SFC CNS GUIDE 2011

English Web Edition

Shonan Fujisawa Information Technology Center, Keio University

Preface

SFC has 21-years of history since it established in April 1990.

SFC-CNS is computer and network-based system supporting education and research, and has been evolving to provide excellent environment to students and staff. We have been giving much effort to strengthen the network system environment such as support of mobile environment, the usage of various digital media and support of production of multi-media contents worthy of Digital Campus. This booklet gives you only the introduction of SFC-CNS.

There are many items which are not covered in this guidebook, that please refer to ITC web page, and make much use of it.

This guidebook has been produced by SFC-CNS Guide Editorial Committee run mainly by students from their point of view. It has been changing its volume and style as addressing the progress and the development of SFC-CNS. This year, much effort was given to make it be easier to use for first-time users by organizing items such as the way to connect to the network, the configuration of e-mail, and various unique SFC-CNS services For more detail information, you can refer to SFC-CNS web site.

SFC-CNS is distributed computing environment which can use UNIX, Windows, and other various computers. It is very important to experience and use various kinds of computers for obtaining and understanding information technologies, so that we are hoping you will exploit our environment. What you should give the most caution is to learn and follow social ethics listed below;

- Respect intellectual properties such as software copyright, and never copy software illegally. Respect also other people's files and information, and even it they are seen, do not browse them if not intended.

- You should understand that SFC-CNS is a system for education and research, so that it should not be used for other purposes.

- Do not scribble nor slander in bulletin board of SFC and other organizations.

- You must be aware that there are always people who read your emails, so that you must not send any defamatory mails. You must neither send nor forward chain-mail.

- You must be aware that the contents of home page are open to people in all over the world when you create the contents. You must not violate other people's rights by releasing pictures, sound, and animation illegally.

- You must not conduct any actions which could cause any inconvenience to others.

If you have any concerns or questions, please ask consultants at Media Center and Shonan Fujisawa Information Technology Center.

SFC-CNS is aiming to be an open system, also our system to be used as freely as possible for educational and research activities, so that we keep our administration and usage restriction to be minimum. Therefore you need to be aware that SFC-CNS is shared with all SFC-CNS users and use it with orderly manner.

For producing this guidebook, we set the editorial committee in ITC, we have determined its contents, commissioned writing, edited and checked its contents.

The editorial committee is composed with students who themselves are the SFC-CNS users, and they take important role. Furthermore, we refer to comments on past editions and questions on SFC-CNS given to ITC.

We would like to express great appreciation to CNS consultants for their support on sorting data, checking the contents and so on. We would also appreciate many other people who give us so much support for producing this guidebook.

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2 Welcome to CNS

3 Web sites on SFC

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1 Start SFC-CNS

SFC-CNS is the abbreviation of "Shonan Fujisawa Campus-Campus Network System", and providing various services related to PC. We refer SFC-CNS as "CNS" from now on.

This chapter explains necessary procedures for settings of PC to receive services provided by CNS.

1 About CNS account

You need to your CNS account to use CNS services.
This section gives you information on CNS account.

01

At SFC, many people – students, staff, and former students – use PC. People who use PC is called "Users", and the right to use PC is called "Account".

The account to use CNS called "SFC-CNS account" is given to all students of Faculty of Policy Management, Faculty of Environment and Information Studies, Faculty of Nursing and Medical care, Graduate school of Media and Governance, and Graduate School of Health Management based on 【p.130 Internal Rules of SFC-CNS】.

All students of other campuses except Keio University Correspondence Courses and Keio Foreign Language School can apply for issuing the sub account. For detail information, please refer to 『Information for students at other campuses』 on ITC website.

⇨ http://www.sfc.itc.keio.ac.jp/

02

In order to identify PC users and provide CNS services in safe manner, all object persons should obtain "CNS account". CNS account consists of "CNS login name" and "CNS login password".

CNS login name is a specific name given to each user. CNS login name for undergraduate students will be like "s11000tk". First alphabet ("s" with this example) indicates the faculty, following two digit numbers ("11" with this example) indicate the enrollment Year, and the last two alphabets ("tk" with this example) indicate your initials.

The example shown below is for imaginary student. This example indicates that the student whose initials are "TK" enrolled to Faculty of Policy Management.

s11000tk

Faculty   Enrollment year   Your initials
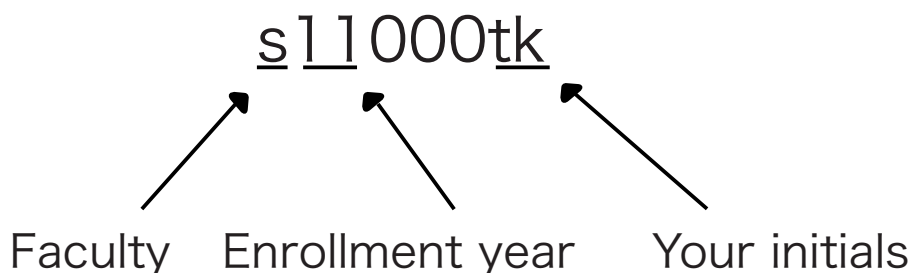
Your CNS email address will be "Login name@sfc.keio.ac.jp".

03

CNS login password is used to make sure that the user is actually the person who has the login name. CNS login password can be set by the user within the following rules;

- The length should be more than six characters up to eight characters. (If you enter more than eight characters, extra words will be ignored.)
- It should include at least two alphabetical characters and one numeric character or special character.
- It should be different from login name (inverted login name and different order are both invalid).
- More than three words should be different from the current password.
- Capital letter and small letter will be treated as the same character.

Please avoid using words and numbers for the password which could be easy-to-guess by a third party as shown below:

- Name of people close to you, and word which you can find in dictionary.
- Your birthday, address, telephone number, etc.
- Repetition of word (e.g. "aaa")

CNS login password is valid only for ninety days. When it is expired, your CNS account will be suspended, and you will not be able to use all services which require CNS account. Please change your password before it expires. For information on how to change your CNS login password, please refer to 【p.10 Change CNS login password】.

If your login password is expired or you forget your password, you need to apply for re-issuing CNS login password at "CNS/ERNS service desk" at ITC (please refer to 【p.131 Contact information】).

04

If your login password is become know to a third party, not only your files could be deleted or changed, but also CNS system as a whole could face a serious threat. A third party who stole CNS login password could conduct illegal activities with the authority of the user whose CNS login password is stolen.

Misconduct of CNS login password is not limited to the user's personal problem. It could invite the mistrust of Keio University as an institution. Please do not write down your CNS login password nor give it to anyone, for it is vital to prevent the leakage of your personal information. The incidents like below are not the exception:

- When you are asked for your CNS login word by university staff.
- When you ask someone to work for you.

If you have any suspicion, please change your CNS login password as soon as possible. About how to change CNS login password, please refer to 【p.10 Change CNS login password】.

2 Change CNS login password

There are two ways to change CNS login password. This section explains both ways.

① Changing CNS login password from web browser (recommended)

CNSログインパスワードの変更
(Changing your CNS login password)

CNSログインパスワード変更を行うページです。
You can change CNS login password at this page.

ログイン名 (Login Name)	s10000tk	パスワードの強さ (Strength of password)	
現在のパスワード (Current Password)	••••••••		
新しいパスワード (New Password)	••••••		❷
新しいパスワードの確認 (Confirm New Password)	••••••	❶	

変更実行(Change) やり直し(Clear!)

❸ 新パスワードには以下の条件が必要です。

- 6文字以上の長さ。(8文字まで有効で、それ以降の文字は無視される)
- 2文字以上の英字、および1文字以上の数字もしくは特殊文字を含む。
- ユーザ名と異なるもの。反転したり、ずらしたものでも不可。
- 現在のパスワードと3文字以上異なること。比較の際、英字の大文字・小文字は同じものとし

01

Activate Web browser, and access 『Changing your CNS login password』from URL.

⇨ https://itcsecure.sfc.keio.ac.jp/accounts/login/

When the "Changing your CNS login password" appear, ❶enter "Login Name", "Current Password", "New Password", and "Confirm New Password". Strength of password will appear in box ❷. More complicated your password is, stronger your password will be. Please choose the password whose strength appears as "Strong".

Click ❸"Change" when you enter all necessary information.

CNSログインパスワードの変更
(Changing your CNS login password)

パスワードが変更されました。
Your password successfully changed.
ITCのトップページへ | SFCオフィシャルWebサイト | 慶應義塾 湘南藤沢ITC

02

When the screen like shown on left, your CNS login password has been successfully changed.

2 How to change CNS login password from the terminal

01

You can change your CNS login password easily from the terminal.

On Mac in the university campus, select "[アプリケーション]-Application" > "[ユーティリティ]-Utility" > ❶"[ターミナル]-Terminal".

```
% passwd
###################################################
#########
#
# CNS ログインパスワードを変更するため
# ccx01.sfc.keio.ac.jp に接続します。
#
###################################################
#########

Password:
```

02

Enter "passwd" on the terminal.

When "Password:" appears, enter your CNS login password.

```
====================================================
CNS のログインパスワードを変更します。
現在のパスワード入力後に新しいパスワードを入力してください。
====================================================
Changing CNS Login Password for s11000tk.  ❶
Please enter current Password:
Please enter NEW Password:
Please retype NEW Password:     ❷
The CNS Login Password has been changed.
                                ❸
```

03

The message "Please enter current password" ❶will appear. Enter your current CNS login password.

Nothing will appear on the screen while you are entering your password. Press "Enter" key when you finish.

To confirm, enter your new CNS login password. Re-enter your new CNS login password for confirmation❷.

If the message❸ appears, this concludes the changing of your CNS login password. Close the terminal.

3 Connect your own PC to CNS

This section shows how configure settings for connecting your own PC to CNS using wireless LAN.

1 How to connect your own PC to CNS

01

Wireless LAN is available in almost all area of Shonan Fujisawa Campus (SFC).

Wireless LAN (Wi-Fi) is a system to connect to the network wirelessly with using radio waves. IEEE802.11a/b/g/n that is the wireless LAN standard is available at CNS.

02

To use Wireless LAN connection, you need to present that you are the CNS account holder with "Personal Certificate". Using of " Personal Certificate" will make encryption of data and the authentication of access point possible, and that realizes safe and secure communications.

In this section, we illustrate how to connect the internet with using Personal Certificate from PC with Windows ' and Mac OS X 10.6.

If you want to register devices which do not support authentication with personal certificate such as gaming machine, you need to register MAC address and connect to the internet. Connecting to the internet with using MAC address authentication does not require encryption of communication, so that it is inferior as compared with the way that uses personal certificate in terms of its safety.

03

The list below shows the authentication method for various devices. Please refer to the list below to see which authentication method your PC supports.

Authentication Method	Support Device	Procedure for connection
by Personal certificate (802.1x authentication)	Windows XP, Vista, 7 Mac OS X, etc.	1. Issue Personal Certificate on "Personal certificate" page. 2. Install your personal certificate. 3. Configure to connect.
by Device resistration (MAC address authentication)	Devices that do not support authentication with certificate.	1. Register device on "Device registration" page. 2. Configure to connect.

# 2-1 Connect with personal certificate (Windows)
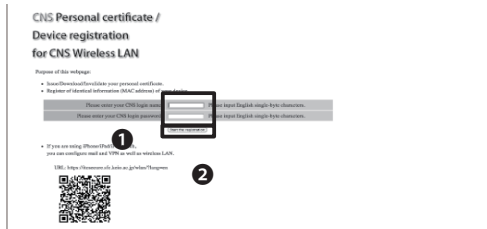
01

Access to "Personal certificate/Device registration for CNS Wireless LAN" page with URL below.

⇨ https://itcsecure.sfc.keio.ac.jp/wlan/?lnag=en

You will be asked for your CNS login name and password. Enter your CNS login name and CNS login password❶ , and click ❷"Begin the registration".

02

When you log in, the window like shown on the left ("Issue personal certificate") will appear. Click ❶ "Issue" and "Submit".
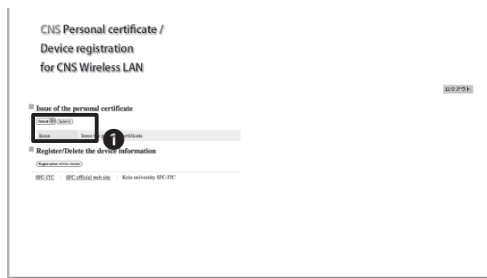
03

Enter eight or more characters of your choice in the box "❶-Enter your pass-phrase.".

You do not need to keep your pass-phrase since only time you will be asked for your pass-phrase is when you install your personal certificate on your PC.
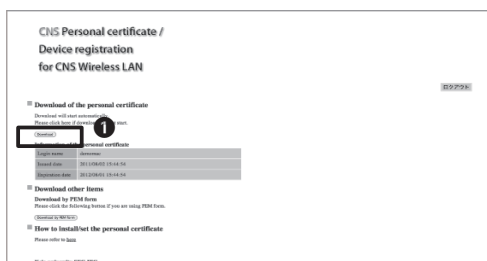
When you finish entering your pass-phrase, click "❷Issue personal certificate".
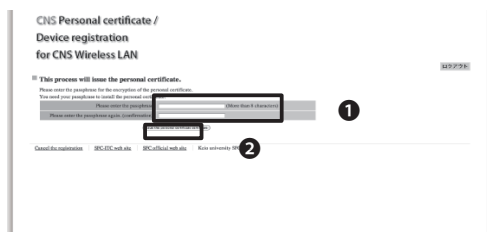
04

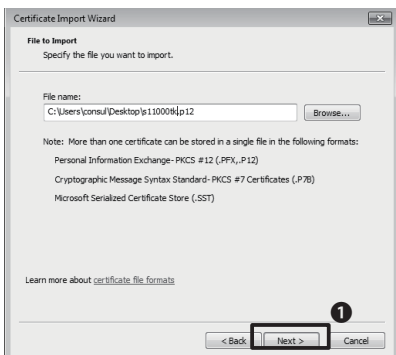Your personal certificate will be downloaded automatically.

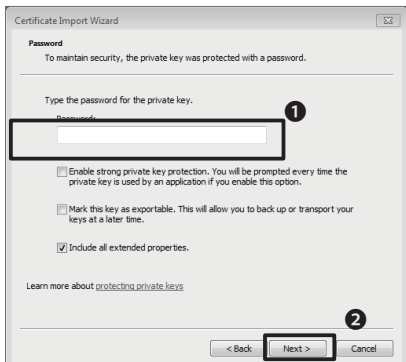If it does not start automatically, click "❶download" to download your personal certificate manually.

13

05

Double click the personal certificate you have downloaded. "Certificate Import Wizard" will start. Click ❶ "Next".
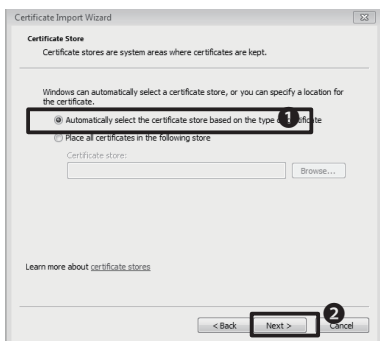
06

The "Certificate File to import" window will appear. Click ❶ "Next".

07

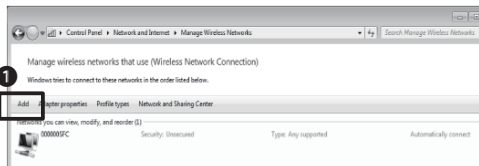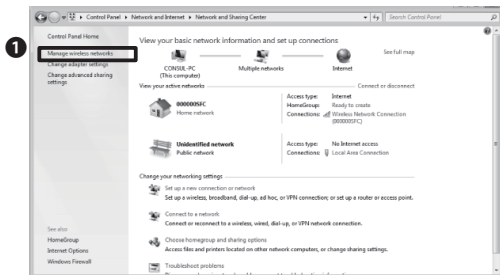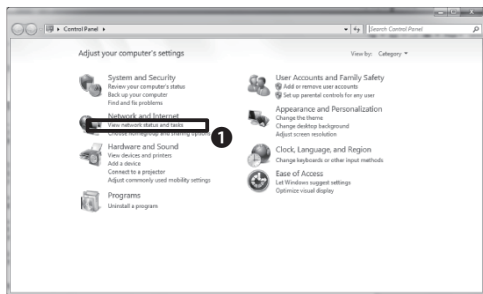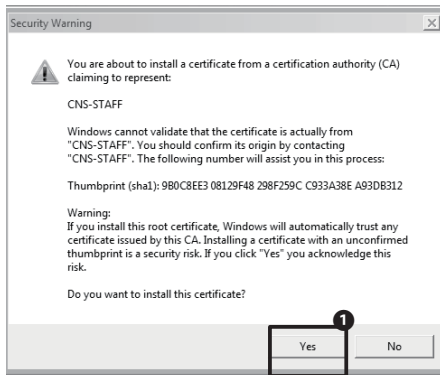The "Password" window will appear. Enter the pass phrase that you have just set in ❶ "Password" field.

Click ❷"Next".

08

The "Certificate Store" window will appear. Check ❶ "Automatically select the certificate store based on the type certificate.", and click ❷ "Next".

The "Finish Certificate Import Wizard" window will appear. Click "Finish".

09

When "Complete Certificate Import Wizard" is finished, you will see the warning like shown on left. Click ❶"Yes".

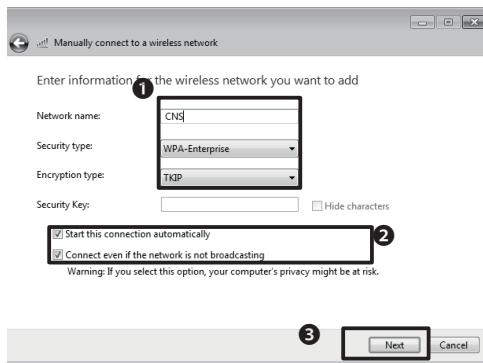Subsequently the message "Imported correctly" will appear. Click "Yes".

10

From Start Menu, select "Control Panel" and "Network and Internet". Click ❶"View network status and tasks".

11

Click ❶ "Manage wireless network" from the menu in the left hand.

12

From the menu of the "Manage wireless network" window, click ❶ "Add".

13

The "Manually connect to a wireless network" window will appear.

Enter the following information: ❶ "Network name" – CNS; "Security type" – WPA-enterprise; "Encryption type" – "TKIP".

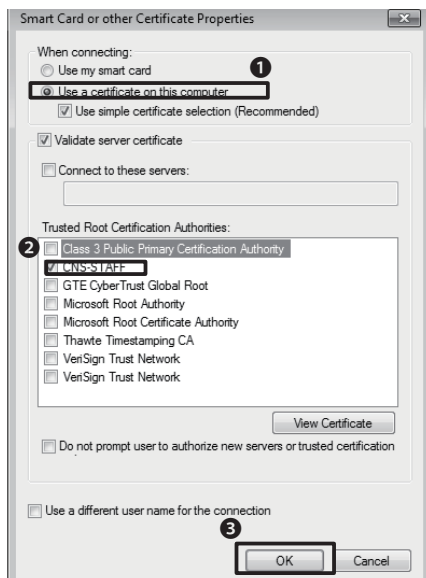❷ Check both boxes for "Start this connection automatically" and "Connect even if the network is not broadcasting.".

Click ❸ "Next".

When the "Add CNS correctly" window appears, click "Change the connection settings".
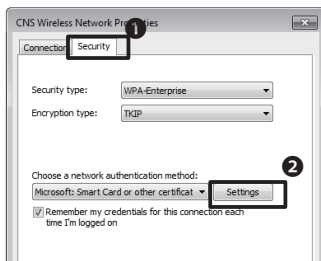
14

The "CNS Wireless Network Property" window will appear (see left). Click ❶ "Security" tab, and click ❷ "Settings" under "Select network authentication method".

15

The "Smart Card or other Certificate Properties" will appear.

Check ❶ the radio button for " Use a certificate of this computer". Check "Validate server certificate".

Check ❷"CNS-STAFF" as "Trusted Root Certification Authorities", and click ❸ "OK".

2-2 Connect with "Personal Certificate" (Mac OS X)

01

Access "Apply CNS wireless LAN" from the URL below:
⇨ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en
You will be asked to enter your CNS login name and password.

Enter ❶your CNS login name and password, and click ❷"Start register".

02

When you log in, you will see the window like shown on the left.

Select ❶"Issue" from the pull down menu, and click "submit".

03

Enter the character string with more than eight characters, in ❶ "Enter your passphrase" field.
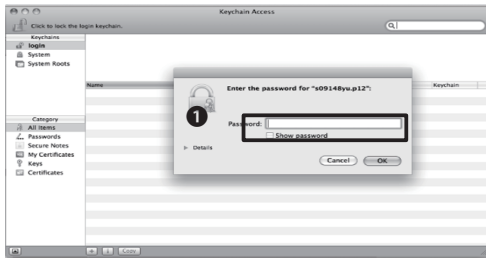
You will be asked to enter your passphrase again when you are installing the personal certificate to PC. This is the only time you will need your passphrase that you do not write it down.

Click ❷"Issue personal certificate".

04

Downloading of your personal certificate will start automatically.

If it does not start automatically, click ❶"Download" to download manually.

05

Double click the personal certificate you have just downloaded. The "Key Chain Access" window will appear like the picture on left. You are asked to enter ❶ your password. Enter your passphrase you have just entered in the previous window.

When your personal certificate is added, close the "Key Chain Access" window.

06

Select "System Environment Settings", and click ❶ "Network".

07
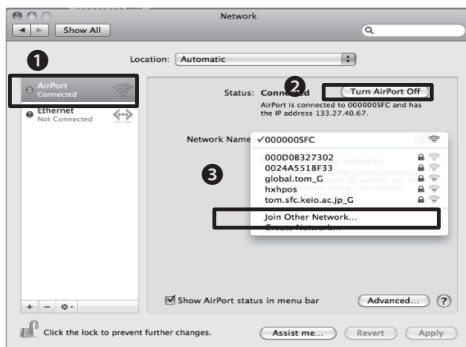
❶Select "AirMac" from the list on the left.

If ❶ ("AirMac") is "Off", select ❷("AirMac") is"ON". Select❸ "Just other Network" for "Network Name".

08

The window like left will appear.
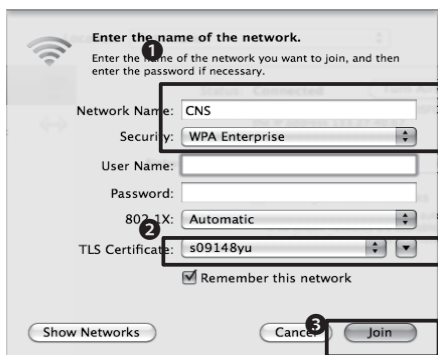
❶Enter CNS for "Network Name", and select "WPA Enterprise" for "Security".

❷Enter your CNS login name for "TLS Certificate".

❸Click "Join".

09

"Verify Certificate" window will appear. Click ❶ "Continue".

10

The window like left will appear (The message says "eapolclient is signing with using the "privateKey" which is included in Key Chain. Do you allow to access to this item?".

Click ❶ "Always Allow".
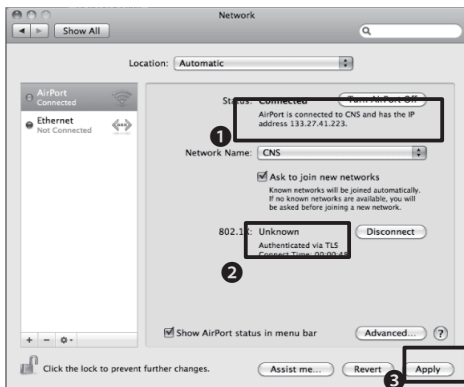
11

You will go back to the first window automatically. You need to check the following two items.

❶The "IP address" consists of four groups of less than three digit number (e.g. 133.27. xxx.xxx) .

❷"Authorized with TLS" appears.

❸Click "Apply".

3 Connect with registering device (MAC address authentication)

If you want to connect devices which do not support authentication method with personal certificate such as gaming machine to CNS, you need to register the MAC address to connect the internet.

01

Access "Apply CNS Wireless LAN" from the URL below;

⇨ https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en

When you access to the URL above, you will be asked to enter your CNS login name and CNS login password. ❶ Enter your CNS login name and password, and click ❷"Start the registration".
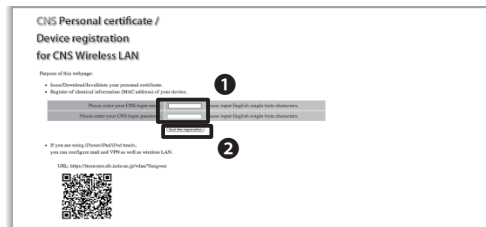
02

When you log in, you will see the window like left. Click ❶ "Register the device".

03
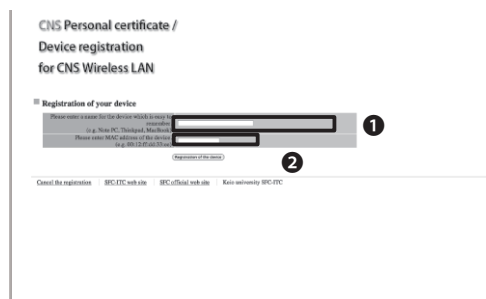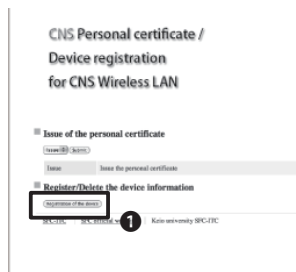
❶Enter the name of the device of your choice. The name should be easy to remember.

❷In "Enter the MAC address" field, you need to enter the MAC address assigned to each device. The way to confirm the MAC address will be different for different OS or device. You need to check the best suitable way for the device.

4 If you lose your personal certificate or the registered device...

If you lose your personal certificate, you need to invalid and re-issue your personal certificate from the URL below ("[証明書の再発行/無効化]-Re-issue/Invalid the certificate").

⇨ https://itcsecure.sfc.keio.ac.jp/wlan/?cmd=cert

If you lose the device that is registered, you need to delete the registration of your device immediately from the URL below:

⇨ https://itcsecure.sfc.keio.ac.jp/wlan/?cmd=macaddr

If you leave the situation untreated, anyone who could pretend as CNS user to connect to CNS. Please be aware that it could encourage the vicious actions as a result.

4 Connect your own smart phone to CNS

You can use the wireless LAN with your smart phone like PC at SFC.Your smart phone can be connected to CNS in the university campus with using the personal certificate.

1 Connect your Smart Phone to CNS

01

You can use the wireless LAN with your smart phone like PC at SFC.

Your smart phone can be connected to CNS in the university campus with using the personal certificate.

02

This section will explain the settings for Xperia (Android 2.1), iPhone/iPad/iPod touch (iPhone OS 3.x, iOS4.x). For more information on how to connect wireless LAN with devices, OS and other versions other than those, please refer to ITC web site;

⇨ http://www.sfc.itc.keio.ac.jp/

2 How to set iPhone/iPad/iPod touch (iPhone OS 3.x, iOS 4.x)

You can connect to Wireless LAN by logging in "Apply to CNS wireless LAN" page from Web browser (safari) to obtain the personal certificate.

01

Enter the URL directly or use QR code to access to the page for personal certificate.

URL   https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en

QRcode
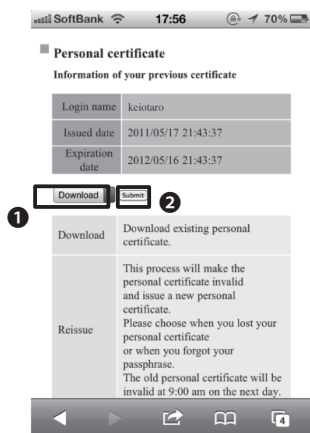
02

When you log in, "Personal certificate: Information on issued personal certificate" window will appear (see left).

Information which appears on this window is the followings (as an example)

❶ Select "Download", and click ❷"Submit".

03

"Download of SFC-CNS settings profile for iPhone" window will open. The information appears on this window is as follows;

Select the profile of your choice.

If you want to configure settings only for wireless LAN, touch❶"Download" next to the "Profile (A)".

04

"Profile" window will appear. Touch ❶"Install".

23

Cancel Warning Install

Unsigned Profile

Installing this profile will change settings on your iPhone.

Root Certificate

Installing the certificate "CNS-STAFF" will add it to the list of trusted certificates on your iPhone.

05

The "Unsigned profile" window will open (The message says "unauthorized profile – if you install this profile, the settings for your iPhone will be changed.).

Touch "Install".

Cancel Enter Password Next

Enter the password for the certificate "sgmt.p12"

|

Required by the "SFC-CNS 利用設定" profile ❶

Q W E R T Y U I O P
A S D F G H J K L
⇧ Z X C V B N M ⌫

06

❶Enter the passphrase which you used for issuing your personal certificate.

Profile Installed Done

SFC-CNS 利用設定
慶應義塾湘南藤沢ITC

Unsigned

Description	SFC-CNSの利用設定(無線LAN)
Received	2011/07/29
Contains	3 Certificates WiFi Network

More Details ＞

07

This concludes the settings.

3 Settings for Xperia (Andoroid 2.1)

01

Enter the URL directly or use QR code to access to the page for personal certificate.

URL https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en

QRcode

■ **Download of the personal certificate**

Download will start automatically.
Please click here if download will not start.

[Download] ❶

Information of the personal certificate

| Login name	keiotaro
Issued date	2011/08/02 15:44:54
Expiration date	2012/08/01 15:44:54

02

Select❶ "Download"and download your personal certificate. If your Xperia can not download the certificate, please open a SD card which is used at the Xperia, and copy the certificate to the SD card.

Settings

03

Touch "Settings" and Select "Wireless & networks".

Settings

📶 Wireless & networks

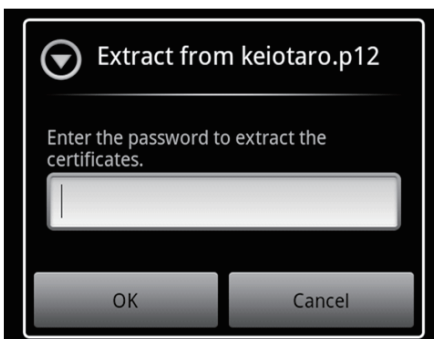📞 Call settings

🔊 Sound & display
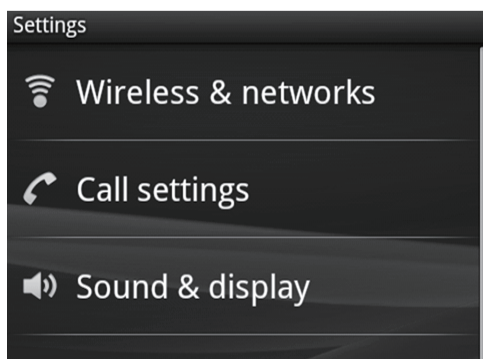
04

To configure the credential storage password, select "Set password". Next, enter a new password (at least 8 characters) and "OK".
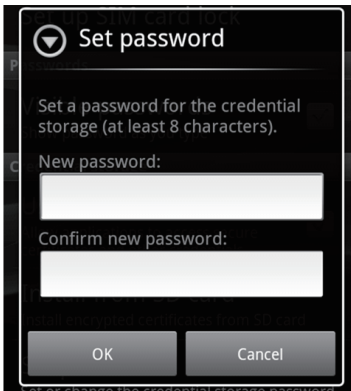
05

Return to "Setting" window and Select "Install from SD card" to install the personal certificate.

06

Select the personal certificate "login-name. p12" and enter your credential storage password.

07

Enter the certificate name "SFC-CNS".

08

As shown in the following table, configure setting for wireless and touch ❶"Save".

Item name	Setting value
SSID	CNS
Security	802.1x Enterprise
EAP method	TLS
Phase 2 Authentication	None
CA Certificate	The name specified when installed
Client Certificate	The name specified when installed
ID	CNS login name
Anonymous IP	None
Wireless connection password	None
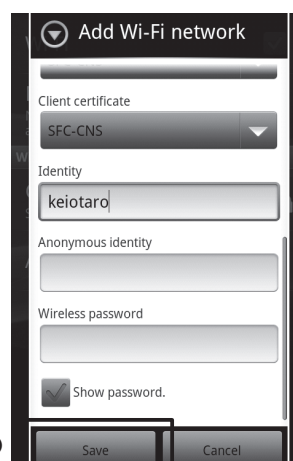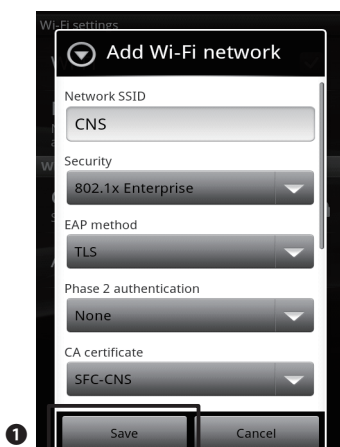
5 Email settings

This section explains how to configure settings for using email account used at SFC with your own PC.

① Set the password for using email

You need CNS IMAP/SMTP-AUTH password for sending and receiving CNS mails. This password is different from CNS login password. If you have already created "CNS IMAP/SMTP-AUTH password" at the guidance at the beginning of the academic year, you do not need to set the new password again. If that is the case, please skip steps (01) and (02) below.

IMAP/SMTP-AUTH Password

This web page is for registering and changing the CNS IMAP/SMTP-AUTH password. You need its password to send and receive e-Please log on to change the CNS IMAP/SMTP-AUTH password.

	❶
Enter your CNS login name	Please input English single-byte characters
Enter your CNS login password	Please input English single-byte characters

Start the registration ❷

SFC-ITC official website | SFC official website | Keio University SFC-ITC (cns-request@sfc.keio.ac.jp)

01

Access the URL below to apply for the CNS IMAP/SMTP-AUTH password.

⇨ https://itcsecure.sfc.keio.ac.jp/mail_passwd/?lang=en

When the screen like left appears, enter ❶your CNS login name and CNS login password.Click ❷"Start the registration" to login.

IMAP/SMTP-AUTH Password

■ Enter the registered password

	❶
Enter the registered password	
Enter the password again to confirm	
Strength of the password	Not evaluated ❷

Register the passw... ❸

The web browser with JavaScript shows the password strength on inputting your password.
This password strength indicates how long it takes anyone else to guess the password. It does not ensure that guessed.

■ How to make a strong password

It is possible for anyone else to guess the password with long time.
It is important how long it takes them to guess the password. In general, the longer time it takes to guess, the s Here are examples of the simple password guessed with short time.

- Strings which everyone can image (e.g. "abc...", "123...", "test", etc.)
- English words in dictionaries
- The same phrase as your CNS login name
- Only uncapitalized alphabet characters

02

When you log in, you will see the window like this. The information on this window is as follows;

❶Enter the CNS IMAP/SMTP-AUTH password you wish to register twice. It should be different from your CNS login password.

❷"Strength of the password" indicate how difficult for a third party to guess the password. The password strength should be "Strong" (It is possible to register even if the strength is "medium", but it is not recommended.).

When you enter all necessary information, click ❸"Register the password".

2 Use e-mail with PC in the university campus

You need to use email software or email client to read emails on your PC.

01

When you login with Mac at Special Classroom or Media Center, you need to use email software called "Thunderbird". You can activate "Thunderbird" by clicking Dock icon or from Application folder.

02

When you login at λ building or with Windows at Media Center, you need to use email software called "Becky!". You can activate "Becky!" from start menu.

3 Using CNS mail with more than one PC

You can send/receive CNS emails with your personal computer or PC at home by configuring settings for email software for each device. You can use any email software which corresponds to the IMAP format.

IMAP is adopting the way to save emails at server, so that wherever you are sending to/receiving from emails, the record of such actions will be kept. If you are using computers which are used by general public, you need to be very careful in keeping your personal information such as IMAP password. There is a possibility in leaking personal information or deleting important emails.

Please refer to the next section (4) for settings of personal computer. Moreover, you can send/receive emails from Web browser by using "SFC-CNS Web Mail" as a substitute without installing any software.
⇨ https://imap.sfc.keio.ac.jp/

4 Email settings (IMAP/SMTP)

This section explains how to configure settings for reading emails with using "Thunderbird" with both Windows and Mac.
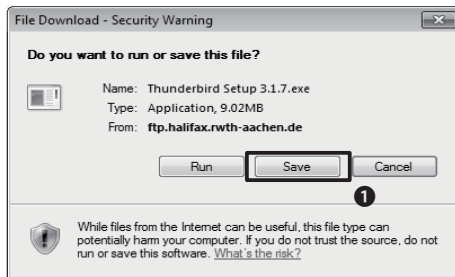
5-1 How to install "Thunderbird" (Windows)
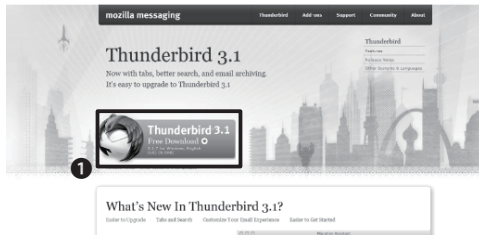
01

Access "Mozilla Thunderbird" web page from the URL below;

⇨ http://mozilla.jp/thunderbird/

When the window like left apperar, Click ❶"Free Download"

02

"Download files – Security warning" window will appear. The message - "Do you want to activate or save this file?" – will appear. Click ❶"Save".

03

Specify the location you want to save the file. If the location indicated is easy for you to remember, you can save the file there. With example shown here, the file is saved on desktop.
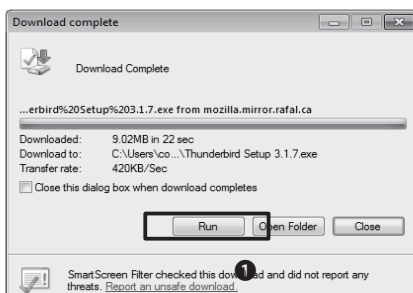
When you choose the location, click ❶"Save" again.
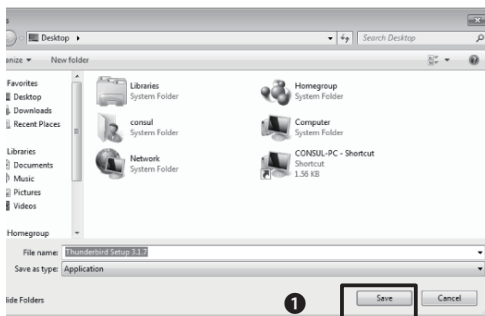
04

"Download complete" window will appear. Click ❶"Run".

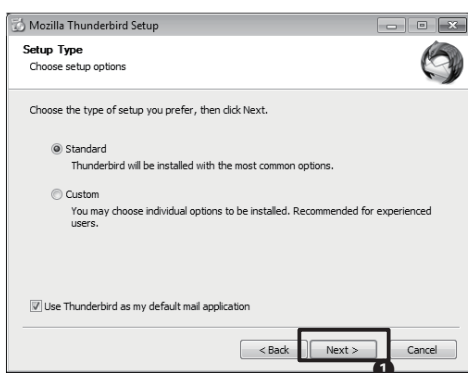In some case, "Control user account" may appear. If that is the case, click "Yes" to continue the installation.

If the "Complete download" window is closed, activate the file you have just downloaded.

05

"Mozilla Thunderbird Setup" wizard will appear. Click ❶"Next".

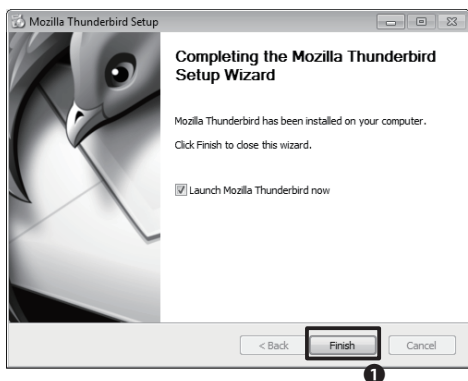# 06

The "Select setup type" window will appear (as shown on the left).

Make sure "Standard Installation" is checked.

Click ❶"Next". This will start the installation.

07

When the window like shown on the left appear, the installation is completed. You can delete the files you have downloaded.

Click ❶"Finish". "Thunderbird" will be activated. You can delete the files you have downloaded.

5-2 How to install Thunderbird (Mac OS X)

01

Access the "Thunderbird" web page with the URL below;

⇨ http://mozilla.jp/thunderbird/

When the window like left image appears, click ❶"Free download".

02

When the download is completed, the window like left will appear. If the window does not appear, double click the file you have just downloaded.

Drag ❶"Thunderbird" icon and copy to ❷ the short-cut for Application folder.

When the copy is done, the installation is completed.

03

When the installation is completed, click ❶"Fetch" icon. You can delete the downloaded file.

Find ❷"Thunderbird" icon in folders of "Application", and click the icon to activate

We explains email account settings in the next section.

6 Account settings for Thunderbird

The examples here shows the windows on Mac, but the procedure for Windows are the same. Account settings should be done while you are connected to the internet. If you have any problem in configuring the settings, or if you use other email software, please refer to the following section (section 7).
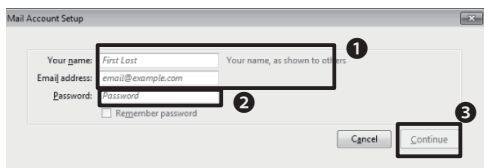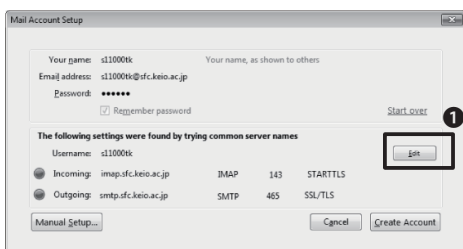

01

Follow the window which appears when you activate "Thunderbird" for first time.

❶Enter the following information;

If you check the box for ❷ "Remember the password", your password will be saved on your PC. If you are using PC that is accessible by general public, do not check this box.

Click ❸"Continue".

02

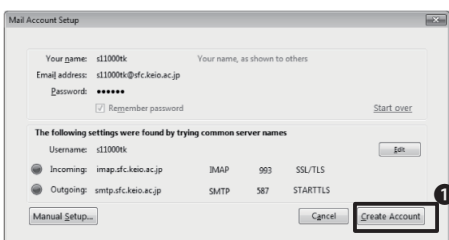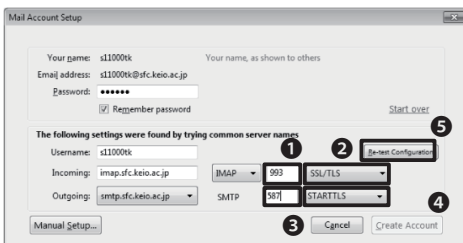The window like left will appear. The message says "Thunderbird found your mail account." Click ❶ "Edit".

03

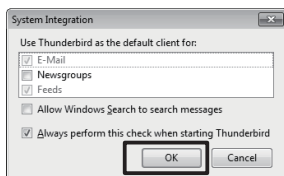Change ❶"143" to "993", and ❷ "STARTTLS" to "SSL/TLS".

Change ❸"465" to "587", and ❹"SSL/TLS" to "STARTTLS".

Click ❺"Retry the settings".

04

The window like shown on the left will appear (The messages says "Thunderbird found your mail account settings."). Click ❶"Create Account".

33

05

Click ❶"OK". This concludes the settings.

7️⃣ Information on e-mail account settings

If there is any mistake in account information which is set automatically by "Thunderbird", or if you use email software other than "Thunderbird", please refer to the settings information below.

To configure mail account settings manually, please go to "Tool" > "Account Setting".

Type of Receiving email server	IMAP
Server for receiving emails	imap.sfc.keio.ac.jp
Port	993
Protection for the connection	SSL/TLS
Secured authorization	Yes

Server of sent email	smtp.sfc.keio.ac.jp
Port	587
Protection of the connection	STARTTLS
Protected authorization	No

6 Printing out in university campus

This section explains how to use printers at SFC and con-figure your own PC for IPP printing.

1 List of printer locations

There are two types of printer at SFC – monochrome printer and color printer.
Please refer to the list below for the location of each printer.

Location	Printer
Co-op Cafeteria – North Wing (Vending machine area)	RICOH IPSiO SP8200 (monochrome)
κ 18 Special Classroom	RICOH IPSiO SP8200 (monochrome)
ε 17 Special Classroom	RICOH IPSiO SP8200 (monochrome)
ι 18 Special Classroom	RICOH IPSiO SP8200 (monochrome)
o 17 Special Classroom	RICOH IPSiO SP8200 (monochrome)
λ 11 Special Classroom	RICOH IPSiO SP8200 (monochrome) RICOH IPSiO SP C810 (color)
λ 18 Special Classroom	RICOH IPSiO SP8200 (monochrome)
λ 21 Special Classroom	RICOH IPSiO SP C810 (color)
κ Building, 2nd floor	RICOH IPSiO SP8200 (monochrome)
ι Building, 2nd floor	RICOH IPSiO SP8200 (monochrome)
Media Center, Open Area	RICOH IPSiO SP8200 (monochrome) ×2 RICOH IPSiO SP C810 (color) ×2
Media Center AV hall entrance (1st floor)	RICOH IPSiO SP8200 (monochrome)
Faculty of Nursing and Medical Care-Room205	RICOH IPSiO SP8200 (monochrome) ×2 RICOH IPSiO SP C810 (color)
Library of Nursing and Medical Care (next to the PC for database search)	RICOH IPSiO SP8200 (monochrome)
Faculty of Nursing and Medical Care-At the corridor in front of Room202	RICOH IPSiO SP8200 (monochrome)
Keio Co-op Store, Faculty of Nursing and Medical Care	RICOH IPSiO SP8200 (monochrome) RICOH IPSiO SP C810 (color)

If there is any trouble with printer, please contact CNS consultants (ext:52519/52555), or ITC (ext:52512).

2 Print out from the PC in the university campus

01

Open the file you wish to print out from the PC in the university campus. From the Menu bar, select ❶ "[ファイル]-File".

On Windows, select ❷ "[印刷]-Print".

On Mac, select ❸"[プリント]-Print".

02

The "[印刷]-Print" window will appear. Select "[全般]-General" tab, and ❶ choose the printer – "monoprn" for monochrome printer, and "colorprn" for color printer.

On Windows, click ❷ "[印刷]-Printing". On Mac, click(❸ "[プリント]-Print". The data will be sent to the printer.

The settings on PC are completed.

The further settings will be done on the touch-panel attached to the printer.

③ Print out from your own PC

You can send data to the printers at SFC directly from your own PC or laptop computer at your home with using Internet Printing Protocol (IPP).

To use IPP printing, you need to apply to Online Application and to configure your PC. In this section, we show you how to configure both Windows and Mac. IPP printing cannot be used if you use Windows 7, Starter edition.

4-1 Configure your own PC (Windows)

About this page

This web page is for applying to use CNS IPP and conf

- Apply to use ❶
- Confirm the current password
- Reissue the password

- Documents
  - About IPP

01

Access to "Apply to use" page from the URL below, and click ❶ "Apply to use CNS IPP".

⇨ https://itcsecure.sfc.keio.ac.jp/ipp/?lang=en

Apply CNS IPP

Enter the follwing information

❶

CNS login name | Please put English single-byte characters
CNS login password | Please put English single-byte characters

(Apply to use) ❷

02

Enter the following information:

Click ❷ "Apply to use".

Apply CNS IPP

Registration completed
Your application was just accepted as shown below.

CNS login name a10000k
CNS IPP password XXXXXXXX

Changing configuration ❶
Please configure your PC for IPP printing.
You can refer to the manual on the web.
You should enter CNS IPP password in the process of configuring, so please remember the password.
Here is the application page where you can confirm your password.

## 03

❶The current password for IPP printing will be displayed. You will use this password for settings so that please write it down.

If you forget the password, go back to the first page (01), and click ❷"Confirm the current password" to see your current password.

About this page

This web page is for applying to use CNS IPP and conf

- Apply to use
❷ - Confirm the current password
- Reissue the password

- Documents
  - About IPP

If you have already configured the settings to use CNS printer, and you check your current password with using other menu (window), your current password will be changed and will be unable to be used. Please be careful.
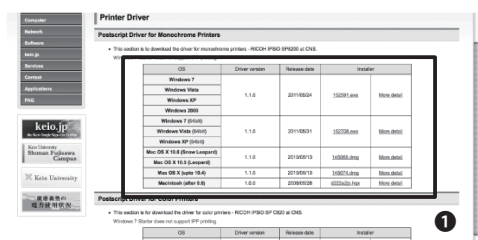
37
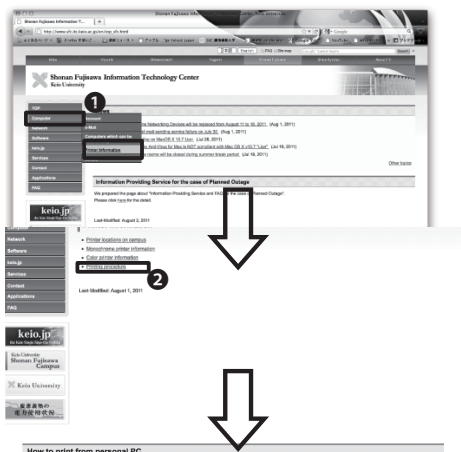
04

Access "ITC Web page" from URL below;

⇨ http://www.sfc.itc.keio.ac.jp/

Click ❶ "Computer">"Printer Information" >
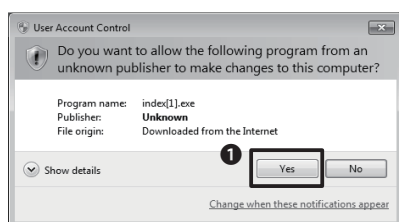❷ "Printing Procedure" > ❸ "Printer driver"

05

❶Choose the printer which you wish to in-
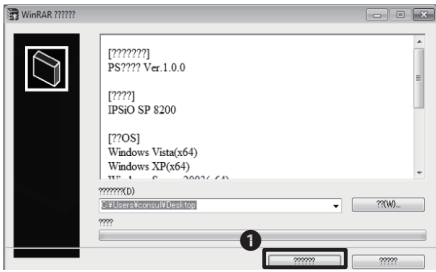stall for your OS.

06

When the download is completed, click
❶"Save the file", and save the file at arbitrary
location.

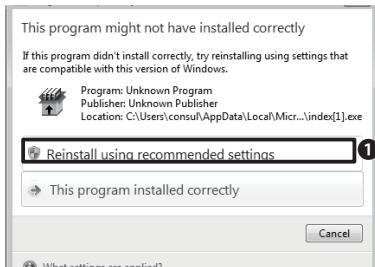Open the file you have just downloaded.

07

"User Account Control" window will appear.
The message says "Do you allow the pro-
gram below to make change to this com-
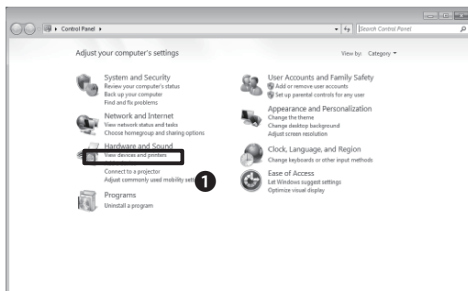puter?❶" Click "Yes".

08

Specify the location to install the program, and click ❶ "[インストール]-Install".

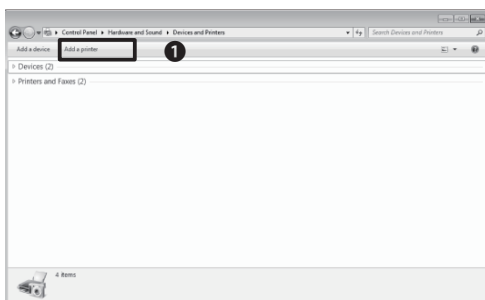With this example, the file "121746" will be created on desktop.

09

If "Program Compatibility Assistant" appears (the message says "This program might not have installed correctly".), click ❶"Reinstall using recommended settings"
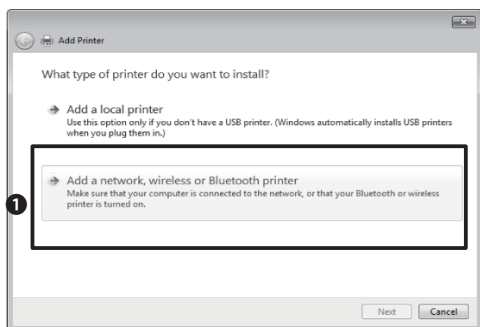
10

From start menu, select "Control Panel"   > ❶ "Show device and printer".
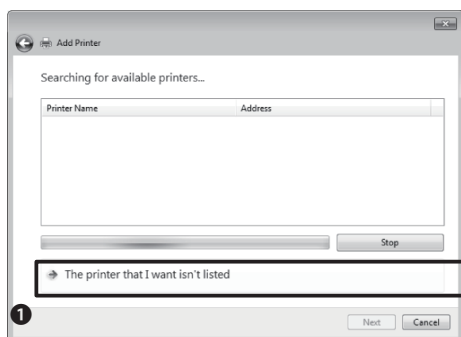
11

Click ❶"Add printer".

39

12

The "Add Printer" window will appear.

Click "Add a network, wireless or Bluetooth printer.".

13

The message "Searching for usable printer" will appear, but do not use this function.

Click ❶ a radio button for "The printer that isn't listed".
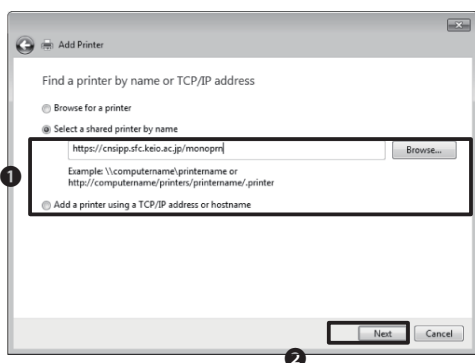
14

Click the radio button for ❶"Select a shared printer by name, and enter the address as follows;

For monochrome printer:
⇨ https://cnsipp.sfc.keio.ac.jp/monoprn

For color printer:
⇨ https://cnsipp.sfc.keio.ac.jp/colorprn

When you enter all necessary information, click "Next".
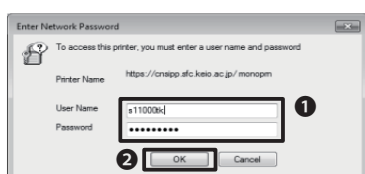
15

The "Enter network password" window will appear. Enter the following information; ❶ your CNS login name as "User Name" and your CNS IPP password as "Password". ❷Click "OK".

16

On the "Add printer wizard" window, click ❶ "Have Disk"
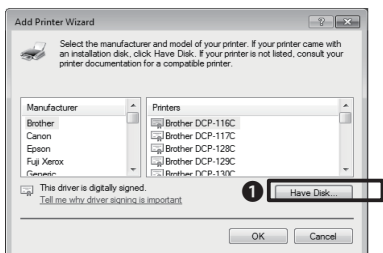
17

The "Install from the floppy disk" window will appear. Click ❶ "Browse".
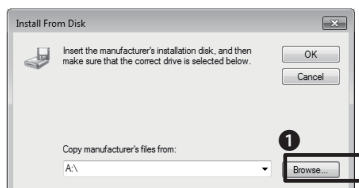
18

There are folders and files in the folder you have just installed. Open those folders/files in the following order;
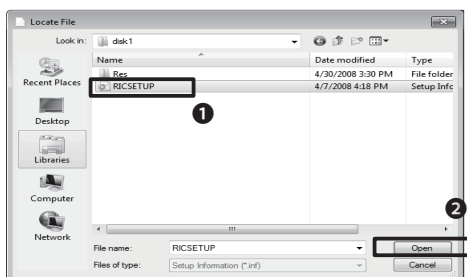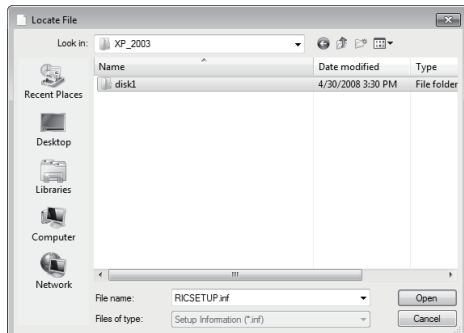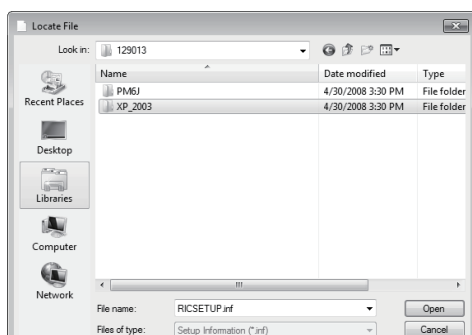
(Example)　　121746
　　　　　　　　→XP_VISTA
　　　　　　　　　→DISK1
　　　　　　　　　　　→RICSETUP

Select ❶"RICSETUP", and click ❷ "Open".

The folder name of "121746" will vary for different types of driver.

19

You will go back to "Install From Disk" window. Click ❶"OK".

41
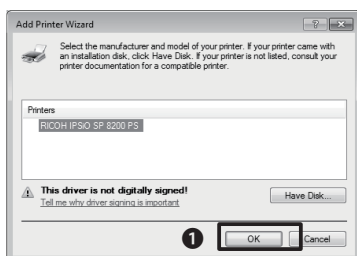
20

You will go back to "Add Printer Wizard" automatically.

Make sure that you will see "RICOH IPSiO SP 8200 PS" for monochrome printer and "RICOH IPSiO SP C810 PS" for color printer. Click ❶ "OK".

21

Click ❶"Next".

22

Click ❶"Finish".

This concludes the settings.

4-2 Configure own personal PC (Mac OS X)

■ **About this page**

This web page is for applying to use CNS IPP and conf

❶ • Apply to use
  • Confirm the current password
  • Reissue the password

  • Documents
    ○ About IPP
    ○ How to use

01

Access to "Apply to CNS IPP" page with the URL below, and click ❶"Apply to use"

⇨ https://itcsecure.sfc.keio.ac.jp/ipp/?lang=en

Apply CNS IPP

■ Enter the follwing information
                                    ❶
  CNS login nam[   ]ease put English single-byte characters
  CNS login psswor[   ]ease put English single-byte characters
              [Apply to use] ❷

02

❶Enter the following information. Click ❷ "Apply to use".

Apply CNS IPP

■ Registration completed
Your application was just accepted as shown below.

  CNS login name s10000tk
  CNS IPP password XXXXXXXX ❶

■ Changing configuration
Please configure your PC for IPP printing.

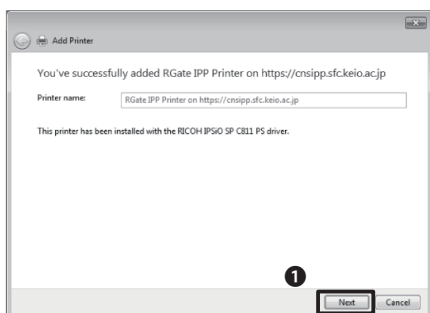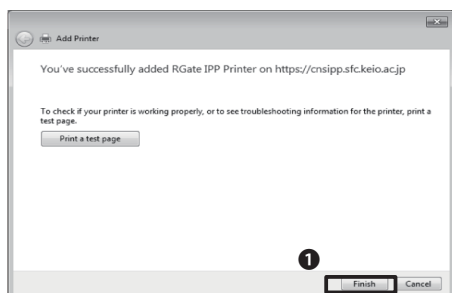■ **About this page**

This web page is for applying to use CNS IPP and conf

  • Apply to use
❷ • Confirm the current password
  • Reissue the password

  • Documents
    ○ About IPP

03

The password for IPP printing will appear ❶. You will use this password for settings, so that please memorize the password.

If you forget the password, go back to the first page (01), and click ❷ "Confirm the current password". You can see the current password.

If you are already using the printer and check your current password with any way other than the way described in this section, your password will be changed and you will be unable to use the printer you are using. Please be careful.

43
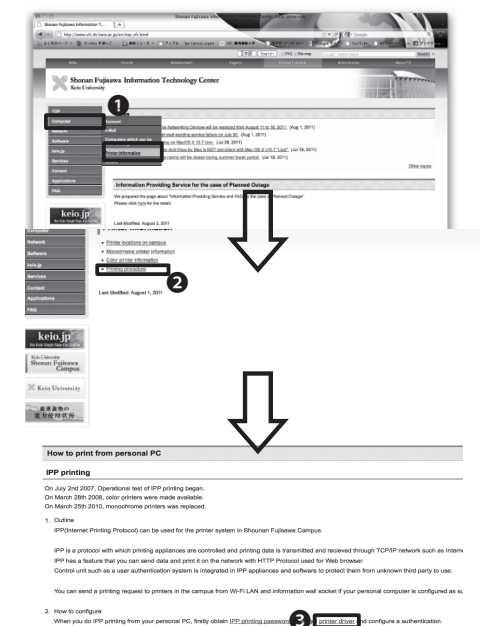
04

Access to ITC's web page from URL below:

⇨ http://www.sfc.itc.keio.ac.jp/

Click ❶ "Computer" > "Printer Information".

Click ❷ "Printing procedure".

Click ❸ "Printer driver" (under "2. How to configure")

05
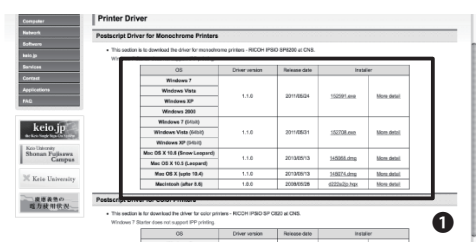
Choose ❶the driver suitable for the type of printer you wish to use and the OS you are using.

06

Open the dmg file you have downloaded, and double click the pkg file inside. Pkg file may be opened automatically with some web browser.

07

The "Install PPD" window will open (see left).

The message says "This installer package needs to run a program to determine if it can be installed. Do you want to continue?". Click ❶ "Continue".

Click ❷ "Continue" (it is on the "Welcome to the PPD Installer" window)
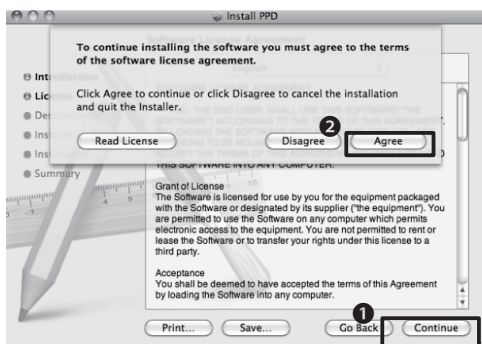
08

Software License Agreement will appear. Click ❶"Continue".

If you agree to the terms of the Software License Agreement, click ❷"Agree".
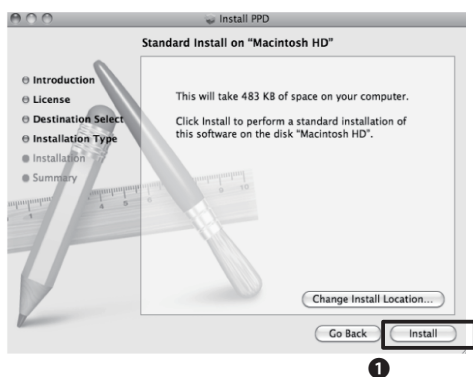
09

The "Standard Install" window will appear. Click ❶"Install".

Installation starts.

10
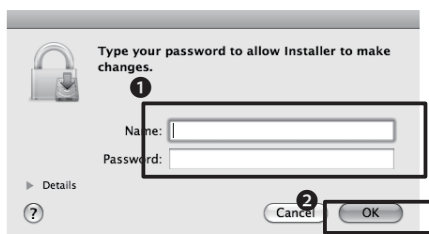
The window like left will appear.

The message says "Enter the password to allow installer to change. Enter the information below; ❶your CNS login name as "Name" and your CNS IPP password as "Password". Click,❷"OK".
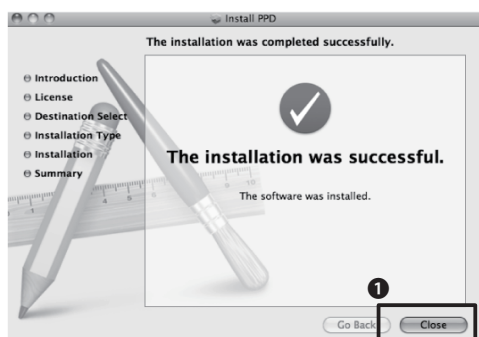
11

"The software was successfully installed" message will appear.

Click ❶"Close".

45

12

Click ❶"Eject" icon. You can delete the downloaded file.

Click "Application" folder > "Utility folder > ❷ "Terminal".

```
cd /usr/libexec/cups/backend
```

13

Enter the command shown on the left, and press "Enter" key.

You need to leave a space after "cd". Please be careful attention to spelling and spacing.

```
sudo ln -s ipp https
```

14

Enter the command shown on the left, and press "Enter" key.

Please be informed that『l』after 『sudo』is lower-case.

```
Password:
```

15

"Password:" will appear. Enter the password and enter "Return" key.

The password you are entering is not displayed.

When you finish, finish the terminal and restart the PC.

16

Open "System environment settings", and click ❶ "Printer & fax".

17

When the "Printing and Fax" window appears, click ❶『+』 in the bottom left corner.
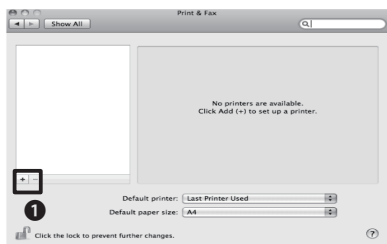
18

From Tool bar, click ❶"Detail".

If the "Detail" is not included in the tool bar, right-click on the margin of the tool bar and select ❷ "Customize Tool Bar".
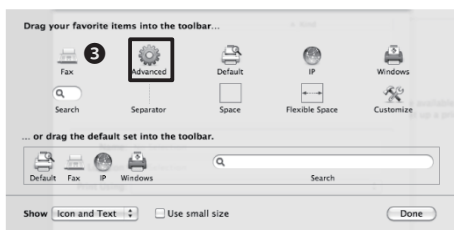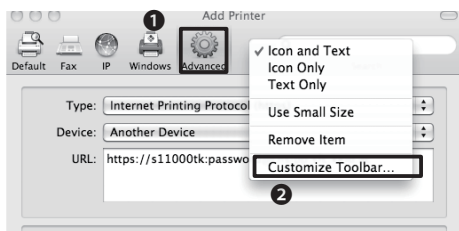
❸Drag "Detail" from the displayed dialogue to the tool bar.

19

Select/enter information as below:

This concludes the settings.
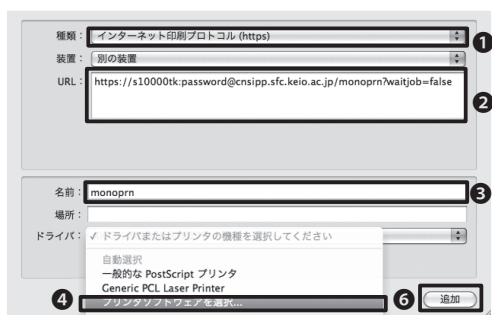
Menu	Information	
種類-Type	❶インターネット印刷プロトコル(https)-Internet Printing Protocol (https)	
❷URL	Monochrome printer	<https://Login Name:IPP Password@cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false>
	Color printer:	<https://Login Name:IPP Password@cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false>
❸名前	<monoprn>	
❹ドライバ	モノクロプリンタ	<RICOH IPSiO SP 8200 PS>
	カラープリンタ	<RICOH IPSiO SP C810 PS>　❺Click "OK"
❻オプション	For printing option, choose ❼ "[あり]	

47

5 How to use touch panel (Printing/Deleting)

01

This section explains the way to use the touch-panel installed next to printer.

Touch the screen, and the screen for entering your user ID will appear (see left). Enter your CNS login name in small letter.

Touch ❶ "[確定]-Confirm".

02

The list of data for printing job will be displayed.

If you want to print out, ❶ touch the data you want to print out, and touch ❷ "[印刷]-Print".

The confirmation window will appear. Touch "[はい]-Yes".

03

If you want to delete the printing data, ❶ touch the data you want to delete and ❸ "[削除]-Delete".

The confirmation window will appear. Touch "[はい]-Yes".

6 Printing Charge

The number of pages for each user is recorded at CNS. Based on such record, each user is charged for their printing at the end of the academic year. Please refer to the list below for printing charge;

Printer	Printing Charge
Monochrome printer	A4 – 5JPY/page
Color printer	A4 – 15JPY/page
	A3 – 30JPY/page
	Printing allowance per academic year is 2,500JPY. You will be charged for all printing exceeding the allowance.

One duplex (two-sided) printing count as two pages and that it will be charged twice as much as the one page. Please be aware that if you misprint or do monochrome print with color printer, you will be charged for your printing based on the printer you are using.

Log in names for students who will be charged for their printing will be put up in α-building. If your name is listed, buy certificate stamp at α-building and hand it in to ITC counter. If you do not pay by the due date, your CNS account may be suspended.

7 How to check the total pages

To check the amount of pages you have printed, you need to log in remotely to CNS (please refer to 【p.50 Connect to CNS from your PC】), and execute printer-acct command.

The number of printing will be updated not after the printing but at 12:00AM on next day. With the example below, ❶~❸ indicate the followings; ❶: 589 pages of monochrome printing ❷: 11 pages of A4 size color printing ❸: 2 pages of A3 color printing.

```
% printer-acct (Returnキーを押す)
昨日までの CNS printer 利用合計 [s10000tk]
----------------------------------------
白黒Printer  page数   monoprn  [Total]
                      589      [  589] ❶
Color - A4 page数    colorprn [Total]
                      11       [   11] ❷
Col-A4以外 page数     colorprn [Total]
                      2        [    2] ❸
```

With this example, the total printing charge will be calculated as follows:
5JPY (for monochrome printing) $\times$ 589 pages = 2,945JPY
15JPY (for color printing) $\times$ 11 pages = 165JPY
30JPY(for color printing) $\times$2 pages = 60JPY
Total printing charge = 3,170JPY

You can deduct 2,500JPY for your allowance. In this case, you will be charged 670JPY for your printing. Therefore, you need pay 670JPY at the end of the academic year.

7 Connect to CNS from your PC

You can operate various functions such as changing your account settings remotely with connecting your own personal computer to CNS.

1 Remote login

To connect your PC to CNS, you will use "Remote login". If you login remotely, you can use UNIX environment at CNS from your own PC.

This section shows how to log in with Mac OS X standard functions and Putty with Windows.

You need to specify the destination. The destinations you can specify are the followings;

- ccz00.sfc.keio.ac.jp
- ccz03.sfc.keio.ac.jp
- ccx01.sfc.keio.ac.jp
- webedit.sfc.keio.ac.jp

2-1 Remote login with Mac OS X

01

Click ❶ "Finder" at Dock.

02

Select "Application" > "Utilities", and click ❶"Terminal".

50

03

"Terminal" window will appear (see left). Enter 『ssh<your CNS login name>@<server name>』.

If your login name is "s11000tk", and server name is "ccz00.sfc.keio.ac.jp", you need to enter like below:

```
ssh s11000tk@ccz00.sfc.keio.ac.jp
```
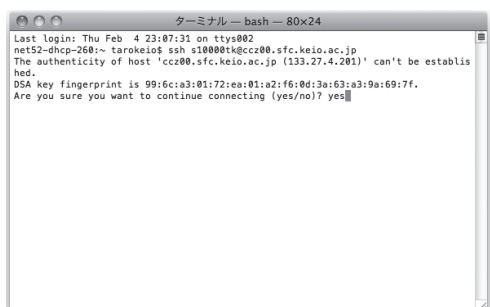
04

If you login for first time, the message shown on left will appear.

When this message appears, enter <yes>, and press "Return" key.

05

When the message shown on left appears, enter your CNS login password and press "Return" key.

If "%" is displayed on the window, the settings is completed.

2 – 2 Remote login with Windows

01

Logging in remotely with Windows requires specific software. The example here is one of the typical software – "PuTTY".

Access the Japanese version of "PuTTY" from URL below to obtain ❶ the latest version.

⇨ http://hp.vector.co.jp/authors/VA024651/PuTTYkj.html
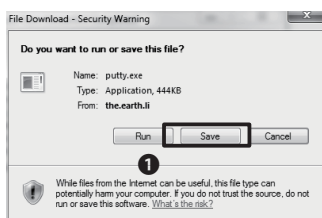
02

Specify the arbitrary location (desktop with this example), and click ❶ "Save".
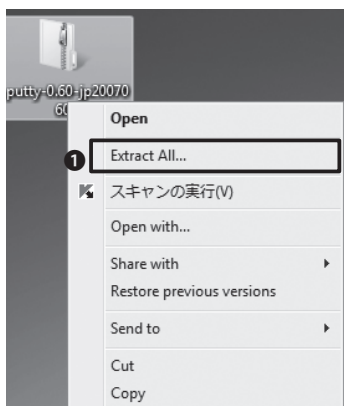
03

We give you the example of how to extract with Windows standard functions.

Right click on the downloaded file, and select "Extract All".
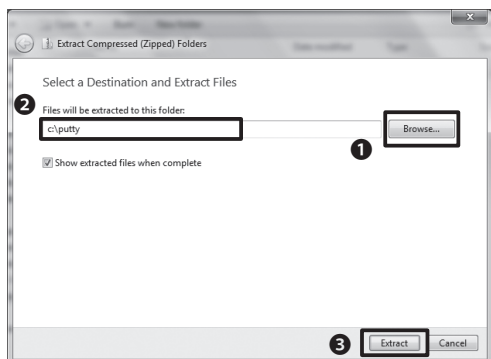
04

Click ❶ "Browse", and specify the destination to expand. With this example, the destination is "c:¥putty".

When the destination is specified, check ❷ "Show extracted files when complete", and click ❸"Extract". You can delete the downloaded file once it is extracted.

2 - 3 **Remote login with Windows (For operation)**
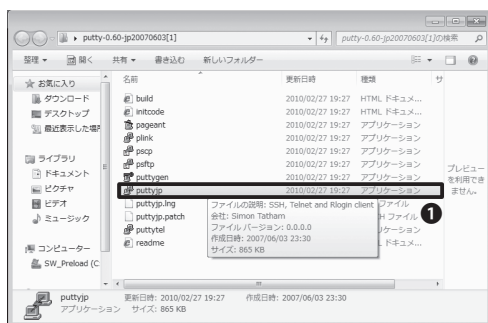
01

Activate "PuTTY". Open ❶ "puttyjp" in the expanded folder.

02
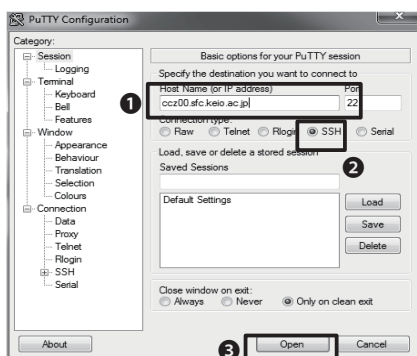
Enter ❶<ccz00.sfc.keio.ac.jp> for "Host name (or IP address)".

Make sure ❷the radio button for "SSH" is checked for "Connection type" is checked. Click ❸"Open".
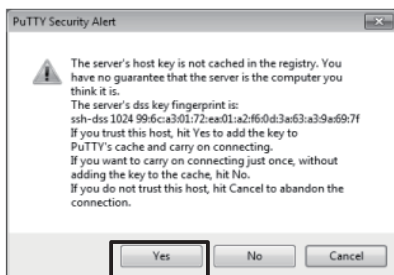
03

Only for first time you connect to PuTTY, "PuTTY Security Aleart" will appear (see left).

Click ❶ "Yes".
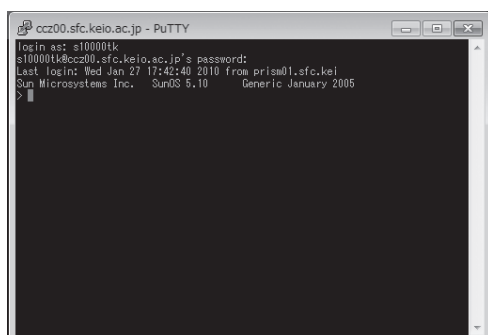
04

"login as:" will be displayed. Enter your CNS log in name and press "Enter" key.

When "password:" appears enter your CNS log in password and press "Enter" key. The password you are entering will not be displayed.

When ">" appears, the settings is done.

53

8 Save files on CNS

For each SFC student, 10GB of memory area is assigned to save personal files, backup files, also use as work space.

1 Area allocated to the individual students

At CNS, memory area for saving personal files such as essays and emails are provided to students. This area is called "home directory". Terminals installed in the campus and its folder/drives are as follows:

Location	Location on CNS server
Home directory for Mac	/home/login name/CNSiMac/
Z drive on Windows	/home/
Desktop on Windows	/home/login name/XPDataCNS/CNSDESKTOP/
My document on Windows	/home/login name/XPDataCNS/My Documents/
Desktop on Windows7	/home/login name/7DataCNS/CNSDESKTOP/
My document on Windows7	/home/login name/7DataCNS/Documents/

Please be informed that if you use up the allocated are of 10GB, it will cause trouble to receiving CNS emails.

2 File transfer

01

You can access directly to home directory of CNS from the terminal located in the campus. In order to access CNS's home directory from your personal computer, specific file transfer software is required.

02

To save files which you created with your laptop computer at CNS's home directory or archive server, you need to use the file transfer software.

SFC recommends the file transfer software which uses SCP. We show you the example of WinSCP for Windows, and Cyberduck for Mac.

3 - 1   **File transfer (Windows-WinSCP)**

This section explains how to transfer files with WinSCP.

If the files and directory you wish to transfer contains characters other than English one byte characters (Japanese, two-byte character), file name can be garbled and/or file transfer may be failed.

01

Open web browser, and display WinSCP web-site.

⇨ http://winscp.net/

Click ❶ "Download" at the top of the screen.

Click "Installation package" for "WinSCP 4.2.9" (as of March, 2011).

02

The window like shown on left appears, click "Save".

When download is completed, click ❶ "Run".

The warning to confirm the safety will appear. Click "Run".
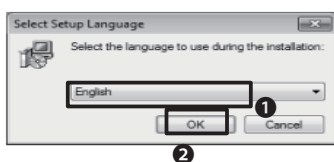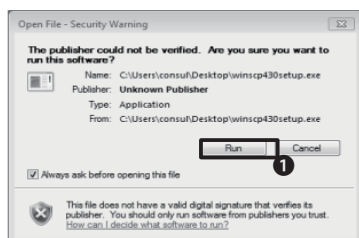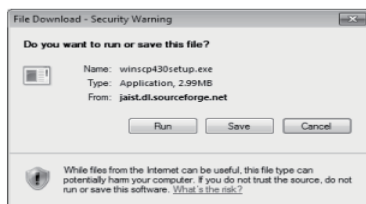
03

Make sure ❶ "English" is selected, and click ❷"OK".

04

"Start WinSCP set-up wizard" window will appear (see left). Click ❶ "Next".

05

"Type of set-up" window will appear. Make sure ❶ Full upgrade(Recommended)" is checked. Click ❷ "Next".
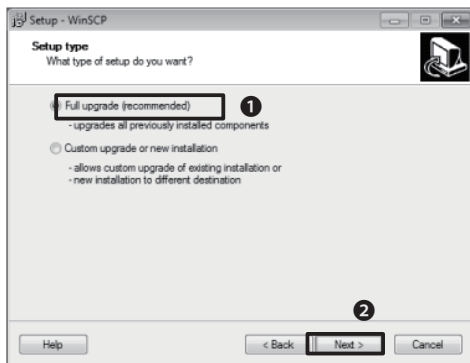
06

This window is for selecting the interface. There are the following two radio buttons:

○First radio button:"Commander interface"
- Two panels (local on the left and remote directory on the right)
- Short cut similar to Norton
- Drag & drop is available between two panels

○Second radio button: "Explorer interface"
- Display only remote directory
- Short-cut similar to Explore
- Drag & drop is available

Choose one of above two choices, and click ❶"Install".
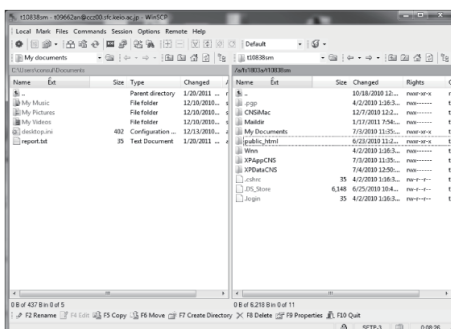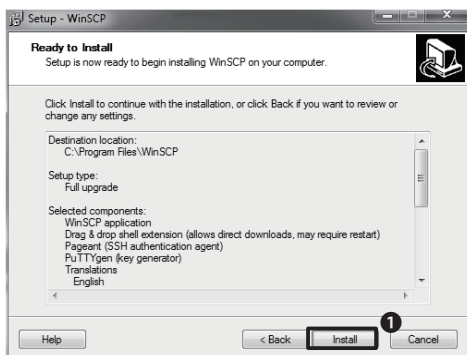
The example here is "Norton command style" as shown on the left. You can change the style even after the installation.
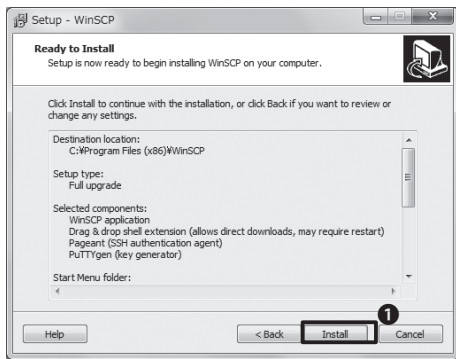
07

The message – "Prepared to install" will appear. Click ❶ "Install".

08

"Finish WinSCP setup wizard" window will appear. There are the following two radio buttons:

○Yes, restart the computer now

○No, I will restart the computer later

Check the first radio button to restart immediately, and click ❶"Finish".
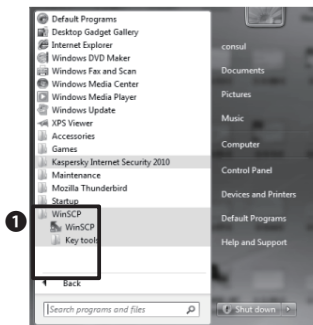
09

To active WinSCP, click ❶"WinSCP" icon.
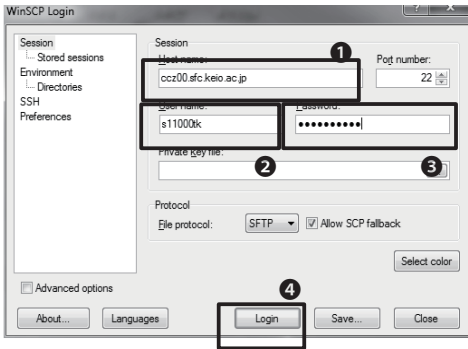
10

The "WinSCP login" window will appear. Enter the information for ❶, ❷ and ❸;

❶"Host name", ❷"User name", ❸"Password".

If you click "Save", you can save the settings.

When you entered the necessary information, click ❹"Login". If this is your first time to log in, the window to confirm the destination will appear. Click "Yes".
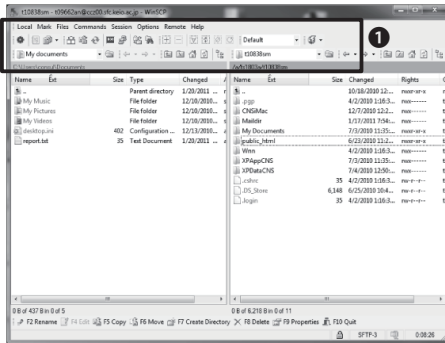
11

When you log in successfully, your PC will appear on the left and the list of files on home directory will appear on the right on the window.

There will be buttons above those lists (see ❶). You can work for files and folders by clicking them.

12

You can transfer files by "drag and drop".

For example, if you want to transfer the file named "report.pdf" saved on your PC to the "public_html" folder on server, ❶drag the file (local folder) and ❷drop the file on the server.

To transfer file on server to your PC, drag & drop from right to left.
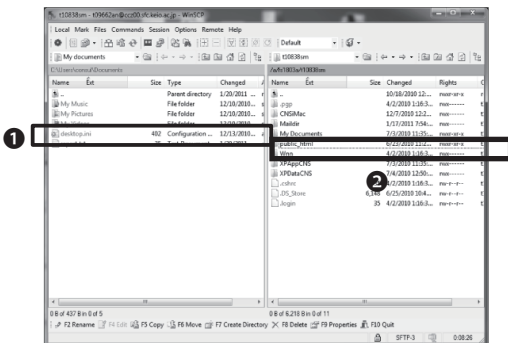
13

The "Copy" window will appear. Click ❶ "Copy" to transfer file.

Please be informed that if file name or folder name contains multi-byte characters, the transferring rile may fail.
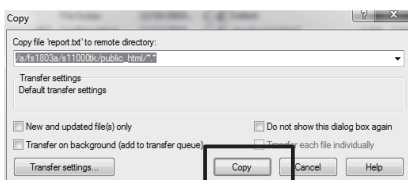
3 – 2 **File transfer (Mac OSX-Cyberduck)**

This section explains the way to transfer files with the software called "Cyberduck".

If file/directory name contains multi-byte characters (such as Japanese character), file name can be garbled or transferring file could fail.

01

Activate web browser and open Cyberduck web-site.

⇨ http://cyberduck.ch/

Click ❶"Cyberduck 3.8.1.zip" (as of March 2011)

02
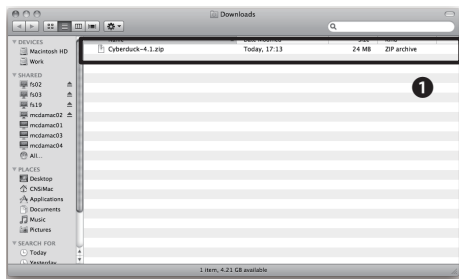
Double click ❶"Cyberduck 3.8.1.zip" to extract. With some browser, a zip file is extracted automatically. If that is the case, you can skip this section.
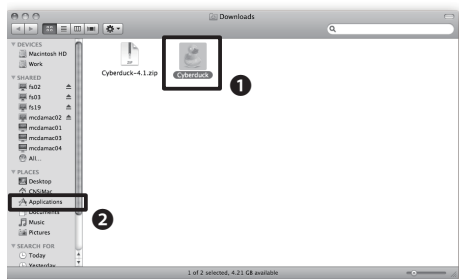
03

Display the extracted folder.

Move ❶"Cyberduck" icon to ❷"Application" folder.

You can delete the ZIP file you downloaded.
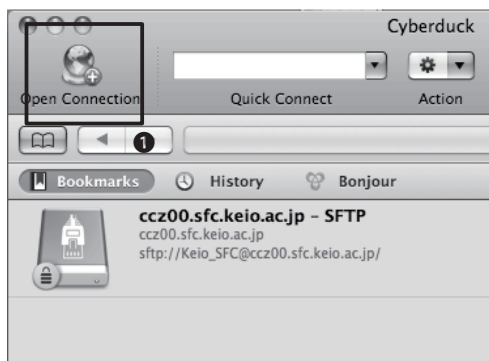
04

Activate "Cyberduck", and click ❶"Open connection" at the upper left.
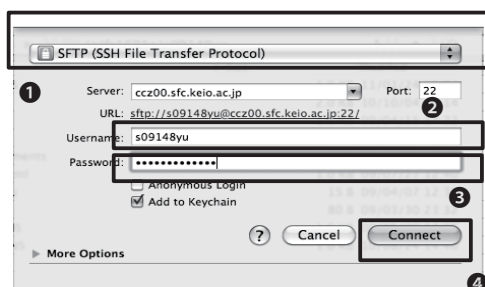
05

Set the transfer protocol as ❶"SFTP (SSH File Transfer Protocol)-SFTP (FTP encrypted with SSH)" also "Server" as shown on left.

Enter your user name for CNS account in ❷"User name", and your password for CNS account in ❸"Password". Click ❹"connect".

06

You will see the window like shown on the left if the information you entered on the previous window are recognized. The information shown on window ❶ are the list of files on CNS home directory.
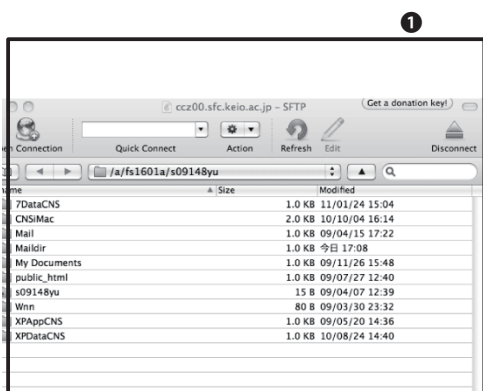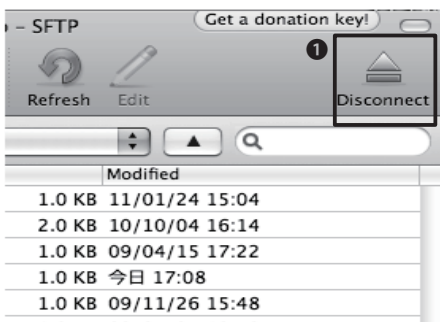
07

You can transfer files with drag & drop files you wish to transfer with Cyberduck.

To transfer files from your PC to the server, drag the files you wish to transfer, and drop it to the window.

After the file transfer is completed, you need to disconnect the connection with the server. You can disconnect the connection with server by clicking ❶"Disconnect". With this procedure, you can close Cyberduck safely.

4 List of destination host

You need to specify the destination from the list below for transferring file. There will be no difference for file transfer between them.

- ccz00.sfc.keio.ac.jp
- ccz03.sfc.keio.ac.jp
- ccx01.sfc.keio.ac.jp
- webedit.sfc.keio.ac.jp

9 Open web page to public

You can open your web page to public from CNS home directory.This section explains how to open web page to public from CNS home directory.

1 Preparation open file to web

If you have a CNS account, you can open Web page or files to the public. The procedure is the followings;

- Create "public_html" directory on home directory.
- Upload file on the created "public_html" directory.

By doing so, you can make files located in "public_html" directory public. You can access those files from outside by entering the following URL.

⇨ http://web.sfc.keio.ac.jp/~ [your login name] / [file name]

For example, if the login name is "s11000tk", and file name is "report.pdf", the URL will be like below:

⇨ http://web.sfc.keio.ac.jp/~s11000tk/report.pdf

Unless you do something specific, files placed in "public_html" will be available to be seen on the internet at the moment you place a file. Do not place any files which contain personal information, illegal contents or anything other you do not wish to be seen.

2 – 1 How to put files on WEB (Windows)

You need software for transferring files to put files on Web from Windows. This section explains the way to transfer files using "WinSCP". For more information on how to install "WinSCP", please refer to 【p.54 Save files on CNS】
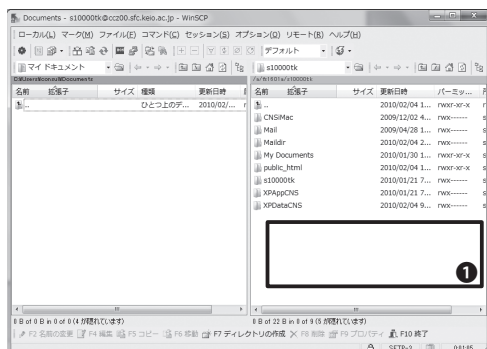
01

Log in to CNS remote login server from "WinSCP".

Make sure the directory appears like shown on the left.

02

Right click on ❶blank space and select "[新規作成]-Create New" from the pull down menu.

03

❶Enter "public_htm" for "[新規フォルダ名(F)-New folder name", and click ❷"OK".
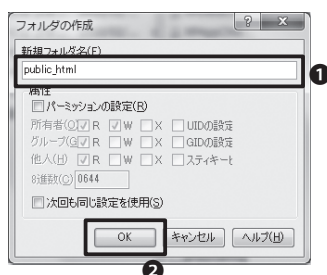
04

You can transfer file by dragging ❶the file you want to open to public, and dropping to ❷"public_html".
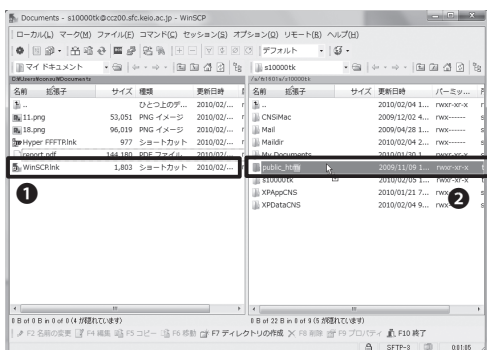
When the file transfer is completed, the file is open to public. These procedures is called "upload".

If you do upload file, the following address will be the file's URL.

⇨ http://web.sfc.keio.ac.jp/[~ your login name] / [file name]

2-2 How to put files on WEB (Mac OS X)

You need software for transferring files to put files on Web from Mac. This section explains the way to transfer files using "Cyberduck". For more information on how to install "Cyberduck", please refer to【p.54 Save files on CNS】.
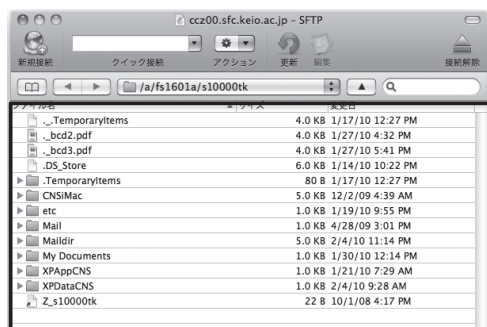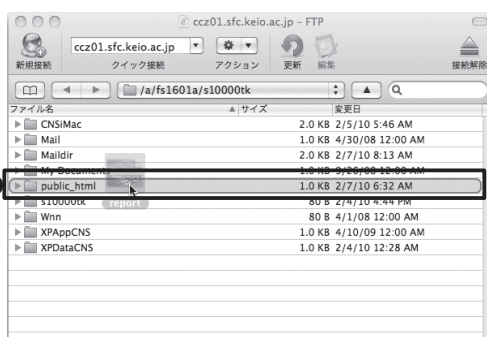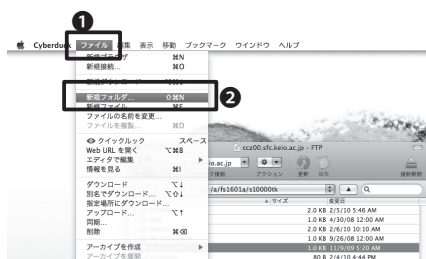
01

Log in CNS server from "Cyberduck" and make sure ❶home directory is displayed.

02

Select❶ "[ファイル]-File" > ❷"[新規フォルダ…]-New folder".

03

Enter ❶"public_html" in "[新規フォルダの名前を入力してください]-Enter the name for new folder".

Click ❷"[作成]-Create" to create a few folder.

04

From here on, you can drag files you want to put on WEB, and drop to ❶"public_html" to open files on WEB. These procedures are called "upload".

2-3 How to put files on WEB from PCs located in the university campus (Mac OS X)

You can transfer files from PCs in the university campus without file transfer software.

01

Open "CNS_HOMEDIR" on desktop.

02
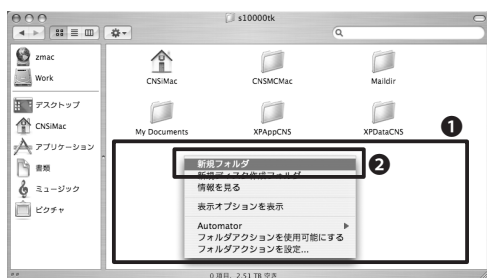
❶Right click on blank space, and select ❷"[新規フォルダ]-New folder".

03

Name❶ "[名称未設定フォルダ]-Unnamed folder" as "public_html".
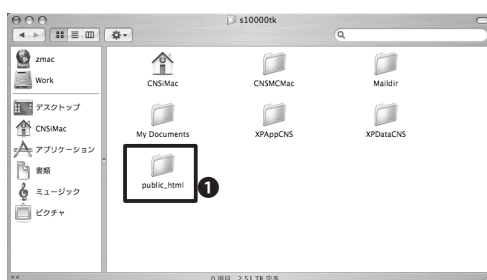
04

Save the folder you wish to open in ❶"public_html".

This concludes the upload.

2-4 Open web site from PC in the university campus

❶

01
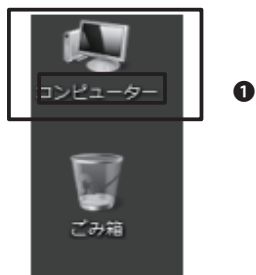
Open ❶"[コンピュータ]-Computer" from desktop.

02

Open "[ネットワークドライブ]-❶Network drive" in "[ボリューム Z]-Volume Z".

It is named as 'Samba x.x.xxx-debian(smb-xxx.sfc.keio.ac.jp)'. Select the one named "(Z)" on ❷detail panel.

03

Right click on ❶ blank space, and select "[新規作成]-Create new" and "[フォルダ]-folder".

04
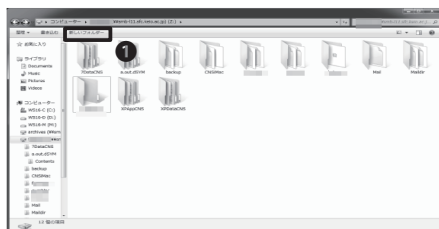
Name ❶"public_html" for a new folder.
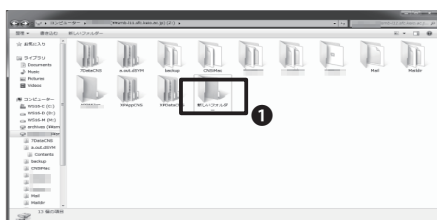
05

Save the file you wish to open in ❶ "public_html".

This concludes the uploading.
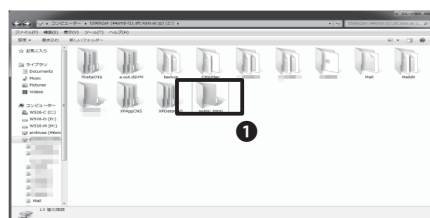
3 Confirm the uploaded files

01
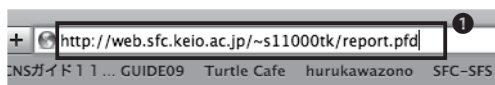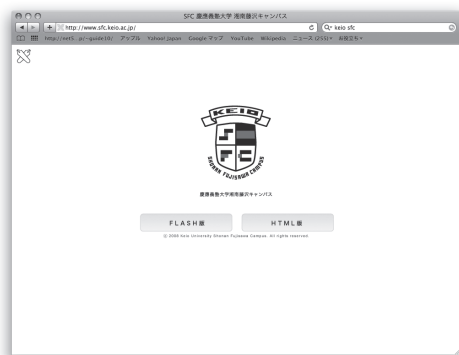
Activate web browser.

02

Enter ❶"http://web.sfc.keio.ac.jp/~ your login name/ file name" in the address field as stated in【p.62 Preparation open file to web】. Press "Enter" or "Return" key.

10 Prevent virus infections

This section introduces the software and services installed on OS provided by Keio University to prevent PC from viruses.

1 Security update

Security update is one of the ways to protect PC from programs with harmful intent.

This section explains the security update for Windows and Mac.

2 Purpose of security update

Updating is to correct/amend bugs that are found after the release of software, and also to enhance functional capacity. The examples of bugs are the followings;

- Software works in abnormal manner
- Files get damaged or disappeared
- Easy to get infected with viruses

Software malfunctions that can be misused by a third party are called "security hole". If you leave security hole untreated, PC can get virus infections or get attacked.

You need to check the latest information regarding the malfunction of OS and applications, and keep updated to prevent the damages.

③ Windows update

On default position of Windows, it is recommended to activate automatic update. Please make sure the automatic update function is activated.

Important updates for Windows will be done automatically if the automatic update function is activated. Optional updating program such as updating new functions will not be done automatically. If you want to activate such optional updating program, please refer to【p.70 Manual Updates】for more information.

4-1 Automatic Updates
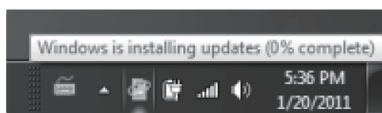
01

If automatic updates are activated, Windows will download updated programs and start installing automatically.

While installing programs, "Windows Update" icon will appear on task tray.
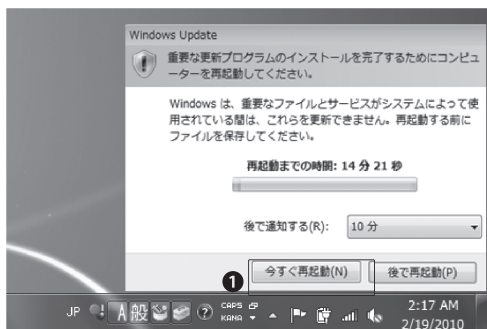
02

When the installation of updated program is completed, the message asking for restarting your computer may appear.

Make sure there will be no file unsaved, and click ❶"[今すぐ再起動]-Restart the computer now".
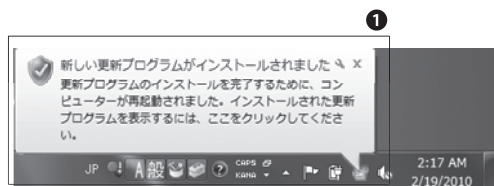
03

Once you restart the computer, the message ❶ that says the updated programs are installed will appear near the task tray.

If you want to confirm the updated programs that are installed, click the message.

4-2 Manual Updates

If Windows' automatic updates are not activated or you want to apply an optional update, please activate those functions with the following procedures;

01

From start menu, select "All programs". Click ❶"Windows Update" that is on the list.

02
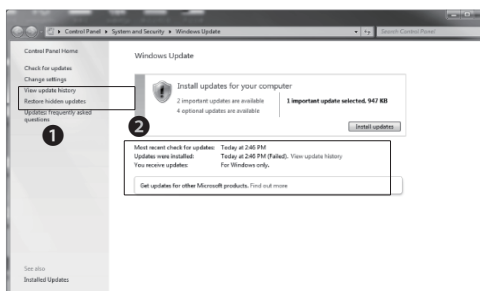
Click ❶"review updates".

If you wish to updates programs other than optional updates, click ❷"There are xxx critical updates are available ".

03
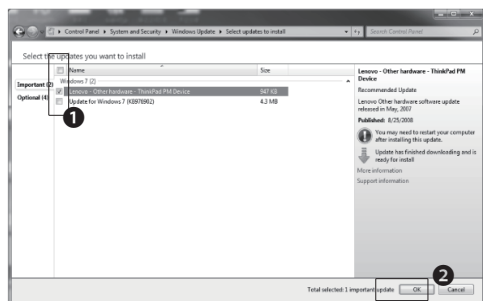
❶Check the boxes for updates you want to install.

Click ❷"OK".
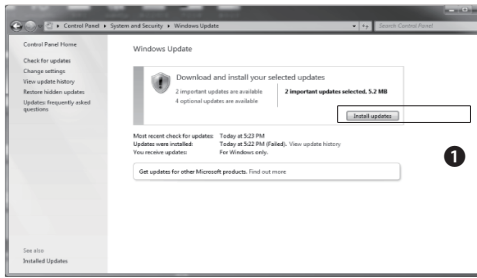
04

"Windows update and Windows Ultimate Extra" window will appear. Click ❶"Install updated program".

05

Wait until the installation is done.
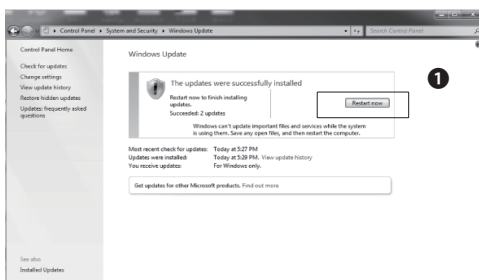
06

You may be asked to restart the computer to complete the installation of updated programs. If so, click ❶"Restart now" to restart the computer.
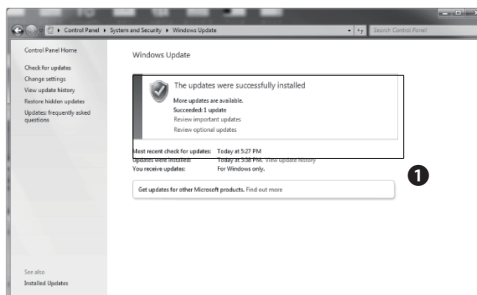
07

If you are not asked to restart the computer, the window ❶ that informs you that the installation is completed.

71

5 Software update (Mac OS X)

01

Select ❶"[ソフトウェアアップデート]-Software Update" from the menu.

If you are connected to the internet, software updates will be checked, and if there are any updates, the list of updates will be displayed.

02

Click ❶"[x項目をインストール]-Install＊＊ items". If you are asked to enter a password, please enter your password for the PC you are using.

The license agreement will appear. If you agree with the agreement, select "[同意します]-Agree".

If you are asked to restart the computer after the installation, click "[再起動]-Restart" to restart your computer.

6 About the harmful effects caused by viruses

If the PC is infected with viruses, you may face damages and phenomenon such as listed below without your knowledge.

- Information is released from PC without user's knowledge
- E-mails with infected attached document are sent to general public without user's knowledge
- User's PC attacks other peoples' PC on its own.

Virus infections spread from an infected computer to other computers. When the computer is suspected of being infected, its network is shut down in order to prevent the spread of infections.

7 About anti-virus software

There is a danger for any PC which is connected to the internet to get infected with harmful software such as viruses.

You need to be aware that there are various forms for viruses – some break into your PC directly, or with others you get infected when you view Web pages.

It is, however, not realistic to expect yourself to pay attention to all those action by viruses. You can use the antivirus software which will monitor viruses and remove them automatically when viruses are found.

8 Installing antivirus software

At Keio University, Kaspersky Internet Security for both Windows and Mac are provided for one PC per one user. To use this service, you need to apply for the license. The following sections will explain how to apply and install Kaspersky INernet Security.

You need "keio.jp" account to apply for the license. If you have not activated "keio.jp", please refer to 【p.99. Use "keio.jp"】to activate it.

9 Use Kaspersky Internet Security

01

If more than one antivirus software is installed, software may not work correctly.

Trial version of antivirus software is already installed with some PCs on sale. If that is the case, then you need to delete such trial version of antivirus software.

To delete the software, go to start menu, and select "Program and Uninstall".
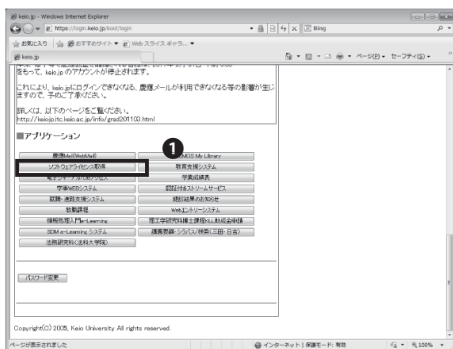
02

Activate Web browser and go to "keio.jp".
⇨ http://keio.jp/

Enter your Keio ID to log in. Once you log in, click ❶ "[ソフトウェアライセンス取得] - Software Licensing Center".

03

The "[ソフトウェアライセンス取得] - Software License Center" window will appear like shown on the left. Click ❶"[ライセンス一覧]- List of license".

10-1 Configure Kaspersky Internet Security (for Windows)

01

On "[ソフトウェア利用ライセンス取得]-Obtain license for using software" window, the list of available software ("[利用可能ライセンス一覧]") will appear. Click ❶"[利用許諾書への同意が必要]-Require consent to the license agreement".

02

The software license agreement, the precaution in using the software, and the conditions for the usage of the software will appear. Please read them carefully and confirm the contents.

If you agree, click ❶"[同意する]-Agree".

03

When you agree with the conditions for the usage, the message - ❶"[ライセンス情報を登録しました]-License information is registered" – will appear. Click "back" on your browser.

When you return to the window with the list of licenses as shown on the left, there will be a character string of twenty alphameric characters in the ❶"[ライセンスキー]-License Key" field.

This license key will be required to install software at later stage, so that you need to write it down. Click❷ "[ダウンロード]-Download".

04

The window like shown on the left will appear. Click ❶"Save".

75

05

The location to save the program can be arbitrary. Specify the location of your choice ❶, and click ❷"[保存]-Save". Download will start. Wait until it finishes.

06

If other programs are running while you are installing the program, the installation may fail.

Including the web browser which you used for downloading the program, all program need to be closed.
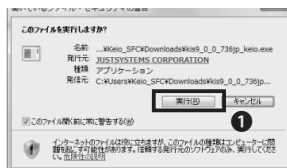
07

Activate the program which you downloaded. Double click the downloaded file – "kis9_0_0_736jp_keio.exe" (as of February 2011).

You can ignore the warning message if it appears. Click ❶"[実行(R)]-Run".

08

The "[解凍先のフォルダの指定]-Specify the folder for extract destination" window will appear. Select ❶ arbitrary folder ("Downloads" folder with this example"), and click ❷"[解凍]-Extract".

09

When the extraction is finished, you will see the window as shown on the left. Click ❶"[インストール]-Install".

10

You will see the window like shown on the left. Click ❶"[進む]-Next".

11

The license agreement will appear. The contents will be the same as the one which appeared at step 02. Click ❶"[承諾する(A)]-Agree".
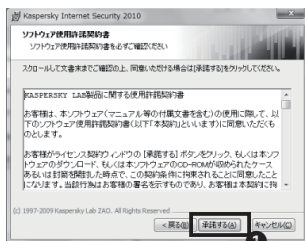
12

The "Announcement on data collection by Kaspersky Security Network" will appear. Check ❶"[Kaspersky Security Network の参加に同意する]-Agree to participate Kaspersky Security Network", and click ❷"[インストール]-Install".
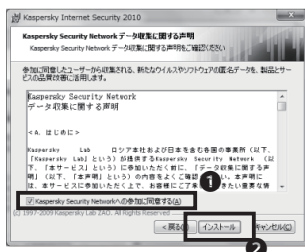
13

Click ❶"[製品版のアクティベーション] -Activation of Release to Manufacture", and ❷enter the license key which was displayed at step 03 for "[アクティベーションコードの入力]-Enter the activation code". Click❸"[進む]-Next".
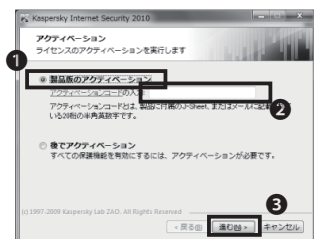
14

❶Three items will appear as shown on the left. Make sure you will see ❷"OK" for all three items.

It will move to the next window automatically.

77
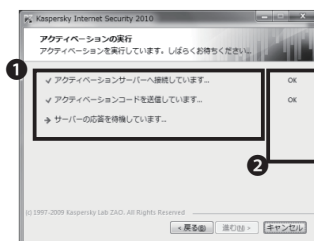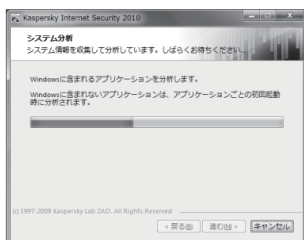
15

The system analysis will start. Please wait for a while.

16

When the system analysis is finished, the configuration is completed. Click ❶"[終了 (F)]-Finish".

17

When you restart your computer, Kaspersky Internet Security icon will be added to the task tray (icons appeared on the lower right screen).

The pop-up message will appear when the updating the virus definitions is required.

If such pop-up message appears, please follow the instructions.
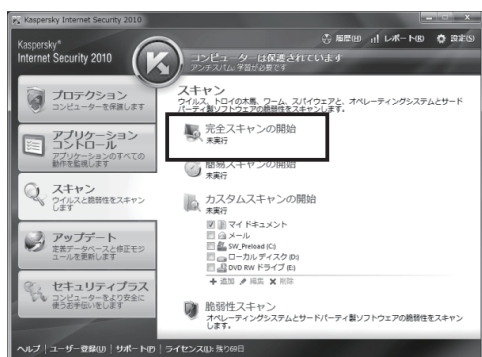
18

Run❶ "[完全スキャン]-Full scan" as a measure to treat possible virus infection prior to the installation of the software.

Go to the next step.
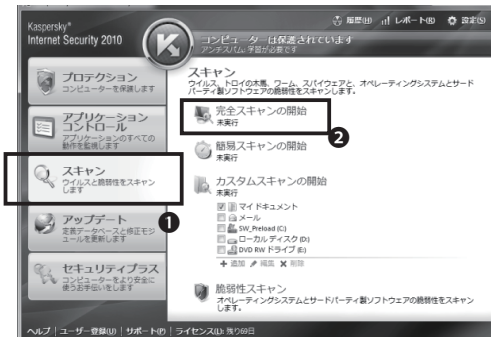
19

Click ❶"[スキャン]-Scan" tab.

Click ❷"[完全スキャンの開始]-Start Full Scan" to display the window of settings for Full Scan.

20

Confirm the location to run Full Scan, and click "[開始]-Start" to start Full Scan.

This concludes the settings.

10 – 2 Use Kaspersky Internet Security (MacOS X)

01

On "[ソフトウェア利用ライセンス取得]-Obtain license for using software" window, the list of available software ("[利用可能ライセンス一覧]") will appear. Click ❶"[利用許諾書への同意が必要]-Require consent to the license agreement".

02

The software license agreement, the precaution in using the software, and the conditions for the usage of the software will appear. Please read them carefully and confirm the contents. If you agree, click ❶"[同意する]-Agree".

03

When you agree with the conditions for the usage, the message - ❶"[ライセンス情報を登録しました]-License information is registered" – will appear. Click "back" on your browser.

When you return to the window with the list of licenses as shown on the left, there will be a character string of twenty alphameric characters in the❶ "[ライセンスキー]-License Key" field.

This license key will be required to install software at later stage, so that you need to write it down. Click ❷ "[ダウンロード]-Download".

04

The window like shown on the left will appear. Click ❶"[ファイルを保存]-Save file". Download will start. Wait until complete.

If other programs are running while you are installing the program, the installation may fail.

Including the web browser which you used for downloading the program, all programs need to be closed.
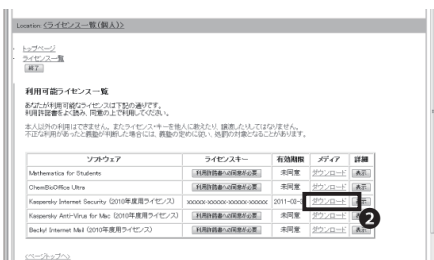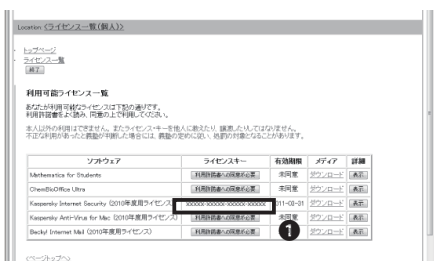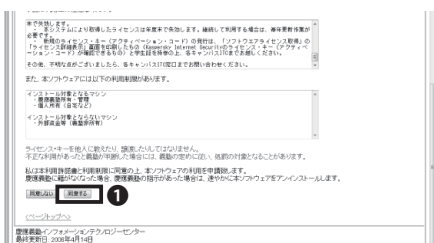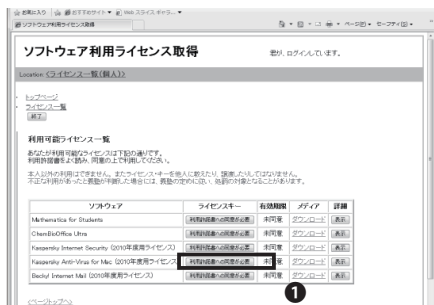
05

Run the installed program. Double click the file named "Kasperksy for Mac".

Click ❶"[インストーラ‐]-Installer".

06

After a while, the screen like shown on the left will appear. Click ❶"[続ける]-Continue".

07

The "[大切な情報]-Important information" will appear. Click ❶"[続ける]-Continue".

08

The "[使用許諾契約]-License Agreement" will appear. Set the language, and click ❶"[続ける]-Continue".

09

When the "[インストール先の選択]-Select destination for installation" is displayed, click "Macintosh HD" and ❶"[続ける]-Continue".

10

"Standard installation on Macintosh HD" will appear. Click ❶"[インストール]-Install".
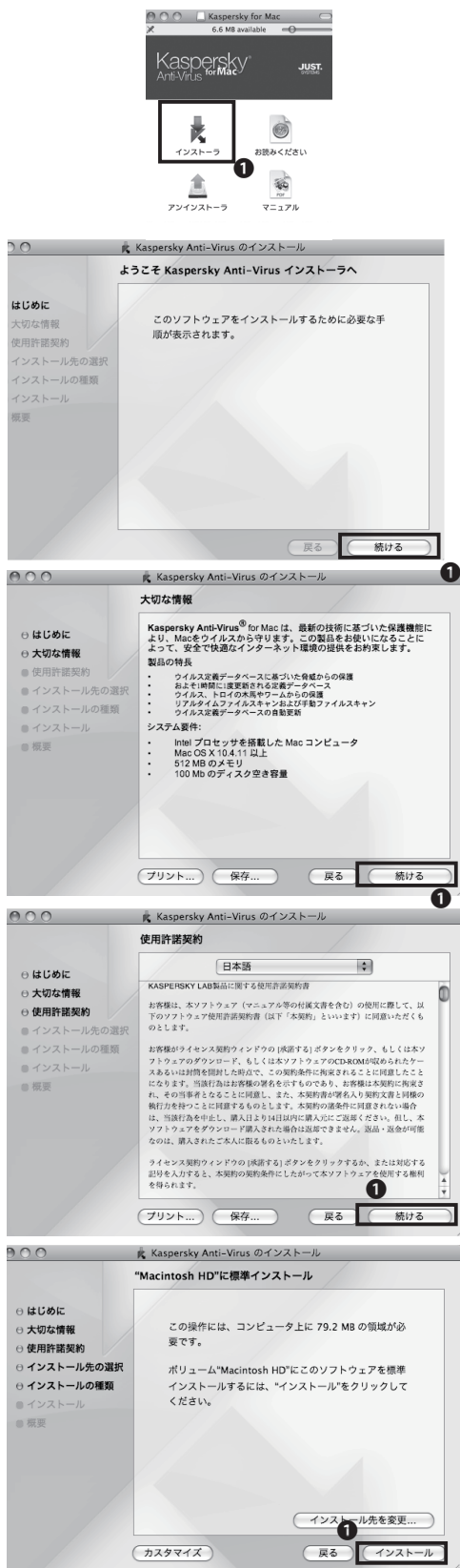
11

The window like shown left will appear (the message says "To operate the installer, enter your password."). Enter ❶your CNS login name and password. ❷Click the "OK"
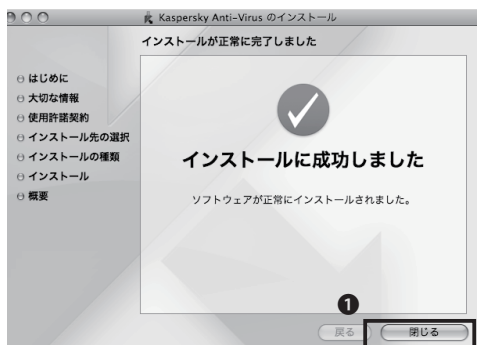
12

This concludes the settings. Click❶ "[閉じる]-Close".
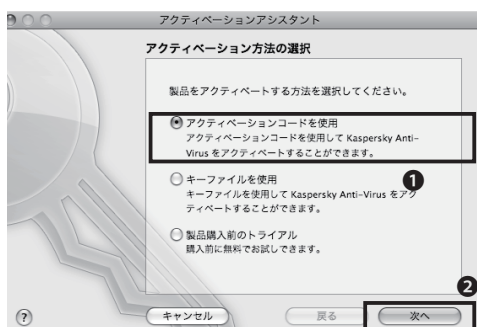
13

The "[アクティベーション方法の選択]-Selecting an activation method" window will appear. Check ❶"[アクティベーションコードを使用]-Use activation code", and click ❷"[次へ]-Next".
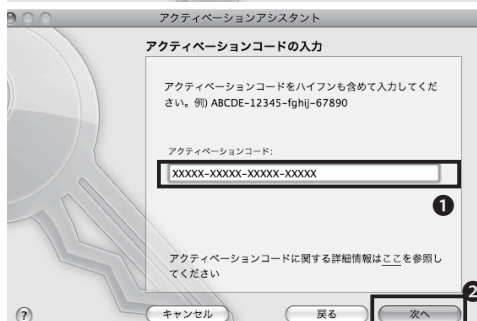
14

The "[アクティベーションコードの入力]-Enter the activation code" window will appear. Enter the license key for ❶"[アクティベーションコード]-Activation code".Click ❷"[次へ]-Next".
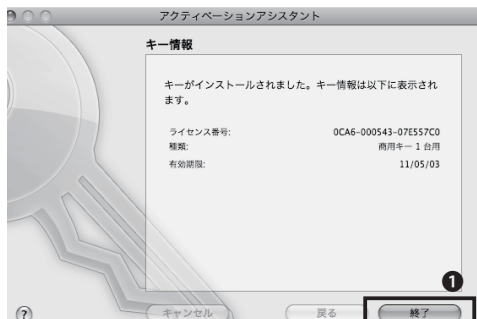
15

The "[キー情報]-Key information" will appear. Click ❶"[終了]-Finish".

16

When the message – "[安全な状態です]- it is in safe condition" appears, that concludes the settings.

2 Welcome to CNS

This section shows you how to apply for using various services provided by CNS, and the important reminder for using such services.

1 About Consultants

This section gives you the information on resident consultants at Media Center who support the services on CNS as well as the usage of facilities and equipments at SFC.

1 About CNS consultants

CNS consultants provide services such as renting out laptop PCs, wireless LAN cards and DVD drives, and giving advice on various problems related to PCs.

Opening hours for CNS consultant Desk will follow the opening hours for Media Center. As such, CNS consultant Desk is closed on Saturdays and during the long holidays. When the closing time for Media Center changes due to natural disasters, functions, or holidays, the closing time for CNS consultant Desk also may change.

For more information on the opening hours for Media Center, please refer to the web site for SFC Media Center.
⇨ http://www.sfc.lib.keio.ac.jp/
The details are as follows:

Location	Web site	Opening hours
1st floor at Media Center	http://cnscon.sfc.keio.ac.jp/	Weekdays 9:20 〜22:30 Closed Saturdays, Sundays, national holidays, Keio holidays

2 About renting out devices by CNS consultants

In order to borrow lending devises, you need to read and comply with the rules stated on the IOU which you can find at CNS Consultant Desk. When you rent out and return devices, you need to present your student card (Campus card for staff). If you do not present your card, you will neither be able to rent out nor return devices.

Furthermore, when you borrow or return devices, you need to come to the CNS consultant Desk in person. Substitutions are not permitted for both borrowing and returning of devices. For more information on renting out devices, please refer to the web site on CNS consultants.
⇨ http://cnscon.sfc.keio.ac.jp/
The devices for rent are as shown on the right (as of March 2011).

Devices for rent	Model	Note
Laptop PCs	IBM ThinkPad T510	CD・DVD-ROM readable
	Apple MacBook 13 inch	CD・DVD-R –RW writable
DVD Drive	I・O・DATA DVRP-iUP2	Possible to connect with USB1.1, USB2.0
		CD・DVD-ROM readable
		CD・DVD-R –RW writable
Wirelss LAN Card	BUFFALO WLI-PCM-L11	PC Card Type Ⅱ IEEE802.11b

3 List of software for laptop PCs for rent

This is a list of software which is already installed to laptop PCs for rent by CNS consultants. The available software is as listed below (as of March 2011).

Usage	Software
Browsing PDF files	Adobe Reader
Compression / Extracting	Lhaplus
Internet browser/ pseudo Unix	Mozilla Firefox
	Cygwin
Data analysis	JMP
	SPSS(PASW Statistic)
	SAS
	R
Text Editor	TeraPad
	xyzzy
Graphic related	GIMP
	Inkscape
	Processing
Email software	Becky! Ver2.
	Mozilla Thunderbird
Office	Microsoft Office 2010
Sound/Images	Quick Time
	RealPlayer SP
Network related	PuTTY
	WinSCP
	Tera Term
Others	Kaspersky Anti-Virus for windows workstation
	Adobe Flash Player
	Java Development
	SWI-Prolog website
	SWI-Prolog development

4 **About AV Consultants**

Video cameras, digital cameras and related equipments for research, academic and study purposes at the AV Consultant Desk on 1st floor at SFC Media Center.

Lending period: four-day and three-nights for SFC students, and eight-day and seven-nights for staff. For the devices whose use is restricted to the inside of the campus such as a remote controller for DVD player and a slide holder for scanner, you need to return it on the same day.

Borrowing procedure: Fill out an AV Equipment Loan Form at the AV Consultant Desk, and present your Student ID Card (campus card for staff). AV consultants will check a device and lend it to you.

Returning procedure: You need to return device to the AV counter before due date. You need to present your student's card (campus card for staff) when you return device. AV consultants will check device, and you need to sign the "IOW for AV equipments" to confirm its returning.

Important notes:

- You need to read carefully and comply with the "rules for borrowing AV equipment". ⇒http://www.sfc.lib.keio.ac.jp/general/kisoku.html

- The lending period will be shortened prior to the closing of Media Center due to Summer and Winter holidays. It may also change due to the academic calendar.

- If you do not present your own student ID card (campus card) in person, you will not be able to borrow any AV equipment.

- One student can borrow one equipment except specific devices.

- If you want to borrow additional equipment, we need to edit the IOU for already borrowed equipment. Please come to the AV Consultant Desk. Return date is the same day for the first equipment you borrowed.

- You cannot reserve equipment in advance.

- You must return equipment in person.

- You cannot lend equipment to a third party. If you are using equipment with a group of people, the borrower must take full responsibility for equipment until it is retuned.

- The borrowing period cannot be extended. If you wish to borrow equipment again, you need take the borrowing procedure once again.

- If you lose or damage equipment, please come to the AV Consultant Desk immediately.

- If you lose or damage equipment, you will have to either replace it with identical equipment or pay the cost for replacement or repair.

- If you delay in returning equipment, or are found to have problems in handling of equipment, your eligibility to borrow AV equipment may be temporarily suspended.

Location	Web site	Opening hours	
Media Center, 1st floor, AV Consultant Desk	http://www.sfc.lib.keio.ac.jp/eng/general/avcir.html http://avcon.sfc.keio.ac.jp/portal/	During semester	9:15 – 22:30 (Weekdays) 9:15 – 18:30 (Saturday)
		During long holidays	9:15 – 17:30 (Weekdays) 9:15 – 15:30 (Saturday)

※The desk is closed on Saturdays11:30-12:30

5 About Available AV equipment

There is some available equipment as shown in the table below.

(Last-Modified: March, 2011)

AV equipment	Type
Video camera	Sony VX2100
	Panasonic DVX100A
	Sony HVR-A1J
	Canon iVIS HF S10
Digital still camera	Sony Cybershot DSC-R1
Digital recorder	Sony PCM-M10
Others	Video light, Tripods, Headphone

2 Service which require applications for their usage

This section explains the CNS services which require application and software of which license can be issued, and how to apply for them

1 Services which require applications for their usage
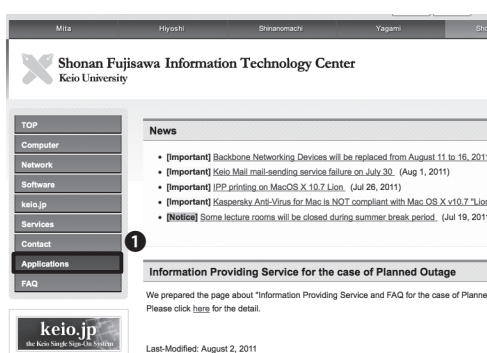
01

If you use a specific network via CNS, you need to submit the application.

Access to the ITC web page, click ❶ "Applications".

02

Select the application you wish to apply, and download the application form. Enter the necessary information, and submit it to the ITC desk.

The services which require application are listed below:

Name of service	Eligibility	Note
Application for use of outside SMTP server	Students, Staff	You can send emails from the network inside the campus via mail server of outside of the campus.
P2P file Sharing Software	Staff (Responsible person)	You can use file sharing software inside the university campus for research purposes.
Mailing list	Staff only	You can create mailing list which can be used for "circle" activities (university clubs and societies) and lectures.
Shared Work Space	Staff only	You can use shared work space on CNS.
Remote meeting system	Staff only	You can use the video meeting system which can be used for remote meetings, lectures, and events.
Connecting CNS devices	Full time staff only	You can connect devices to CNS, and obtain host name and unchanging IP address.
Application for sub-domain	Full time staff only	You can obtain the sub-domain using for laboratory.
Application for sub-net	Full time staff only	You can obtain the specific sub-net for laboratory.

2 Site licensed software

Keio University and SFC offer a variety of site-licensed software to students. Site-licensed software can be installed to student's personal computer while being in the university. For some software, you can submit an application, and for others you need to fill in the application and install at the ITC service desk. The list below shows the available site licensed software (as of March 2011).

Name of software	Description	Person who can install the software
LabVIEW	Graphical programming environment	Students
JMP	Statistical analysis	Staff, Students
Mathematica	Technical calculation software	Staff, Students
SAS	Statistical analysis	Staff, Students
SPSS	Statistical analysis, Data Mining software	Staff, Students
Amos	Analysis of covariance structure software	Staff, Students
Microsoft software		Staff
Becky! Internet Mail	Mail software	Full-time Staff , students
FAME	Database management/analysis software	Staff, researchers, students
Adobe software (Purchased)		Staff
MATLAB	Numerical analysis software	Staff
ChemBioOffice	Chemistry-oriented analytical software	Staff, Students
Kaspersky Internet Security	Security software	Staff, Students
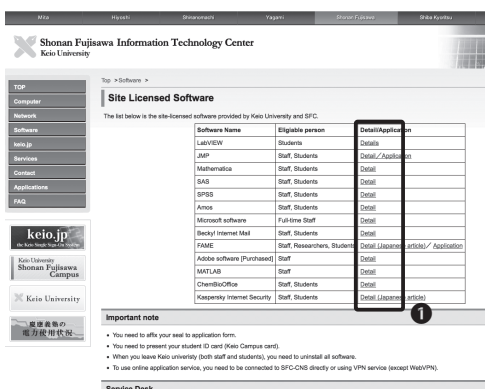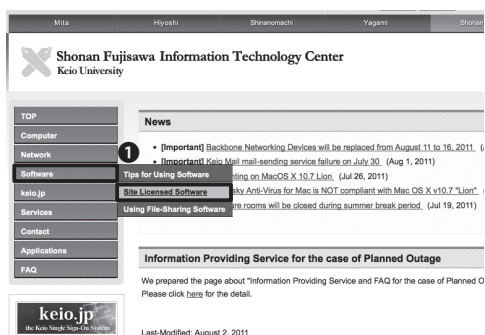
01

Access ITC's web site and click ❶"Software" > "Site Licensed Software" from the menu on the left.

⇨ http://www.sfc.itc.keio.ac.jp/

02

Select the services you wish to apply, and click ❶"Detail".

You just need to follow the instructions which are stated to each software.

3 Important notes for using CNS

CNS is a common resource shared with over six thousand people. You need to take responsibility in your own actions to make campus life be better.

CNS is used by over six thousand people. Computers and networks are common resources for all users. We have listed some important notes below. Please refrain yourself from any activities which could cause inconvenience to other users. For more information, please refer to "SFC-CNS: Rules and Regulations for Use".

1 Do not eat or drink while you are using the computer

Computers and other devices contain delicate equipment, so that eating and drinking are strictly prohibited. Do not place food, drinks, wet umbrella, clothes, and your baggage on computer. You cannot drink any drinks including those with a lid or a cap.

2 Do not occupy computer

There are only limited numbers of computers available. Do not leave computer for long time with logging in, since it will cause inconvenience to others.

If you forget to bring AC adapter for your laptop PC

At CNS Consultant Desk, we lend AC adapter addition to the equipments such as laptop PCs, DVD drives, and wireless LAN cards. However you can use AC adapter only inside the CNS Consultant Desk.

About CNS Consultant

CNS Consultants respond to various questions related to PCs and CNS. If you have any trouble with PCs and CNS, please come to the CNS Consultant Desk. However, regarding questions related to the lectures, please ask SA/TA or teaching staff.

3 **Web sites on SFC**
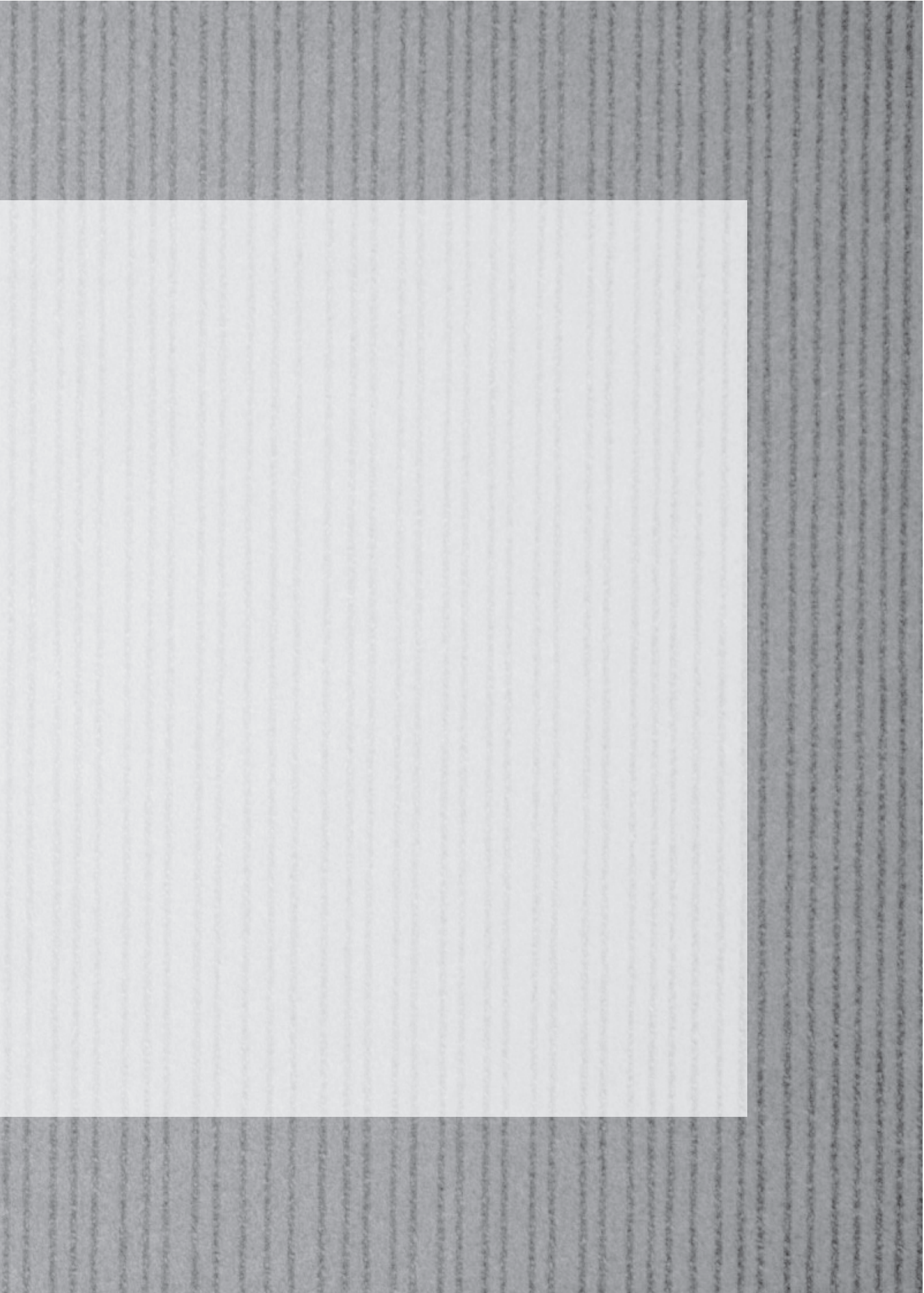
1 Use SFC-SFS

SFC-SFS is an abbreviation of "Shonan Fujisawa Campus -
Site for Communication among Students, Faculty & Staff".
It is a supporting system for communication among stu-
dents, faculty and staff. You can view various information
about lectures and conferences.

01

Access the log in page for "SFC-SFS".

⇨ https://vu.sfc.keio.ac.jp/sfc-sfs/

Enter your CNS login name and password,
and click "[ログイン]-Log in". You will see the
window like shown on the left.

02

❶"[My時間割]-My Time Table", you can view
lectures you are taking.

03

You can view the detail of each lecture you
are taking by clicking the name of the lec-
ture on step 02.

On this page shown on the left, you can
check syllabi of each lecture, download ma-
terials given out at a lecture, submit your
course work, and apply for "staying late at
campus".

04

❶On "[プラン]-Plan" page, you can make a plan about courses and lectures for current and coming semesters.

When the syllabi are announced at the end of the semester, your course/lecture plan will be displayed with the time-table form.

You can search and add from your gaps and space as well as from your syllabi.

2 Refer syllabi

About class & seminar

1 How to search "summary syllabi"

01

Access "Summary Syllabi" page.

⇨ http://vu.sfc.keio.ac.jp/course2007/summary/
class_list.cgi

"Summery Syllabi" page contains information about all lectures. It is an open page for students to see what lectures are offered and their detail information.

2 How to search "Seminar Syllabi"

01

Access "Seminar Syllabi" page.

⇨ http://vu.sfc.keio.ac.jp/course2007/seminar/

This page contains detail information about seminars offered at SFC.

3 Use keio.jp

"keio.jp" is a generic name for a common/unified authentication system at Keio University. You can use various services such as registering for courses, viewing your usage situation of library, and find information on lecture cancellation and supplementary classes.

1 Preparation

You need to obtain your ID before you use services at "keio.jp". Obtaining your ID is called "activation". You can do the "activation" from "Activation System" page by agreeing with "Terms of Use".

Keio.jp ⇨ http://keio.jp/

Terms of Use ⇨ http://www.sfc.itc.keio.ac.jp/en/keiojp_rule.html

Activation System ⇨ https://activation.keio.jp/stdact/

Keio ID and its password issued after the activation are different from CNS login name and CNS login password, respectively.

01

Access "keio.jp" home page.
⇨ http://keio.jp

❶Enter your Keio ID and Password.

02

When you see the window shown on the left, you have logged in.

You can refer to information on lecture cancellation and supplementary classes, obtaining license, and other data managed by Keio University.

2 View information on lecture cancellation and makeup classes

01

Log in "keio.jp", and click ①"[学事WEBシステム]-Academic affairs web system."

02

You can use various services from the window shown on the left. All information on lectures will be posted on the ❶"[休講・補講情報]-Information on lecture cancellation and makeup classes" section. Please refer this page.

3 Issue Software License

01

Log in "keio.jp", and click ❶"[ソフトウェアライセンス取得]-Obtain software license"

02

Click ❶"[ライセンス一覧]-List of license".

Find the software you wish to use from the list of available software license, and check "[利用承諾書への同意が必要] -Require the agreement for Consent to Use". When you agree with the consent, a license key will be issued.

4 Use Global Campus

SFC Global Campus is a web site which share lectures given at SFC globally and support people who study outside of the university.

01

Access "SFC GLOBAL CAMPUS" home page, and click the name of the lecture you wish to take from ❶the list on the left.

⇨ http://gc.sfc.keio.ac.jp/

02

By clicking the name of a lecture, the page for each lecture will appear (as shown on the left).

You will find a list of names for each session. Click the one you want to see.

101

5 Use Wellness System

At SFC, reservation for physical education class is managed by web system. You can reserve physical education class and view your attendance.

01

Access to Wellness System.

⇨ https://wellness.sfc.keio.ac.jp/v3/

❶your CNS login name and CNS login password, and click ❷"login".

02

You can view various information about the physical education courses.

6 Refer to web-site of Media Center

You can search collections at Media Center on internet.
You can also find the opening hours of Media Center.

1 Media Center

01

Access the web site of SFC Media Center.

⇨ http://www.sfc.lib.keio.ac.jp/

02

From ❶ the calendar shown on the left on the window, you can find the information about the opening hours of Media Center.

2 KOSMOS

01

Access "KOSMOS".

⇨ http://kosmos.lib.keio.ac.jp

02

Enter the key word in ❶the blank field, and click ❷"[検索]-Search", you can search all collections at Keio University with the key word you entered.

7 Changing password

This section shows you the links for changing various passwords.

CNS login password

Purpose:

- To log in PCs at CNS special classroom
- To log in communication server
- To login SFC-SFS

Web site to change CNS login password:

- https://itcsecure.sfc.keio.ac.jp/accounts/login/

CNS IMAP/SMTP-AUTH password

Purpose:

- To receive messages on IMAP and to use for Web mail
- To send messages

Web site to change CNS IMAP/SMTP-AUTH password:

- https://itcsecure.sfc.keio.ac.jp/accounts/mail/?lang=en

IPP password

Purpose:

- To print out from the CNS printer with using own PC Web site to change IPP password

Web site to change IPP password:

- https://itcsecure.sfc.keio.ac.jp/accounts/ipp/?lang=en

keio.jp password

Purpose:

- To use "keio.jp" services

Web site to change "keio.jp" password

- http://keio.jp/

DB password for personal home pages

Purpose:

- To use database from personal home pages

Web site to change DB password

- https://itcsecure.sfc.keio.ac.jp/accounts/db/

DB password for shared work space

Purpose:

- To use database from "Service to provide www-space with virtual host name"

Web site to change DB password for shared work space

- Possible to change only with command.

4 FAQ

1 Unable to connect to wireless LAN

If you cannot connect to wireless LAN, there are two ways you can try to solve the problem.

1 Switch for wireless LAN must be "ON".

With some models which have the switch for wireless LAN, it is possible for the switch to be "off". Please make sure the switch for wireless LAN is "ON".

With some other models, you can switch ON and OFF for wireless LAN with function keys. Please make sure the switch is "ON".

The actual procedure for switching on and off wireless LAN will differ for different models. Please refer to the instruction manual for your laptop computer.

2 Reconfigure settings for wireless LAN

If you cannot connect to wireless LAN though the switch for wireless LAN is ON, it is possible that the settings for wireless LAN is incorrect. In such case, the problem may be solved by reconfiguring the settings for wireless LAN.

3-1 Reconfigure the settings for wireless LAN (Windows)

01

You need to delete the existing settings for wireless LAN which may be causing the problem in order to reconfigure the settings. Go to "start menu", and click "Control Panel".

02

Select "Network and Internet", and click "View network status and tasks".

03

Select "Network and sharing center", and click "Manage wireless networks".

04

Select the settings which you wish to delete, and click "Delete". Delete the settings such as "CNS" which are related to the settings for CNS.

05

Click "OK". This will conclude the deletion. You now need to configure the new settings for wireless LAN. Please refer to 【p.12 Connect your own PC to CNS】.

3-2 Reconfigure the settings for wireless LAN (Mac OS X)

01

You need to delete the existing settings for wireless LAN which may be causing the problem in order to reconfigure the settings. From Apple Menu, click "Settings for System Environment".

02

Click "[ネットワーク]-Network" > "AirMac" > "[詳細]Detail".

03

Click " ー " from "[使ったことのあるネットワーク]-Networks been used"

to delete the settings related to CNS.

04

Please refer to 【p.12 Connect your own PC to CNS】to create new settings for wireless LAN.

4 Still cannot get connected to wireless LAN…

Please come to CNS consultant desk or ITC support desk. For their location and opening hours, please refer to 【p.131 Contact information】.

2 Unable to send/receive emails

If you cannot send/receive emails, several miss-settings can be thought. We shows you the examples of frequent miss-settings

1 Make sure that you are connected to the internet

If you cannot send/receive emails, it is possible that you are not connected to the internet. In particular, wireless LAN connection is often displayed as being connected whereas the actual connection is not established.   Hence you need to make sure that the connection is actually established with browser. If you are found to be not connected to the internet, please refer to 【p.108 Unable to connect to wireless LAN】.

2 Make sure that the mail account settings are correct

Your mail account might be incorrect. Please refer to 【p33. Account settings for Thunderbird】.

3 When you cannot send emails

If you cannot send emails despite correct settings of CNS mail account, it is possible that internet service provider (ISP) is adopting Outbound Port 25 Blocking (OP25B) as one of countermeasures against spam mails. The OP25B blocks the connection to the No.25 port which is a port for receiving emails from outside of the ISP networks.

4 When you cannot send emails from inside of the university campus with using mail server other than CNS.

CNS is adopting OP25B as ISP. You need to confirm the alternative port with the administrator of the server which you wish to use. If you do not have the alternative port, you need to apply for use of outside SMTP server. To apply, please refer to 【p.90 Services which require applications for their usage】.

3 Use several email accounts

This section lists the important notes when you use CNS mail account and other mail account.

1 When you use several mail accounts

Most mail software correspond to use more than two mail accounts, and it is possible to manage several mail accounts such as CNS emails and emails account provided by other services with the same mail software.

In this section, we show you how to add email account with "Thunderbird". For other email software, please refer to ITC home page > Computer > e-mail > SFC-CNS e-mail> メーラ設定例(Japanese Article)

⇨ http://www.sfc.itc.keio.ac.jp/

01

If you want to add email account other than one with CNS, the procedure will be the same as the one provided by CNS. The only difference will be the settings information. Please refer to【p.33 Account settings for Thunderbird】for its procedure. Please contact the service provider for information for settings.
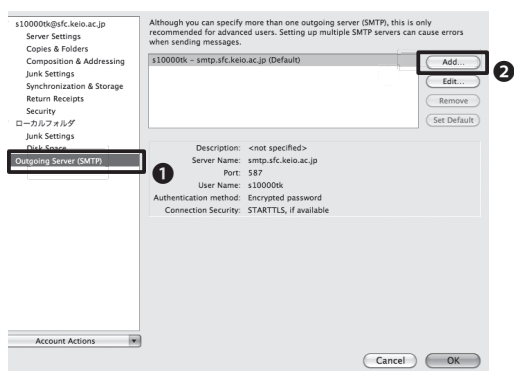
02

If the sending server is not added, you need to add the sending server manually. Click " ツール:Tool" > "[アカウント設定]-Account Settings". Select ❶Outgoing Server (SMTP) and ❷Add.

111
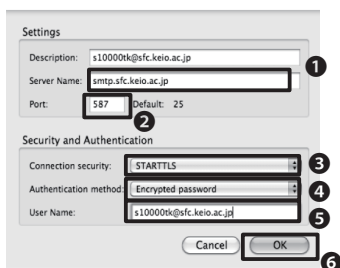
03

As an example, we explain the casefor adding CNS sending server. Enter/select information as shown below:

❶"[サーバ名]-Server Name" smtp.sfc.keio.ac.jp   ❷"[ポート番号:]-Port" 587

❸"[接続の保護]-Connection Security" STARTTLS

❹"[認証方式]-Authentication method" "[暗号化されたパスワード認証]-Encrypted password"

❺"[ユーザ名]-User Name" Your login name

Once you enter all necessary information, click ❻"OK".

04

On newly added mail account, you need to configure the settings for new sending server.

Click ❶the mail account you have just added.

For ❷Outgoing Server (SMTP), select ❸the outgoing server you added, and click ❹"OK".

This concludes the settings.

05

On the left side of the main window, ❶the new mail account should be displayed.

Open the Inbox for the added mail account, and make sure that the ❷Sender is the mail address you have specified.
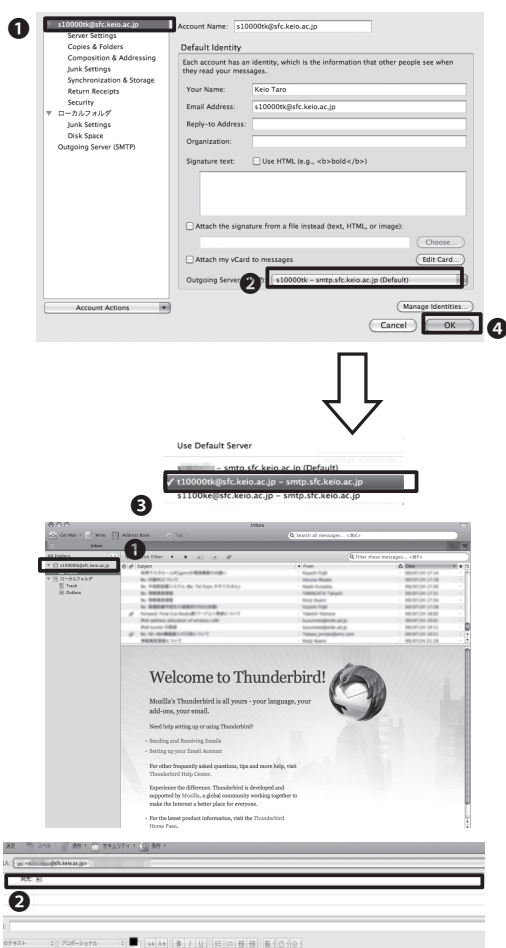
2 Important note for using various mail accounts

At CNS, connection to the no.25 port which is for sending mails with servers other than CSN is restricted in order to prevent sending spam mails to outside of the campus. If you use outside mail account such as ISP, you need to confirm the alternative port. If alternative port is not provided, you need to apply for use of outside SMTP server.

If you want to set an email address by services other than CNS as a sender for emails sending from the campus network, you can use CNS server only as a sending server. Some ISPs provide alternative means as CNS being providing Submission port, please find out about the information about your ISP on this regard.

3 Using CNS mail account as a main account

If you want to use CNS mail account as a main account, you need to configure the automatic email transfer with other mail account to CNS email address. For detail information on how to configure automatic email transfer, you need to contact the provider of which you are using the service.

4 Using other mail account as a main account

If you want to use a mail account other than CNS mail account, you can configure the automatic email transfer by changing the settings of mail server.

For detail information on this regard, please refer to 【p.123 Settings for transferring emails】

4 Unable to print out data sent from your own PC

This section gives you the important note on using printer in the university campus, and show you what you can do when you cannot print out from the printer in the university campus.

1 Review the account settings

Many troubles related to printing is due to the mistakes on account settings and password.

Frequently occurred problem is that the password get changed by choosing "re-issue" at the time of confirming one's password. As a result, the printer which has been available up to the point becomes unavailable.

If you are confirming your password, please do so from "Confirm the current password" menu.

2 Printing does not start though printing has already started from the touch panel

It will take time to print for file with large size. Especially if you are trying to print out directly from software such as Photoshop and InDesign, this often happens.

In order to print out without fail, it will be better to convert the file to PDF instead of printing out the file with PSD or INDD form.

5 I forgot my CNS password

This section contains the list of passwords which are required to use various CNS services, also explains what you should do when you forget your password.

CNS log in password

You need this password for using CNS services.

If you forget your CNS log in password, come to SFC-ITC CNS/ERNS Service Desk with your Student ID card or Campus Card.

IMAP/SMTP-AUTH password

You need this password to send/receive messages.

If you forget your password, you can re-issue the password from "Apply for IMAP password" with your CNS log in password (please be informed that you will need your CNS log in password to reissue IMAP/SMTP-AUTH password).

⇨ https://itcsecure.sfc.keio.ac.jp/accounts/mail/?lang=en

IPP password

You need IPP password for using SFC printer from your own PC.

If you forget your IPP password, you can reissue your IPP password from "Apply for IPP".

⇨ https://itcsecure.sfc.keio.ac.jp/accounts/ipp/?lang=en

"keio.jp" password

You need "keio.jp" password for logging in to keio.jp.

If you forget your "keio.jp" password, you need to fill and submit the form at SFC-ITC CNS/ERNS Service Desk.

6 Troubles on Mac in the university

This section shows you how to deal with the troubles with Mac located in the university campus.

1 How to use CNS Tool

To find CNS Tool, go to ❶"[アプリケーション]-Application" > ❷"CNS_Tool".

Activate tool of your choice. Please refer to the following sections for functions of each tool.
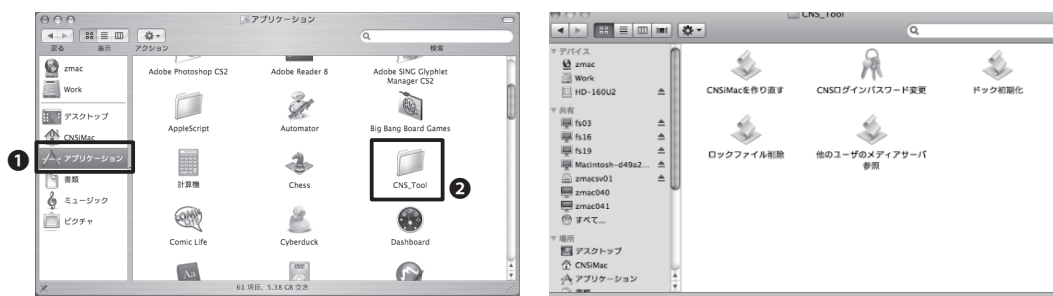
2 How to change CNS log in password

01

You can change your CNS log in password from CNS Tool.

Open "CNS_Tools" which is in "ユーティリティ:Utilities" folder.

Double click on ❶"[CNSログインパスワード変更]-Change CNS login password" in "CNS_Tool" to activate.

117

CNSログインパスワードの変更
(Changing your CNS login password)

CNSログインパスワード変更を行うページです。
You can change CNS login password at this page.

ログイン名 (Login Name)	s10000tk	パスワードの強さ (Strength of password)	
現在のパスワード (Current Password)	••••••••		
新しいパスワード (New Password)	••••••••		
新しいパスワードの確認 (Confirm New Password)	••••••••		

変更実行(Change)   し(Clear)

■ **新パスワードには以下の条件が必要です。**

- 6 文字以上の長さ。(8 文字まで有効で、それ以降の文字は無視される)
- 2 文字以上の英字、および 1 文字以上の数字もしくは特殊文字を含む。
- ユーザ名と異なるもの。反転したり、ずらしたものでも不可。
- 現在のパスワードと 3 文字以上異なること。比較の際、英字の大文字・小文字は同じものとし

CNSログインパスワードの変更
(Changing your CNS login password)

パスワードが変更されました。
Your password successfully changed.

ITCのトップページへ | SFCオフィシャルWebサイト | 慶應義塾 湘南藤沢ITC

02

The web browser will be activated automatically, and the "Changing your CNS login password" window will appear.

Enter ❶CNS "login name", "current password", and your "new password", and enter "Confirm new password".

The strength of your password will be displayed on ❷"Strength of password". More complicated your password is, stronger your password will be. Please choose your password whose strength will be displayed as "Strong".

Once you enter all necessary information, click ❸"Change".

03

When the window like shown on the left appears, your CNS password has been changed.

3 How to solve problems when Thunderbird/ Firefox does not get activated

If you cannot activate Thurnderbird/Firefox with Mac in the university campus despite the message "it is already activated" is appeared, you can restore the program by deleting the lock file.

Before you start the procedure indicated below, you need to make sure that neither Thunderbird nor Firefox is activated with any other PC in the university campus with your account.
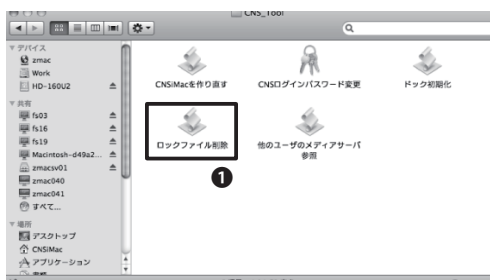
01

Activate ❶"[ロックファイル削除]-Delete lock file" in the "CNS_Tool".

02

Confirmation message ("Delete remaining lock file for FireFox/Thunderbird due to abnormal end") will appear. Click ❶"OK".

03

Click the button for application which cannot be activated. If both applications are not activated, click ❶"[両方]-Both".
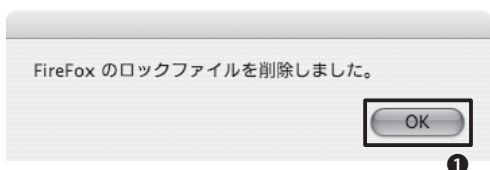
04

The message will appear indicating that the lock file for Thunderbird/FireFox application is deleted. Click ❶"OK". Please make sure that the application which failed to be activated is now activated properly.

4 Solving problems related to applications

When fatal error occur with Mac in the university Campus, or you face problems that it is impossible to solve, one way to deal with such serious problem is to recreate (initialize) CNSiMac.

Please be aware that if you do so, settings for all items except those listed below will be initialized;

- Contents of "Desktop" folder
- Contents of "Document" folder
- Contents of "Music" folder
- Contents of "Picture" folder
- Bookmarks of Firefox and Safari

Moreover, all files saved in CNSiMac prior to the initialization will be moved to "Previous_CNSiMac" that is accessible from desktop.

If you have restored CNSiMac with using CNS Tool before, files in the existing "Previous_CNSiMac" will be over written.

01

Go to "CNS_Tool", and select ❶ "[CNSiMac を作り直す]-Recreate CNSiMac at next time".

02

The message "[iMacのための設定(CNSiMac) を作り直しますか?]-Do you want to recreate the settings for iMac (CNSiMac)?" will appear. Click ❶"[作り直す]-Recreate".

03

When you log in CNSiMac next time, the message "[次回ログイン時にCNSiMacは作り直されます]-CNSiMac will be recreated next time you log in. You can view previous CNSiMac from desktop." will appear. Click ❶"[はい]-Yes" to finish.
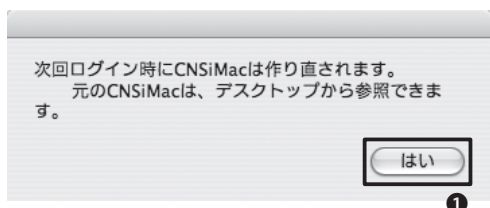
04

Log out to log in again. CNSiMac will be recreated.

7 Change the settings of CNS mail

You can use "mailsetup" command to change the settings for CNS mail. This section explains how to configure for such change.

You can change settings for those listed below by using "mailsetup" command:

- Settings for transferring mails
- Configure and change password for receiving IMAP mails and SMPT authentication.
- Settings for automatic sorting SPAM

1 Use "mailsetup" command

```
net52-dhcp:~ tarokeio$ ssh s11000tk@ccz00.sfc.keio.ac.jp
s110000tk@ccz00.sfc.keio.ac.jp's password:
Last login: Thu Feb  4 23:07:03 2011 from net52-dhcp-260.s
Sun Microsystems Inc.  SunOS 5.10   Generic January 2005
%
```

01

Log in remotely with referring to【p.43 Configure own personal PC (Mac OS X)】.

```
net52-dhcp:~ tarokeio$ ssh s11000tk@ccz00.sfc.keio.ac.jp
s110000tk@ccz00.sfc.keio.ac.jp's password:
Last login: Thu Feb  4 23:07:03 2011 from net52-dhcp-260.s
Sun Microsystems Inc.  SunOS 5.10   Generic January 2005
%mailsetup
```

02

Enter <mailsetup> and press "Return" key.

```
% mailsetup
------------------------------------------------------------
------
[Mail environment setup: Language Setting]
------------------------------------------------------------
------
Please choose language
    j: Japanese (EUC-JP)
    e: English
    q: Quit
------------------------------------------------------------
------
If you can't read Japanese messages described below (by "MOZI-
BAKE"),
you have to use English mode or set your terminal to EUC-JP mode.
------------------------------------------------------------
------
利用する言語を選択して下さい。
    j: 日本語 (EUC-JP)
    e: 英語
    q: 終了
------------------------------------------------------------
------
Please type "j", "e" or "q" key and ENTER>
```

03

The window like shown on the left will appear. Select the language from the menu, and press "Return" key.

From here on, windows will be for Japanese language being chosen.

```
---------------------------------------------------------------
------
メール環境設定を行なうため，CNSのメールサーバに ssh ログインして
います．
しばらくお待ち下さい．

次の行で，「CNSログイン用パスワード」の入力を要求される場合があり
ます．
---------------------------------------------------------------
------
Password:
```

04

You will be asked to enter password. Enter your CNS login password, and press "Return" key.

When you completed the procedure, finish the "terminal" by entering <q> for "quit". Press "Enter" key.

```
---------------------------------------------------------------
------
[メール環境設定: メインメニュー]
---------------------------------------------------------------
------

コマンド:
1:      メール転送設定を行う
2:      IMAP受信用/SMTP認証用パスワードを設定/変更する
s:      SPAMの自動振り分け設定を行う
q:      終了

コマンドとEnterキーを入力してください>
```

2 Settings for transferring emails

You can transfer all emails received at CNS email address to other email address. However you cannot specify the detail settings such as transfer conditions.

```
------------------------------------------------------------
------
[メール転送設定]
------------------------------------------------------------
------

あなたの現在の転送先メールアドレス一覧は以下の通りです:
        ------------------------------------------
        s11000tk@imap.sfc.keio.ac.jp
        ------------------------------------------

コマンド:
1:      s11000tk@imap.sfc.keio.ac.jp を削除する（IMAPサーバへの転
送をやめる）
s:      メールをこのサーバ(POPスプール)にも残すよう設定する
a:      転送先メールアドレスを追加する
d:      全ての転送設定を削除する
q:      Quit - 終了（メインメニューに戻る）

コマンドとEnterキーを入力してください>
```

01

On main menu of "mailsetup" command, enter <1> and press "Return" key. You will see the window like shown on the left. Enter <a> and press "Return" key.

On initial state (default position), "your CNS login name@imap.sfc.keio.ac.jp" is registered. If you delete this, you will be unable to receive emails using IMAP, that you should not delete this unless you have a particular need to do so.

```
------------------------------------------------------------
------
[メール転送設定]
------------------------------------------------------------
------

あなたの現在の転送先メールアドレス一覧は以下の通りです:
        ------------------------------------------
        s11000tk@imap.sfc.keio.ac.jp
        ------------------------------------------

コマンド:
1:      s11000tk@imap.sfc.keio.ac.jp を削除する（IMAPサーバへの転
送をやめる）
s:      メールをこのサーバ(POPスプール)にも残すよう設定する
a:      転送先メールアドレスを追加する
d:      全ての転送設定を削除する
q:      Quit - 終了（メインメニューに戻る）

コマンドとEnterキーを入力してください>
転送先メールアドレスを入力して下さい:
```

02

The message – "[転送先メールアドレスを入力して下さい]-Please enter the email address for transfer" will appear. Enter the email address which you want your emails to be transferred to.

```
------------------------------------------------------------
------
[メール転送設定]
------------------------------------------------------------
------

あなたの現在の転送先メールアドレス一覧は以下の通りです:
        ------------------------------------------
        s11000tk@imap.sfc.keio.ac.jp
        ------------------------------------------

コマンド:
1:      s11000tk@imap.sfc.keio.ac.jp を削除する（IMAPサーバへの転
送をやめる）
s:      メールをこのサーバ(POPスプール)にも残すよう設定する
a:      転送先メールアドレスを追加する
d:      全ての転送設定を削除する
q:      Quit - 終了（メインメニューに戻る）

コマンドとEnterキーを入力してください>
転送先メールアドレスを入力して下さい:
hogehoge@hoge.com: このアドレスでよろしいですか？（Y/N）:
```

03

The message – "[このアドレスでよろしいですか?]-Is this address correct?" – will appear. Enter <Y> for "Yes", and press "Enter" key.

123

```
-----------------------------------------------------------
------
[メール転送設定]
-----------------------------------------------------------
------

あなたの現在の転送先メールアドレス一覧は以下の通りです:
        ----------------------------------------
        s11000tk@imap.sfc.keio.ac.jp
        hogehoge@hoge.com
        ----------------------------------------

コマンド:
1:      s11000tk@imap.sfc.keio.ac.jp を削除する（IMAPサーバへの転
送をやめる）
2:      hogehoge@hoge.comを削除する
s:      メールをこのサーバ(POPスプール)にも残すよう設定する
a:      転送先メールアドレスを追加する
d:      全ての転送設定を削除する
q:      Quit - 終了（メインメニューに戻る）

コマンドとEnterキーを入力してください>
```

04

Make sure the email address is added.

③ Set/change CNS IMAP/SMTP-AUTH password

You can change your CNS IMAP/SMTP-AUTH password. This password can be changed not only with "mailsetup" command, but also from the dedicated web site (https://itcsecure.sfc.keio.ac.jp/mail/) . Please refer to【p.28 Email settings】.

```
s11000tk のCNSログインパスワードを入力:
```

01

On main menu of "mailsetup" command, enter <2> and press "Return" key. The window like shown on the left will appear. Enter your CNS login password.

```
新しいIMAP/SMTP-AUTHパスワードを入力:
```

02

The message – "[新しいIMAP/SMTP-AUTHパスワードを入力]-Enter your new IMAP/SMTP-AUTH password" will appear. Enter your new password.

```
確認のため、もう一度新しいパスワードを入力:
```

03

"[確認のため、もう一度新しいパスワードを入力]Re-enter your new password to confirm."

```
IMAP/SMTP-AUTHパスワードの変更に成功しました @ns0.
sfc.keio.ac.jp
Enterキーを入力してください.
```

04

When the window like shown on the left appear, the settings is completed.

4 How to configure the settings for automatic sorting of SPAM

By configuring the settings for automatic sorting, all emails recognized as SPAM or virus infected will be automatically moved to "SPAM" folder with the mail server's function. This function is inactivated initially, but by activating this function, SPAM and virus infected mails will be sorted without any specific settings.

```
----------------------------------------------------------
------
[SPAMフィルタ設定]
----------------------------------------------------------
------

SPAM対策機器によりSPAMと判定されたメールを「SPAM」というフォルダに
振り分けるための procmail の設定を行います。

SPAMの判定は機械的に行なわれますので次のような状況が起こりえます。

 1．SPAMではないメールにSPAM印がついている(誤検知)
 2．SPAMメールにSPAM印がついていない(検知漏れ)

フィルタ設定後は容量制限超過によるメール不達トラブルを避けるため、
SPAMフォルダ内のメールの削除およびprocmailのログ(~/procmaillog)の
確認を定期的に実施してください。

コマンド:
a:      SPAMフィルタを設定する
d:      SPAMフィルタの設定を削除する
q:      終了（メインメニューに戻る）

コマンドとEnterキーを入力してください>
```

01

On menu window of "mailsetup" command, enter <s>, and press "Return" key. The window like shown on the left will appear. Enter <a>, and press "Return" key.

```
SPAMフィルタ(~/.procmailrc)を設定しますか？ (Y/N):
```

02

The message – "[SPAMフィルタ(~/.procmailrc)を設定しますか?(Y/N)]-Do you want to set SPAM filter (~/.procmailrc)?" will appear. Enter <Y> for "yes".

```
Enter キーを入力して下さい. :
```

03

The message – "[Enterキーを入力して下さい]-Press Enter key"- will appear. Press "Enter" key.

8 View contents which is limited to inside of the university
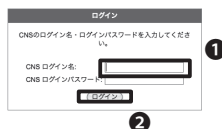
Some web contents can be viewed only from inside the university campus.

Connecting with VPN

You need to use "Virtual Private Network (VPN)" in order to access web contents whose access is limited be to inside the university campus from outside of the university campus.

VPN service is offered on CNS web site. We explain the procedure below.
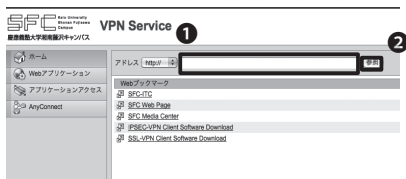
01

Access "WebVPN Service" on web browser.

⇨ https://vpn1.sfc.keio.ac.jp/

Enter ❶"[CNSログイン名]-CNS login name" and "[パスワード]-password", and click ❷"[ログイン]-Login"

If you can login correctly, you will be able to use "WebVPN".

02

Enter the URL for web page you wish to view in ❶"[アドレス]-Address", and click ❷"[参照]-View".

What is "Zan-ryu"?

The word "Zan-ryu" is often used at SFC for students to stay overnight at special classroom or laboratory for their work. The direct translation for "Zan-ryu" will be "staying behind" or "being remained", but the way this word is used at SFC can be said to be very specific and unique. Though it is not recommended, you will see students/researcher staying overnight at the SFC.

Online "Zan-ryu"

If you want to stay overnight at SFC, you need to submit the notice and register the reason for "Zan-ryu". To register the reason for "Zan-ryu", follow the steps below;

1. Click the name of the lectures you want to "Zan-ryu" for on SFC-SFS.
2. Click "オンライン残留届: Submit online notice for Zan-ryu" button located at the top of the window.
3. Register the reason for "Zan-ryu", and close the window.

5 Appendix

1 Internal rules of SFC-CNS

For using SFC-CNS services, you need to follow and obey the rules and regulations.

To Users of CNS and ERNS   Shonan Fujisawa Campus

Internal Rules for Using the Shonan Fujisawa Campus - Campus Network System

The following rules shall be observed by all users of the Shonan Fujisawa Campus - Campus Network System (hereinafter referred to as "SFC-CNS").

- SFC-CNS users acknowledge that the SFC-CNS is a network for academic purposes.
- Individuals using the network for non-educational or non-research purposes, such as any examples listed below, may have their SFC-CNS accounts canceled or temporarily suspended. Users should understand that such cancellation or suspension could result in the inability to earn course credits or other significant disadvantages.

  - Profit making activities
  - Actions or activities that violate public order and decency
  - Actions or activities that invade the privacy of others
  - Actions or activities that interfere with the normal operation of the network
  - Actions or activities that infringe on copyrights or other intellectual property rights
  - Actions or activities which could damage the reputation of Keio University
  - Other actions or activities that violate laws and regulations or rules of Keio University

- Individuals found to be operating devices that could interfere with the normal operation of the network may have their access to SFC-CNS terminated.
- These rules may be revised at any time. Revised rules shall take precedence over previous versions.

The Shonan Fujisawa Campus shall issue SFC-CNS accounts only to persons agreeing to abide by these rules.

Established: 3 September 2003

Enforced: 3 September 2003

Last-Modified: July 20, 2011

2 Contact information

Contact information listed below is for CNS services and related sections. If you have any enquiries, please contact them.

ITC

- Location: North side of Media Center, 1st floor, (CNS/ERNS Service Desk)
- Email address: cns-request@sfc.keio.ac.jp
- Web site: www.sfc.itc.keio.ac.jp
- Direct number: 0466 (49) 3423
- Opening hours: 9:15 – 17:00
  ※Closed on Saturdays, Sundays, National Holidays, Keio holidays.

CNS Consultant

- Location: Media Center, 1st floor, CNS Consultant Desk
- Email address: cns-consultant@sfc.keio.ac.jp
- Web site: http://cnscon.sfc.keio.ac.jp/
- Direct number: 0466 (49) 3425
- Opening hours: 9:20 – 22:30
  ※Closed on Saturdays, Sundays, National Holidays, Keio holidays.

AV Consultant

- Location: Media Center, 1st floor, AV Consultant Desk
- Email address: av-staff@sfc.keio.ac.jp
- Web site: http://www.sfc.lib.keio.ac.jp/general/avcir.html
  http://avcon.sfc.keio.ac.jp/portal/
- Opening hours: During semester: Weekdays 9:15 – 22:30, Saturdays 9:15 – 18:30
  During long holidays: Weekdays 9:15 – 17:30,
  Saturdays 9:15 – 15:30（Desk is closed between 11:30 and 12:30）
  ※Closed on Sundays, National Holidays, Keio holidays.

Database Consultant

- Location: Media Center, 2nd floor, Database search corner
- Email address: dbconsultant@sfc.keio.ac.jp
- Web site: http://dbcon.sfc.keio.ac.jp/
- Opening hours: During semester: Weekdays 15:00 – 21:00
  During long holidays: Closed
  ※Closed on Sundays, National Holidays, Keio holidays.

NMC Factotum

- Location: Multi Media Service Counter at Library of Nursing and Medical Care.
- Email address: factotum-support@sfc.keio.ac.jp
- Web site: http://nmcfact.sfc.keio.ac.jp/

3 About copyright of SFC-CNS guide

SFC-CNS guide is allowed to be reused. This section explains what extent the reuse of SFC-CNS guide is allowed.

1 Policies

SFC-CNS environment receives benefit from many free software, free documents, and public domain software.

In order to return such benefit, SFC-CNS guide is allowed to be reused to make a contribution to the society based on the following policies.

- Grant copying, translating, altering, amending, and quoting based on the rules for redistribution stated below.
- Grant printing, distributing and selling based on the rules for redistribution stated below.
- Electronic media of SFC-CNS guide can be distributed to those who want them (A request should be sent to cns-guide-req@sfc.keio.ac.jp)

2 Rules for redistribution

When you redistribute SFC-CNS guide, you need to obey following two points:

- Write clearly the source
- Write clearly that the SFC-CNS guide is opened free.

We do not correspond to any enquiries from outside of Keio Shonan Fujisawa Campus regarding SFC-CNS guide.

Furthermore, we do not actively open the information about supplement and amendment for this guide to outside of the university campus.

4 Campus facilities

This section gives you the information about the terminals located in the CNS such as their opening hours, their use, and the detail information about the terminal.

1 Media Center

Media center is open between 09:15 and 23:00 on weekdays, and between 09:15 and 19:00 on Saturdays. It is closed on Sundays and National Holidays. Opening days and hours may change during long holidays. Please check the web site for update information.

⇨ http://www.sfc.lib.keio.ac.jp/

There are computers and printers located at Media Center as listed below. There are also many AV devices, so that you can copy VHS or edit DVD.

Location	Purpose	OS・Model	No. of unit	Name
Open Area	One stop	DELL Vostrro 200(Windows 7)	5	mcsupc01-05
	Scanning only	DELL Vostrro 200(Windows 7)	4	mcvspc01-04
	Movie editing	Mac Pro(Mac OS X 10.6)	13	mchdmac01-13
	Music editing	iMac(Mac OS X 10.6)	2	mcdamac01-02
	General use	DELL PRECISION 490(Windows 7)	2	mcixp001-002
		iMac(Mac OS X 10.6)	4	mczmac01-04
	Color printing	Color printer	2	colorprn
	Monochrome	Monochrome printer	2	monoprn
Creative Room	Movie editing	Mac Pro (Mac OS X 10.6)	11	crhdmac01-11
	Music editing	Mac Pro(Mac OS X 10.6)	5	mcdamac03-07

（as of March 2011）

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2 Special Classroom

Special Classroom is available 24-hours a day except those hours used for lectures. However, all special classrooms will be closed during summer holiday and specified days during the year-end and New Year holidays.

You need your student card to enter the special classrooms. If you do not have your student card with you, you will not be allowed to use those rooms.

If you wish to use special classroom between 23:00 and 08:00 on following day, you need to submit the "online Zan-ryu" notice before you use the room.

Location	Purpose	OS, Devices	No. of unit	Name
κ 18	General Use	iMac (Mac OS X 10.6)	40	zmac000-039
		Monochrome printer	1	monoprn
ε 17		iMac (Mac OS X 10.6)	40	zmac040-079
		Monochrome printer	1	monoprn
ι 18		iMac (Mac OS X 10.6)	40	zmac080-119
		Monochrome printer	1	monoprn
o 17		iMac (Mac OS X 10.6)	40	zmac120-159
		Monochrome printer	1	monoprn
λ 11	2D CG 3D CG CAD	HP Z400 Workstation(Windows 7)	41	ws00-44
		Monochrome printer	1	monoprn
		Color printer	1	colorprn
λ 18	Movie editing	iMac (Mac OS X 10.6)	40	ispc000-039
		Monochrome printer	1	monoprn
λ 21	Music editing	iMac(Mac OS X 10.6)	40	damac00-39
		Color printer	1	colorprn

5 Handling of copyrighted works

This section explains important points for handling of copyrighted work.

1 Handle copyrighted work properly

Releasing music and movie with using file sharing software to general public without prior consent, or coping application illegally are both infringing intellectual property right (IPR) of their authors. If you infringe IPR, your CNS account will be terminated under "SFC-CNS Rules and Regulations for Use", and you will not be able to connect your compute to CNS. Furthermore, you will be disciplined under the University's rules and regulations.

2 Important note on using file sharing software

Illegal exchange of music, movies and software with using P2P file sharing software such as Winny, Share, LimeWire, and Cabos has been a social problem. Some software have functions to upload downloaded files, and such activity could be illegal. Those files containing illegal copyrighted works are often infected with viruses. Under the revised Copyright Act which went into effect on 1st, January, 2010, downloading files which are suspected of infringing copyright will be considered as illegal if certain conditions are met. Keio University Information Technology Center adapts the rules specified by "Using File Sharing Software" to all Keio University's network.

⇨http://www.sfc.itc.keio.ac.jp/ja/com_pcroom_instruction.html

You may use file-sharing software only if permitted the person for educational and research purposes on application form you submit. There is a list of file-sharing software which could be used on the ITC Headquarters' web site.
⇨http://www.sfc.itc.keio.ac.jp/ja/software_fileshare_list.html

3 How to treat copyrighted work

Copyrighted work is a work which is an expression of thought or consciousness in creative manner. Writings, music, or programs will be the example. Works which are distributed in the form of CD or package software are not the only copyrighted work. Contents on web page or even the essays or report on lectures are also copyrighted work since someone has the copyright for them. The right to protect intangible work can apply to portrait rights and industry right. In this section, we explain mainly about a copyright.

4-1 Copyright infringement

Copyright is a set of rights granted the author or creator to protect their work from being used, altered or copied without the author's or creator's knowledge. There will always be person/s who hold copyright even to information or data used to produce course work or web site. The following examples without prior permission by author/creator infringe the copyright:

- Using some part of book/s or web page to produce course work as if they are created by oneself.
- Uploading music and/or movie file.
- Install software which is purchased by a friend to one's own computer.
- Put recorded material of television or live performances on web page without permission.

4-2 Quoting in correct manner

You could use other person's copyrighted work legally by quoting without permission. Quoting is to reprint part of other person's copyrighted work for purpose of journalism, reviews, and research. For instance, referring to part of other documents in course work will be the case. If you are quoting, you need to meet all conditions listed below:

- The source and the name of the author are clearly stated.
- The quotation and the body of the text are clearly defined.
- There is a necessity for using the quotation
- There is a necessity for the scope of the quotation
- Both volume and quality of quote occupy smaller portion compared to the main body of work in which the quote is used.
- The source of quotation is copyrighted work which has been published.

4-3 Using works to which Copy Right Act is not applied.

Announcement, charge, or transmittal by the national and local government, and incorporated administrative agency are not the subject for Copy Right Act. Therefore, they can be used without prior permission from author/creator.

4-4 Using open contents

There are some copyrighted works on the internet whose authors/creators leave their works to be shared. Such copyrighted works are called "open contents" and can be used more freely than copyrighted works in general.

Many authors/creators who give permission for their work to be used freely place their wok as open contents. Some are distributed with common terms of use indicated below. Please read those terms of use carefully when you use open contents.

Name of terms of use	Address
Creative Commons License	http://www.creativecommons.jp/
GNU General Public License	http://www.gnu.org/licenses/licenses.html#GPL
GNU Free Documentation License	http://www.gnu.org/licenses/licenses.html#FDL

6 About using free software

This section introduces the useful free software distributed on the internet for SFC life.
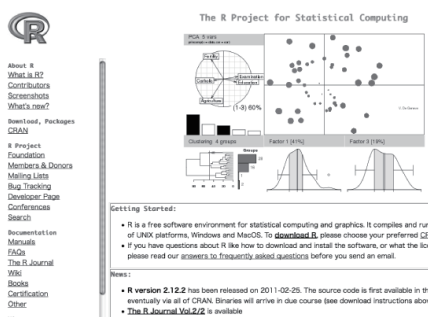
1 Use OpenOffice.org

You can download OpenOffice.org from the web site;

⇨ http://ja.openoffice.org/download/

OpenOffice.org is a free software which can be useful for writing reports, essays, and creating PDF.

2 Use "R"

You can download "R" from the website below;

⇨ http://www.r-project.org/

"R" is a free software for Statistical Computing.

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