

# DAAP IT Tips

# Have your device's WiFi configured for UC\_Secure.

- UC ResNet and DAAPIT have support hours where you can walk up and get assistance in making sure your device is properly configured for UC\_Secure. Make sure to NOT USE UC\_Guest.

# Have your laptop configured for 24/7 laser printing and understand the printing workflow.

- Laser printing for color or black and white is available for DAAP students. Go to the website [wiki.daap.uc.edu](http://wiki.daap.uc.edu), do a search for “DAAP Self Service Printing” and instructions with videos can step you through the set up and best practices. Students can also visit DAAPIT during business hours for assistance in set up. Make sure to not do this at last minute! Color prices and black and white prices are significantly different. Make sure to properly send print jobs so you will not be over charged!

# Activate your Box cloud storage account.

- Visit [canopy.uc.edu](https://canopy.uc.edu) and click the BOX link to properly activate your account. Students will have unlimited storage with individual files being smaller than 5GB. Use this as a backup to your student work or share files with others for project work.

# Make sure you know your UC central login username and password.

- Many services at UC will require knowing your username and password. Examples being email, catalyst for class scheduling, blackboard for coursework, WebEx for conference meeting, etc.

Keep a USB thumb drive handy but DO NOT use as primary storage device.

- USB drives are very handy as the DAAP Lab computers have USB ports. They typically are quite small and are easily left behind. Utilize BOX cloud storage as much as possible but keep USB drives as a handy utility item only.

# Be sure to perform all security updates, but be wary of Operating System upgrades.

- Typically every Tuesday early morning security updates are released by Microsoft, Apple, Autodesk, etc. for their products. DAAPIT advises that the security updates be done promptly, but be wary of full version upgrades. Examples being when windows users are asked to upgrade from Windows8 to Windows10 or Mac OS Sierra to MacOS High Sierra. These “full” upgrades typically will have unforeseen negative consequences such as software no longer working, peripherals like printers and scanners.

# DAAPIT does not provide software.

- Many software products from vendors such as Autodesk are free to students. The University provides Microsoft Office products (Word, Excel, PowerPoint, etc.) for students. DAAP programs have additional software needs such as Adobe Creative Cloud, Solidworks, Keyshot, etc. that must be purchased by the student. All incoming students are required to use AdobeCC and will need to be purchased.



# Do not leave your belongings unattended.

- DAAP has been blessed with a very community centric environment, but we ask that students be mindful of leaving their belongings out in the open. Theft is a concern. Look into being able to track your phone and laptop's location.

# Periodically fully restart your machine.

- DAAPIT suggest that a laptop or desktop machine be fully restarted once a week (sometimes daily). Many pending software and security updates have a pending restart to finish these updates. Perform them later in the day when time is available. It can be annoying restarting a machine about to do a presentation and then updates are being finished delaying your presentation!

# The DAAP Computer Lab is open 24-7.

- There is a 47 windows workstations, flatbed scanners, and Wacom cintiq workstations available 24-7 located in Aronoff 4425B and 4425E. The side entrance to Aronoff 4425B is the 24 hour entrance and the front entrance is closed.

