

The Hilvert Group Computer Guide (Version 2.3)

GOLDEN RULES:

Backup all your data to your server folder!

Never save music or movies in your private server folder!

Put all thesis and groupmeeting presentations immediately on the archive!

Login:

Access to our group server deepblue requires personal login. You will get your login-name (8 letters) and password (8 characters including numbers and letters) from the server administrator¹. If you want to change the password, come to the administrator¹. The new password must have exactly 8 characters including upper and lower case letters and numbers for maximum security.

Login to lab computers is usually done with the username "hilvertg" and password: "glee1".

Please log out when you are done with the computer, so your data will be save and others can use the computer. Do **not turn off the computers** since updates of the operating system, the virus scanner and sometimes backups are made over night.

Laptops:

Talk to the network administrator² **before** you connect your laptop to the Network. PhDs, PostDocs and permanent co-workers get a private IP and can map the following network drives:

\\deepblue.ethz.ch\"user"	(private server folder)
\\deepblue.ethz.ch\"software	(large software database)
<a archive"="" href="\\deepblue.ethz.ch\">\\deepblue.ethz.ch\"archive	(old thesis, presentations, pictures...)
<a group"="" href="\\deepblue.ethz.ch\">\\deepblue.ethz.ch\"group	(shared content)
\\deepblue.ethz.ch\"music	(music)

The "\music" share is the only place to put music because unlike your private folder it is not backed up. Always pay attention that your server folder does not grow unreasonably large. Ethernet cables are available at the "Schalter" for free. **You are required to apply all updates available for your operating system ASAP.** Past experience shows that without a firewall, an up-to-date virus scanner and all operating system updates installed you get hacked for sure in just a few months. And please do not work under the administrator account and **give the administrator account a password!**

There is also a wireless connection available in the group room which can be setup by the network administrator².

Network Settings:

IP: *ask the network administrator*²
Subnet: 255.255.254.0
Gateway: 129.132.232.1

DNS1: 129.132.98.12
DNS2: 129.132.250.2
Wins: 129.132.235.30

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You MUST have a firewall and a virus scanner. Laptops are otherwise not supported. Software is available from the Group folder on Deepblue under “\software”. The serial numbers for the programs can be found in the “all-Ser-No_20xx.txt” file in the same folder.

E-mail:

PhDs, PostDocs and guests will get an e-mail address of the type: last_name@org.chem.ethz.ch from the e-mail administrator².

The name of the mail-server is “mail.ethz.ch”, this is also the url of the web-access. On this website you can change the password and other settings e.g. set a forward.

The **group mail address** is hilvert-group@ethz.ch.

Programs:

New programs on lab computers can only be installed by the software administrator³. If you do not find something or need some other program, please ask.

We do have several databases like Reaxys, Web of Science or SciFinder. More information on how to use them can be obtained at <http://www.infochembio.ethz.ch/>.

Printers:

In Windows, go to...

- Add printer
- Local printer
- Create new port, standard TCP/IP
- IP address: written on the printer
- Choose a printer model that comes close to the name of the printer (Kyocera driver is found on \\deepblue.ethz.ch\software\printer)

Server:

All important data has to be saved on the Server (deepblue.ethz.ch). Data on the server is backed up every night to two different locations and can be considered to be safe. Data saved locally on lab computers will be deleted without prior notice and **can not** be recovered if something happens to the computer! It should therefore be considered as not existent. Your private server folder is backed up incrementally every day. That means you can restore different versions of your files up to one week old in case you accidentally destroyed something. These backups are accessible with an sftp client (e.g. Filezilla) in the following folder on deepblue:

```
/mnt/prov3/home_snapshot/daily.0/localhost/mnt/t6100/home/'username'
```

The folders daily.0 to daily.6 contain the versions from every day of the last week.

Before you leave the group make sure you put **all** the data to the appropriate folders (**mainly archive**), and **delete all files on deepblue that won't be needed by anybody else later** (private files, your e-mail

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folder, drafts of your papers and thesis...). Obtain a signature from the server admin¹ confirming that you cleaned up your folder. If you do not do so you will have to pay your Schalter bill yourself.

Folders on Deepblue are only mountable when you are in the ETH network. You can pretend to be in the ETH network by using the VPN (virtual private network) client offered by ETH (www.vpn.ethz.ch). This tool is also very useful to use other ETH resources from home, like many databases.

You can also access the filesystem on deepblue via sftp (for example, to recover backups). To use FileZilla, download the program from the internet, install it, click on 'site manager', add 'new site', as host: deepblue.ethz.ch, as servertype 'SFTP over SSH2', logontype 'normal' and as username/pwd your standard login/pwd for deepblue.

Finally, for all the new people: peer to peer software (downloading movies, music) is forbidden and monitored by us and the ETH so please do not use it!

ExpeReact (www.inventory-loc.ethz.ch):

All Chemicals can be ordered by ExpeReact, our chemicals ordering and storage program. If you order a chemical via the inventory, it will get a barcode and will appear in the program. Please "empty" the bottle in the program when it is finished so the database will contain only the chemicals that really exist. The login name is your last name, there is no initial password. Talk to the person² responsible for ExpeReact to set up your account. Students do not get an account. The chemicals are updated once a year by scanning all the barcodes (everybody scans his/her chemicals). If you did not keep track of your chemicals this will be a big mess.

Homepage of the Group:

The Hilvert Group website is located at www.protein.ethz.ch. If you want any changes please contact the server admin¹. Every new group member is asked to give a picture of him or her to the admin¹ for the "people" section on the webpage.

Intranet:

You access the intranet on the group homepage with login hilvertg / pass glee1. There you find for example some important documents (groupmeeting schedules...) and the reservation system:

For the most important instruments, there is a reservation system online, which can be found at <https://www.protein.ethz.ch/instruments/>. Reservation is obligatory at any time so we can trace back eventual instrument failures. Reservation is done with your personal 'deepblue' login. Note: this website is behind a secure server which is only accessible from within our group!

Please cancel time slots you do not use!

Please follow the rules regarding HPLC/LCMS as also written on the 'instrument reservation' website and in the manuals/tips, located at <https://www.protein.ethz.ch/instruments/manual.shtml> (again note the 's').

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