

LRDC Computing Services

Computing Services Newsletter

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State-of-the-Art Multimedia at LRDC

by Eric Fussenegger and Gary Wilde

State-of-the-art multimedia systems have been installed in the Glaser Auditorium and the ninth floor conference room. The new audiovisual systems feature a built-in high-resolution LCD projector and a fully adjustable sound system. A computer, VCR, DVD player, and document camera are all attached to each LCD projection system. Both rooms also have standard and wireless microphones.

The new systems were designed to be easy to use; all components are connected to a single control panel, which is housed in a custom-designed podium. The Glaser Auditorium has a large 20-foot screen and the ninth floor has an 8 x 6 ft. screen. The ninth floor also has a SMART Board. The following highlights key features and provides details on the individual audiovisual system components.

' **SMART Board:** A SMART Board is an electronic white board. Through a connection with a computer and an LCD projector, the SMART Board enables you to make notations to a projected image and then save the annotated copy to a computer file. For example, if your presentation includes a graph or chart, you can make notations or changes to what is being displayed. After saving it, you can use the modified file as you would any other document – print, e-mail, or save it for future reference. The SMART Board is also teleconference capable, meaning that SMART Boards in separate locations can be connected so that a mark made on one board will show up on the remote SMART Board(s) as well.

' **Document Camera:** A document camera functions like an overhead projector, but instead uses a video camera linked to an LCD projector. It can display transparencies, just like a traditional overhead projector, but it can also display text and graphics on any type of paper, photographs, or three-dimensional objects.

- ' **VCR and DVD Player:** The built-in VCR can play VHS format tapes only. If you have a tape in another format, any device with composite video out can be connected to the projection system. For example, if you have a digital camcorder you can play a mini DV tape. The DVD player can only play, not record, DVD's.
- ' **LCD Computer Projector:** The built-in high-resolution LCD projector is capable of displaying text and graphics at a 1024 x 768 native resolution. A dedicated, networked computer is directly connected to the projection system. You can run your presentation over the local network or Internet, or from a floppy, zip, or CD/DVD. The computer is a Windows-based PC, however, it has the ability to read Mac formatted disks. You can also connect a laptop to the projector.

The new systems are in the final stages of completion and are currently being tested. We are also developing usage procedures and fine-tuning the systems. They should be available for use within the next few weeks and will soon be scheduling demonstrations. If you have any questions, contact Eric at x4-7060 or Gary at x4-7042.

Computer Virus Infects More Than 600 Files at LRDC

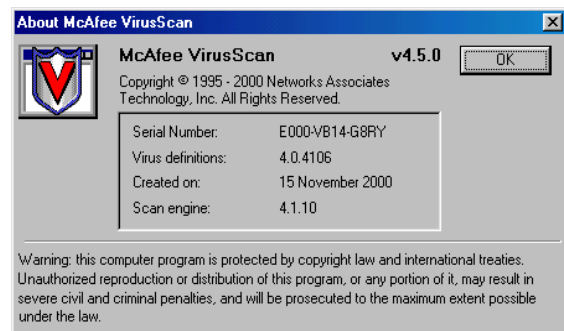
by Shari Kubitz

Recently, 600+ files on two LRDC file servers were found to be infected with the LoveLetter VBS virus, which spreads rapidly, infecting and renaming many graphic and audio files. Often, these files cannot be cleaned and must be deleted. Anyone who opens one of these files can continue to spread the virus through e-mail and shared files.

Most times when an outbreak occurs, it is because a newly discovered virus cannot be detected using current definitions. However, the recent outbreak at LRDC is most unfortunate because the LoveLetter VBS virus has been detectable for several months. This virus would not have spread at LRDC if all computers were kept up-to-date.

It is not possible for our group to regularly update each computer as new definitions are released frequently. Last year, we developed an anti-virus plan that includes posting updates on LRDC's web site and file servers. We also asked projects to appoint a representative to oversee their updates. The recent outbreak illustrates how critical it is to check your anti-virus software regularly and apply program patches when available.

To check your definition date, Mac users must open the Virex program from the launcher or hard drive; the definition date appears at the bottom left of the screen. Win 9x/NT users must right-click on the Vshield icon at the bottom right of the screen and select **About**. The version, virus definitions, and scan engine should be equal to or later than those shown on the right. If your definitions are not current, call your project representative or Shari (x4-2881).



Unlicensed Software Update

by Karen Bassett and Shari Kubitz

LRDC Computing Services would like to thank everyone for their cooperation with software licensing issues. The individual and project responses to Jack Aug's *Unlicensed Software* memorandum were tremendous. Enough individuals and projects conducted self-audits that, at this time, we do not feel it will be necessary to conduct a formal internal audit. However, we want to encourage everyone to remain compliant. Although we have taken steps that sharply reduce the possibility of an external audit, we should always be prepared. Also, LRDC Computing Services will likely conduct random, unannounced audits in the future.

Based on an informal, internal evaluation, we discovered that there were a few programs where the current need and/or use exceeded the number of licenses purchased. These included Microsoft Office, Microsoft operating system upgrades, Adobe Acrobat, and WinZip. To comply with copyright agreements, LRDC Computing Services has taken the following steps:

- L LRDC purchased a Microsoft Campus Software for Departments agreement. This agreement covers many popular Microsoft Office suites and operating systems (workstation versions only). Please see page 4 for details. Under this agreement we were charged only \$60.00 for each faculty and staff member (since students are covered under the Campus Select program). This agreement covers all computers at LRDC, regardless of how the equipment is allocated, and provides LRDC with the following benefits: a 20% discount per license; flexibility to install any covered software on any LRDC computer, including new purchases, without purchasing an additional license; in the event of an audit, we have blanket coverage; and we are entitled to any upgrades at no cost. As a result, LRDC users are now licensed for the recently released Windows Me (Millennium edition), Windows 2000, and Office 2001 for the Mac. We are in the process of evaluating these new programs in order to provide support for them early next year. Windows Me has some known bugs and Microsoft has already released the first service pack.
- L Adobe Acrobat Reader is a free utility that allows users to read PDF files. The full version, which also allows users to create and manage PDF files, must be purchased. In order to receive a significant price break, we needed to purchase at least 10 copies. By purchasing in volume, the cost per license was only \$50.00, whereas individual licenses from the e-Store cost more than \$200.00. Because of the high demand, we purchased 45 licenses, which were paid for by individual projects. Computing Services paid for two extra Mac licenses and one extra PC license. If you would like one of the extra copies, please contact Shari at x4-2881 with your project and account numbers. We will charge your project \$50.00.
- L WinZip is a very popular PC file compression/expansion program primarily used to decompress .ZIP files downloaded from the Internet. Although you can download an evaluation copy for free, users are expected to pay a \$29.00 fee after

30 days of use. We recently purchased a 100-user site license for LRDC for only \$7.00 per license. Projects that contributed to the cost for this license were given a copy of the manual and installation disk. Anyone else who would like WinZip can contact LRDC Computing Services at x4-7033 to arrange for an installation.

By purchasing licenses in volume, we are often able to receive substantial discounts. If you have any other suggestions for group licenses, please contact Shari (x4-2881) to investigate the possibility of a discount. Even if a volume discount is not possible, many software manufacturers offer educational discounts. We will research this possibility for you and then locate a vendor that offers academic pricing for the software title you need.

Microsoft Campus Software for Departments Overview

The Microsoft agreement covers LRDC use of the following programs:

- Office 2000 Professional for Windows including Word, Excel, PowerPoint, Access, Outlook, and Publisher
- Office 98 for Macintosh including Word, Excel, and PowerPoint
- Office 2001 for Macintosh including Word, Excel, PowerPoint, and Entourage – a new e-mail and calendar program
- FrontPage 2000 for Windows
- Windows 98
- Windows Me (Millennium edition)
- Windows 2000 Professional
- Windows NT Workstation 4.0
- Visual Studio including Visual Basic, C++, FoxPro, J++, and InterDev
- Office Starts Here Step-by-Step Interactive
- BackOffice Client Access License (CAL)

For home use:

Faculty and Staff: You may borrow the CD's from either Karen or Shari. Please note that we have a limited number of CD sets and will need to charge your project \$5.00 for every CD that is not returned.

Students: You may obtain a free CD set from either the DL or CL Computing Lab, or from 203 Bellefield Hall. You will need to show your valid Pitt student ID.

Using the New Sharp Digital Imagers

by Karen Bassett



As you probably have noticed, all existing LRDC copiers were recently replaced with new Sharp Digital Imagers. These changes are the result of a new University-wide copier leasing agreement with Van Dyk Business Systems. Under this plan, all University buildings are required to lease (instead of purchase) copiers. We will be charged 3¢ per page. We will also be charged for any repairs resulting from misuse, such as a copier jam due to use of the wrong transparency paper.

The new Sharp AR-407 Digital Imagers are 40-page-per-minute copiers. The seventh floor has an extra 3,000 sheet paper tray. The fifth floor copier still has network scanning capabilities. There is no charge for scanning documents.

These Sharp Digital Imagers have many advanced features. Selecting the various features and options through the LCD panel is straight-forward. To sort, staple-sort, or group your output, press **OUTPUT** on the LCD panel and then select your desired results. Press **SPECIAL MODES** for access to numerous advanced features including **MULTI SHOT**, **TEXT STAMP**, **ERASE**, and **COVERS**. **MULTI SHOT** (N-up copy) lets you print 2, 4, 8, or 16 pages on one page. **TEXT STAMP** lets you add a text stamp or watermark to your document, as well as page numbers and/or the current date. **ERASE** eliminates any marks on the edges and/or the center that would otherwise be transferred from the original. **COVERS** lets you add front and back covers to your document. If you need assistance or want to learn more about these and/or other features, contact Computing Services (x4-7033) or Tamara Lemon (x4-7020).

Traditionally, copy machines offer a lower cost-per-page and a faster output rate than printers. However, over the past year we have purchased seven new HP LaserJet 8100 printers. These are high-speed, high-capacity printers that can print 32 pages per minute (almost twice as fast as the HP 4Si's), and are designed to print up to 150,000 pages per month. We believe that the average cost per page, factoring in the cost of the printer and toner, will be about one-half the cost of using the new copiers. If you only need a small number of copies of your printout, sending multiple copies to the new printers will give you better quality at a lower price.

Of course, it is not practical to use the printers as copiers for large jobs. Copy jobs over 300 sheets should be taken to Copy Cat, where you will receive a discount (the cost is reduced to 2.5¢ per page). If you would like your job printed on a higher-quality copier, we suggest that you use the Forbes Avenue branch of the Copy Cat and request that the copying be done on their Xerox DocuTech. The DocuTech is the best copier to use when your original has both text and graphics. The LRDC Sharp Digital Imagers can be optimized for either text or photo – but not both. This edition of the LRDC Computing Services Newsletter was printed on the DocuTech.

LRDC Computing Services recently distributed custom-designed mouse pads. Special thanks to Johnny Ng for his hard work on the design.

If you would like a mouse pad, and did not already receive one, please contact Shari Kubitz (skubitz@pitt.edu or x4-2881).



Computing Services Staff Roster

Karen Bassett, Manager	Room 508A, x4-7037
Gary Wilde, Manager	Room 505A, x4-7042
Tim Cooper, Systems Analyst	Room 507, x4-7060
Eric Fussenegger, Systems Analyst	Room 507, x4-7060
Shari Kubitz, Systems Analyst	Room 504, x4-2881
Kim Flotta, Media/Computer Assistant	Room 505, x4-7032
Jeff Flotta, Student Operator	Room 506, x4-7033
Chris Huber, Student Operator	Room 506, x4-7033
Katie Lawrence, Student Operator	Room 506, x4-7033
Johnny Ng, Student Operator	Room 506, x4-7033