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- 1. As soon as you join the group, send a) a photo and b) your information to mclough@chem.tamu.edu Here is an example of information to send:
  - Ph.D. Chemistry, Texas A&M University, 2010 B.S., Chemistry, Texas A&M University, 2006
- 2. Computer Access
  - 2.1 Group Macs
    - a) Make sure that you have requested a log-in from Melissa for both of the group Macs.
  - 2.2 Instrumentation computers
    - a) Provide Melissa with a unique password for the instrumentation computers.
    - b) She will set up an account on each of the computers for your use. Remember this password.
    - c) When saving data, you must create your own directory (see on the top of the monitor for root of the directory).

# 3. Printer Installation

3.1 Group printer information

IP addresses: Room 414 Oki B6500 (b/w): 192.168.133.4 Room 409 Oki B6500 (b/w): 192.168.133.5 Room 409 HP Officejet Pro K5400 (color): 192.168.133.8 JAG office HP Color LaserJet 4700dn (color): 192.168.133.6

3.2 Drivers

Download the correct OKI driver by going here: http://www.okidata.com/mkt/html/nf/Drivers.html Download the correct HP drivers by going here: http://www.hp.com/#Support Remember where you placed the driver.

3.3 Installation on a PC

a) Go to Add a printer wizard

## b) Add a local printer, click next.



#### e) Enter the IP address of the printer Add Standard TCP/IP Printer Port Wizard Add Port For which device do you want to add a port? Enter the Printer Name or IP address, and a port name for the desired device Printer Name or IP Address: 192.168.133.4 Port Name: IP 192.168.133.4 <Back Next> Cancel f) Choose Okidata Network Printer Add Standard TCP/IP Printer Port Wizard Additional Port Information Required The device could not be identified The detected device is of unknown type. Be sure that: The device is properly configured. The address on the previous page is correct. Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct. Device Type Standard Okidata Network Printe ¥ O Custom Settings... <<u>B</u>ack <u>N</u>ext > Cancel g) Click Finish Add Standard TCP/IP Printer Port Wizard Completing the Add Standard TCP/IP Printer Port Wizard You have selected a port with the following characteristics. SNMP-No Protocol: LPB. POBT 1 Device 192 168 133 4 Port Name: IP 192.168.133.4 Adapter Type: Okidata Network Printer To complete this wizard, click Finish <<u>B</u>ack Finish Cancel h) Choose the correct driver. Add Printer Wizard Install Printer Software The manufacturer and model determine which printer software to use. Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software. ~ Manufacturer Printers ^ Chiness CokiPAGE 8C Coki OkiPAGE 8c PS CokiPAGE 8p CokiPAGE 8p Coki B6500(PCL6) Monotype NEC NRG Oce Oki 💱 This driver is digitally signed. Windows Update Have Disk... Tell me why driver signing is important

<<u>B</u>ack Next> Cancel

#### 4. Accessing JAG desktop

- a) From the group Macs, go to "Go" > "Computer".
- b) On the left, click "JAG desktop".
- c) On the top right, click "connect" and enter your Group Mac user name / password.
- d) Click on "jag work".
- 5. Accessing Group Macs from a PC
  - a) Download and install TightVNC Viewer here: <u>http://www.tightvnc.com/download.php</u>
  - b) Enter the IP address of the computer you want to access
    - IP of Left Mac: 165.91.223.244 IP of Right Mac: 165.91.223.250

New TightV	NC Connection	? 🛛
VNC server:	165.91.223.244	Connect
tint VNC	Connection profile C Low- <u>b</u> andwidth connection <u>D</u> efault connection options <u>H</u> igh-speed network	Options
		Cancel
		Listening mode

c) In the password field,	enter	"gladysz"	(no
quotes)			

Standard VNC Authenticatio	n 🗙		
VNC Host: 165.91.223.244			
User name:			
VNC Password:			
OK Cancel			

steps b and c may need to be repeated depending on your computer.

6. Networking from home

You will need to set up VPN. See directions here: http://it.tamu.edu/VPN

#### 7. Software

- 7.1 ChemDraw
  - a) Log-in (or register) at cambridgesoft.com using your tamu chem email.
  - b) Follow the directions under "My Site Subscription" for downloading the latest version of c) ChemBioDraw, then install ChemBioDraw.
  - c) Under My Account, click My Downloads to get your serial number



### 7.2 SciFinder

Follow the directions here:

http://libraryasp.tamu.edu/resources/helpfiles/scifinder2007/pc/detail/windows.htm

Updated 2/24/2011