

# Standing Operating Procedure (SOP): Orientation For New Group Members & Computer Setup

Robarts Research Institute

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## Contact information:

This can also be found in the online directories:

<http://westerndirectory.uwo.ca> or <http://www.robarts.ca/directory>

### *David Holdsworth's Imaging Group*

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### *Imaging Computer System Administrators*

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### *Other RRI Personnel*

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Ron Vander (Building Services)

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**RRI Access Card and Room Key**

- Complete authorization forms (Contact: Darlene Goodine)
- Get forms signed (Contact: David Holdsworth)
- Pictures can be taken on Monday or Wednesday, 2:00-2:30pm (Contact: Randall Hall)
  - Access card and room key are received here
- Get PIRC (3<sup>rd</sup> Flr uCT lab) card access from Joseph Umoh (jumoh@imaging.robarts.ca)

**Payroll**

- Complete the paperwork required by Payroll and Human Resources (Contact: Darlene Goodine)
  - HR and Payroll needs a few documentation from the employee, so please speak with Darlene as soon as possible

**Occupational Health And Safety and Orientation**

- WebCT OWL: <http://webct.uwo.ca/>
- Depending on the role of the employee, these sessions could include, among others:
  - RRI Orientation,
  - WHMIS (comprehensive),
  - Position Hazard Identification Form,
  - X-ray Safety Training,
  - Biosafety,
  - Laboratory Waste Management,
  - Machine Shop Safety Training, etc.

**Imaging Computer Account and Email**

- Request a new Imaging User Account through the Imaging Lab System (Contact: Darlene Goodine)
  - Check the hardcopy mail folder for username and password

**Lab Notebook & Stationary**

- Get lab book, pens, markers, batteries, staples, tape, etc. from the cupboards and drawers in Darlene's office area (Contact: Darlene Goodine)

**Arrange Work Area / Desk / Seating**

- Good luck

**Connect With Other Imaging Grad Students**

- Network Of Imaging Students Everywhere - NOISE: <http://www.imaging.robarts.ca/noise>
- Coffee Time in the 1<sup>st</sup> Floor Imaging lunch room at 10:30am Monday-Friday

## Computer Setup

- Purchase or allocate a machine (Contact: David Holdsworth / Steve Pollmann, Chris Norley)
- Choose a computer name (Contact: Chris Norley)
- Activate network drop - notify IT of the computer's MAC address and network drop number (email: [support@robarts.ca](mailto:support@robarts.ca) and [sysadmin@imaging.robarts.ca](mailto:sysadmin@imaging.robarts.ca) )
- Network setup (See below: *Network Setup*)
- Install group applications (Contact: Chris Norley, Steve Pollmann)
- Arrange daily backup of /users folder via rsync (Contact: Jeff Gardiner or Adam Guthrie)
- Browse the Imaging Lab Wiki (<http://imaging.robarts.ca/wiki>)
  - Pay especial attention to the "Backups Guide"
- Get document templates from technicians (Steve Pollmann / Chris Norley). Work **only** from these templates – ie. easy to cut and paste to facilitate and minimize work among our group:
  - Manuscripts (MicroSoft Word)
  - Presentations (MicroSoft PowerPoint)
  - Posters (MicroSoft PowerPoint)

## Network Setup: Setting up a new Mac (Current as of Aug. 23, 2011)

- Note: Many of these settings can only be changed by a sysadmin
- Default account name: David Holdsworth Group Admin (davidgrpadmin)
- System Preferences:
  - NETWORK Settings
    - Unlock
    - Configure IPv4: Using DHCP
      - Subnet Mask: 255.255.254.0
      - Router: 129.100.44.1
    - Configure IPv6: Automatically
    - DNS Servers: 129.20.36.20, 198.20.36.21
    - Search Domains: imaging.robarts.ca, irus.robarts.ca
    - 802.1X (wireless): WPA: uwosecure-v2
      - enable PEAP, TTLS, EAP-FAST
    - Ethernet Configure: Automatically
      - 100baseTX, full-duplex, MTU standard 1500

- ACCOUNTS > LOGIN OPTIONS:
  - Automatic login: "Off"
  - Display login window as: "Name and password"
  - Show the Restart, Sleep and Shut Down buttons"
  - check: "Show Input menu in login window"
  - check: "Show password hints"
  - uncheck: "Use VoiceOver at login window"
  - check: "Allow network user to log in at login window"
  - check: "Enable fast user switching / View as: Short name"
  - Add in accounts as necessary. Make sure an admin account exist before making changes
  - Add "davidgrpadmin" (Contact: Chris Norley or Steve Pollmann)
  - Add "recover" (Contact: Adam Guthrie or Jeff Gardiner)
  
- ACCOUNTS / unlock & click "+" to add new account for user "Gnu Kid" (OS X 10.5)
  - login on Mac as davidgrpadmin
  - lookup userid in /etc/passwd on nil.imaging.robarts.ca and group number (220 for davidgrp) – from a UNIX command line:
    - ssh -p27 nil.imaging.robarts.ca
    - sudo grep gkid /etc/passwd
  - create new account (System Preferences / Accounts)
    - enter new users's full name: "Gnu Kid"
    - use labwide imaging userID for Account name "gkid"
    - choose and verify password, then click create account
  - R-Click Mouse to set Advanced Preferences
    - Set userID (labwide imaging ID number) and groupID (220) to match their imaging labwide account, reate "davidgrp" as a group (number = 220), if it does not already exist.
    - sudo chgrp -R 220 /Users/gkid
    - sudo chown -R LabwideUserID# /Users/gkid
  
- NFS / NETWORK MOUNTS - from a UNIX command-line:
  - sudo ln -s /net/nil/scratch /scratch
  - sudo ln -s /net/nil/people /people
  - sudo ln -s /net/nil/irus /irus
  - sudo ln -s /net/nil/local /local
  - sudo mkdir /darkness
  - sudo ln -s /net/darkness/darkness/data /darkness/data
  - sudo ln -s /net/darkness/darkness/data2 /darkness/data2
  - repeat for hampton, buddy, mingus, etc.

- SETUP EMAIL CLIENT (assuming Mail for Mac OS X) / Accounts
  - Account type: IMAP
  - Description: RRI Imaging Lab
  - Email Address: [gkid@imaging.robarts.ca](mailto:gkid@imaging.robarts.ca)
  - Full Name: Gnu Kid
  - User Name: gkid
  - Incoming Mail Server: imap.imaging.robarts.ca
  - Outgoing Mail Server: smtp.imaging.robarts.ca
  - Going into Mail > Preference > Accounts > Special Mailboxes, Check off... (to keep everything on the server)
    - Drafts: Store draft messages on the server
    - Sent: Store sent messages on the server
    - Junk: Store junk messages on the server
    - Trash: Move deleted messages to
  - Setup a signature file (Mail > Preferences > Signatures). One possible template is as follows:
    - Gnu Kid  
 University Of Western Ontario  
 Schulich School Of Medicine  
 Robarts Research Institute - Imaging Research Lab  
 Rm. 1200  
 100 Perth Drive, London, Ontario, Canada  
 N6A 5K8  
 email: gkid@imaging.robarts.ca  
 phone: 519-663-5777 x24XXX  
 fax: 519-931-5713
- Set your @robarts account to forward to @imaging.robarts account (or vice versa)
  - Instructions of this will be given once assigned a @robarts account
- SHARING: Check on "Remote Login" and "FTP Access"
- SYSADMIN: Add the machine to /etc/netgroup

## UNIX Tutorial

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- Peek: Learning The UNIX Operating System, 5ed (O'Reilly) OR
- Sobol: UNIX System V, A Practical Guide, Chapters 2-5, 7, 8, 10 (Contact: Steve Pollmann) OR
- Inside UNIX 2nd Edition, Chapters 5-8 (Contact: Chris Norley) OR
- Find a good introduction to UNIX tutorial on-line:
  - <http://www.ee.surrey.ac.uk/Teaching/Unix/>
  - <http://wwwhomes.doc.ic.ac.uk/~wjk/UnixIntro/>
  - [http://www.maclab.cs.uchicago.edu/unix\\_tutorial/](http://www.maclab.cs.uchicago.edu/unix_tutorial/)
- Find a good introduction or tutorial to 'vi' text editor on-line:
  - <http://thomer.com/vi/vi.html#manuals>
  - <http://www.eng.hawaii.edu/Tutor/vi.html>