

UW Law School Computing Services

Computing Resources and Guidelines for Visitors

This document provides information about the computing resources available to UW Law School visitors, and details important policies that should be considered prior to their arrival on campus. Questions or concerns about this information should be directed to the Law School computing help desk (Lawhelp) via the contact information presented below.

Use of Law School Computer Equipment

Classroom Computers

A desktop computer is available at the instructor's lectern/podium in each classroom on the first floor, and offers full, secure access to the internet. Each system has a CD/DVD drive as well as accessible USB ports, making it easy to load your files or presentation materials onto the computer.

We recommend that, whenever possible, the classroom desktop computer be used for presentations instead of a personally-owned or non-Law School computer.

The classroom computers are part of the managed, secure Law School computing environment, and are easier for support staff to troubleshoot in the event of a technical problem.

Standard Software

The following software is available on all classroom computers:

- **Operating System:** Microsoft Windows XP Professional with Service Pack 2
- **Business/Productivity:** Microsoft Office 2003 (includes Word, Excel, PowerPoint, Access, FrontPage), Adobe Acrobat Reader
- **Web Browser:** Internet Explorer version 6.0, Mozilla Firefox
- **Web Browser Applications:** Macromedia Flash and Shockwave players, Real Networks' Real Player version 10, Apple QuickTime, Windows Media Player
- **File Transfer:** SSH Communications' SecureFTP
- **Virus Protection:** McAfee Viruscan 7

If you will be using a classroom computer during your visit, and need software other than that mentioned above for a presentation or other instructional purpose, please contact lawhelp@u.washington.edu **two weeks prior to your visit**. This advance notice is required for Computing Services to be able to appropriately service your request.

Audiovisual Equipment

A detailed list of the AV equipment available in all William Gates Hall classrooms is available from the Law School website at:

<http://www.law.washington.edu/ResourceCalendar/RoomDesc.asp>

Use of Non-Law School Computer Equipment

Presentations

Visitors to the Law School are welcome to use their personal laptop computers as **standalone (non-networked) devices** for presentations or other uses of available classroom technology. Assistance with setting up a laptop to work with the overhead projector is available.

Internet Access

For security purposes, it is prohibited to connect a non-Law School computer to the UW network by any means other than a wireless connection.

The Law School's wireless network supports hardware rated for the 802.11a, b, and g standards. Since Computing Services cannot loan wireless network adapters, **please be sure your system is equipped with properly functioning wireless hardware before your arrival.**

In order to access any websites or network resources located outside of the University of Washington, a network user account (called a UW NetID) must be established for your use. Please notify your Law School host/contact of this need **one week prior to your visit**, so they may contact Computing Services to have a UW NetID created for you.

Network Security

If using a Windows operating system, we **strongly** recommend that you fully update your computer with all available Windows security patches, as well as protect your system with up-to-date antivirus software **prior** to using the Law School's wireless network (contact your network administrator or technical support help desk for more information).

It is not uncommon for an unpatched system on the UW network to be compromised in less than five minutes. The University of Washington's Network Operations Center will revoke the access of any system that impacts the stability and health of the UW network, underscoring the need to properly secure your system ahead of time.

Questions or concerns?

Please contact the Law School's computing help desk between the hours of 8AM and 5PM, Monday through Friday:

Email - Lawhelp@u.washington.edu

Phone - Campus extension 6-HELP (206-616-4357)

Office - William Gates Hall 223

Website - <http://www.law.washington.edu/Computing/>