

Dear All,

My name is Matthew Newman, and I maintain the computer lab and AV equipment at the University of Washington Rome Center. I would like to summarize the facilities and equipment that are available for student and faculty use at the Rome Center, so you'll have a good idea of what to expect when you arrive, and so you can plan and pack appropriately.

### **Student Computer Lab and Library**

The student computer lab and library is located on the fourth floor of the Palazzo Pio. The two facilities are combined in one room that houses books, tables for work and study, and computer workstations. The lab is funded by UW Student Tech Fee funds and is open to students only; other computers are provided for faculty. The equipment is all funded through the Student Tech Fund and all students who visit the Rome Center contribute to the fund.

I would like to refer students to our own website address for the catalog, as it encourages them use the address; they may also see other helpful info here: <http://db.lib.washington.edu/uwrc/>

All students are assigned a login name specific to the Rome Center computer lab that is required for access to the workstations. There are a total of 16 desktop workstations for student use (7 PCs and 9 Macs). Academic computer work takes absolute precedence in the lab when there are students waiting. This means that students who are on a computer to check e-mail or browse the web may be asked to give up their seat to another student with work to do.

Computer lab hours are posted a week in advance, and the lab is often open in the early evenings and one weekend day per week. It is always open Monday to Friday, from 8:45 AM to 5:00 PM.

Laser printing is available in color and black/grayscale for a per-sheet charge. The rates are as follows:

A4 size paper (similar to US Letter):  
15 euro cents for black/grayscale  
75 euro cents for color

A3 size paper (11.69" x 16.54"):  
30 euro cents for black/grayscale  
1.50 euro for color

Note that there is no plotter in the computer lab, but several nearby print shops offer plotter service.

Here is a list of the computers and peripherals that are in the student lab:

6 Apple iMac workstations

3 Apple PowerMac G4 workstations

6 Dell Optiplex PC workstations

\*Both systems have Adobe CS2 applications, SketchUp, Microsoft Office, and the UWICK applications. PCs have additional architecture-specific applications, including Architectural Desktop and AutoCAD.

2 Epson scanner, A3-size

2 A4-size scanners

1 Nikon slide scanner

1 HP LaserJet 4100 black/grayscale printer

1 HP Color LaserJet 5500 color laser printer

1 Dell PC dedicated to the UWRC library catalog

We also have some portable devices available for student check-out. This equipment is intended to be used on specific projects within the academic program. Students will be required to sign a form acknowledging responsibility for the item's care.

For check-out for student projects / field trips:

1 Dell laptop.

1 Toshiba tablet PC

4 Apple PowerBook laptops.

1 Canon MiniDV video camera

1 Canon digital SLR

1 Epson portable video projector

In addition to Lab printing we have 2 Epson Stylus R1800 (photo quality) inkjet printers available for programs to check out. The Rome Center cannot provide the inkjet cartridges for these printers so if your program would like to make use of the printers it would be prudent to buy the cartridges in the U.S. prior to departure, please find a list of the Epson cartridge codes below;

T0544, T0543, T0542, T0541, T0540, T0547, T0548 and T0549.

### **Faculty Lounge and Computer Lab**

A separate room is provided in the Rome Center on the third floor exclusively for faculty. It contains two Dell PCs and two Apple PowerMacs for use by faculty and teaching assistants. The computers in the faculty lounge are mainly used for internet and MS Office tasks. The two faculty PCs have Adobe CS applications and MS Office 2003. There is a black/grayscale laser printer, as well as a color inkjet printer connected to these computers.

Faculty are encouraged to bring their laptop computers to the Rome Center, with which they may use the wireless internet service as well as the printers in the faculty lounge. Faculty may also plug in their laptops to the network at a dedicated workspace in the lounge.

The faculty photocopier is also located in the lounge.

## **Wireless Internet Access in the Rome Center**

All three floors of the Rome Center have wireless routers, allowing faculty and students with portable computers to connect to the internet when they are in range. Please note that thick walls in the Palazzo Pio prevent the wireless signal from reaching some parts of the building, including faculty and student apartments. Students may bring their own laptops to work in the library and their designated classroom where wireless access can be found. Wireless access is also available to the faculty in the lounge, and the range extends into the tower area of the third floor.

### **Important note on wireless access:**

The wireless networks use WPA password protection and encryption. Your computer and wireless card must be capable of using the WPA protocol to access our networks.

*What this means:*

*Windows users:* WPA encryption can run under various versions of Windows (including Windows 2000), but for security reasons and for your convenience, it is advisable to be running Windows XP with Service Pack 2 installed. Also, you may need to update the driver for your wireless card if it is older. Please do this before you arrive in Rome so you can connect easily.

*Mac users:* You must be running at least system 10.3.4 (Panther).

In all cases, software updates and system disks or operating systems are easier and cheaper to obtain in the United States. **Plan ahead and bring a freshly updated computer to Rome, rather than trying to find resources here.**

## **Student Photocopying in the Rome Center**

There is a photocopier in the library available for student use. The rate for copies is 12 euro cents per page, and students must pre-pay 10 euros (equivalent to 83 copies). At the beginning of the quarter, students that wish to use the photocopier will be assigned a personal copy code which will allow them to make the number of copies they have purchased.

## **AV and Presentation Equipment**

The conference room on the first floor of the Palazzo Pio has AV equipment that can be used for student and faculty presentations. There is a permanently-installed large screen, a wall-mounted video projector and portable slide projectors. The video projector is capable of displaying video signals from portable computers as well as DVD and Video.

In addition, there is a portable video projector for faculty use, which allows computer and video presentations (PowerPoint, etc.) to be made in classrooms in the Palazzo Pio.

There is a multi-region DVD player (meaning that DVDs brought from the United States can be played on the system) as well as a VHS VCR that can play American or European tapes (NTSC/PAL). The speaker system in the conference room can carry the signal of all these sources, and also functions as a PA system with a wireless microphone.

### **Plugging in Your Computer**

Most laptop computers don't require transformers, since the power cord has a built-in power adapter. Please check yours carefully before coming to Rome. If your laptop's power adapter has "Input AC 100-240V" printed on it, you do not need a transformer.

- Plug Adapters: These just allow you to insert an American plug into the Italian round-prong outlet. You should be able to find them easily in the U.S. for approximately \$3.
- Power Transformers (or Power Adapters or Converters): These will change the electrical current from 110V (U.S.) to 220V (Italian). These may be ordered from appliance stores or from Radio Shack for approximately \$50 but are not easy to find in Italy.

### **Personal Computer Repair**

The UWRC office can provide names and addresses of computer repair shops in Rome. New system software—if required—may be available in Italian only. For Windows users it is also wise to bring a copy of your recovery disk or the original Windows installation disk and driver disk for your computer.

For Mac users it is wise to bring your OS-X installation discs.

For all users we recommend you check the details of your warranty agreement to see if you are covered for international assistance and that you backup your files prior to departure, (bags can go missing and the long trip can also damage hardware).

Questions? Please contact me if you have any questions regarding the computing and AV resources prior to your arrival:

mailto: <mailto:matthewn@u.washington.edu>

I look forward to working with you in the coming quarter.

Yours sincerely,

Matthew Newman