



香港浸會大學理學院

HKBU Faculty of Science

Faculty of Science

Computer Room OEE501

Booklet

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GENERAL INFORMATION

1. Computer room OEE501 is for staff members and students of Science Faculty only.
2. All eligible users can access the room provided that they have a valid HKBU ID card.
3. To access to the PCs, users must login using their valid HKBU SSOid. SSOid are managed by ITO.
4. All users must obey the regulations for OEE501, which is posted on the main door and the notice board of this room.
5. Most updated information and announcement will be posted on the notice board and can be found on the web page of this room:
<http://www.sci.hkbu.edu.hk/itservice/oe501/>

OPENING HOUR

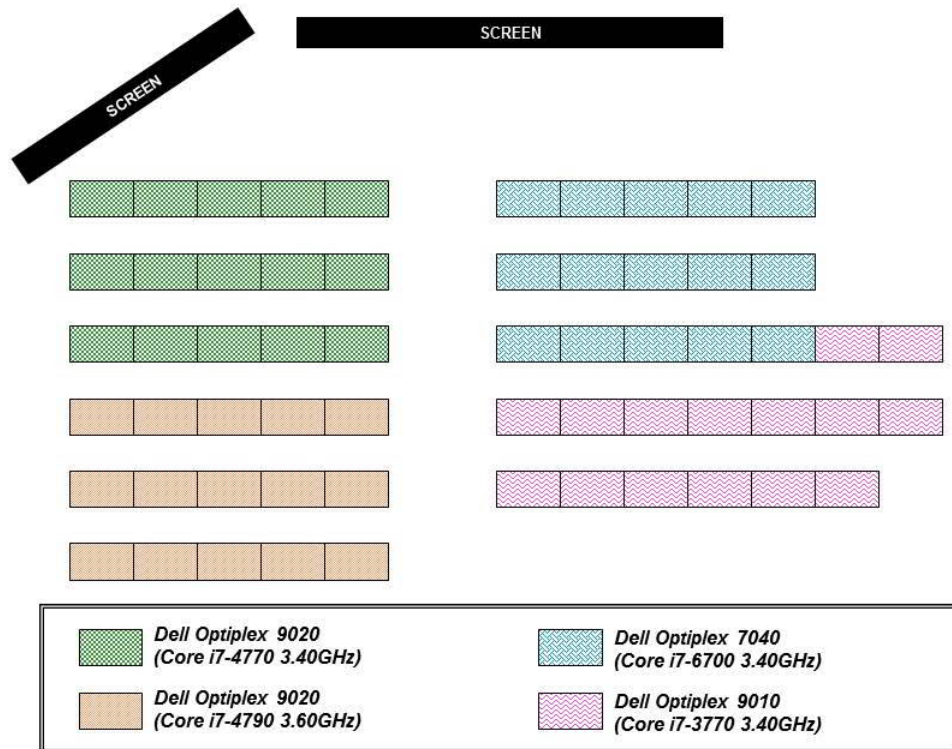
Everyday: 9:00 a.m. – 10:30 p.m.

TECHNICAL SUPPORT

Mon. to Fri.: 9:00 a.m. – 5:30 p.m.

HARDWARE

i.	DELL Optiplex 7040, Core i7-6700 3.40GHz, 8GB Ram, 240GB+1TB, DVD Writer	15 sets
ii.	DELL Optiplex 9020, Core i7-4790 3.60GHz, 8GB Ram, 240GB+500GB, DVD Writer	15 sets
iii.	DELL Optiplex 9020, Core i7-4770 3.40GHz, 8GB Ram, 240GB+500GB, DVD Writer	15 sets
iv.	DELL Optiplex 9010, Core i7-3770 3.40GHz, 8GB Ram, 240GB+500GB, DVD Writer	15 sets
v.	HP LaserJet Enterprise M603dn printer	2 sets
vi.	Epson video/data projector	2 sets
vii.	Mixer amplifier with wire/wireless microphones	1 set
viii.	Epson GT-1500 Flatbed scanner with document feeder	1 set



Floor plan of OEE501

SOFTWARE AVAILABLE

English Windows 10 LTSC Enterprise 64bits

- 7-Zip x64 9.20
- Anaconda3 5.2.0
- Blender 2.91.2
- ChemDraw 20.1
- Google Chrome 68.0
- GPSS Student version 5.2.2
- IBM SPSS V27 for Windows
- LINGO 11.0
- Maple 12
- MATLAB 2021a
- Microsoft Office 2016
- NOD32 Endpoint Anti-virus 7.3
- OriginPro 8 SR6
- Paint.net 4.0
- PuTTY 0.63
- Python 2.7 & 3.7
- R x64 3.5.1

- RStudio 1.1.463
- SAS for Windows V9.4
- SIMUL8 2015 Educational Ed.
- WinZIP 9.0 sr1

POLICY AND REGULATIONS

- (1) This computer room is for students or staff members of Science Faculty only.
- (2) Use your staff or student I.D. card to enter the room. Please show your I.D. card upon the request of our staff who is on duty when necessary.
- (3) All equipment must be checked before using. Any malfunction or missing items must be reported to the staff-in-charge immediately.
- (4) Each user can occupy only one computer at any time.
- (5) Anyone who has left the computer that he/she is using in excess of 30 minutes, his/her account will be logout without prior notice, the computer will then be offered to another user.
- (6) Computer account is for your exclusive use. Users must not provide their account and password to anybody, and are prohibited from using the accounts of any others.
- (7) Any kind of software or hardware must not be installed on any computer in this room without permission.
- (8) Copying of licensed software is an offence in law and is strictly prohibited.
- (9) Relocating or tampering with equipment is strictly prohibited. Users are not allowed to remove any parts from the computers/equipment.
- (10) Don't abuse the laser printer. Don't insert any sheet of paper or transparency into any paper tray of the laser printers. Getting papers from the paper tray is strictly prohibited.
- (11) The printers are solely for academic purpose. Users are requested to refrain from printing non-academic materials. Getting papers by printing blank papers (or without reasonable contents) is prohibited.
- (12) Smoking, drinking, eating and playing are not allowed inside the computer room. Any kind of games is prohibited.
- (13) The room must be kept clean, tidy and quiet.
- (14) Violating any of these regulations will be warned. We reserve the right to revoke your right to use this room, or impose appropriate penalty.
- (15) Users are responsible for the replacement/repairing cost for any loss or abnormal damage to any equipment or facility in the room due to their misuse.
- (16) The regulations may be updated from time to time. Users must observe and follow the regulations posted in the room and the University rules and regulations as well.

PRINTING FACILITIES

The laser printers in OEE501 serve only the faculty members and students of Science Faculty. They are attached to the computer network, you must have a valid HKBU SSOid in order to use the printers.

Windows systems

You must logon a computer using your SSOid which is belong to the SCI group (i.e., you must be a member of SCI Faculty in order to print to the printers in OEE501).

There are two printers in OEE501, namely 'e501a' and 'e501b'. All computers on the left have the default printer set to 'e501a'. While the default printer for the computers on the right are e501b. However, you can change to the other one whenever you print.

The Print Jobs Monitor

A print jobs monitor is provided in between the two printers. You can check whether your print job is in printing or not, or the position of your job(s) in case of there is a long list on queue.

Important: It is strictly forbidden to insert your own print paper into the printers and modify the preset settings of the printers. For help and special request please contact the staff-in-charge. Getting paper by printing blank pages or without reasonable content is also prohibited.

Printing Quota

Each student of Science Faculty is granted the print quota of **100 sheets** for each **Semester**. You may check the balance of your print quota by right-clicking on the green dollar sign '\$' which is on the system tray of the Windows' desktop, then choose 'check quota'. Your print quota balance will be shown on the screen.

Print quota could be accumulative, i.e., any unused quota can be bringing forward to next semester. You can print whenever your print quota balance is greater than zero, while you cannot print when it is zero or negative. Please note that there is no service for purchasing extra print quota.

SERVICES AND PROCEDURES

Reservation of room E501 [For Teaching and Academic activities]

Who can reserve?

Any lecturer or faculty staff in Hong Kong Baptist University can reserve the room for teaching or other academic activities. However, lecturer or staff in Science Faculty gets the higher priority.

Charge policy

Lecturers or staff members can reserve the computer room without any charge, provided that the booking is for UGC funded activities. If the booking by Courses, Departments or Offices that is not UGC funded, the following charge apply:

<u>Booking Course/Dept/Office (Non-UGC funded)</u>	<u>Reimbursement/Charge</u>
Mon – Fri: 09:00 - 18:00 (except P.H.)	HK\$680/Hr Service support: HK\$250/Hr
Mon – Fri: 18:00 - 21:00, Sat, Sun & P.H.	HK\$890/Hr Service support: HK\$300/Hr

Whole room or only some machines?

You can either book the whole Room E501 or just only some of the machines. In the former case no other students can use E501 during the time it is reserved, while in the latter case they can. Therefore, lecturers are encouraged to book some machines rather than the whole room whenever possible.

Booking period

Lecturers can book E501 on a regular basis for either semester or only on an occasional basis. Again the latter case is preferable whenever possible because it allows other students and lecturers the most access time. If a lecturer has booked E501 for the entire semester, and another lecturer needs to use it during one of those times, we will ask the two lecturers to find a mutually agreeable arrangement.

How to reserve?

To reserve the room E501, please fill the form "**Reservation Of Science Faculty Computer Room E501**", and send the form to the Science Faculty 7 days in advance. The form is available at the Science Faculty Dean's Office in T715, or on the "Staff Download Area" of Science Faculty web page www.sci.hkbu.edu.hk. We will notify the applicant if application is fail.

