

# *Berkeley Law*

## *Student Computing Handbook*

### *Fall 2012*

#### Services Provided by Computing Services

- File and Print Services
- Laptop Support
- Color Printing and Scanning
- Lab Access 7 Days a week
- Lab Staff Always Available

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**Questions? Need More Information? Visit Us at**  
<http://www.law.berkeley.edu/library/computing.html>

Our website can provide you with answers to questions you may have about computing resources and technical support at Berkeley Law.

Our lab is staffed by our student lab techs, who can provide you with answers to general and technical questions, and full-time staff for more detailed and in-depth troubleshooting.

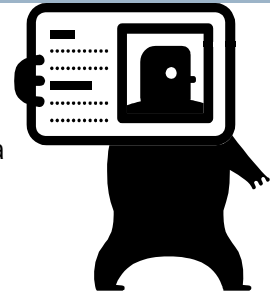
If you can't find answers to your questions in this handbook or on our website, email us at [studentcomputing@law.berkeley.edu](mailto:studentcomputing@law.berkeley.edu), or visit [www.law.berkeley.edu/library/support.html](http://www.law.berkeley.edu/library/support.html) to make an appointment.

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- ☐ Sign up for Law Library Tour:  
<http://www.law.berkeley.edu/library> - Law Library Tours
- ☐ Set up your CalNet Friendly and Passphrase if you haven't already done so:  
<http://calnet.berkeley.edu/>
- ☐ Before you log into the lab for the first time, synchronize your CalNet ID:  
<https://net-auth.calnet.berkeley.edu/cgi-bin/krbsync>
- ☐ Create a CalMail email account, if you haven't already done so (p. 4 in the online handbook):  
<https://calmail.berkeley.edu>
- ☐ Install software on laptop in order to be able to print (Appendix B in the online handbook) from  
<http://www.law.berkeley.edu/library/remotePrinting.html>
- ☐ Check out bSpace to access your files remotely (p. 10 in the online handbook) at  
<http://bspace.berkeley.edu>
- ☐ Install Symantec Endpoint Protection (p. 6 in the online handbook) from  
<http://software-central.berkeley.edu>
- ☐ Make sure your computer is configured to run Windows or Apple updates  
(p. 6 in the online handbook)
- ☐ Make sure your computer is running a firewall (p. 6 in the online handbook)
- ☐ Register your Lexis, Westlaw, & Bloomberg passwords (p. 13 in the online handbook):
  - Lexis:** <http://www.lexisnexis.com/lawschool/register>
    - You will receive emails with instructions for completing your registration for **TWO** Lexis services: Lexis Advance and Lexis.com (confusingly called "Register for Home Page")
  - Westlaw:** <http://lawschool.westlaw.com>
    - Click on "Register password now!"
  - Bloomberg:** <http://bloomberglaw.com/activate>
    - Fill in prompts, being sure to use your official @berkeley.edu email address.
    - **LLMs and Transfers:** you do not have an Activation Code so there is no need to enter anything in that box on the Bloomberg Law registration page.
- ☐ Create an account so that you can reserve study rooms:  
<http://www.law.berkeley.edu/library/roomReservations.html>
- ☐ Set up your LawCat PIN (p. 15 in the online handbook): <http://lawcat.berkeley.edu>

# Your CalNet Friendly and Passphrase



You should have already received your CalNet ID (an 8-digit ID) and a Bear Facts PIN in the mail from the campus. Using the ID and PIN numbers, you should have been able to create a new CalNet Friendly Name and a Passphrase for your CalNet ID. Your CalNet “Friendly” ID is your key to accessing many critical online services during your career as a law student, so you will want to remember it. For more information on your CalNet Friendly, please visit <https://calnet.berkeley.edu>.

Please be sure to synchronize your Calnet passphrase before attempting to log into the lab: <https://net-auth.calnet.berkeley.edu/cgi-bin/krbsync>

## Student Email

### Creating a CalMail Email Account

CalMail is the name of UC Berkeley’s free email system. All students are required to create a CalMail email account. Berkeley Law administrators will use your CalMail account to keep you informed of important Berkeley Law related announcements and deadlines. If you prefer to keep using an existing email account you may simply forward the CalMail email to a third-party account of your choice (see below).

To create a CalMail account, visit <https://calmail.berkeley.edu>. You will see a link for creating email account in the “Quick Links” section. If you need assistance with CalMail or if you have questions, you can get help by sending an email to [consult@berkeley.edu](mailto:consult@berkeley.edu) or by calling 510-642-8500.

You can change your password in the “Quick Links” section.

You may read and send email via the web at <https://calmail.berkeley.edu> or by setting up an email program (see below).

### Setting Up Your Email Program to Connect Securely to CalMail

If you read or send email on CalMail using an email program (such as Outlook, Outlook Express, Thunderbird, or Mail for Mac OS X), you will need to change your program's settings to reflect security requirements on CalMail. Until you make these changes in your email program, you may be unable to receive or send email through CalMail when using that email program.

To change your email program’s settings visit <https://calmail.berkeley.edu>, and then search for your mail program in the knowledge base search box.



### Forwarding Email from CalMail Account



You can edit your forwarding and vacation settings via the CalMail Home Page at <https://calmail.berkeley.edu>. In the “Quick Links” menu, choose “Manage Your Account.”

## User and Account Services — CalNet and CalMail

Your CalMail email account will be available throughout your affiliation with UC Berkeley. If you anticipate a temporary absence which would otherwise result in cancellation of your account, you can contact User & Account Services to arrange for the account to remain available to you.

### Cal 1 Card Office

180A Cesar Chavez Center, Lower Sproul Plaza, M-F from 9:00am — 5:00pm

telephone: 510-642-4126

email: [calnet@berkeley.edu](mailto:calnet@berkeley.edu) | website: <https://calnet.berkeley.edu/>

Eligibility for regular students continues for a full semester after their names are no longer in registration records. You will receive a message several weeks prior to the termination to allow you to clean out your account.

Accounts are disabled on a periodic basis after the eligibility period has terminated. All individuals will be sent email before their accounts are disabled, with the exception of summer session students, allowing for sufficient time to make corrections or extensions.



## Laptops and Home Computers

### Laptop Requirements & Purchase Recommendations



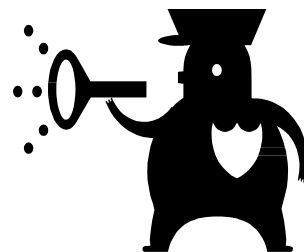
While there are no student computer requirements at Berkeley Law, most students find it extremely helpful to have a personal computer (laptop or desktop) while they are in law school. More and more exams are being offered on laptops, there is power supplied to each seat in many of the classrooms, and wireless access is available throughout the building.

If you purchased your laptop within the last three to four years, it is very likely that it will serve you adequately at Berkeley Law. It is recommended that your laptop be wireless-capable. You can use both PCs and Macs at Berkeley Law, but it is worth noting that most law firms still use Windows PCs.

If you wish to purchase a new computer, it is highly recommended that your new laptop purchase include a 3-year service plan. UC Berkeley students are eligible for competitive discounts on purchases through the Technology Department of the Cal Student Store (<http://calstudentstore.com>).

## Minimum Standards for Security of Berkeley Campus Networked Devices

The University of California, Berkeley encourages the use of its electronic communications network in support of education, research, and public service. However, this resource is limited and vulnerable to attack. UC Berkeley therefore reserves the right to deny access to its electronic communications network by devices that do not meet its standards for security.



This policy requires compliance with minimum security standards to help protect not only the individual device, but other devices connected to the electronic communications network. The policy is also intended to prevent exploitation of campus resources by unauthorized individuals.

The policy applies to all devices connected to the campus electronic communications network or using a Berkeley.edu Internet Protocol (IP) address to originate electronic communication. Devices include computers, printers, or other network appliances, as well as hardware connected to the campus network from behind firewalls or Network Address Translation (NAT) systems.

For the full text version of this policy, please visit <https://security.berkeley.edu/MinStds/AppA.min.htm>

## Keeping Your Own Computer Healthy

An unprotected laptop can cause untold anguish, but ensuring that your computer stays in top shape is much simpler than it used to be.



1. Make sure your system is kept up-to-date with security patches  
Newly discovered vulnerabilities in your operating system can be exploited almost instantaneously. Microsoft and Apple respond by issuing security patches or system updates. Your computer receives these patches when you run Windows Update (look for it in the Control Panel) or Apple Software Update (look for it in System Preferences).
2. Schedule Windows Update/Apple Software Update to take care of itself  
The Windows Update tool on PCs (in the Control Panel) and the Software Update Scheduler on Macs (in System Preferences) let you configure your computer to get updates automatically. A good option to choose in Windows is “Download Updates for me, but let me choose when to install them.” Just be sure to install the updates when the bubble alert pops up in the lower right-hand corner of your screen! On Macs, be sure to schedule updates on a frequent basis (weekly should be sufficient).
3. Install Anti-Virus software, and keep it up-to-date  
Most new computers come with anti-virus software that keeps itself up-to-date for a trial period, after which you must purchase an ongoing subscription. Rejoice, Berkeley students! The campus has purchased premium anti-virus software from Symantec for each of us to use. It keeps itself up-to-date for the life of your computer, and it’s free! Download Symantec Endpoint Protection from <http://software-central.berkeley.edu>.  
⇒ **Make sure you uninstall any other anti-virus software you may have before installing this package.**  
**Having more than one anti-virus package installed can cause problems that may be difficult to fix.**
4. Run a firewall  
Firewalls monitor network traffic and are critical in blocking many network attacks. The campus Symantec package includes a preconfigured firewall. Download at <http://software-central.berkeley.edu>.
5. Clean out Spyware  
Spyware, adware and malware are insidious little programs that accumulate on many student laptops and slow them down. For Windows, use a free tool like Spybot S&D (<http://www.safer-networking.org/en/download/index.html>) - download “Spybot - Search & Destroy”) or Microsoft’s Safety Scanner (<http://www.microsoft.com/security/scanner/en-us/default.aspx>) to clean your machine every few months or so.

## Wireless (AirBears) Service

Wireless laptop access is available throughout Berkeley Law and the rest of campus. Students will need a wireless card for this service (many laptops today have wireless capability built in). No registration is necessary for AirBears; simply go to a wireless coverage point and open up a web browser window. You will be automatically taken to an AirBears identification authentication window, where you will need to enter your CalNet Friendly and passphrase. If you have trouble connecting to AirBears, check our website: [www.law.berkeley.edu/library/wireless.html](http://www.law.berkeley.edu/library/wireless.html).



**Note:** Unless you have an AT&T Wi-Fi/Hotspot account or an AT&T smartphone or other mobile device with free access to AT&T hotspots, you should avoid connecting to the **attwifi** wireless network which you may see available in certain areas of the law school. AirBears is a free wireless network for Berkeley students, while **attwifi** will bring you to a page where you will need to pay for a connection. If you reach this page accidentally, make sure you connect to the AirBears network instead.

## Setting Up Your AirBears Wireless LAN Connection

Accessing the AirBears Wireless network should be automatic. Sometimes, however, it may require you to carry out an initial setup.

1. Set your computer to “*Automatically Obtain an IP Address*” via DHCP.
2. Set the “*Network name*” (SSID) of your wireless card to be **AirBears** (case sensitive). Your wireless card might automatically select a wireless network; if AirBears is selected automatically, you can skip this step. If another network is selected automatically, you will need to change your network to AirBears before continuing.
3. Turn **OFF** WEP or any other encryption or data schemes that might be turned on by default. AirBears service does NOT use encryption.

For detailed description with illustrations, please see Appendix A of this handbook or visit [www.law.berkeley.edu/library/wirelessSetup.html](http://www.law.berkeley.edu/library/wirelessSetup.html)

## Exams on Laptops

Some exams may be taken on a laptop (Windows or Mac) rather than in a bluebook. Berkeley Law does not require special software (e.g. Examsoft) to secure student laptops during the exam process. Specific instructions regarding exams and taking them on a laptop are sent out prior to exam season each semester.

## Software Central – <http://software-central.berkeley.edu>

Software Central is a consolidation of several IST sites that offer software to UC Berkeley faculty, staff and students for free. Software downloading requires a CalNet Friendly and password.

Software available for free to students through Software Central includes:

- Microsoft Office Suite
- Adobe Creative Suite
- Symantec Endpoint Protection



## Backing Up Your Work

Most people think about backing up data about 10 minutes after it's too late to do any good. If you only realize that you need a good backup program after your hard disk crashes, you're setting yourself up for a data disaster. Are you prepared to lose your e-mail address book (and potentially all your messages too)? What would you do if your entire collection of digital photos disappeared tomorrow in a puff of electrons? Do you have backup copies of your electronically-filed tax return or your crucial correspondence?



Fortunately, backing up your essential files is neither difficult nor time-consuming. In fact, the whole process can take as little as 10 minutes a week, and you can let your computer do most of the work for you. For Windows, there are many free programs available online and packaged with external hard drives that can automate this for you. On Macs, OS X's Time Machine application (not available on Mac OS X 10.4 and below) will also automate the backup process for you.

If you are using some other operating system, many backup programs exist that can also automate the backup process for you, but the simplest method of backing up your files is to make a manual copy to an external hard drive, USB key, CD/DVD, or some sort of web storage. **bSpace** (<https://bspace.berkeley.edu>) gives all students 1GB of storage which can be used to back up important files and access them from any computer where you have access to the internet. For more information on **bSpace**, see page 10.

## Berkeley Law Laptop Support Services



Berkeley Law provides broad support to laptops running the English-language versions of Windows 7, Vista and XP operating systems or Macintosh OS X, and provides narrower support to other operating systems and to mobile devices. Details about the support we provide can be found on our support website at [www.law.berkeley.edu/library/support.html](http://www.law.berkeley.edu/library/support.html).

We expect students to ensure that their laptops adhere to the Minimum Security Standards guidelines (see p. 7). In particular, students should be aware of the campus requirements for the timely installation of software patches and the mandatory use of anti-virus software and a client-based firewall.

- Contact [studentcomputing@law.berkeley.edu](mailto:studentcomputing@law.berkeley.edu) for help with any of your computing issues.
- Students may also use the online appointment page to schedule appointments for help with laptop problems.  
[www.law.berkeley.edu/library/support.html](http://www.law.berkeley.edu/library/support.html)
- Walk-in support is also available. Speak to staff in the Law Library computer lab. Priority is given to students with appointments.

Please review the Berkeley Law laptop support policy on page 9 (next page) before requesting appointment or walk-in support with staff.



If you have...		
English-language versions of Windows 7, Vista, Windows XP, or Mac OS X 10.4 and above	we will	<ul style="list-style-type: none"> <li>do everything we can to establish connectivity between your laptop and the Berkeley Law networked resources.</li> <li>Ensure that the operating system is properly configured to automatically download updates.</li> <li>Ensure that Symantec Anti-Virus is configured to automatically run LiveUpdate.</li> <li>Ensure that a host-based firewall is in place and configured correctly.</li> <li>Attempt to remove viruses.</li> <li>Advise students regarding the removal of spyware, adware, etc.</li> <li>Attempt to recover files in the event of system failures</li> <li>Attempt to diagnose faulty hardware</li> <li>Give advice on purchasing decisions</li> </ul>
	we won't	<ul style="list-style-type: none"> <li>Reinstall operating systems</li> <li>Repair faulty hardware</li> <li>Contact vendors</li> <li>Configure ISP services such as AOL, Cable Modem or DSL</li> <li>Configure wireless services for home</li> </ul>
Windows 2000	we will	<ul style="list-style-type: none"> <li>attempt to diagnose general problems</li> </ul>
	we won't	<ul style="list-style-type: none"> <li>guarantee a resolution to a given issue.</li> </ul>
Non-English-language versions of Windows 7, Vista or Windows XP	we will	<ul style="list-style-type: none"> <li>attempt to diagnose problems</li> </ul>
	we won't	<ul style="list-style-type: none"> <li>guarantee a resolution to a given issue.</li> </ul>
A PDA, smartphone, etc.	we will	<ul style="list-style-type: none"> <li>advise students of the configuration pre-requisites and attempt to verify that wireless network settings are in place.</li> </ul>
	we won't	<ul style="list-style-type: none"> <li>guarantee successful connectivity for a given device.</li> </ul>

# Remote Access

## Cal bSpace

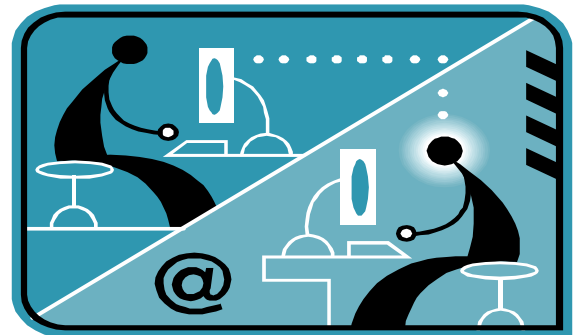
bSpace (<https://bSpace.berkeley.edu>) is the online collaboration and learning environment at UC Berkeley. bSpace provides 1GB of secure online file storage space to Berkeley Law students. bSpace provides web publishing, file storage, and file sharing through a web browser connected to the Internet. You can access your files anywhere around the world. bSpace will also host course websites and materials for your classes.

In order to use bSpace, you must be using a modern web browser (IE, Firefox, Safari, etc.) with cookies enabled.

**Please be sure to make back-up copies of all files you store on bSpace.**

### bSpace Features

- Collaborate on projects and classes using shared space.
- Create a personal website.
- Share files and folders with non-UC Berkeley users
- Back up and access important files and folders



To get started, you must:

1. Create an account using your CalNet Friendly and Passphrase at <https://calnet.berkeley.edu>.
2. Review the features of bSpace.
3. Run the Training Tool in bSpace.

⇒ bSpace **Tutorials** and an **FAQ** section are available on the bSpace website (<https://bSpace.berkeley.edu>).

## Connecting to Library Databases from Off-Campus (Proxy Server)

Many databases and electronic journals provided by the libraries at UC Berkeley, including the Law Library, are limited to computers in the UC Berkeley campus network. This is due to our license agreements with the vendors of these electronic resources. If you're not on the Berkeley campus, you will need to configure your web browser to use the Library's proxy server service. Information on this service and how to set up your browser for it can be found at <http://www.law.berkeley.edu/library/offCampus.html>.

This service is available for all UC Berkeley students. You will need your CalNet Friendly and Passphrase.

# Printing and Printers

## Print Allowance

Each student is allotted \$125 of free printing (approximately 1000 pages) for the academic year. Standard printing (non-color, single-sided) costs \$0.13 per page. Double-sided printing costs \$0.20 per double-sided page, and color printing costs \$0.75 per page. In the lab, print software keeps track of your printing and lists your current balance at the print release stations where you go to release your print jobs to the printers. If your print balance is too low for the current job you are trying to print, that print job will not go through. You can add more money to your balance once you have used up your allotment by going to <http://cal1card.berkeley.edu>. **Your account is not charged for any print jobs until you actually print them out at a release station.**

Any printing done from your laptop to the networked printers will also be charged against your allotted \$125. You can print out remote jobs at release stations in the print/scanning rooms on LL1 & LL2 and in the student center. For more information on remote printing from your laptop, see Appendix B.

Please see p. 13 for information about Lexis and Westlaw printing.

**Please note** that anything printed to the color printer will be charged at \$0.75 per page, **regardless** of whether or not the printing is in color, so please be mindful of where your print jobs are going. The lab is not responsible for crediting back pages accidentally sent to the color printer.

**Recharging your Print Balance:** Without sufficient funds in your account, you cannot release your print jobs. You can add more money or view your balance by going to <http://cal1card.berkeley.edu>. It takes 5 minutes for your account to get credited with the new funds.

## Lab and Remote Printer Locations

There are 3 different types of printers available in the computer lab and print/scanning room (LL131 and LL130): a color printer, a manual-feed printer, and two high-speed black-and-white, double-sided printers. For the black-and-white printers, there are release stations where you must “flash” your Cal1 ID card to release your jobs. Additionally, there are several other printer locations in the library and West Basement (see below).

You can release print jobs sent from your laptop at any of the 3 release station locations. For more information on remote printing from your laptop, see Appendix B.

If you cannot find your print jobs at a release station after logging in, see the lab staff in the computer lab.

### Printer Locations

- Computer Lab (Law Library: LL130)
  - color printer
  - manual-feed printer
- Printer/Scanner Room (Law Library: LL131)
  - 2 high-speed black-and-white, double-sided printers
  - print release stations for the black-and-white printers
  - 2 Lexis printers
  - 2 Westlaw printers
- LL2 Printer/Scanner Room (Law Library: LL256)
  - black-and-white printer
  - print release station for the black-and-white printer
- Student Center (West Basement)
  - high-speed black-and-white, double-sided printer
  - print release station for the black-and-white printer

### Scanner Locations

- Computer Lab (Law Library: LL130)
- Printer/Scanner Room (Law Library: LL131)
  - 2 scanners available
- LL2 Printer/Scanner Room (Law Library: LL256)
- Circulation Reserve Area (Law Library: LL1)
  - When using reserve library collection only

# Printing and Printers

## Support for Printing Difficulties

If you experience any problems while printing in the lab, consult a lab tech. You should think carefully before printing, as you will be charged for all print jobs. Pay particular attention to printing from Lexis and Westlaw. Both of these online services have their own standalone printers in the print/scanning room and you should route your Lexis and Westlaw print jobs to these printers. Any Lexis or Westlaw print jobs routed to the lab's own network printers will be charged against your account.

If your document is ruined in some way by the printer or computer (printer jam, toner has run out, etc.), you may get the ruined pages credited back to your account. Simply present those ruined pages to the lab tech, explain the problem, and fill out a "Printing Credit Form." Once submitted, the request will be considered and processed and the dollar amount will be credited back to your print balance. Please note that this may not happen immediately. If you have a particularly large request, or feel that your request was not processed, please see Thomas Lee in Room LL121 for assistance. Refunds will not be considered for non-computer/printer-related errors.

## A Note about Printing Refunds/Credits

The initial \$125 print credit you receive for the year is only a printing credit, and it is not available to you as monetary funds for other Cal1Card merchants, though it is stored on your Cal1Card. Likewise, we can only provide credits, not monetary funds, for failed print jobs and other refunds to your account. Credits will be provided after verification, as described above.

## Double-Sided Printing

To set up double-sided printing for black-and-white print jobs, click "Properties" in the "Print" window. In the "Document Options" section, check off "Print on Both Sides." Instructions for setting double-sided printing up are also posted by the printers and are available at <http://www.law.berkeley.edu/library/doubleSidedPrinting.html>.

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# Lexis, Westlaw, and Bloomberg

Lexis, Westlaw, and Bloomberg are proprietary, online, full-text document retrieval systems that permit access to state and federal cases, codes and regulations, as well as law reviews, newsletters, and selected legal texts and practice tools. Law students will be given passwords for these services during the mandatory computing orientation sessions. You will also be required to register your new passwords with Lexis, Westlaw, and Bloomberg.

To register: **Westlaw** - <http://lawschool.westlaw.com> and choose the link "Register password now!"

**Lexis** - <http://www.lexisnexis.com/lawschool/register> and fill in the required information on the site.

You will receive an email with instructions for completing your registration for Lexis and Lexis Advance.

**Bloomberg** - <http://bloomberglaw.com/activate> and fill in the prompts, making sure to use your official @berkeley.edu email address. For LLMs and Transfers, there is no Activation Code so you can leave that field on the registration page blank.

You will be able to sign up for training sessions on these systems throughout your law school career. Online tutorials and documentation can be found at

<http://www.lexisnexis.com/lawschool/>,  
<http://lawschool.westlaw.com>, and <http://bloomberglaw.com>.



If you experience any problems related to your Lexis or Westlaw accounts, please contact Michael Levy ([mlevy@law.berkeley.edu](mailto:mlevy@law.berkeley.edu)), Associate Director of Patron & Computer Services. If you need help doing Lexis, Westlaw, or Bloomberg searches, you should consult with the librarians at the Reference Desk. Lexis and Westlaw also have representatives on-site, and they list their schedules on their respective websites.

## Printing to Lexis and Westlaw Printers

Both Westlaw and Lexis documents are sent to 1 of each service's 2 printers, which are located in the LL130 – print/scanning room. Both Lexis and Westlaw offer free printing to registered law students and printing will not be deducted from your overall computer lab print balance. Please do not attempt to fill or maintain these printers on your own. Notify the Westlaw/Lexis representative on duty if there are printer problems, as these printers are staffed and maintained by representatives from Westlaw and Lexis.

Both Westlaw and Lexis have rotating file stands set up for old print jobs. If at anytime you print from home through your Westlaw or Lexis account, your jobs can be printed to the Westlaw and Lexis printers in the copy center. These files tend to be quite large and can easily pile up, so during the semester they are filed alphabetically by last name and placed in the rotating stands located adjacent to or in front of the printers. These are cleaned out every few weeks, so please be prompt in retrieving your documents or else they will be recycled.

Please **pay particular attention to printing from Lexis and Westlaw**. You will not be charged for documents printed from Westlaw and Lexis so long as you route your Lexis and Westlaw print jobs to the Lexis and Westlaw printers; however, any Lexis or Westlaw print jobs routed to the lab's own printers will be charged against your account.

**\*\*\*PLEASE NOTE\*\*\*** that Westlaw will be ending their free printing program after this academic year. There is no free Bloomberg printing.

# Computer Lab

## Lab Hours

We keep the same hours as the library, so if the library is open, we're open. Not counting holidays and such, our fall semester hours are:

Day	Hours
Monday — Thursday	8:00am — midnight
Friday	8:00am — 10:00pm
Saturday	10:00am — 6:00pm
Sunday	10:00am — midnight

For a complete schedule, visit <http://www.law.berkeley.edu/library/hoursAndDirections.html>

## Lab Policies

Absolutely NO FOOD OR DRINK is allowed in ANY of the computer lab or printing spaces. If you bring food and drink into the lab, we will have to ask you to take it away.

We must revoke your Lab Privileges if you:

- Allow another person to use your account and password
- Attempt to reconfigure the operating system of any lab computers
- Steal any hardware or peripherals from the workstations

Lab policies can be found at [www.law.berkeley.edu/library/labPolicies.html](http://www.law.berkeley.edu/library/labPolicies.html)



## About the Computer Lab

The lab is located in Room LL131 in the law library, which is located in the new South Addition. There are 23 computers in the lab, along with 1 additional lab computer downstairs in the student center in West Basement.

The computers are PCs with LCD monitors, Windows XP or Windows 7, and CD-ROM drives. A number of lab computers are set up with CD-RW/DVD-RW capability. USB ports are available on the front of most computers, and on the side of most monitors to accommodate USB keys. There are also a few Macs with similar capabilities. The lab has access to multiple high-speed HP LaserJet printers.

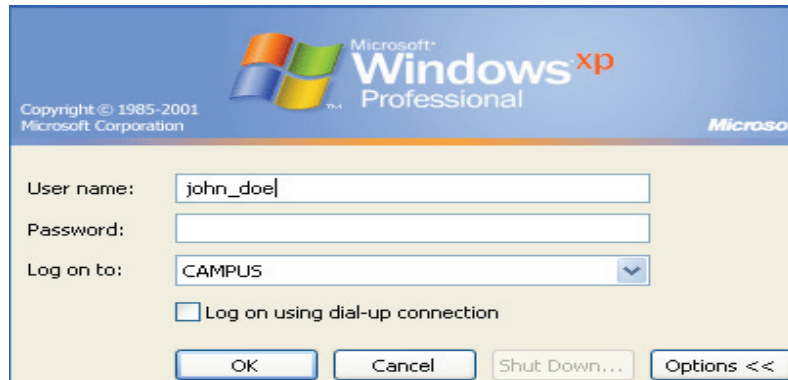
Use of the computer lab is reserved for enrolled law students only. Other UCB students and the general public may use the computers in the public areas of the library for research purposes. Printing and scanning services from these public computers are available through Cal1Card guest card system for a fee.

## Scanning and Printing

A number of "BookScan" scanning systems are set up throughout the library, including in the LL130 printing/scanning room. These are easy-to-use touchscreen systems that allow you to scan books and documents and then save them to USB, email them to yourself, or print them out (essentially allowing you to make a copy). If you encounter difficulties using these systems, please speak to a lab tech or computing staff member.

## Logging Onto Lab Computers

Generally, students log in to the computer with their CalNet “friendly” ID as the username. Their CalNet Passphrase is used as the password. When logging in, make sure the “Log on to” field says “CAMPUS” and not something else.



## Setting Up LawCat Pin Number



The Law Library online catalog (LawCat) requires a PIN number to access certain patron functions — like renewing books.

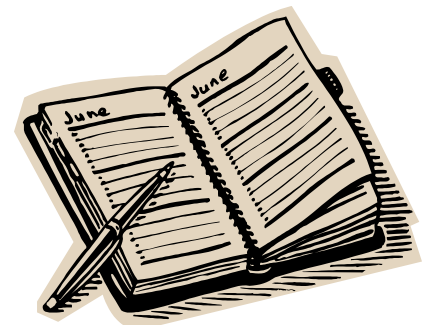
Go to <http://lawcat.berkeley.edu>, and click “My Library Account” (in righthand “Quick Links” menu.) After you log in using your Student ID number (leave PIN field blank), you will be asked to set your PIN. The next time you log in, you will use only your Student ID number and PIN number.

## Course Web Pages

Many faculty use bSpace - <https://bspace.berkeley.edu/>

to create custom web pages which can be used to :

- Post course announcements
- Add events to a course calendar
- Post the course syllabus
- Post documents and files for students to download
- Facilitate discussion through an interactive discussion board for faculty and students



## Study Room Reservations

There are three small group study rooms in the Law Library that are available for student reservations. In order to reserve these rooms, you must first create an account. Accounts are managed manually, so it may take up to 24 hours for your account to be created — make sure you create it ahead of time so you can reserve a room when you need one! The study rooms are especially popular around exam time.

<http://www.law.berkeley.edu/library/roomReservations.html>



# HELP HELP HELP HELP HELP

## Questions and Support:

- Contact [studentcomputing@law.berkeley.edu](mailto:studentcomputing@law.berkeley.edu) for help with any of your computing issues.
- Students may also use the online appointment page to schedule appointments for laptop problems:  
[www.law.berkeley.edu/library/support.html](http://www.law.berkeley.edu/library/support.html)
- Walk-in support is also available (come to the computer lab, room LL131, in the law library, or LL121 if no staff is available in the lab). Priority is given to students with appointments.

## Computing Services Staff

**Michael Levy** — Associate Director of Law Library — [mlevy@law.berkeley.edu](mailto:mlevy@law.berkeley.edu)

**Thomas Lee** — Systems Information Manager, Law Library — [tlee@law.berkeley.edu](mailto:tlee@law.berkeley.edu)

**Allison Cogen** — Systems Information Professional and Technical Support — [acogen@law.berkeley.edu](mailto:acogen@law.berkeley.edu)

**Student Lab Techs** — Computer Lab Support — LL131 Lab Tech Desk — 510-643-8794

## User and Account Services — CalNet and CalMail

### CalMail Support

email: [consult@berkeley.edu](mailto:consult@berkeley.edu)

telephone: 510-642-8500

### CalNet Support

180 Cesar Chavez Center, Lower Sproul Plaza

hours: M-F, 9am-5pm

telephone: 510-642-4126

email [calnet@berkeley.edu](mailto:calnet@berkeley.edu) or visit <https://calnet.berkeley.edu/>

## Setting Up Your AirBears Wireless LAN Connection

### Instructions for Windows 7, Vista, and XP Users:

These instructions explain how to get your PC laptop connected to the AirBears wireless network. Once you are connected and logged into AirBears, you will be able to browse the internet, print from your laptop, and use internet-enabled programs like Skype, AIM, Outlook, and Thunderbird.

These instructions are offered as a basic guide for getting your computer online. Should you need additional assistance, please visit the lab during operating hours and ask a lab tech for help.

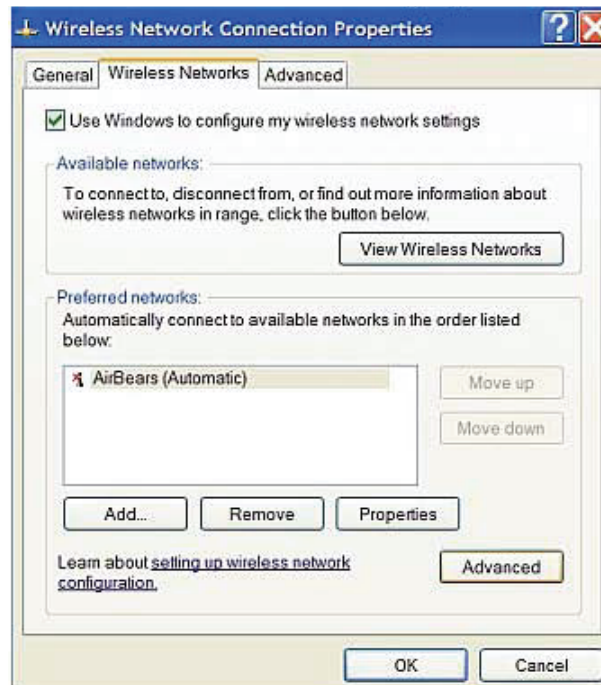
1. Go to **Start** → **Control Panel** → **Network and Internet Connections**.
2. Choose **Network Connections**.
3. Right-click **Wireless Network Connection**. Choose **Properties**.



4. Scroll Down and highlight **Internet Protocol (TCP/IP)**. Click **Properties**.



5. Choose **Obtain an IP address automatically** and **Obtain a DNS server address automatically**. Click **OK**.
6. Choose the **Wireless Networks** tab. Highlight **AirBears (Automatic)**. Click **Advanced**.

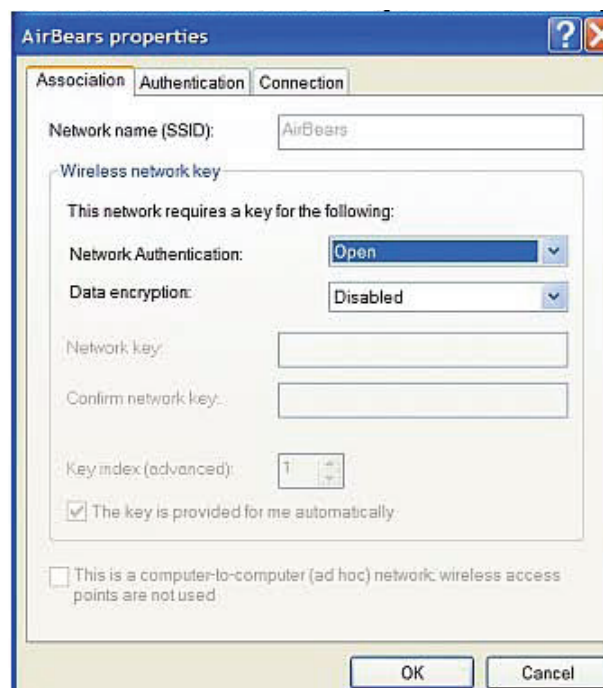


7. Choose **Access Point (Infrastructure) Network Only**. Click **Close**.

8. Highlight **AirBears (Automatic)**. Click **Properties**.



9. Set **Network Authentication** to **Open**. Set **Data encryption** to **Disabled**. Click **OK**.



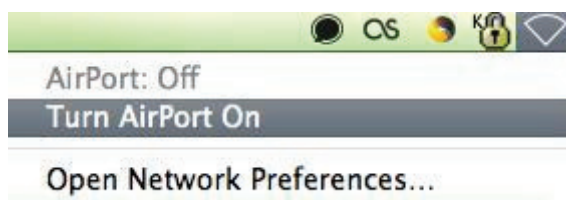
10. Close all windows.

## Instructions for Mac OS X 10.4-10.7 Users:

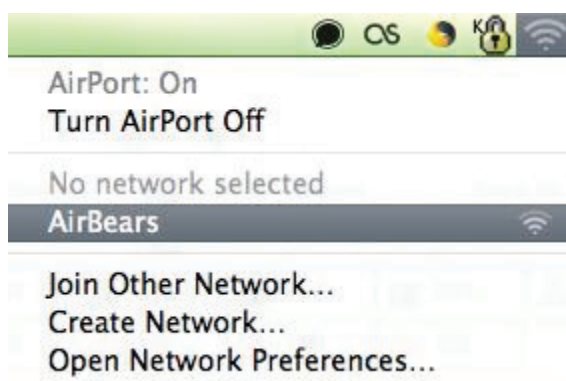
These instructions explain how to get your Apple laptop connected to the AirBears wireless network. Once you are connected and logged into AirBears, you will be able to browse the internet, print from your laptop, and use internet-enabled programs like Skype, AIM, Mac Mail, and Thunderbird.

These instructions are offered as a basic guide for getting your computer online. Should you need additional assistance, please visit the lab during operating hours and ask a lab tech for help.

1. In the upper righthand corner of your screen, click on the **Airport (wireless) icon** (looks like a quarter-circle wedge). If your AirPort is not on, turn it on.

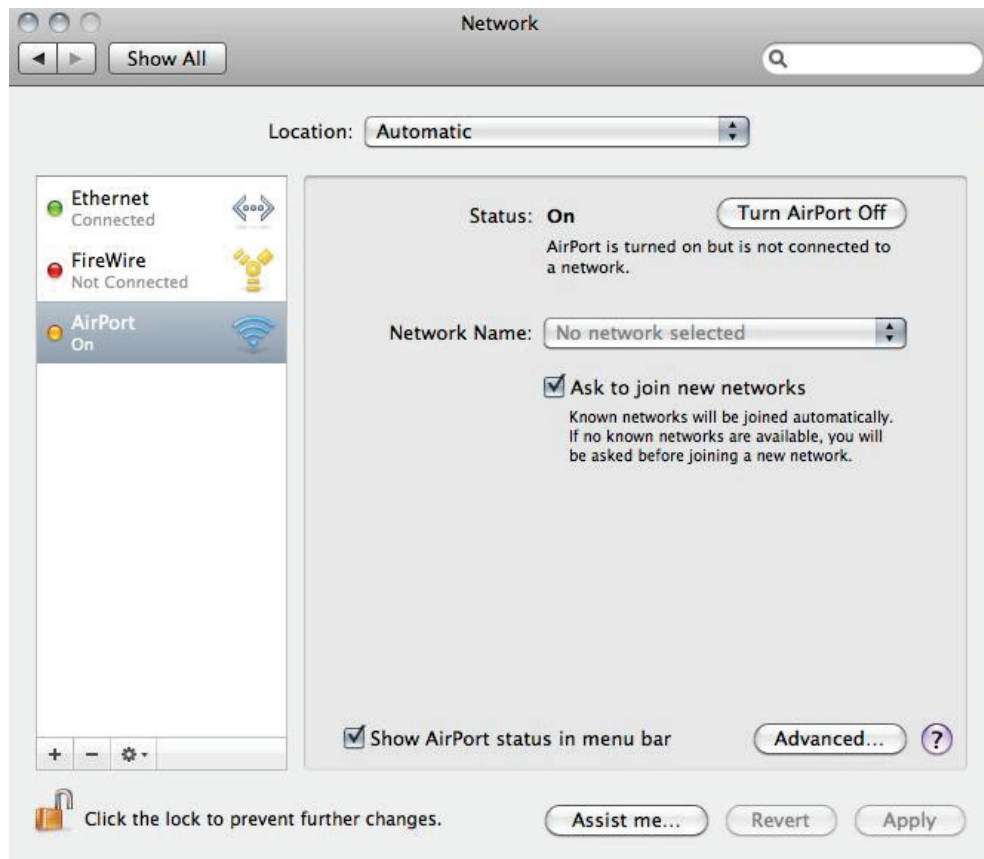


2. Select **AirBears** from the available wireless networks.

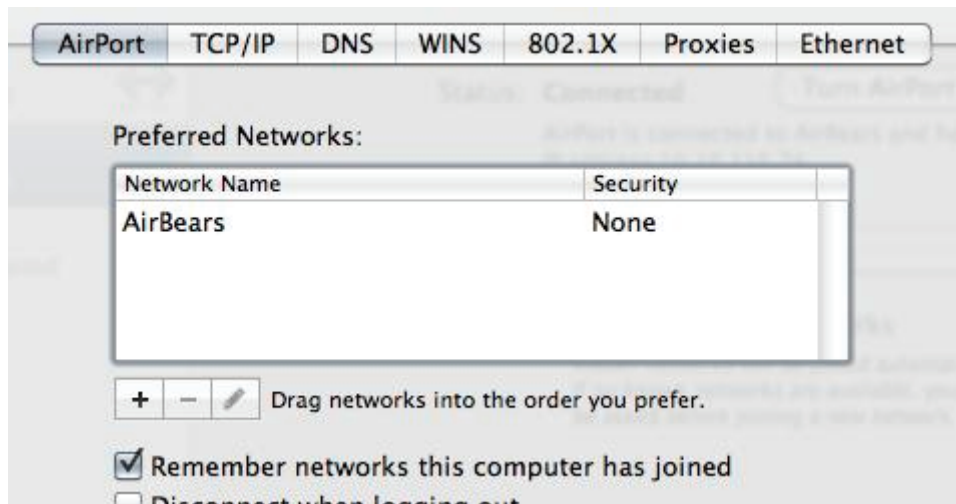


3. From the same menu, click on **Open Network Preferences...**

4. In the **Network Settings** window that appears, click **Advanced**.



5. Make sure the **Remember networks...** option is checked off. Click **OK**.



6. If you made any changes, click **Apply**. Then close the window.

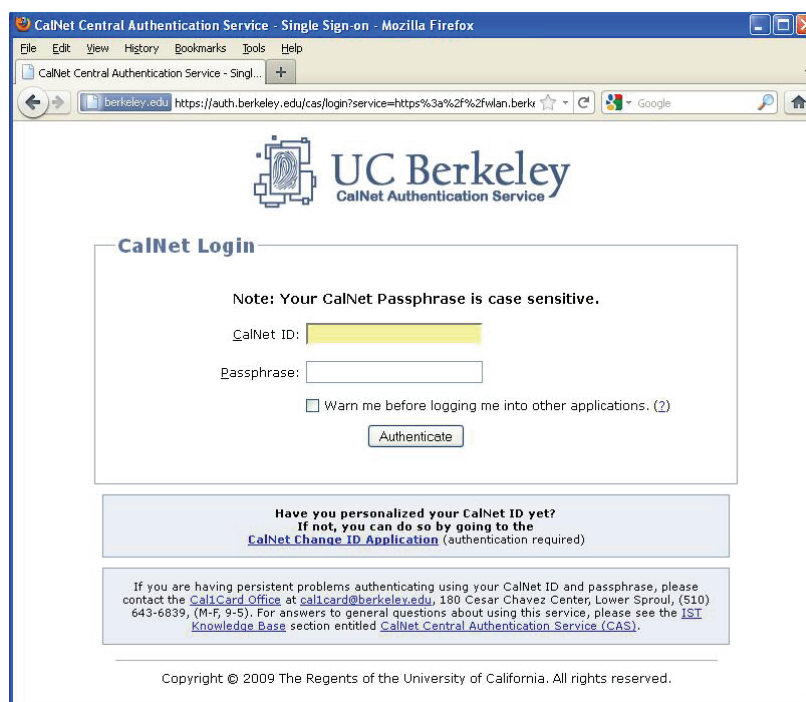
## Logging into AirBears with your browser:

Once you've connected to AirBears with your Wireless card/AirPort, you need to log into AirBears before you are granted access to the internet.

1. Open your web browser of choice.
2. On the screen that appears, click the **CalNet** button.

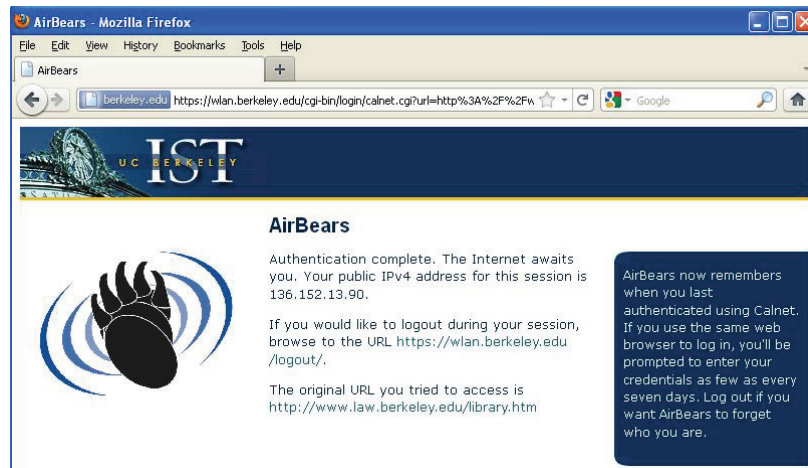


3. When the CalNet Login screen appears, enter your **CalNet Friendly ID** and your passphrase and click **Authenticate**.





4. If you have successfully logged in, you will receive an “Authentication Complete” message, which will also list your original target URL. You can click on this and proceed with your web browsing and wireless internet usage on campus.



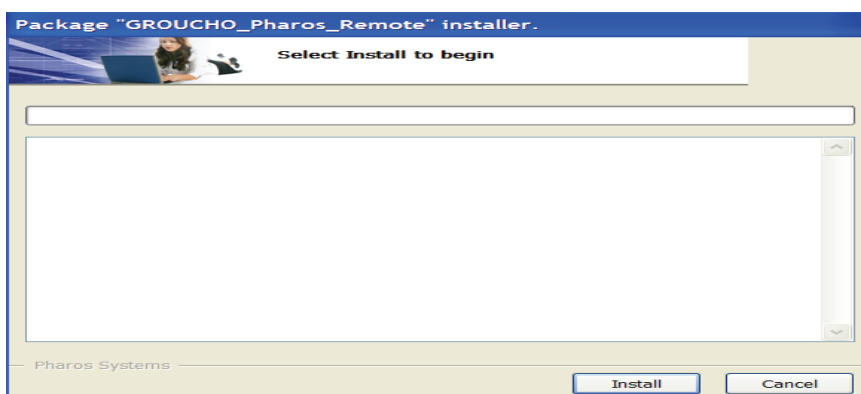
## Printing from a Laptop

### Instructions for Windows 7, Vista, and XP Users:

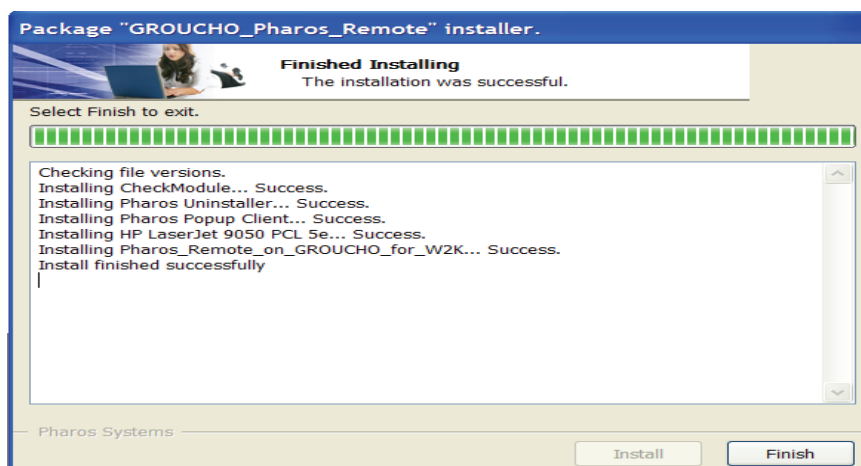
These instructions explain how to set up printing for PC laptops while on campus and connected to the wireless network. After installation, the laptop user will have the ability to send print jobs to the remote printer and pick up the documents from one of three locations in the building (computer lab, library copy center, or student center).

These instructions are offered as a basic guide for connecting your laptop computer to the remote printer. Should you need additional assistance, please visit the lab during operating hours and ask a lab tech for help.

1. Download the client software “pharosWinLaptop.zip” from  
[www.law.berkeley.edu/library/remotePrinting.html](http://www.law.berkeley.edu/library/remotePrinting.html)
2. Unzip the downloaded file, open the folder, and double-click the appropriate LAW-BandW-Queue client for your operating system (W2K = 32-bit; x64 = 64-bit; if you are uncertain which you have, consult a lab tech or member of the lab staff).
3. The package installer will pop open a window. Click on **Install**.



4. The package installer will take a few moments to install. Please wait until it completes installation.
5. Once the package installer has completed, click on **Finish**.



6. From the **Start** menu, right-click on **Computer** or **My Computer** and select **Properties**.
7. (For Windows Vista and Windows 7 only) In the **Computer, domain, and workgroup settings** section of the window that pops up, click on **Change settings**.

8. On the **Computer Name** tab, click on the **Change...** button next to **“To rename this computer or change its domain...”**
9. In the next window that pops up, click the **More...** button.
10. In the space beneath **Primary DNS suffix of this computer**, type “law.berkeley.edu” and make sure the **“Change primary DNS suffix...”** box is unchecked.
11. Click **OK** at each window to close them all. You may need to restart your computer before remote printing will work.
12. Double-Sided Printing:  
To set up double-sided printing for black-and-white printing, click "Properties" in the “Print” window. In the "Document Options" section, check off "Print on Both Sides." Instructions for setting double-sided printing up are also posted by the printers and are available at

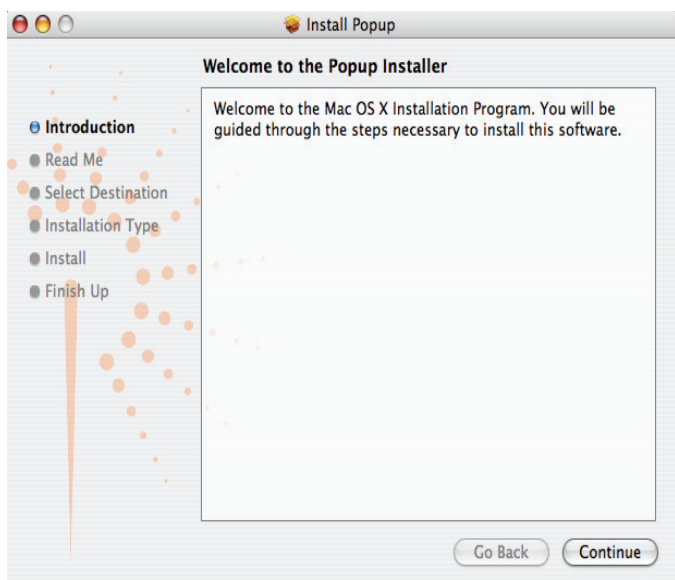
<http://www.law.berkeley.edu/library/doubleSidedPrinting.html>.

## Instructions for Mac OS X 10.4 – 10.7 Users:

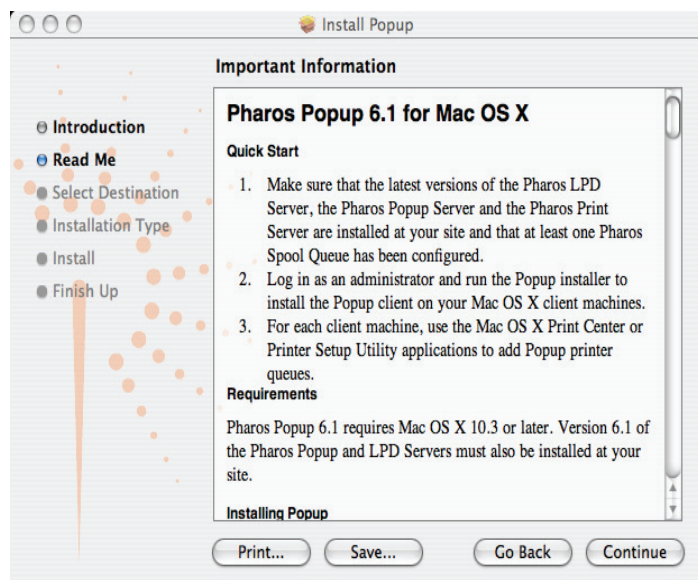
1. Log into the Macintosh laptop using an administrator account.
2. Download the client software, *Popup.dmg*, from [www.law.berkeley.edu/library/remotePrinting.html](http://www.law.berkeley.edu/library/remotePrinting.html)
3. Double-click the downloaded file “Popup.dmg” to create a new disk image in Finder. This disk contains the Popup 8.1 installer.
4. Double-click the installer <Popup.pkg> to run it.



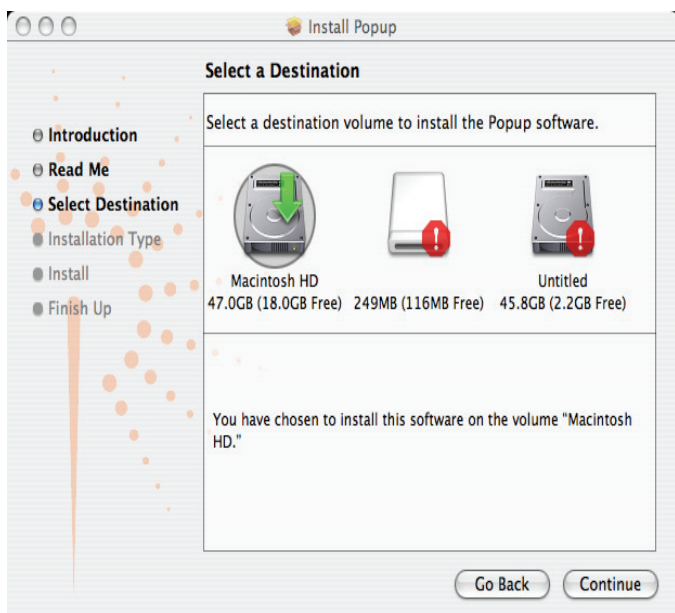
### 5. Click **Continue**



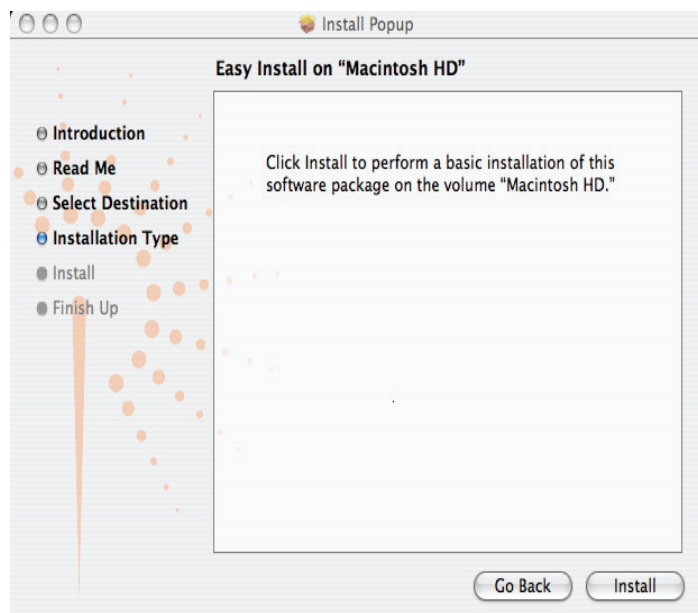
### 6. Click **Continue**



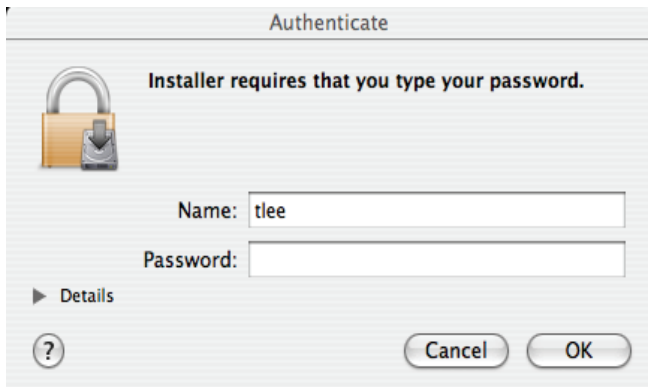
### 7. Choose **Macintosh HD** and Click **Continue**



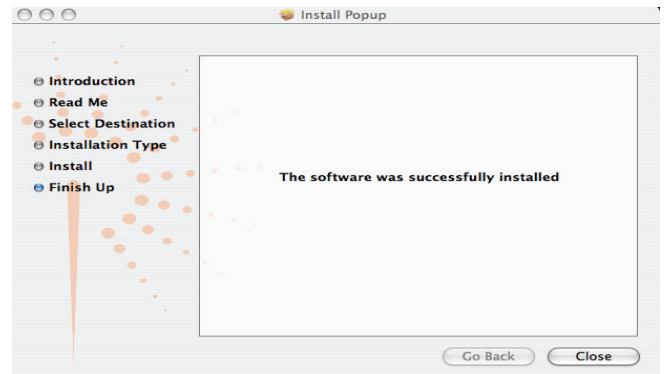
### 8. Choose **Install**.



9. You will be asked to authenticate yourself as an administrator



10. Choose **Close**



11. Restart your computer.

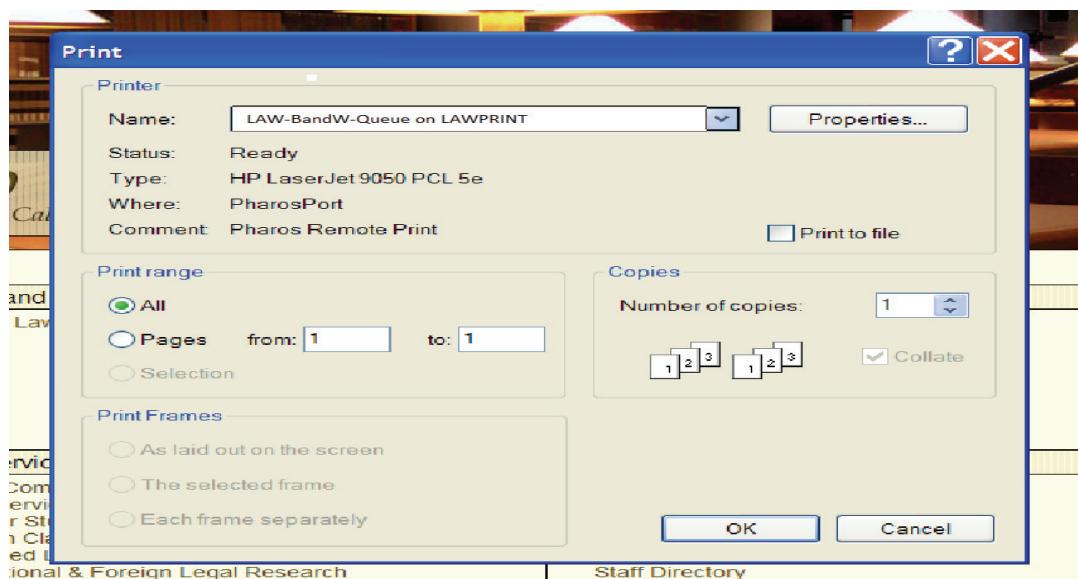
## Choosing your printer and printing:

When you print from any application on your laptop, your default printer will be used. If you wish to use a printer other than the default, you may select another printer from the applications print window.

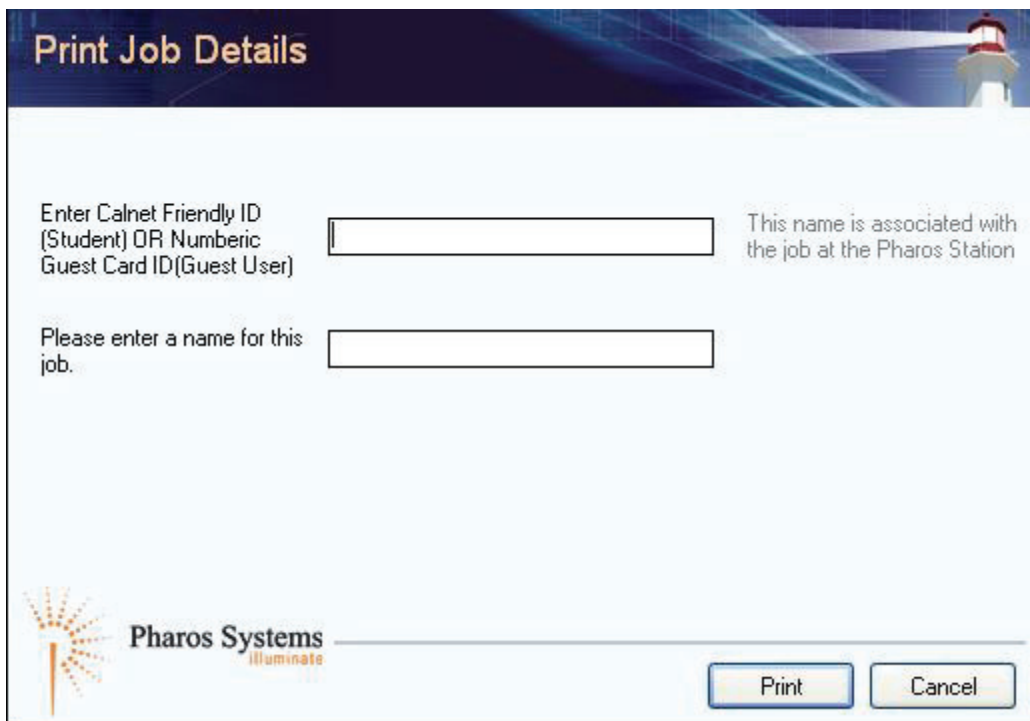
1. Go to the **File** menu and select **Print**. The print window will open.



2. Click on the down arrow next to the default printer and a pop-up menu will open showing all of the printers in your printer list
3. Select the **LAW-BandW-Queue on LAWPRINT** printer and then click OK.




4. The next window prompts for your CalNet Friendly ID and the document name you wish to give this print job. Enter your information and click **Print**.

The image shows a software window titled "Print Job Details". The window has a dark blue header with a lighthouse graphic on the right. Below the header, there are two input fields. The first field is labeled "Enter Calnet Friendly ID (Student) OR Numeric Guest Card ID (Guest User)" and has a text box next to it. To the right of this field is a note: "This name is associated with the job at the Pharos Station". The second field is labeled "Please enter a name for this job." and also has a text box next to it. At the bottom left is the "Pharos Systems" logo with the tagline "illuminate". At the bottom right are two buttons: "Print" and "Cancel".

**Print Job Details**

Enter Calnet Friendly ID (Student) OR Numeric Guest Card ID (Guest User)  This name is associated with the job at the Pharos Station

Please enter a name for this job.

 **Pharos Systems** illuminate

5. You may now proceed to a print release station to retrieve your print job. If your print job is not listed when you get there, see the lab staff on duty for help.



## Directions to the Computer Lab and Main Printer/Scanning Room

When you come down the stairs and enter the Law Library, you will be facing the Reference Area/Patron Services desk.

Turn RIGHT at the Reference Area.



Walk down the hall past the study rooms. The Computer Lab, LL131, will be on your right.



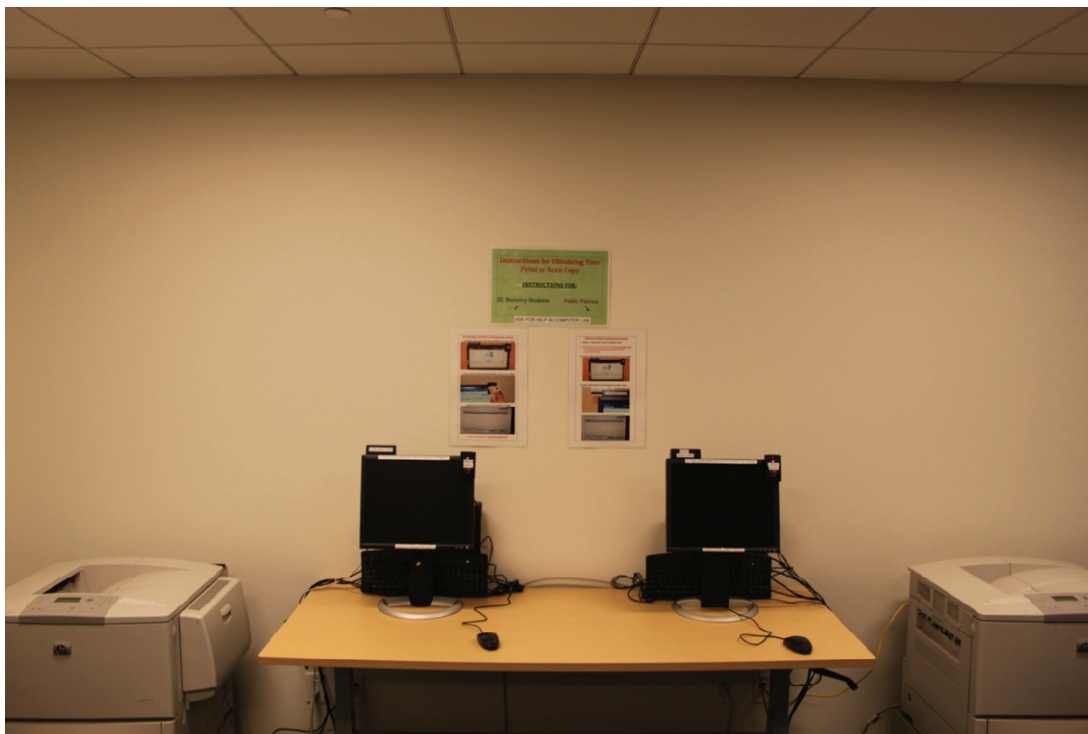
The main Printer/Scanner Room, LL130, will be on your left.



## Using the Print Release Stations and Scanners

When you print anything to the black-and-white printers, they enter a “print queue” and you need to “release” the jobs at one of our print release stations in order to actually print them out. There are release stations located in the main Printer/Scanner Room, LL130, on LL2, and in the West Basement Student Center.

To print out your print job(s), you first must walk up to one of these release stations.

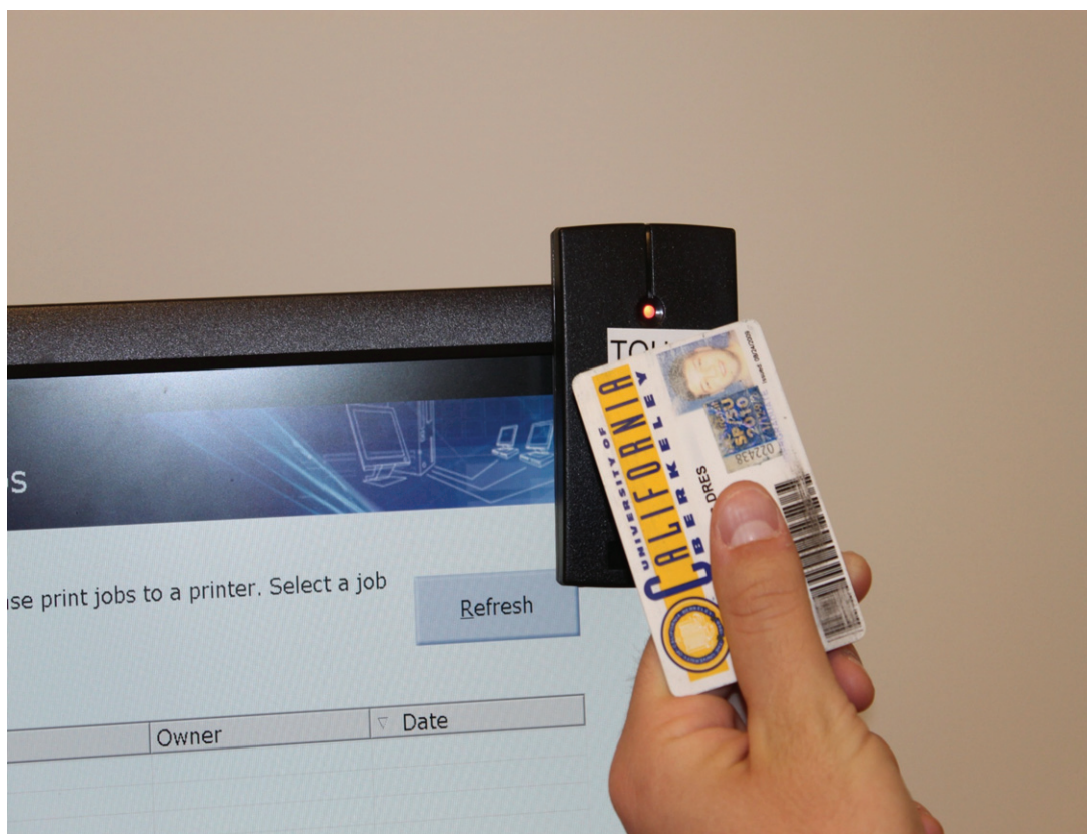


If the monitor is dark, jiggle the mouse to wake it up. You'll see a screen like this.

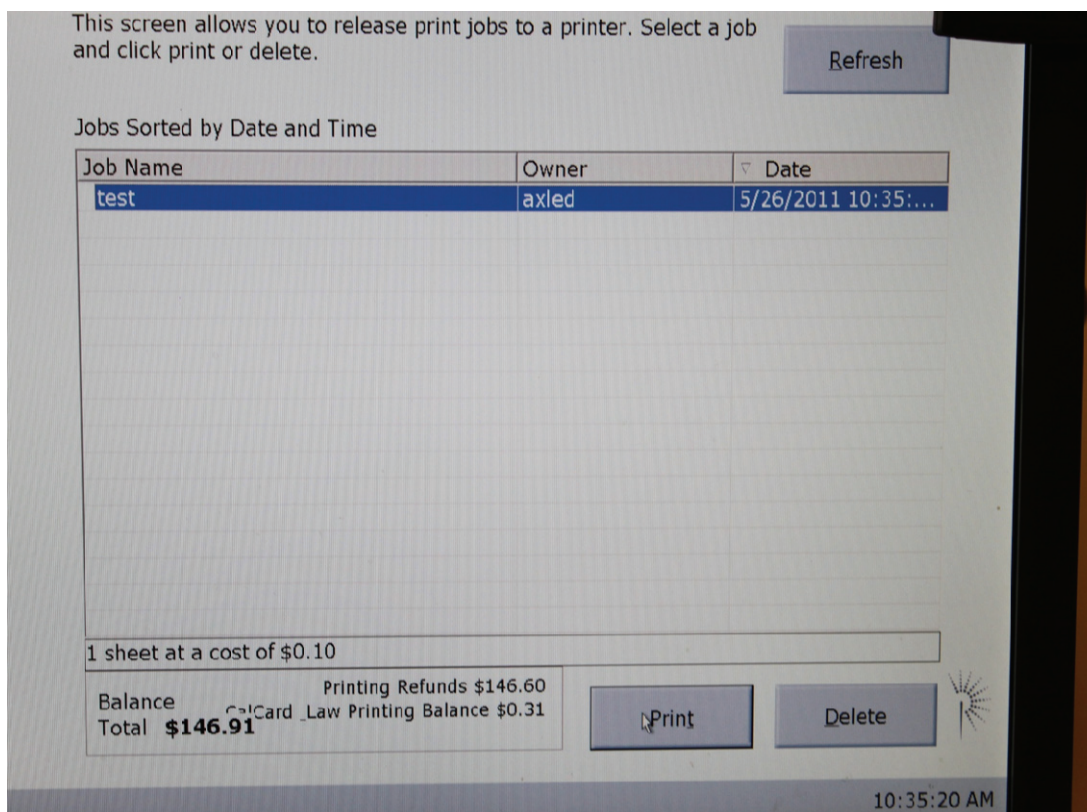




Hold your card up and “flash” it in front of the card reader that says “TOUCH UCID” and wait for the beep that indicates a successful card authentication.



The screen will show a list of your print jobs. Your print balance is in the lower left corner.



The BookScan scanners are very easy to use. If the screen is dark when you walk up to one, touch the screen to wake it up. Then simply follow the on-screen prompts. You can email scans to yourself, save them to Google Documents, save them to USB, or print them out using your standard print allotment.

