

How can I use Computer Labs?

In order to use computer labs, you will need a special **account**. Fill out the form at the next URL: <http://informatica.ucm.es/cuenta-labs>

(Be careful, the account is different from corporate e-mail nor Virtual Campus).

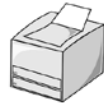
If you need to change your password, the procedure is explained in the URL above. With this account you also will be able to access to Fdi Portal:

<https://www.fdi.ucm.es/Account/>.

Can you print in the Lab's?

You have a quota of **200 sheets** per course, to be used in the subjects taught at the Faculty.

Remember, only print academy content to avoid breaking Lab's rules.

**Do I have any file storage space?**

You have 50 Gb of temporary storage located at c:\hlocal in Windows and \hlocal in Ubuntu Linux. This data will be deleted between your work session and a different one

Can I use my own laptop in the labs?

Yes, you can. You will be able to plug your charger in any **free** electrical outlet. Don't disconnect any allocated one.

The internet connection must be through Wi-Fi available in the Faculty (**UCM** or **eduroam** SSID's). Even though you use your own laptop, you must log on in the Workstation in the Lab.

**Can I obtain free development software from Microsoft?**

Of course, because you are accredited as LAB's student, you can request a license from Microsoft. Check it out at:

<https://informatica.ucm.es/msdn-ayuda>

LABS offer internship material on loan

To request the material, it is essential to accept the loan conditions when requesting the account or from the Fdi portal [Portal Fdi \(https://www.fdi.ucm.es/Account/\)](https://www.fdi.ucm.es/Account/).

There are two types of loan

- **By academic year:** the material is requested at the beginning of the subject practices and is returned at the end of the semester. Requires prior request also on the Fdi Portal (<https://www.fdi.ucm.es/Account/>).
- **In the same the day:** the material is delivered at the moment and returned before the LAB's closing.

Can I take the loan material home?

The loan material for the day cannot be taken from the Faculty.

The material received on loan is defective, what should I do?

As soon as you detect it, you must communicate it to the technical laboratory staff.

I have lost the material received on loan

From the moment you receive the material, you are responsible for it and you assume the costs in case of loss or breakage due to misuse.

How can I submit a suggestion?

There is a physical suggestion box on the 2nd floor between LABS 7 and 8.

Also, you can fill out the form at

<http://informatica.ucm.es/buzon-de-sugerencias-y-quejas>

**Can I go to the technical staff?**

Of course, the LAB staff can help you with any problem of a technical (non-academic) nature that you encounter in the laboratories:

- Logon problems.
- Problems when printing.
- Opening of laboratories.
- Workstation hardware and software problems.

My account is in standby mode. Why?

The account goes to "Standby Mode" for breach of any regulations of the Faculty.

What that it means?

It means you can only logon during LAB classes tutored by a teacher.

**How to back to normal mode?**

Go back to the "normal mode" you must go as soon as possible to the Technical staff room "**técnicos 2**" to receive instruction about.

Information screens

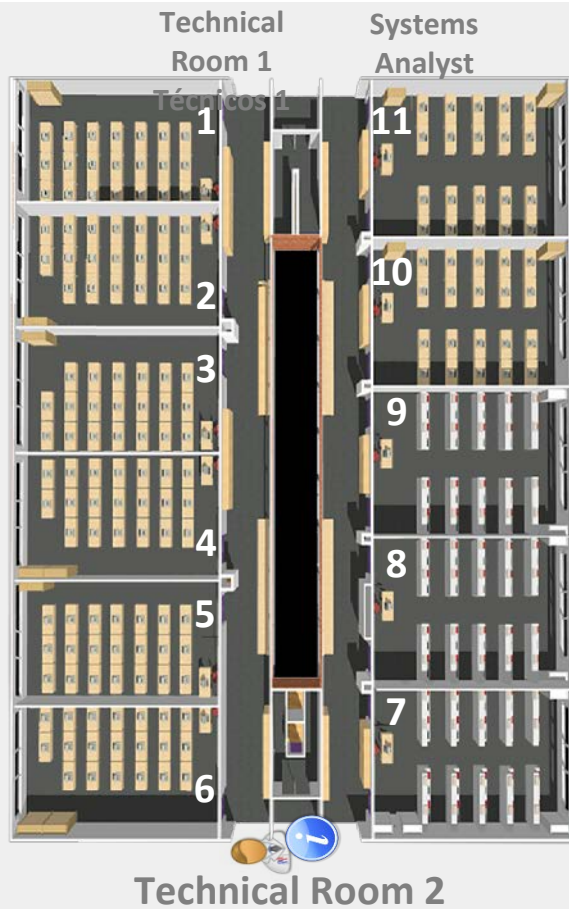
Next to LAB 1 and in Technicians room 2 you have screens with information about the labs:

- LABS schedules in laboratories
- Occupancy labs
- Software installed
- Notices and news

**Remember:**

LAB resources are public facilities and are made available to you exclusively for **academic use** related to this faculty

2nd Floor



<http://informatica.ucm.es/laboratorios-fdi>

Timetable From **9:00h** a **21:00h**
uninterruptedly
(During school hours, with some exceptions previously reported)

Contact:

Phones: 91 394 75 20 / 19

e-mail: filabor@ucm.es

face-to-face: Technical Room 1 (west window)
(2nd Floor) Technical Room 2 (east window)
Systems Analyst (Office 202 Admin.)



You can get more information on the standards and use of laboratories, consulting the Labs Guide for students and the Laboratory Regulations published on the LABs website:

<http://informatica.ucm.es/laboratorios-fdi>



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