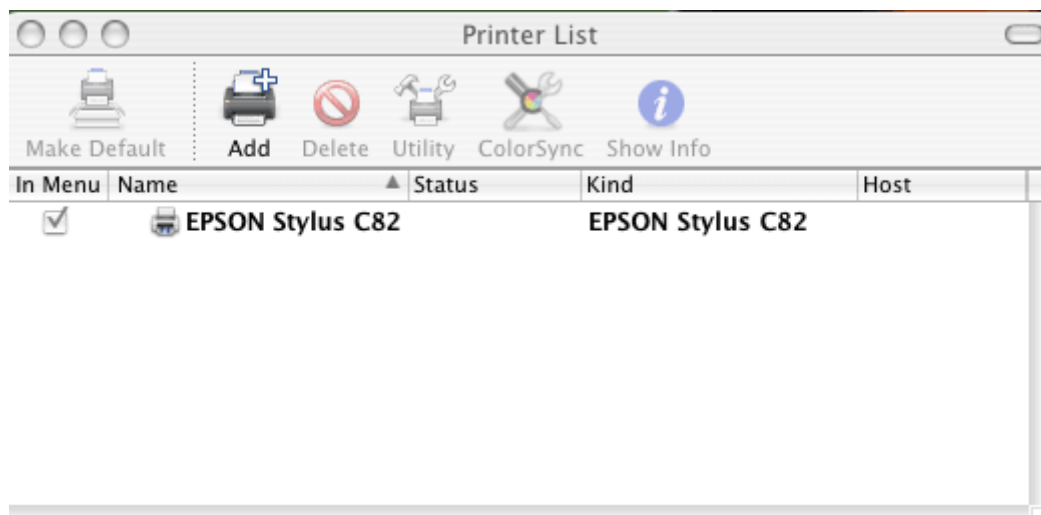
Start at the Apple drop down menu at the top of your screen, then "System Preferences".



Click on "Print & Fax". This will bring up the "Print and Fax" window, similar to the one shown below.



Click "Set up printers". This brings up a list of printers currently available to your Mac. Hold the "alt" key and click the "Add" button.



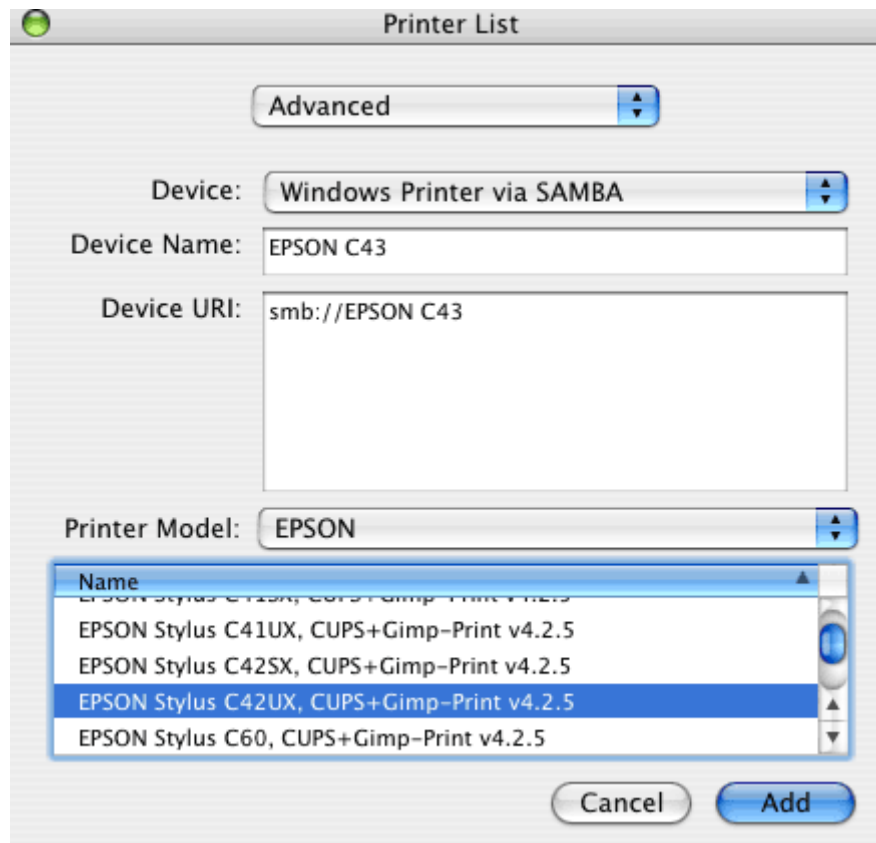
From the device drop down list, select "Windows printer via SAMBA".

Enter a name for the printer.

In the "device URI" textfield, type in "smb://" followed by the share name of the printer. (The share name be found on the PC by going to "Printers and Faxes", right clicking on the printer you wish to use and clicking on the "sharing" tab. The printer share name is show on this tab, a few lines down.)

From the "Printer Model" list, choose the name which most closely matches the printer.

Click "Add".



Using this printer should now just be a matter of selecting it in any application's "print" options.



## USING SYDNEY UNIVERSITY WIRELESS ON CAMPUS

To use the University wireless internet on campus you will have to download the University's 'virtual private networking software' this and guides to using the USYD IT facilities can be found on their website please see the link below:

<http://www.sydney.edu.au/ict/student/internet>

This will give should all the information you need on internet and IT support provided on the university campus.

## IMPORTANT POINTS TO NOTE

1. The use of P2P File sharing programs is strongly discouraged.
2. If your computer becomes infected with viruses you will be blocked from the network and internet until said threats are removed.
3. *The download of copyright material without permission is a crime in Australia.*
4. *All students using the Women's College network must read and sign the College internet policy.* If you have not seen the terms and conditions please ask reception for a copy.

If you have forgotten your user name or password, please contact Cirrus Communications by Email ([support@cirruscomms.com.au](mailto:support@cirruscomms.com.au)) or by Phone (1300 552 698) or contact the Bursar during office hours.

## Computer Help

Computer assistance is provided for the College by two IT Support Assistants they can be contacted by dialling 9517 5027 or you can SMS them on 0421 632 713. Please make sure to leave your name and contact number and brief description of the problem.

Cirrus Communications is unfortunately not a computer help hotline, however if there is a problem with your internet connection they will be more than happy to assist you over the phone (1300 552 698 or by email ([support@cirruscomms.com.au](mailto:support@cirruscomms.com.au))) whenever possible.

## TROUBLE-SHOOTING TIPS

### UNABLE TO CONNECT TO THE INTERNET

1. Check that you have an Ethernet card or a point of connection in your computer/laptop into which the Ethernet cable can be inserted.
2. Ensure that the other end of the Ethernet cable is inserted into the 'B' slot in the wall.
3. Click on *Start*, click on *Control Panel* and then click on *Network and Internet Connections*.
4. Click on *Network Connections* and ensure that the 'Local Area Connection' is active and 'Connected' is displayed next to the computer symbol. If this is disabled, then right click on the 'Local Area Connection' and click on *Enable*.
5. Open an Internet Explorer window and type in the USYD homepage address, [www.usyd.edu.au](http://www.usyd.edu.au), in the address bar. If this does not display, click on *Tools*, click on *Internet Options*, click on *connections tab* ensure that 'Never dial a connection' is ticked. Click on Cirrus Gateway in the dial up and Virtual Private settings box, click on settings and check to see the USYD proxy server address has been installed in the address bar, ensure <http://www.usyd.edu.au/proxy.pac> had been entered accurately.
6. Enter the USYD homepage address again. If this works, enter the address of an external site such as, [www.ninemsn.com.au](http://www.ninemsn.com.au). You should be prompted to enter your unikey i.d., e.g. abcd1243, and password.

## UNABLE TO PRINT FROM YOUR COMPUTER

If you have installed the printers as outlined in the previous sections and are unable to print from your laptop please take the following steps:

1. Ensure that you have logged onto the Women's College network by clicking on *Start*, click on *My Computer*, type **\\studentserver** into the address bar. If you were not logged onto the network prior to printing, try and print again.
2. If you are still unable to print, check that the printers have been installed on your computer by clicking on *Start*, click on *Control Panel*, click on *Printers and Other Hardware*, click on *Printers and Faxes*. The printers you have installed should come up in the list of printers displayed. For example, if you have installed the printer Grizzly Bear, you should see a printer with the name 'Auto Grizzly Bear on studentsrv'.
3. Double-click on the printer icon. If you are connected to the printer, a pop-up box should come up with the name of the printer and the printing queue. If there are no current print jobs the box will be empty. Please check the printing queue and note the time of the last print job. If it was more than one hour than the current time, please seek help from the computer officers.
4. If you are unable to connect to the printer, please follow the steps mentioned previously for installing printers and try to print again.

## USING USYD WIRELESS WHILE ON CAMPUS.

The University Wireless network cannot be pickup up within the College, wireless connection to the USYD internet can be reached via the Cirrus Gateway.

While on Campus to use the USYD wireless net work you will have to down loan Virtual Private networking software from the University Website. This software download and instructions can be reached via the following link <http://sydney.edu.au/ict/internet/download-vpn.shtml> when you down load the software make sure to download the on campus link.

Also when you login to the VPN to access the internet you are required to enter !10 after your unikey login. For example "wmc0032!10".