

NUTRITIONAL SCIENCES DEPARTMENT COMPUTER SUPPORT QUICK REFERENCE

LAN (Network) Support Services

Contact LAN support staff at 436 Russell Lab

Stuart Baker
lsb@nutrisci.wisc.edu
Phone: 262-0506
Pager: 657-2033

Jason Haas
jjh@nutrisci.wisc.edu

Additional information about LAN services can be found on the web at
<http://plantpath.wisc.edu/lindenlan/>

Nutritional Sciences Department Web Page and Computer Application Support

Contact **Alanna Clare**, Office, Nutritional Sciences Department; phone 265-0791 or e-mail clare@nutrisci.wisc.edu. On call to assist with software issues:

- Connecting PC's to the LAN and configuring them for access to the internet.
- E-mail and logging on to the network at your workstation
- Update and maintain current Nutritional Sciences Department web pages

CONNECTING TO THE LAN

New Users—Getting a Login ID to the LAN

Complete the form, [Apply for User Account on the LAN](#). The form, which is available from Network Support Services in Room 436, Russell Labs, and on the web at <http://plantpath.wisc.edu/forms/userapp.pdf> A copy of his form must be signed and on file for all LAN users.

New Computers—Connecting to the LAN

Please complete one of the following forms and turn it in to the LAN Support Staff.

- [Add PC to LAN Work Request](http://plantpath.wisc.edu/lindenlan/forms/pectolan.pdf) (<http://plantpath.wisc.edu/lindenlan/forms/pectolan.pdf>)
- [Add Macintosh to LAN Work Request](http://plantpath.wisc.edu/lindenlan/forms/mactolan.pdf) (<http://plantpath.wisc.edu/lindenlan/forms/mactolan.pdf>)

Both forms are also available from Network Support Services in Room 436, Russell Labs.

LIST OF LAN DIRECTORIES FOR USERS

There are several directories located on the Linden LAN file server which contain files, applications, and tools which are either licensed as shareware or covered under a site agreement owned by the University. These files are accessible through shortcuts (aliases) located in one of two folders:

- Windows 95/98/NT look in **WIN95-SB**
- Macintosh users look in **LAN Menu**

Each user account also has access to a personal file storage space (**Home Directory**) and set of predefined **Share Folders**. Total space available is 1 gigabyte for each user and this can be adjusted as needed.

Window 95/98

- Username on Pen2\Nutrisci (H:); shortcut to user's Home Directory
- Nutrisci on Pen2 (I:); contains all share directories accessible to the user.
- Pub on Pen (T:); Share directories for FTP access
- Web on PEN2 (W:); webmaster's access

Macintosh

- PEN2.Nutrisci; contains folders for the user's home and share directories
- PEN.Pub; FTP access
- PEN2.Web; webmaster's access

Home Directory on the LAN

Every LAN user is assigned a *home directory*. Depending on the type of computer you use, follow the steps below to open your *home directory*.

Windows 95/98

- Double-click My Computer on your desktop
- Double-click Nutrisci on 'Pen2' (I:)
- Double-click the folder with your *Username*, which is your *home directory*.

Macintosh (OS 9)

- Open Chooser.
- Click on "Server IP Address" button
- Enter "pen2.nutrisci.wisc.edu"
- Select PEN2/nutrisci from the item list
- Double-click on the folder with your *Username*. This is your *home directory*. (you may need to scroll up to find it)

File Security

Files stored in your *home directory* cannot be opened or viewed by anyone but the person who enters your username and password when logging on to the network.

Share Directory on the LAN

Store files in a *share directory* on the I: drive (Windows) or PEN2.Nutrisci (Macintosh) if you need to share a file with an Nutritional Sciences Department colleague. All Nutritional Sciences Department users have access to the directory named department_share

File Security

Files stored in department_share or workgroup share directories can be opened or viewed ONLY by members of the group.

FTP Directory

Share files with colleagues who do not have a LAN account. Anyone with Internet access can move and copy files in the "Incoming" folder at Pub on 'Pen' (T:), for Windows, or PEN.Pub, for Macintosh.

Files can be accessed from the internet by:

- Entering the following in Netscape's "Location" field: **ftp://<userid>nutrisci.wisc.edu/nutrisci/<userid>** where '<userid>' is your LAN username.

File Security

Files stored in the PEN/PUB directories (T: drive) can be opened or viewed by anyone on the internet AND they can be modified or deleted by anyone with a valid LAN user account.

BACK UP OF FILES STORED ON THE LAN

Disaster recovery: The LAN system and all information stored on the LAN server disk volumes is protected from loss due to catastrophic failure of the hardware or software (or natural disaster) through a backup scheme which renews itself daily. This insures that no more than one-day's work could ever be lost due to such a failure.

Data Security: A current copy (as of 10:00 PM each week night) of each file¹ stored on the LAN is maintained on the tape backup system. Files which have been deleted from the system will be maintained in the backup system for three months after the original file is deleted from the system.

¹ Due to the legal ramifications surrounding Email, any messages located on the mail server (ie. new incoming mail messages -- and contents of the New Mail folder in Pegasus) are not retained on tape for more than 48 hours. Pegasus Email folder contents are not retained after deletion by the owner.