

# Yale School of Art Digital Technology Office Information

Online: <http://art.yale.edu/DigLab/>

Email: [art.help@yale.edu](mailto:art.help@yale.edu)

Phone: 203-432-9120

Edgewood Email: [sculpture.help@yale.edu](mailto:sculpture.help@yale.edu)

The Digital Technology Office is open Monday – Friday from 8:30am – 4:30pm. The Digital Technology Office supports labs, equipment loans, and student/faculty digital needs throughout the School of Art. This guide is meant to highlight a few of the many resources at the Yale School of Art and help you get acclimated as you begin the semester.

## COMPUTER LABS AT THE SCHOOL OF ART

The School of Art Digital Labs consist of Macintosh®-based facilities for undergraduate and graduate students enrolled in classes at the School of Art. Many of the labs are setup on Active Directory, requiring users to login with their NetIDs and Passwords. **Be sure to always logout before leaving a lab computer.** Below is a list of the various lab resources at the School of Art:

**All School Lab:** The All-School Digital Lab is equipped with fifteen Intel iMac i3 computers, scanners, tablets, and two Canon laserjet printers. This lab is for all art school students to use (graduate or undergrad, in any department). It is located in Green Hall on the second floor Rooms 209 and 210.

**Painting and Printmaking Lab:** This is for graduate painting students only, located in the basement of the Painting building (353 Crown Street).

**Graphic Design Lab:** This lab is for graduate graphic design students only, located in the graphic design atrium in Green Hall Room 111. Laser printers are located upstairs in the graphic design loft.

**Edgewood Lab:** This lab is located on the basement level of 36 Edgewood, room 23.

**Photography Lab:** This is for graduate painting students only, located in the basement of Green Hall.

The graduate facilities include wide-format inkjet printers, 11×17 scanners, and additional equipment based on the needs of the students in the department. Supplemental equipment includes laser-printers, video-editing stations, and slide scanners. All students who work digitally are expected to have their own portable hard drives to store personal work.

All computer facilities are available to students twenty-four hours a day; departmental access is required for some labs. In the 2011/2012 academic year, all labs run Mac OS X 10.6.8. The standard School of Art lab computer configuration includes Adobe CS5 Master Collection, Final Cut Studio 3, Final Cut Pro X, and Microsoft Office 2011.

The labs are supported by digital technology team members and some have additional student monitor support.

## NETWORKING

### 1. Ethernet

Registration: At the beginning of each school year, all students must register every computer they intend to use on the Yale wired or wireless network. This registration takes up to 30 minutes to be processed, and until you have registered a machine no websites outside of yale.edu will work.

1. Make sure that your computer is connected to an active ethernet wall jack, or properly configured for wireless.
2. Go to <http://www.yale.edu/netreg/>
3. Click on the Register Student Network Connection button and log in with your NetID and password
4. Click Register a New Computer
5. Enter your Ethernet Hardware Address. If you do not know how to find it, click the link on the site for instructions
6. Campus Location is Professional School–School of Art.
7. Fill in the rest of the fields and click 'I agree'

Once registered, the wired networking requires an ethernet cable and a free ethernet port. Make sure that the cable is plugged into your computer and the wall firmly (usually you will hear a click.) Also make sure that it is plugged into the larger of the two wall jacks, the one with a red computer symbol on it. If, after some testing, it appears that your ethernet wall jack is inactive, then email [art.help@yale.edu](mailto:art.help@yale.edu) to have the port activated or repaired.

### 2. Wireless

Recommended wireless internet access is through available through a network called Yale Secure. This is a secure network, requiring login using your student NetID and password. Yale Guest is a nonsecure Yale networking option, which does not require login usernames or passwords; however, you will have limited access to secure Yale sites using this networking method. Most of campus (and most libraries) offer Yale wireless network access.

## PRINTING

Laser printers, found in each of the graduate departmental computer labs, as well as in the All School Lab (Green Hall, Room 210) use a pay-per-print system known as Uniprint. Students can send print jobs from any lab or personal computer to their nearest Uniprint station, where prints jobs can be released to print via NetID login or card swipe. Students can update their printing accounts at <http://www.yale.edu/uniprint>

Large format printers can be found in each of the graduate departments, as well as in the undergraduate Graphic Design lab.

Instructions for how to set up printer drivers and connections are at <http://art.yale.edu/printingfaq>

If you notice print quality problems, printer errors or paper jams please contact [art.help@yale.edu](mailto:art.help@yale.edu) and include as much detail about the location, type of printer, error and situation as possible.

## **EMAIL**

When you configure your email program of choice, you should use the following information:

**Username = Your NetID**

**Incoming Mail Server = NetID.mail.yale.edu**

**Outgoing Mail Server = mail.yale.edu**

If you have questions about email, <http://www.yale.edu/its/email/> is the first place to look for answers. This site provides instructions for configuring all major Windows PC and Mac email clients, backing-up your email, setting-up vacation email and spam filters, and managing your pantheon space and net id.

Access to a web-based version of your email is available at <http://www.mail.yale.edu>

While the web-based email can be helpful, especially while traveling, we recommend that you utilize a more permanent solution (such as Apple Mail, Thunderbird or Outlook) whenever possible.

To manage your disk usage, forwarding, vacation and other account settings, use:

<https://config.mail.yale.edu/>

Email has a limit for sending files, so in order to move larger files you can use this file transfer tool:

<http://transfer.med.yale.edu/>

## **EQUIPMENT LOANS**

The Equipment Loan room is located in Green Hall, Room 215. When you sign out equipment from the School of Art you agree to bring it back at the date specified or pay a fine for a late return.

Official hours for equipment loans are:

Monday – Friday: 12pm – 4pm

Official hours for equipment return are:

Monday – Friday: 12pm – 4pm.

All equipment must be signed out and returned to Green Hall, room 215 before 4 pm so that the equipment can be checked for damage or loss. Equipment returned late will be subject to a late fee. Extensions on borrowed equipment can be granted, but are dependent upon supply and demand. Contact Digital Technology Office staff for extensions. Refer to the Digital Technology Office Borrowing Rules for details regarding borrower privileges, late fees, and equipment loans.

Requests for extensions or equipment return outside of posted hours must be made in advance with the Digital Technology Office in writing. Priority for all equipment goes to gallery shows first, then to class use, then to individuals.

A catalog of our inventory can be accessed online:

<http://art.yale.edu/DigLab>

Borrowers can use this catalog to review equipment availability, schedule equipment reservations, and review equipment specifications.

## **ART SERVERS**

The Yale School of Art currently has two servers up for the use of students and faculty. Bert and Ernie can be used to store backups, present active web content, and transfer files. Please contact Johannes and Anahita if you would like an account.

Additionally, anyone with an active Yale NetID (a working email account at Yale) has access to the Pantheon server. This server can hold 500MB, counting space that your email account uses, and so should only be used for file transfers or small websites. Use the menu on this site for information for either Windows or Macs about Mounting your pantheon drive or web publishing on the Pantheon servers:  
**<http://pantheon.yale.edu/help>**

Bert is available at: **[bert.art.yale.edu](http://bert.art.yale.edu)**

Bert is our primary server for student and faculty storage and web publishing. Many use it for making files available to other students, for collecting group projects, or for web sites.

## **CALENDARS**

School of Art calendars are available on a subscription basis to all School of Art students and staff.

To subscribe to the All School calendar in iCal, use the following URL:  
<webcal://art.yale.edu/ical/allschool.ics>

The All School calendar can be viewed online at the following URL: <http://art.yale.edu/Calendars>

Graduate students wishing to subscribe to their respective departmental calendars can contact their departmental administrators for instruction:

Graphic Design/Photography:  
Patsy Mastrangelo  
[patsy.mastrangelo@yale.edu](mailto:patsy.mastrangelo@yale.edu) (432-2622)

Painting/Sculpture:  
Kris Mandelbaum,  
[kris.mandelbaum@yale.edu](mailto:kris.mandelbaum@yale.edu) (432-9109)

## **DIGITAL MEDIA CENTER FOR THE ARTS**

The Digital Media Center for the Arts (DMCA) located at 149 York St, provides students with intermediate and advanced level graphics and video based workstations and associated imaging hardware. Video, photo and audio production equipment is also available for short-term loan.

All DMCA users also receive accounts on the DMCA Media Net: <http://medianet.its.yale.edu/> a repository of downloadable stock media elements for use in class work.

## **PERSONAL COMPUTER REPAIRS**

**The Digital Technology Office staff does not repair or service personal computers for students, faculty, or staff;** however, we are happy to refer students and faculty to service resources outside of the Yale School of Art, in the greater New Haven area.

## **CONTACT INFORMATION**

### **Green Hall Digital Technology Office:**

Johannes DeYoung & Anahita Vossoughi

1156 Chapel St, Room 208

203-432-9120

[art.help@yale.edu](mailto:art.help@yale.edu)

### **Edgewood Digital Technology Office:**

Sandra Burns

36 Edgewood, Room 111

203-764-0477

[sculpture.help@yale.edu](mailto:sculpture.help@yale.edu)