

SFC CNS GUIDE 2012

English Web Edition

Shonan Fujisawa Information Technology Center, Keio University

Preface

SFC-CNS is computer and network-based system supporting education and research, and strives to provide an excellent environment to students and staff. We have been giving much effort to strengthen the network system environment for the support of mobile environments, the usage of various digital media, and the support of producing multi-media contents worthy of a Digital Campus. This booklet gives you only the introduction to SFC-CNS. There are many items which are not covered in this guidebook. Please refer to ITC web pages for more information.

SFC-CNS is a distributed computing environment which can use UNIX, Windows, and other various computers. It is important to experience and use various kinds of computers for obtaining and understanding information technologies, so we hope you will use the environment to its full potential. Please observe and follow the social ethics listed below:

- Respect intellectual properties such as software copyright, and never copy software illegally. Respect other peoples' files and information, and do not browse them if not intended.
- SFC-CNS is a system for education and research-it should not be used for other purposes.
- Do not post malicious content on the bulletin boards of SFC and other organizations.
- You must not send any defamatory mails, nor send and forward chain-mails.
- You must be aware that the contents of home pages are open to people all over the world when you create them. You must not violate other peoples' 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 the consultants at Media Center or Shonan Fujisawa Information Technology Center.

SFC-CNS aims to be an open system, to be used as freely as possible for educational and research activities. We keep our administration and usage restriction to a minimum. Be aware that SFC-CNS is shared with all SFC-CNS users and use it in an orderly manner.

For producing this guidebook, the editorial committee has determined its contents, commissioned writing, edited and checked its contents. The editorial committee is composed of students who themselves are the SFC-CNS users. We refer to comments on past editions and questions on SFC-CNS given to ITC by users, to improve the service.

We would like to recognize and appreciate CNS consultants for their support on sorting data, checking the contents, and editing drafts. We also appreciate the many others who provided support for producing this guidebook.

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CNS GUIDE 2012

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1 SFC-CNS

SFC-CNS is the abbreviation for “Shonan Fujisawa Campus-Campus Network System”, and provides various services related to the PC. We will refer to SFC-CNS as “CNS” from now on.

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

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1

About CNS accounts

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

01

At SFC, many people – students, staff, and former students – use PCs. People who use PCs are called “Users”.

The account to use CNS is called “SFC-CNS account” and 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 the Graduate School of Health Management.

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

⇒ <http://www.sfc.itc.keio.ac.jp/>

02

In order to identify PC users and provide CNS services in a safe manner, all persons should obtain a “CNS account”. CNS accounts consist of a “CNS login name” and a “CNS login password”.

The CNS login name is a specific name given to each user. CNS login names for undergraduate students will be like “s12000tk”. The first letter (“s” in this example) indicates the faculty, followed two digit numbers (“12” with this example) indicating the enrollment year, and the last two letters (“tk” with this example) indicate your initials.

The example shown below is for an imaginary student. This example indicates that the student whose initials are “TK” is enrolled in the Faculty of Policy Management.

s 12000 tk
↑ ↑ ↑
Faculty Enrollment Year Your Initials

Your CNS e-mail address will be “CNS 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 at least ten characters.
- It should include at least two alphabetical characters and one numeric character.
- It should be different from the login name (inverted login names and differing order are both invalid).
- More than three words should be different from the current password.
- Capital letters and lowercase letters will be treated as the same.

Please avoid using words and numbers for the password which could be easy-to-guess by a third party. Examples include:

- Names of people close to you, and words which you can find in a dictionary.
- Your birthday, address, telephone number, etc.
- Repetition of letters (e.g. “aaa”)

CNS login passwords are 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.135 Contact Information】**).

04

If your login password is known to a third party, not only can your files be deleted or changed, but also CNS system as a whole could face a serious threat. A third party who steals 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. It can 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. Example incidents like below are not an exception:

- When you are asked for your CNS login password by university staff.
- When working in group settings with other students or staff.

If you have any suspicions, please change your CNS login password as soon as possible. For changing CNS login passwords, please refer to **【p.10 Change CNS login password】**.

2

Change CNS login password

Procedure for changing CNS login passwords.

01

Activate web browser, and access 『Changing your CNS login password』 from the URL.
⇒ <https://itcsecure.sfc.keio.ac.jp/accounts/login/>

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 on this page.

1 ログイン名 (Login Name)

2 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)

3

■ 新パスワードには以下の条件が必要です。

- 10 文字以上の長さ。
- 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。
- ユーザー名と異なるもの、反転したり、ずらしたもので不可。
- 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て扱われる。

■ Requirements for new password.

- Passwords must have 10 characters or more.
- Passwords must contain at least two alphabetic characters and at least one numeric or special character.
(But do not use "-" and "=")
- Passwords must differ from user's login name and any reverse or circular shift of that login name.
- A new password must differ from the old by at least three characters.
And an upper case letter and its corresponding lower case letter are considered to be as equivalent.

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

Click ❸“Change” when you enter all necessary information.

02

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

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

3 Connect your own PC to CNS

This section shows how to 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 areas 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 are the wireless LAN standards available at CNS.

02

To use Wireless LAN connection, you need to certify that you are a CNS account holder with a “Personal Certificate”. Using a “Personal Certificate” will make encryption of data and the authentication of access points possible, and creates a safe and secure communication network.

In this section, we illustrate how to connect to the internet with using Personal Certificate from PC with Windows and Mac OS X 10.7.

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 | Supported Devices | Procedure for Connection |
|---|--|--|
| Authentication by personal certificate (802.1x) | Windows XP, Vista, 7 Mac OS X, etc. | 1. Issue Personal Certificate on “Issue Personal Certificate” page |
| | | 2. Install your personal certificate. |
| | | 3. Configure to connect. |



Connect with Personal Certificate (Windows)

CNS Personal certificate / Device registration for CNS Wireless LAN

Purpose of this webpage:

- Issue/Download/Revoke your personal certificate
- Register of identical information (MAC address) of your device

1 Please enter your CNS login name. Please input English single-byte characters.
2 Please enter your CNS login password. Please input English single-byte characters.

Device registration for CNS Wireless LAN

■ Issue of the personal certificate

1 Issue Submit

Issue Issue the personal certificate

■ Register/Delete the device information

Registration of the device

for CNS Wireless LAN

This process will issue the personal certificate.

Please enter the passphrase for the encryption of the personal certificate.
You need your passphrase to install the personal certificate.

1 Please enter the passphrase (more than 8 characters).
2 Please enter the passphrase again. (confirmation).
3 Issue the personal certificate

01

Access “CNS Personal certificate/Device registration for CNS Wireless LAN” page with the URL below.

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

You will be asked for your CNS login name and password. Enter your **1**“CNS login name” and “CNS login password”, and click **2**“Start the registration”.

02

When you log in, a window as shown on the left (“Issue personal certificate”) will appear. Click **1**“Issue” and “Submit”.

03

Enter eight or more characters of your choice in the box **1**“Please enter the passphrase”.

You do not need to keep your pass-phrase since the 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 **2**“Issue the personal certificate”.

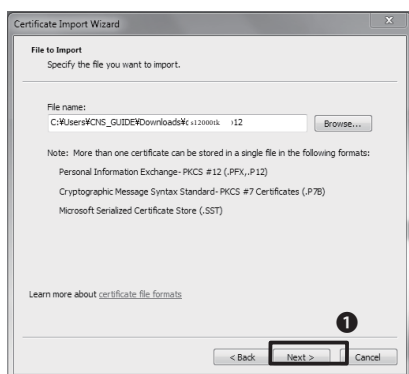
04

Your personal certificate will be downloaded automatically.



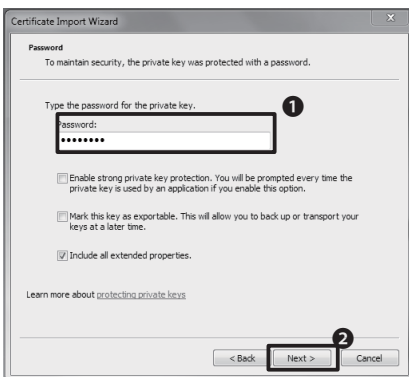
05

Double click the personal certificate you have downloaded. The “Certificate Import Wizard” will start. Click **1** “Next”.



06

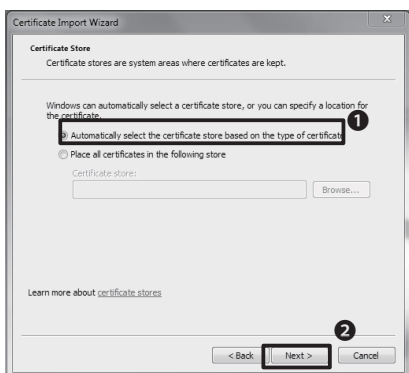
The “File to Import” window will appear. Click **1** “Next”.



07

The “Password” window will appear. Enter the pass-phrase that you have just set in **1** “Password” field.

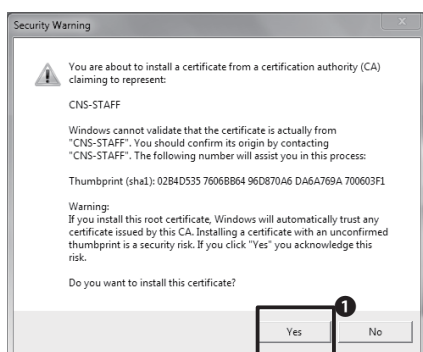
Click **2** “Next”.



08

The “Certificate Store” window will appear. Check **1** “Automatically select the certificate store based on the type certificate.”, and click **2** “Next”.

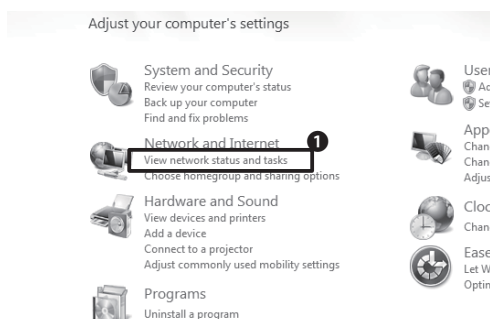
The “Finish Certificate Import Wizard” window will appear. Click “Finish”.



09

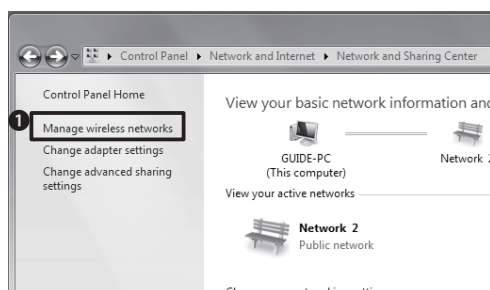
When the “Complete Certificate Import Wizard” is finished, you will see the warning shown on the left. Click ❶ “Yes”.

Subsequently the message “Imported correctly” will appear. Click “Yes”.



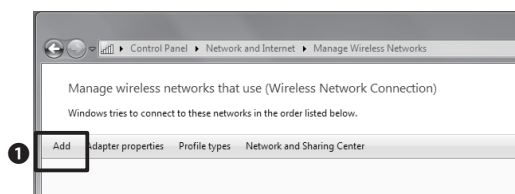
10

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



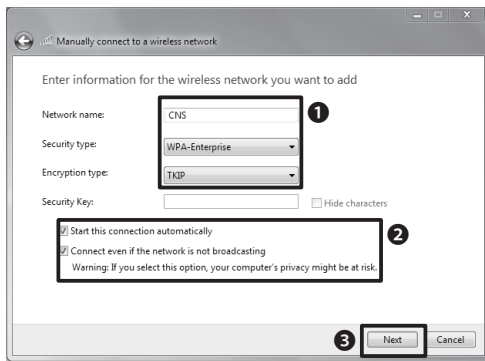
11

Click ❶ “Manage wireless networks” from the menu in the left hand.



12

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



13

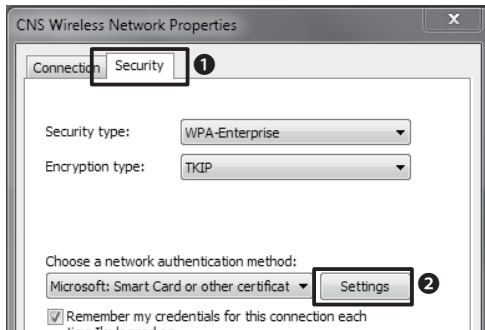
The “Manually connect to a wireless network” window will appear.

Enter the following information: ① “Network Name” :CNS “Type of Security” :WPA-Enterprise “Encryption Type” : “TKIP”.

② Check both boxes for “Start this connection automatically” and “Connect even if the network is not broadcasting.”.

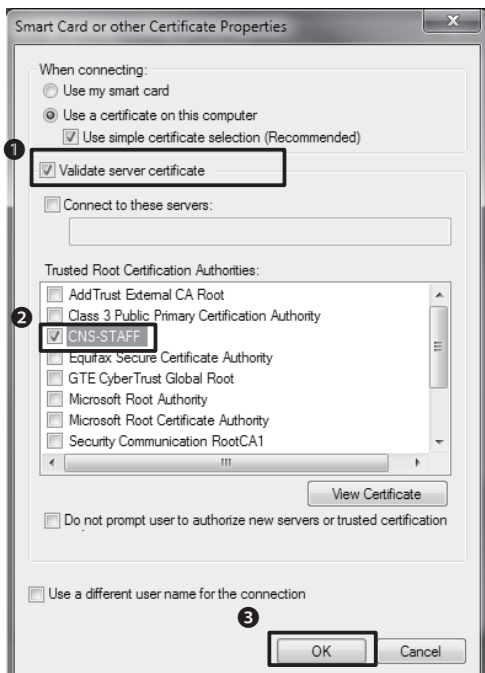
Click ③ “Next”.

When the “Add CNS correctly” window appears, click “Change the connection settings”.



14

The “CNS Wireless Network Properties” window will appear (see left). Click ① “Security” tab, and click ② “Settings” under “Select network authentication method”.



15

The “Smart Card and other Certificate Properties” will appear.

Check the radio button for “Use a certificate of this computer”. Check ① “Validate server certificate”.

Check ② “CNS-STAFF” as “Trusted Root Certification Authorities”, and click ③ “OK”.



Connect with “Personal Certificate” (Mac OS X)

CNS Personal certificate / Device registration for CNS Wireless LAN

Purpose of this webpage:

- Issue/Download/Invalidate your personal certificate.
- Register of identical information (MAC address) of your device.

Please enter your CNS login name. Please input English single-byte characters.

Please enter your CNS login password. Please input English single-byte characters.

- If you are using iPhone/iPad/iPod touch, you can configure mail and VPN as well as wireless LAN.

URL: <https://itcsecure.sfc.keio.ac.jp/wlan/>



■ Issue of the personal certificate

Issue Issue the personal certificate

■ Register/Delete the device information

Device registration for CNS Wireless LAN

This process will issue the personal certificate.

Please enter the passphrase for the encryption of the personal certificate.

You need your passphrase to install the personal certificate.

Please enter the passphrase. (More than 8 characters)

Please enter the passphrase again (confirmation)

Issue the personal certificate

■ Download of the personal certificate

Download will start automatically.

Please click here if download will not start.

Information of the personal certificate

| | |
|-----------------|---------------------|
| Login name | s12000tk |
| Issued date | 2012/07/24 16:35:33 |
| Expiration date | 2013/07/24 16:35:33 |

01

Access “CNS Personal certificate/Device registration for CNS Wireless LAN” from the URL below;

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

You will be asked to enter your CNS login name and password.

Enter your ① “CNS login name” and “CNS login password”, and click ② “Start the registration”.

02

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

Select ① “Issue” from the pull down menu, and click “Submit”.

03

Enter the character string with more than eight characters, in ① “Please enter the your pass-phrase” field.

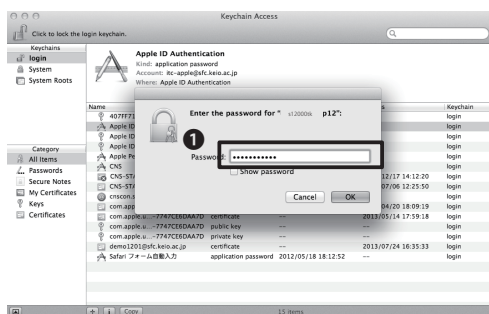
You will be asked to enter your pass-phrase again when you are installing the personal certificate to PC. This is the only time you will need your pass-phrase that you do not

write it down.

Click ② “Issue the personal certificate”.

04

Downloading of your personal certificate will start automatically.



05

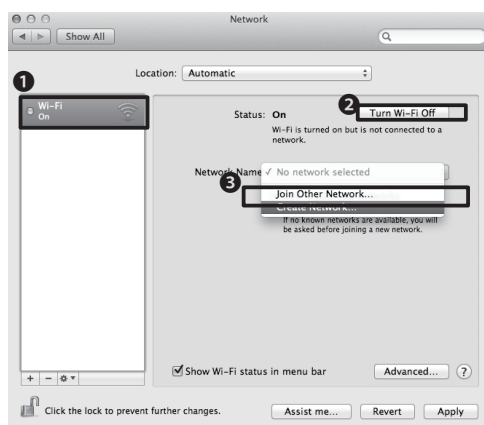
Double click the personal certificate you have just downloaded. The “Keychain Access” window will appear like the picture on left. You are asked to enter ① “your password”. Enter your passphrase you have just entered in the previous window.

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



06

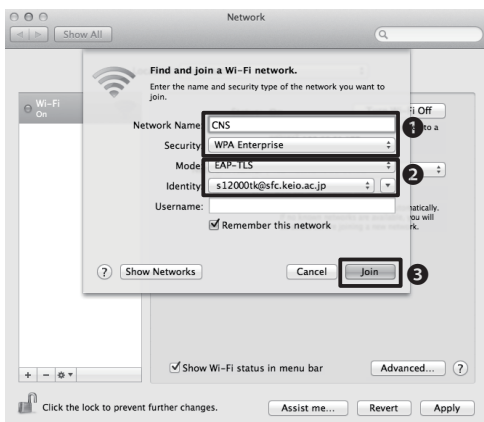
Active “System Environment Settings”, and click ① “Network”.



07

Select ① “Wi-Fi” from the list on the left.

If ① (“Status”) is “Off”, select ② (“Turn WiFi ON”). Select ③ “Join Other Network” for “Network Name”.



08

The window like the left will appear.

Enter ① CNS for “Network Name”, and select “WPA Enterprise” for “Security”.

Select ② “EAP-TLS” for “Mode” and “your CNS login name @sfc.keio.ac.jp” for “Identity”.

Click ③ “Join”.

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

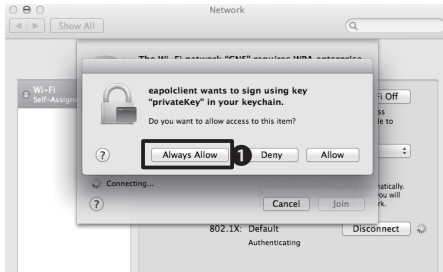
4. FAQ

5. Appendix



09

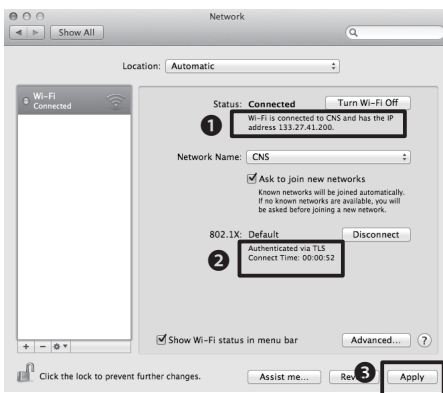
“Verify Certificate” window will appear. Click ❶ “Continue”.



10

The window like left will appear (The message says “eapolclient wants to sign using key “privateKey” in your keychain. Do you want to allow 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.

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

❷ “Authenticated via TLS” appears.

Click ❸ “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 machines to CNS, you need to register the MAC address to connect the internet.

CNS Personal certificate / Device registration for CNS Wireless LAN

Purpose of this webpage:

- Issue/Download/Invalidate your personal certificate.
- Register of identical information (MAC address) of your device.

Please enter your CNS login name

Please enter your CNS login password

Please input English single-byte characters.

Please input English single-byte characters.

Start the registration

Register/Delete the device information

Registration of the device 1

SFC-ITC | SFC official web site | Keio university SFC-ITC

CNS Personal certificate / Device registration for CNS Wireless LAN

logout

Registration of your device

Please enter a name for the device which is easy to remember (e.g., Note PC, Thinkpad, MacBook)

Please enter MAC address of the device (e.g., 00:12:ff:dd:33:ee)

Registration of the device

Cancel the registration | SFC-ITC web site | SFC official web site | Keio university SFC-ITC

01

Access “Apply CNS Wireless LAN” from the URL below:

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

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

02

When you log in, you will see the window like left. Click ❶ “Registration of the device”.

03

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

In ❷ “Please enter MAC address of the device” field, you need to enter the MAC address assigned to each device. The way to confirm the MAC address will be different for different OSs or devices. You need to check the most suitable way for the device.

Click ❸ “Registration of the device”.



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

If you lose your personal certificate, you need to invalidate and re-issue your personal certificate from the URL below (“Re-issue/Invalid the certificate”).

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

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/>

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 smart phones to CNS

You can use the wireless LAN with your smart phone at SFC. Your smart phone can be connected to CNS in the university campus using a 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 iPhone/iPad/iPod touch (iPhone OS 5.x), Arrows Z (Android 2.3), and Sony Tablet S (Android 4.0). For more information on how to connect wireless LAN with devices, OS and other versions other than those listed, please refer to “Authentication by Personal Certificate (802.1x Authentication)” on the ITC website.

⇒ <http://www.sfc.itc.keio.ac.jp>

2

Setting for iPhone/ iPad/ iPod touch (iOS 5.x)

You can connect to Wireless LAN by logging in “Apply to CNS wireless LAN” page from Web browser (Safari) to obtain a personal certificate.



CNS Personal certificate / Device registration for CNS Wireless LAN

Please try with Safari.
You can not download the certificate in Google Chrome.

Wireless LAN configuration for iPhone:

- Issue of the private certificate
- Download of configuration profile for iPhone

01

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

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

QRcode



for CNS Wireless LAN

logout

■ Personal certificate

Information of your previous certificate

| | |
|-----------------|---------------------|
| Login name | s12000tk |
| Issued date | 2011/11/22 18:47:33 |
| Expiration date | 2012/11/21 18:47:33 |

1 Download 2 go

| | |
|----------|---|
| Download | Download existing personal certificate. |
| | This process will make the personal certificate invalid |

CNS Personal certificate /
Device registration
for CNS Wireless LAN

logout

■ Download of the SFC-CNS setting profile for iPhone

| | |
|--|------------|
| Profile(A) - Wireless LAN connection only | Download 1 |
| Profile(B) - Wireless LAN connection + VPN setting + mail(IMAP) setting | Download |
| Profile(C) - Wireless LAN connection + VPN setting | Download |

Cancel Install Profile

 **SFC-CNS 利用設定**
慶應義塾湘南藤沢ITC

Unsigned Install 1

Description SFC-CNSの利用設定(無線LAN)
Received 2012/08/03
Contains 3 Certificates
Wi-Fi Network

More Details >

02

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

Select ①“Download”, and click ②“Submit”.

03

“Download profile of SFC-CNS settings 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, touch ①“Download” next to the “Profile (A)”.

04

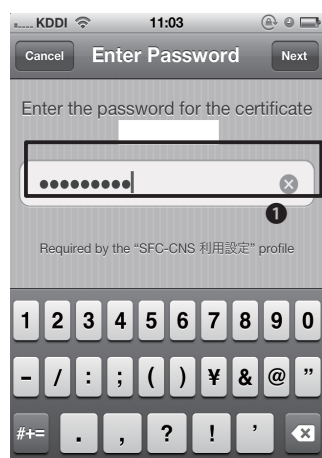
“Profile” window will appear. Touch ①“Install”.



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 ❶ “Install Now”.



06

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



07

This concludes the installation.

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

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5. Appendix



Setting for Arrows Z (Android 2.3)

CNS Personal certificate / Device registration for CNS Wireless LAN

Purpose of this webpage:

- Issue/Download/Invalidate your personal certificate.
- Register of identical information (MAC address) of your device.

| | | |
|---|--|--|
| Please enter your CNS login name. | <input type="text" value="s12000tk"/> | Please input English single-byte characters. |
| Please enter your CNS login password. | <input type="password" value="*****"/> | Please input English single-byte characters. |
| <input type="button" value="Start the registration"/> | | |

- If you are using iPhone/iPad/iPod touch,

■ Personal certificate

Information of existing personal certificate

| | |
|-----------------|---------------------|
| Login name | s12000tk |
| Issued date | 2012/07/26 15:16:10 |
| Expiration date | 2013/07/26 15:16:10 |

[download] [Submit] ❶

| | |
|----------|--|
| Download | Download your issued personal certificate. |
| Reissue | This process will makes your previously issued personal certificate invalid. Then, your new certificate is issued. Please select "Reissue" when you lost your personal certificate or forgot your passphrase. Your previous personal certificate will be invalid at 9:00 am on the next day. |
| | This process makes the personal |

01

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

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

QRcode



02

If you login this page at first time, you have to enter the new password. You use this password again when you update the SFC-CNS setting profile. Select ❶ "download" and click "Submit" next to the "download".

03

Enter the password which you set at "02" and touch "OK". If you are asked the certificate storage password, you enter the password.

Extract from PKCS12 keystore

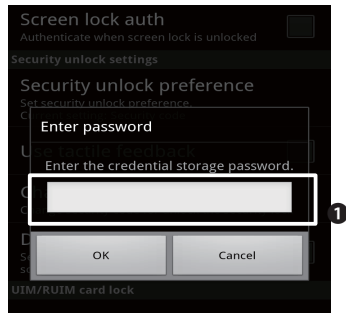
Enter the password to extract the certificates.

| | |
|-----------------|---------------------|
| Login name | demo1102 |
| Issued date | 2012/07/26 15:16:10 |
| Expiration date | 2013/07/26 15:16:10 |



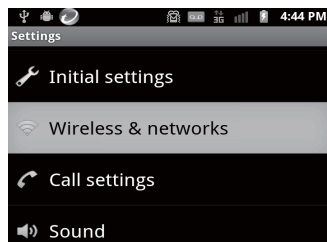
04

Enter the certificate name “CNS login name @ sfc.keio.ac.jp” and touch the “OK”.



05

Enter ① the credential storage password.

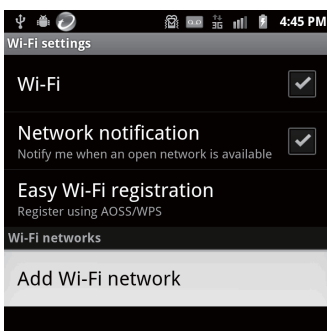


06

Back to “Settings” and select “Wireless & networks ”.

Select “Wi-Fi settings”. If the box, next to Wi-Fi is not checked, please check it.

Select “Add Wi-Fi network”.



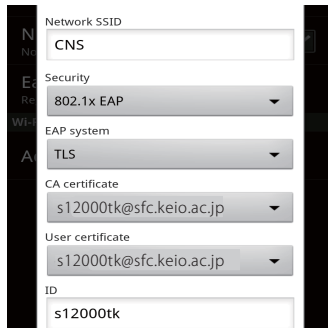
1. Start SFC - CNS

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07

Enter and select like the figure on the left.

Network SSID : CNS

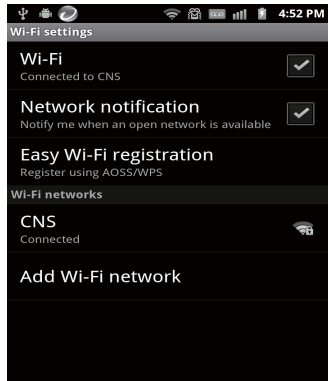
Security : 802.1x EAP

EAP systems : TLS

CA certificate : “CNS login name” @sfc.keio.ac.jp

User certificate : “CNS login name” @sfc.keio.ac.jp

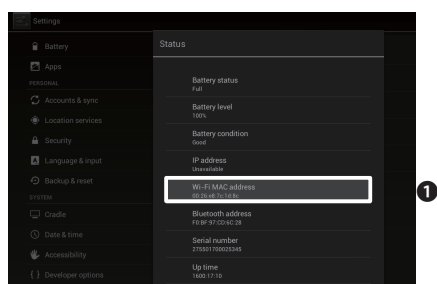
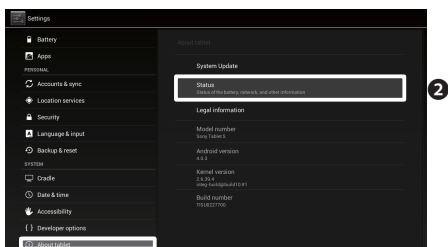
Please enter your CNS login name at “ID”.



08

Please go back to “Settings” and select “Wireless & Network”→“Wi-Fi settings” and check that your phone is connected to CNS.

4 Setting for Sony Tablet S (Android 4.0)

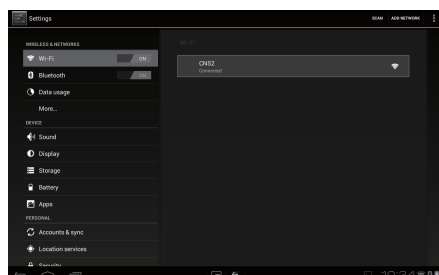
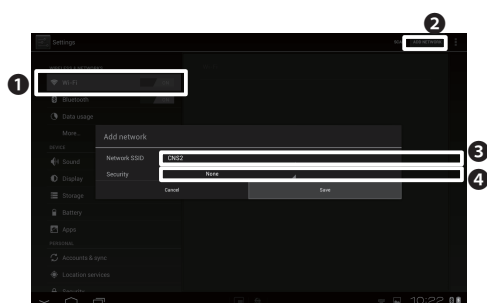


CNS Personal certificate / Device registration for CNS Wireless LAN

Registration of your device

Please enter a name for the device which is easy to remember.
(e.g. Note PC, Thinkpad, MacBook)

Please enter MAC address of the device.
(e.g. 00:12:34:56:78:9A)



01

If the terminal uses 3G Circuit , you can skip step “05”.

If the Terminal uses the wi-fi function, you should do apparatus registration and connect to the network.

Please check the icon “Settings”, and select ①“About tablet” → ②“Status”.

02

Please check ①the Wi-Fi MAC address .

03

Access from another PC or the smart phone's browser the following URL:

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>

Enter the MAC address.

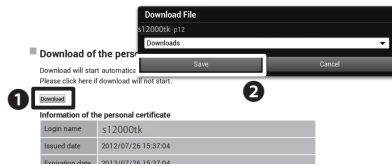
04

Go back to “Settings”. Select ①“Wi-Fi”→ ②“ADD NETWORK” on top right.

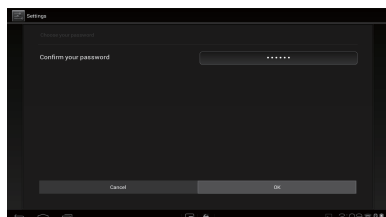
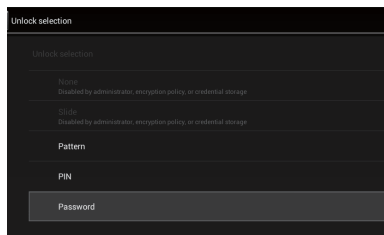
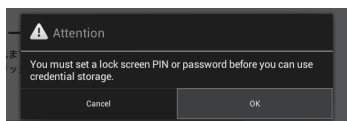
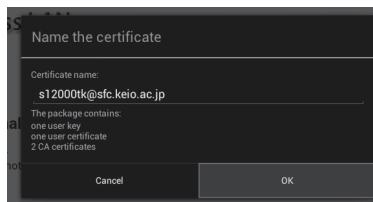
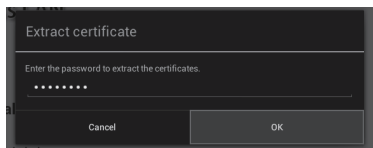
When the “Add network” windows appears, enter ③“CNS2” in “Network SSID” field and select ④“None” for “Security”, and touch “Save”.

As you can see in the picture, the terminal is connected to “CNS2”.

CNS Personal certificate / Device registration for CNS Wireless LAN



for CNS Wireless LAN



05

Please access the following URL and login.
⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/>
Touch ❶ “Download”. After you can see the dialogue, touch ❷ “Save”.

※Some of terminals can not download. If you are in that case, please download browser, Firefox or Opera.

06

After downloading the file which named “CNS login name”.p12, please touch ❶ “Open”.

07

Enter the password when you download your certificate.

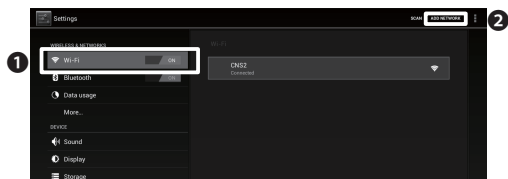
After touch “OK”, change certificate name to “CNS login name@sfc.keio.ac.jp”.

08

If a message says “You must set a lock screen PIN or password before you can use credential storage”, click “OK”.

In “Unlock selection”, select “Password”. Enter your password of certificate storage. Confirm your password, you enter “OK”.

And then, enter the password in the “Confirm your password” field.



09

Select “Settings” → ❶ “Wireless & Networks” → “Wi-Fi” → ❷ “ADD NETWORK”.

10

Security : 802.1x EAP

EAP method : TLS

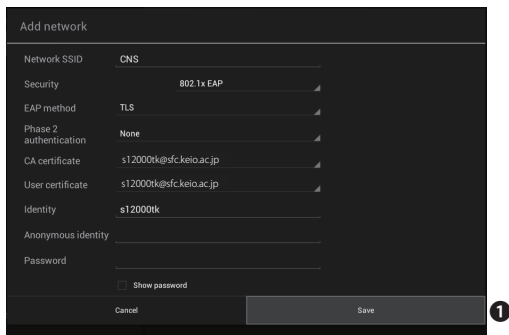
Phase 2 authentication: None

CA certificate: “CNS login name” @sfc.keio.ac.jp

User certificate: “CNS login name”@sfc.keio.ac.jp

Identity : CNS login name

Touch ❶ “Save”.

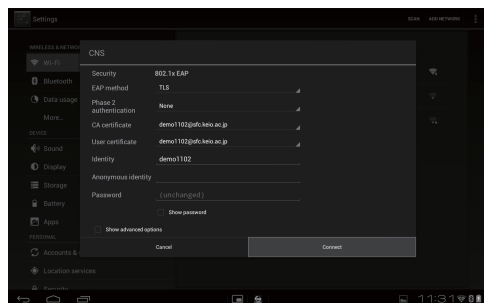
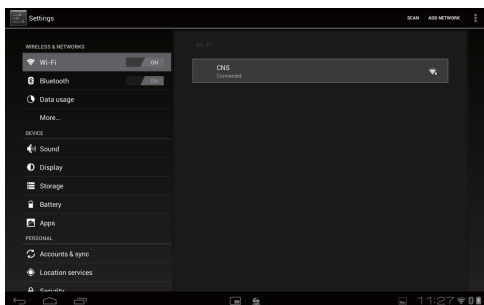


11

Go back to “Wi-Fi” and connect to “CNS”.

If your terminal is connected to “CNS”, select “CNS2” and then touch ❶ “Forget”.

Turn off wireless access and turn on again. Confirm that your device is connected to “CNS” and not “CNS2”.



5 E-mail Settings

This section explains how to configure settings for using the e-mail accounts used at SFC with your own PC.

1 Set the password for using e-mail

You will need a CNS IMAP/SMTP-AUTH password for sending and receiving CNS mails. This password is different from the 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.

SFC-CNS mailsetup

CNS login name: []

CNS login password: []

Shonan Fujisawa ITC, Keio University

01

Access the URL below;
⇒ <https://itcsecure.sfc.keio.ac.jp/accounts/mail/>

When the screen like left appears, enter your
① “CNS login name” and “CNS login password”.

Click ② “Login”.

02

When the window on the left appears, Click
① “IMAP/SMTP-AUTH password” on the left side menu of “SFC-CNS mailsetup” page.

03

① Enter the CNS IMAP/SMTP-AUTH password you wish to register twice. It should be different from your CNS login password.

② “Strength of the password” indicate how difficult it would be for a third party to guess the password. The password strength should be “Strong”.

When you enter all necessary information,

SFC-CNS mailsetup

IMAP/SMTP-AUTH パスワード
IMAP/SMTP-AUTH password

① about this page

このページではメールに関する以下の設定が可能です

- IMAP/SMTP-AUTH パスワードの作成/変更
- メール転送設定
- スパムポリシー設定

You can set email services in SFC-CNS on this page.

- Create or change IMAP/SMTP-AUTH password
- Mail forwarding
- Spam policy

メール転送
Mail forwarding

スパムポリシー
Spam policy

メール受信ログ確認
Confirm mail log

Logout

SFC-CNS mailsetup

IMAP/SMTP-AUTH パスワード
IMAP/SMTP-AUTH password

① about this page

このページではメールに関する以下の設定が可能です

- IMAP/SMTP-AUTH パスワードの作成/変更
- メール転送設定
- スパムポリシー設定

You can set email services in SFC-CNS on this page.

- Create or change IMAP/SMTP-AUTH password
- Mail forwarding
- Spam policy

メール転送
Mail forwarding

スパムポリシー
Spam policy

メール受信ログ確認
Confirm mail log

Logout

IMAP/SMTP-AUTH password

IMAP/SMTP-AUTHパスワードの作成/変更
(Create or change IMAP/SMTP-AUTH password)

新しいパスワード
New password

確認
Confirm password

パスワードの強さ
The strength of password

②

強いパスワードを作成するために

- アルファベット、数字、記号を混ぜてください
- 大文字、小文字を混ぜてください
- CNSログイン名と同じ文字列は使用しないでください

For making strong password.

- Mix alphabet, number, and special characters.
- Mix capital and small letters.
- Don't use the same string as CNS login name.



Use e-mail with PC in the university campus

You need to use e-mail software or e-mail client to read e-mails on your PC.

01

When you log in with a Mac at a special classroom or at the Media Center, you need to use e-mail software called “Thunderbird”. You can activate “Thunderbird” by clicking the Dock icon or from the Applications folder.

02

When you login at λ-building or with Windows OS at the Media Center, you need to use e-mail software called “Becky!”. You can activate “Becky!” from the Start Menu.



Using CNS mail with more than one PC

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

IMAP stores all user e-mails and actions on the CNS server, so that all activity is recorded regardless of the computer you may be using. If you are using computers which are used by the general public, you need to be very careful in keeping your personal information such as IMAP passwords. There is a possibility of leaking personal information or deleting important e-mails.

Please refer to the next section (4) for settings for personal computers. Moreover, you can send/receive e-mails from Web browsers by using “SFC-CNS Web Mail” as a substitute without installing any software.

⇒ <https://imap.sfc.keio.ac.jp/>



E-mail settings (IMAP/SMTP)

This section explains how to configure settings for reading e-mails with using “Thunderbird” with both Windows and Mac.



How to install “Thunderbird” (Windows)



01

Access “Mozilla Thunderbird” web page from the URL below;

⇒ <http://mozilla.jp/thunderbird/>

When the window like left appear, Click ❶ “Free Download”.

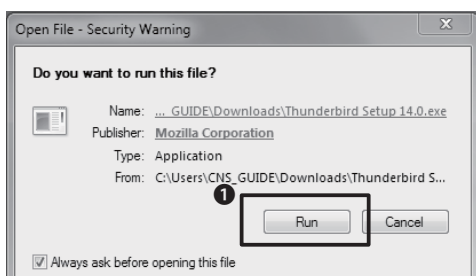
02

When the window like left image appears, click ❶ “Save”.



03

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



04

“Download complete” window will appear. Click ❶ “Run”.

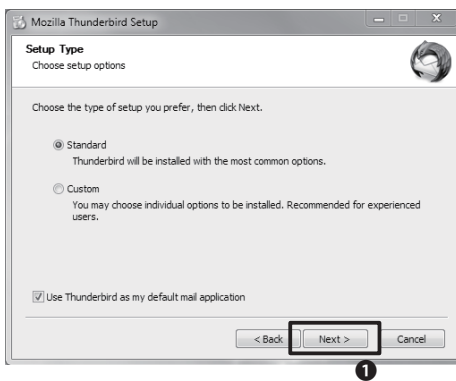
In some case, “Control user account” may appear. If that is the case, click “Yes” to continue the installation.

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



05

“Mozilla Thunderbird Setup” wizard will appear. Click ❶ “Next”.

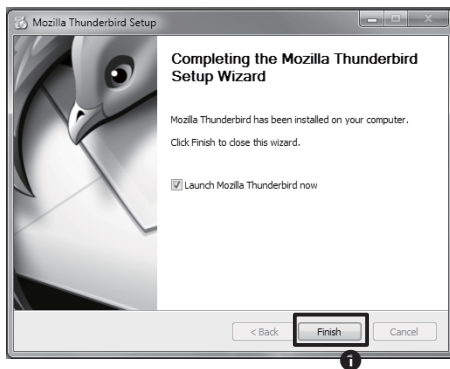


06

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

1. Start SFC - CNS

2. Welcome to CNS

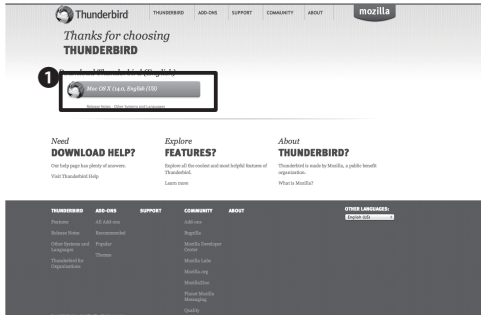
3. Web Sites on SFC

4. FAQ

5. Appendix

5-2

How to install Thunderbird (Mac OS X)



01

Access the “Thunderbird” web site with the URL below;

⇒ <http://mozilla.org/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 “Applications”, and click the icon to activate.

We explain e-mail account settings in the next section.





Account Settings for Thunderbird

The examples shown here are via the Mac, but the procedure for Windows is 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 e-mail software, please refer to the section 7.



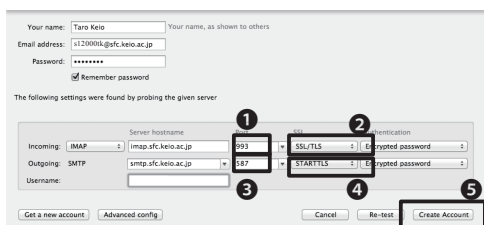
01

The window on the left the which appears when you activate “Thunderbird” for the first time.

❶ Enter 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 to the general public, do not check this box.

Click ❸ “Continue”.

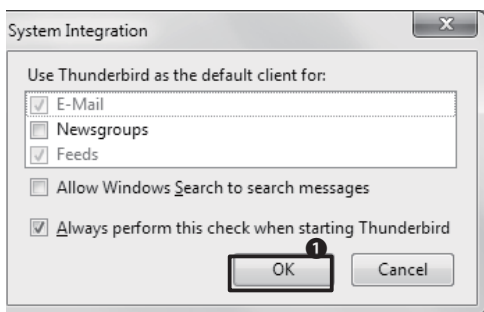


02

Change ❶ “143” to “993”, and ❷ “START-TLS” to “SSL/TLS”.

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

Click ❺ “Create Account”.



03

Click ①“OK”. This concludes the settings.



Information on e-mail account settings

If there is any mistake in account information which is set automatically by “Thunderbird”, or if you use e-mail 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 e-mail server | IMAP |
| Server for receiving e-mails | imap.sfc.keio.ac.jp |
| Port | 993 |
| Protection for the connection | SSL/TLS |
| Secured authorization | Yes |

| | |
|------------------------------|---------------------|
| Server of sent e-mail | smtp.sfc.keio.ac.jp |
| Port | 587 |
| Protection of the connection | STARTTLS |
| Protected authorization | No |

6

Printing on Campus

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

1

List of printer locations

There are two types of printer at SFC – monochrome printer and color printer.

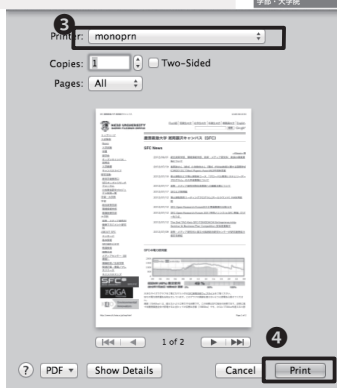
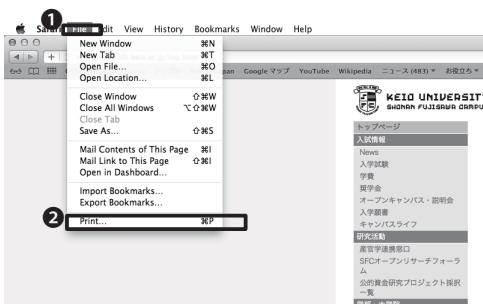
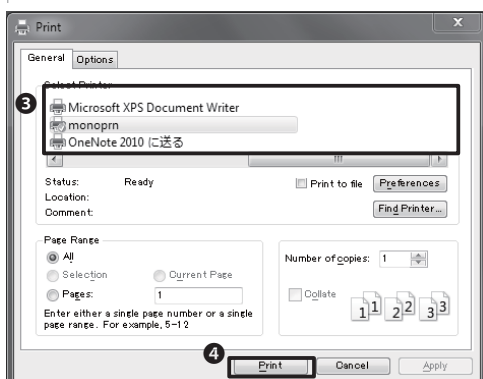
Please refer to the list below for the location of each printer.

| Location | Keio Co-op Store, Faculty of Nursing and Medical Care | RICOH IPSiO SP8200 (monochrome) |
|--|---|---|
| Co-op Cafeteria – North Wing (Vending machine area) | | RICOH IPSiO SP8200 (monochrome) |
| κ18 Special Classroom | | RICOH IPSiO SP8200 (monochrome) |
| ε18 Special Classroom | | RICOH IPSiO SP8200 (monochrome) |
| ι18 Special Classroom | | RICOH IPSiO SP8200 (monochrome) |
| ο18 Special Classroom | | RICOH IPSiO SP8200 (monochrome) |
| λ11 Special Classroom | | RICOH IPSiO SP8200 (monochrome) RICOH IPSiO SP C820 PS (color) |
| λ18 Special Classroom | | RICOH IPSiO SP8200 (monochrome) |
| λ21 Special Classroom | | RICOH IPSiO SP C820 PS (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 C820 PS (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 C820 PS (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) |

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



Print from the PC in the university campus



01 (Windows)

Open the file you wish to print from the PC in the university campus. From the Menu bar, select ① “File”.

Next,select ②"Print".

The “Print” window will appear. Select “General” tab, and ③choose the printer – “monoprn” for monochrome printer, and “colorprn” for color printer.

At last, click ④"Printing".

The settings on PC are completed.

02 (Mac)

Open the file you wish to print from the PC in the university campus. From the Menu bar, select ① “File”.

Next,select ②"Print".

The “Print” window will appear. Select “General” tab, and ③choose the printer – “monoprn” for monochrome printer, and “colorprn” for color printer.

At last, click ④"Printing".

The settings on PC are completed.

3 Print 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 Configure your own PC (Windows)

About this page

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

- **Apply to use** ①
 - Confirm the current password
 - Reissue the password
- Documents

About IPP

Apply CNS IPP

Enter the following information

①

CNS login name

Please put English single-byte characters

CNS login password

Please put English single-byte characters

②

Apply to use

Apply CNS IPP

Registration completed

Your application was just accepted as shown below.

CNS login name

XXXXXXXXXX

CNS IPP password

XXXXXXXXXX

Changing configuration

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.

About this page

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

- Apply to use
 - **Confirm the current password** ②
 - Reissue the password
- Documents

About IPP

01

Access to “Apply CNS IPP” page from the URL below, and click ① “Apply to use”.

⇒ <https://itcsecure.sfc.keio.ac.jp/ipp/>

02

Enter ① the following information:

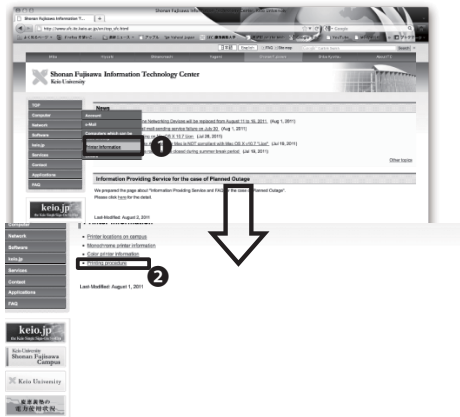
Click ② “Apply to use”.

03

① The 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 ② “Confirm the current password” to see your current password.

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.



04

Access ITC Web site from URL below;

⇒ <http://www.sfc.itc.keio.ac.jp/>

Click ①“Facilities” > ②“Printing Procedure” > ③“Printer driver”

How to print from personal PC

IPP printing

On July 2nd 2017, Operational test of IPP printing began.
On March 28th 2006, color printers were made available.
On March 29th 2010, monochrome printers were replaced.

1. Outline

IPP (Internet Printing Protocol) can be used for the printer system in Shouren Fujisawa Campus.

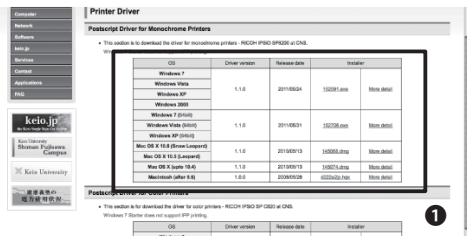
IPP is a protocol with which printing appliances are controlled and printing data is transmitted and received through TCP/IP network such as Internet. IPP has a feature that you can send data and print it on the network with HTTP Protocol used for Web browser.

Control unit such as a user authentication system is integrated in IPP appliances and software to protect them from unknown third party to use.

You can send a printing request to printers in the campus from Wi-Fi LAN and information wall socket if your personal computer is configured as is.

2. How to configure

When you do IPP printing from your personal PC, firstly obtain IPP printing password ③ **Printer driver** of configure a authentication.



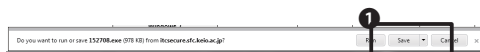
05

①Choose the driver suitable for the type of printer you wish to use and the OS you are using.

06

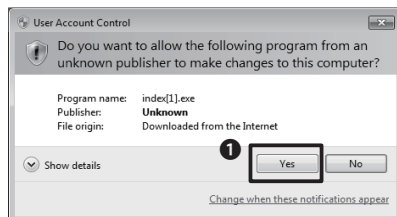
When the download is completed, click ①“Save the file”, and save the file.

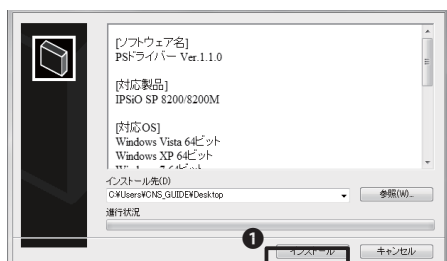
Open the file you have just downloaded.



07

“User Account Control” window will appear. The message says “Do you want to allow the program below to make change to this computer? Click ①“Yes”.

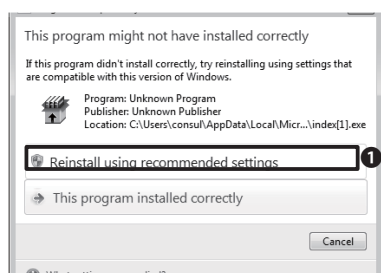




08

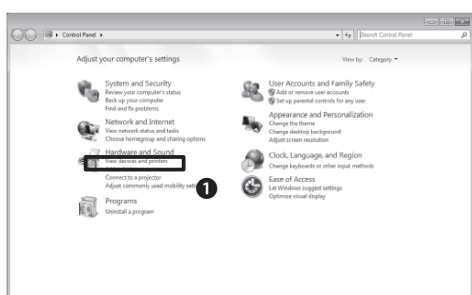
Specify the location to install the program, and click ❶ “Install”.

With this example, the folder “121746” will be created on desktop.



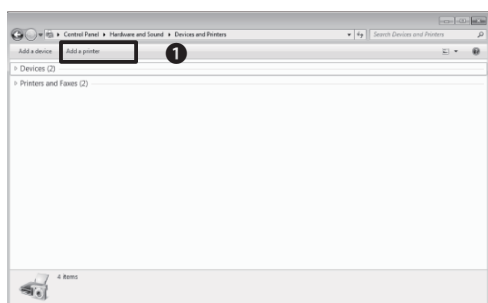
09

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



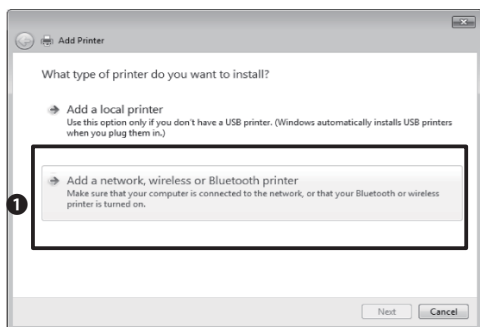
10

From start menu, select “Control Panel” > ❶ “Show device and printer”.



11

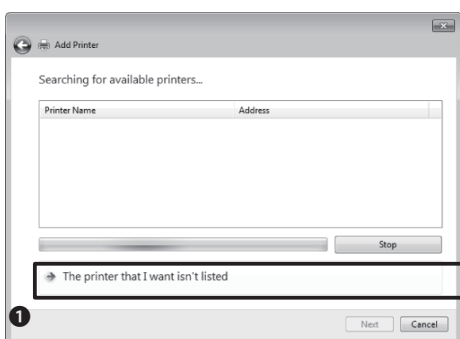
Click ❶ “Add printer”.



12

The “Add Printer” window will appear.

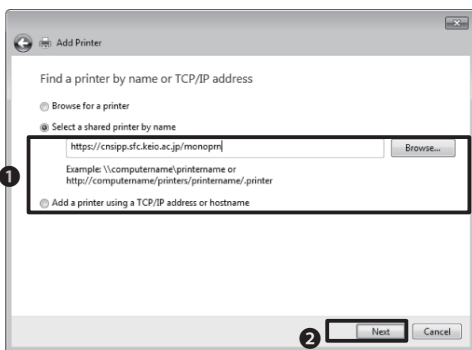
Click ① “Add a network, wireless or Bluetooth printer.”.



13

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

Select ① “The printer that isn’t listed”.



14

Click the radio button for ① “Select a shared printer by name, and enter the address as follows:

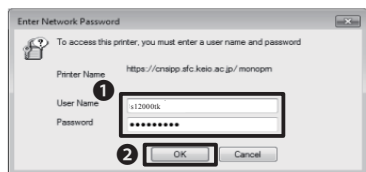
For monochrome printers:

⇒ <https://cnsipp.sfc.keio.ac.jp/monoprn>

For color printers:

⇒ <https://cnsipp.sfc.keio.ac.jp/colorprn>

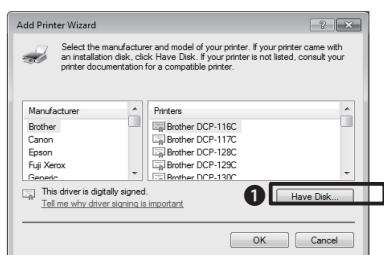
When you enter all necessary information, click ② “Next”.



15

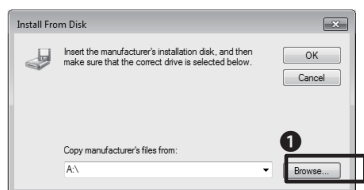
The “Enter Network Password” window will appear. Enter ① the following information:

Click ② “OK”.



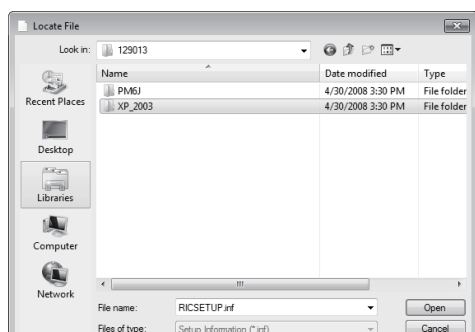
16

On the “Add Printer Wizard” window, click **1** “Have Disk”



17

The “Install From Disk” window will appear. Click **1** “Browse”.



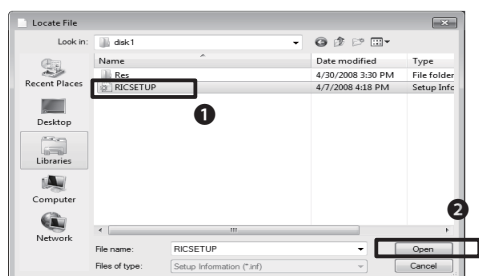
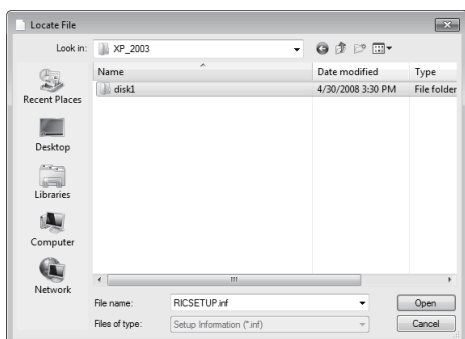
18

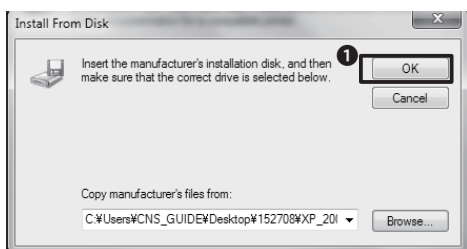
There are folders and files in the folder you have just installed. Open those folders/files in the following order;

| | |
|---------------|---------------|
| Ex) Windows 7 | Windows Vista |
| 152591 | 152591 |
| →XP_2003 | →XP_VISTA |
| →disk1 | →disk1 |

Select **1** “RICSETUP”, and click **2** “Open”.

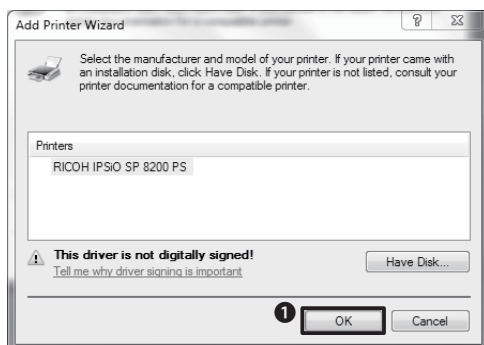
The folder “121746” will vary for different types of driver.





19

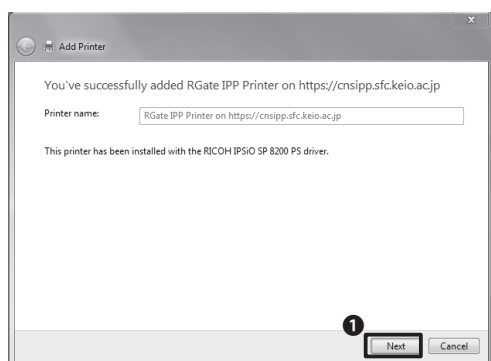
You will go back to “Install From Disk” window. Click ❶ “OK”.



20

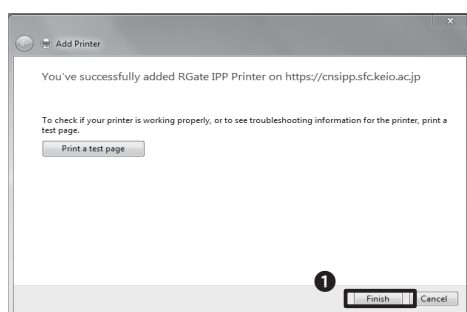
You will go back to “Add Printer Wizard” automatically.

Make sure that you will see “RICOH IPSiO SP 8200 PS” for monochrome printer and “RICOH IPSiO SP C820 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)

Apply CNS IPP

About this page

This web page is for applying to use CNS IPP and confirming the password.

1. [Apply to use](#)
 - [Confirm the current password](#)
 - [Reissue the password](#)
- Documents
 - [What's IPP](#)
 - [How to use IPP](#)
 - [If you forget your CNS IPP password](#)
 - [How to re-issue your CNS IPP password](#)

Apply CNS IPP

Enter the following information

| | | |
|---|--------------------------|---|
| CNS login name | <input type="text"/> | Please input English single-byte characters |
| CNS login password | <input type="password"/> | Please input English single-byte characters |
| <input type="button" value="Apply to use"/> | | |

Apply CNS IPP

Registration completed

Your application was just accepted as shown below.

| | |
|------------------|--------------------------|
| CNS login name | s12000tk |
| CNS IPP password | <input type="password"/> |

Apply CNS IPP

About this page

This web page is for applying to use CNS IPP and confirming the password.

2. [Apply to use](#)
 - [Confirm the current password](#)
 - [Reissue the password](#)
- Documents
 - [What's IPP](#)
 - [How to use IPP](#)
 - [If you forget your CNS IPP password](#)
 - [How to re-issue your CNS IPP password](#)

01

Access “Apply CNS IPP” page with the URL below, and click 1 “Apply to use”

⇒ <https://itcsecure.sfc.keio.ac.jp/ipp/>

02

Enter 1 the following information.

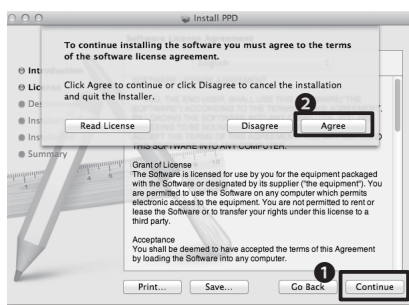
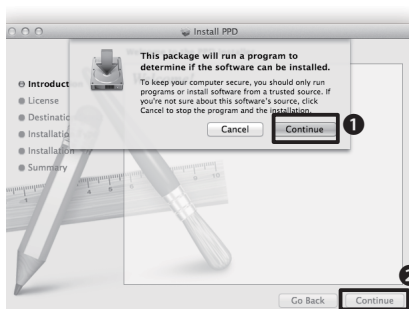
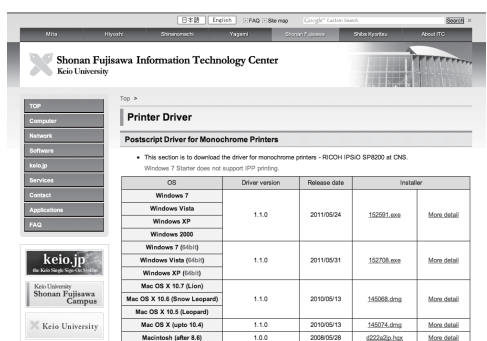
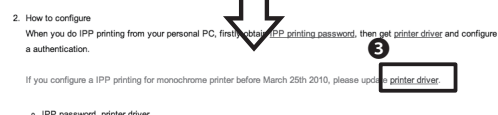
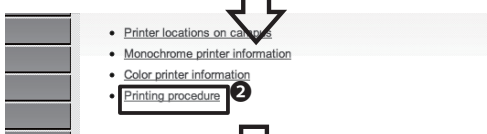
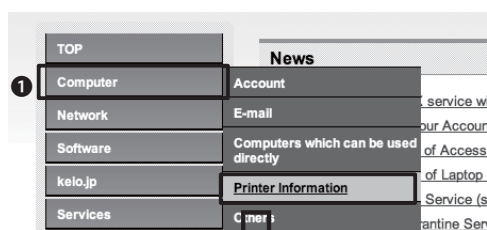
Click 2 “Apply to use”.

03

The password for IPP printing will appear 1. 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 2 “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.



04

Access to ITC's web page from URL below;
⇒ <http://www.sfc.itc.keio.ac.jp/>

Click ① "Computer" > "Printer Information".

Click ② "Printing procedure".

Click ③ "Printer driver" (under "2. How to configure").

05

Choose the 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. The PKG file may be opened automatically with some web browser.

07

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

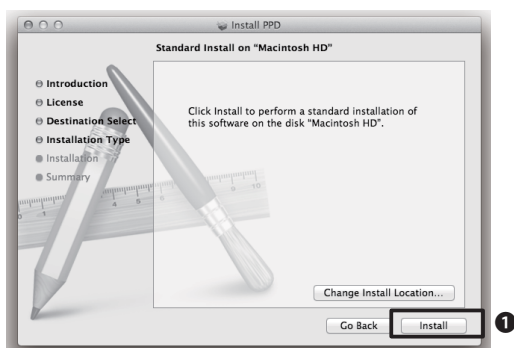
The message says "This package will run a program to determine if the software can be installed.". Click ① "Continue".

Click ② "Continue" (it is on the "Welcome to the PPD Installer" window)

08

Software License Agreement will appear. Click ① "Continue".

If you agree to the terms of the Software License Agreement, click ② "Agree".



09

The “Standard Install” window will appear. Click **1** “Install”.

Installation starts.

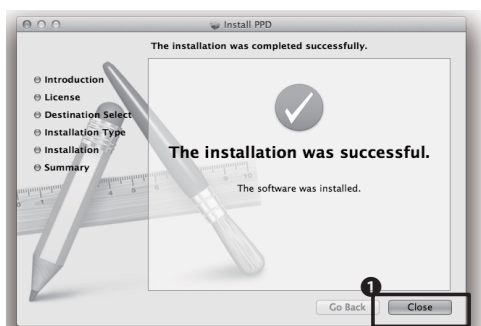


10

The window like left will appear.

The message says “Installer is trying to install new software. Type your password to allow this.” Enter **1** the information below:

Click, **2** “Install Software”.



11

“The installation was successful” message will appear.

Click **1** “Close”.

From here, procedure is different by version of your Mac OS.

If your OS is OS X Lion, please skip to 4-3.

If your OS is older, proceed to the next step.



12

Click “Application” folder > “Utility folder
> ❶ “Terminal”.

13

Enter the command shown on the left, and
press “Enter” key.

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

You need to leave a space after “cd”. Please
pay careful attention to spelling and spacing.

14

Enter the command shown on the left, and
press “Return” key.

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

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

15

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

Password:

The password you are entering is not dis-
played.

When you finish, finish the terminal and re-
start the PC.

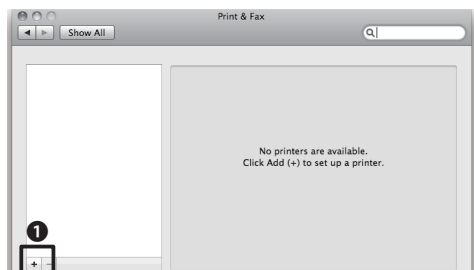
16

Open “System Preferences”, and click
❶ “Print & Fax”.



17

When the “Print & Fax” window appears,
click ❶ 『+』 in the bottom left corner.



18

From Tool bar, click ❶ “Advanced”.

If “Detail” is not included in the tool bar, right-click on the margin of the tool bar and select ❷ “Customize Tool bar”.

Drag ❸ “Advanced” from the displayed dialogue to the tool bar.

19

Select/enter information as below.

Select ❶ “Internet Printing Protocol (https)”.

Enter ❷ “URL”.

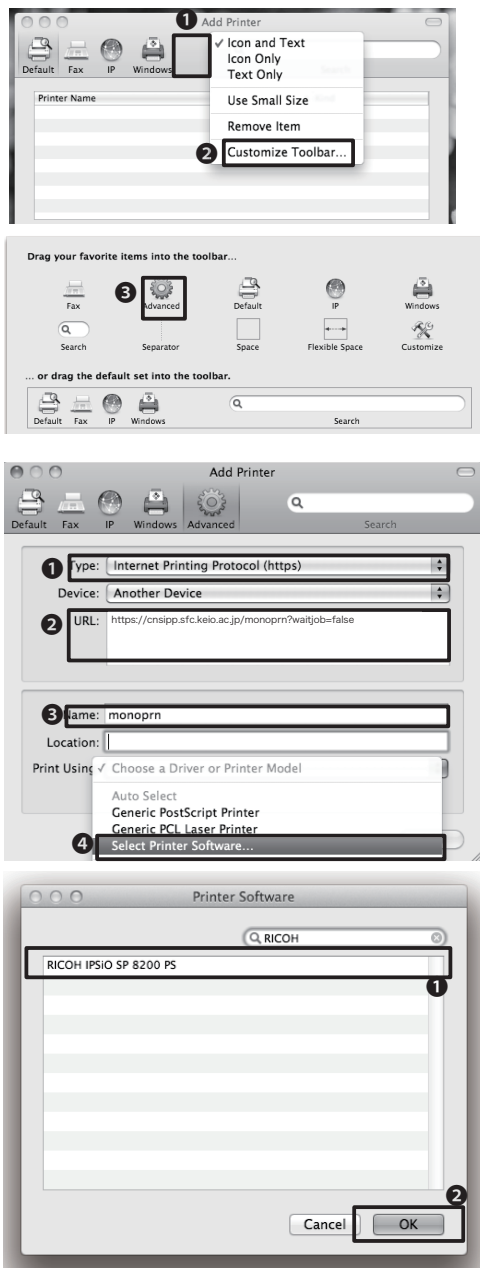
Enter ❸ “Name”.

Select ❹ “Select Printer Software...” from “Choose a Driver or Printer Model”.

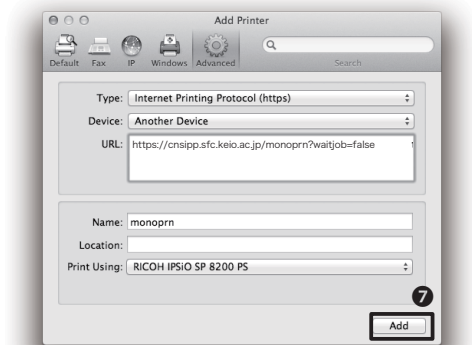
20

When you see “Printer Software”, select ❶ “RICOH IPSiO SP 8200 PS” or “RICOH IPSiO SP C820 PS”, and click ❷ “OK”.

※Please refer to the bottom list for setup details.

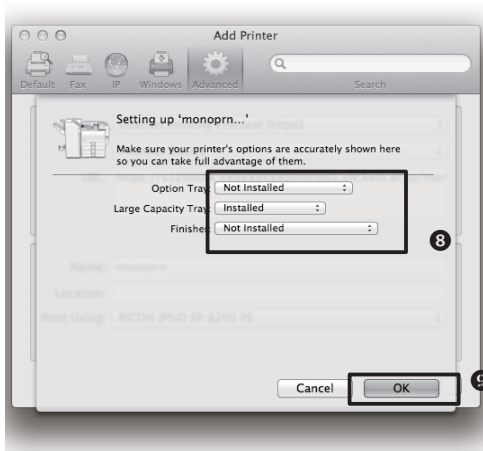


| Menu | Information | | |
|---------|--|--|-------------|
| ❶Type | Internet Printing Protocol (https) | | |
| ❷URL | Monochrome printer | https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false | |
| | Color printer | https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false | |
| ❷Name | Monochrome printer | monoprn | |
| | Color printer | colorprn | |
| ❹Driver | Monochrome printer | RICOH IPSiO SP 8200 PS | Click ❹“OK” |
| | Color printer | RICOH IPSiO SP C820 PS | |
| ❹Option | For printing option, choose ❷“Installed” | | |



21

When you enter all necessary information, click ⑦ “Add”.



22

Click on ⑧ “Large Capacity Tray” and select “Installed”, and click ⑨ “OK”.

This concludes the settings.

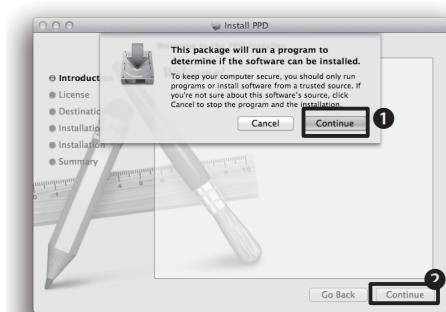
4-3

Configure own personal PC (Mac OS X Lion) Later than OS 10.7.4



12

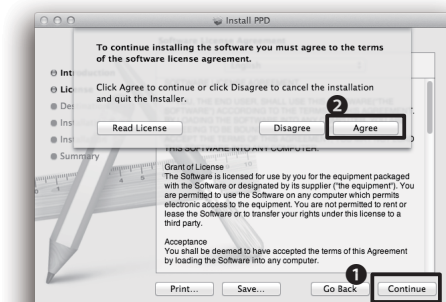
Open "PKG file" in "Install PPD".



13

When the message appears, click **1** "Continue".

Click **2** "Continue" again.

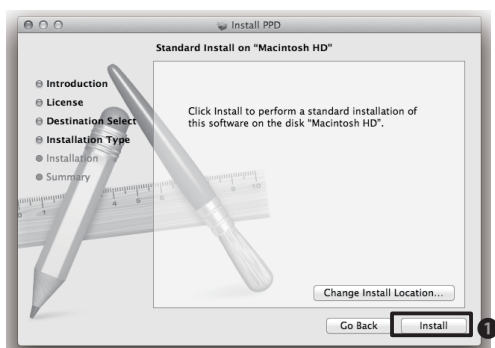


14

Software License Agreement will appear.
Click **1** "Continue".

15

If you agree to the terms of the Software
License Agreement, click **2** "Agree".



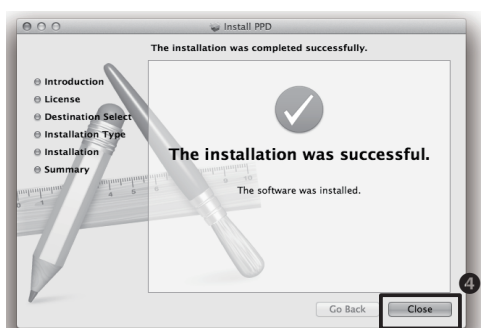
16

The “Standard Install” window will appear. Click **1** “Install” and installation will start.



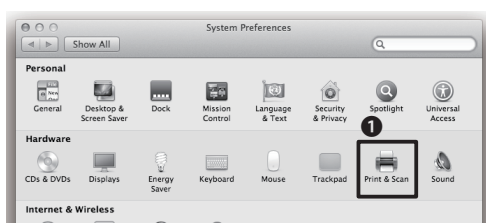
17

The window on the left appears. Enter the password for your Mac user account in the **2** “Password” box. Click **3** “Install Software”.



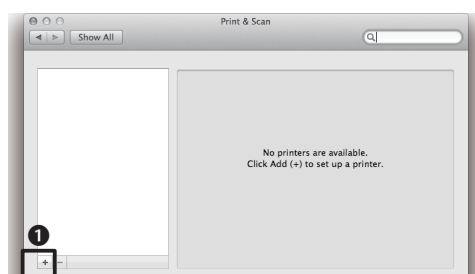
18

After completion, click **4** “Close”.



19

Open “System Preferences”, and click **1** “Print & Scan”.



20

When the “Print & Scan” window appears, click **1** “+” in the bottom left corner.

21

If the “Advanced” is not included in the tool bar, go to next step.

If “Advanced” is included, skip to "25".

22

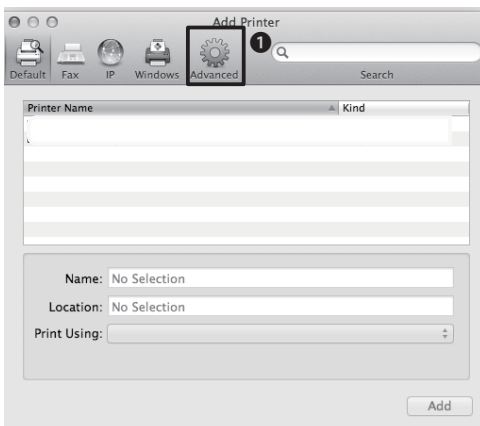
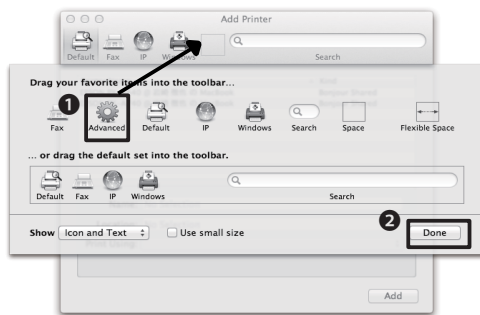
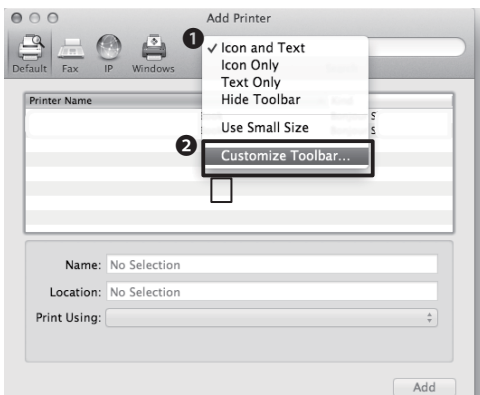
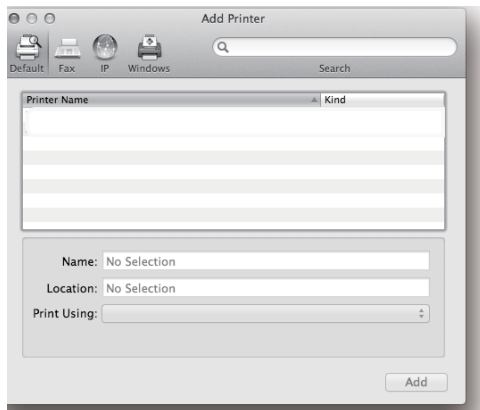
① Right-click on the margin of the tool bar and select ② “Customize Toolbar”.

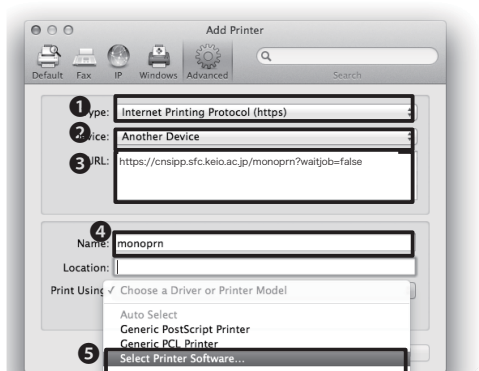
23

Drag ① “Advanced” from the displayed dialogue to the tool bar. Click ② “Done”.

24

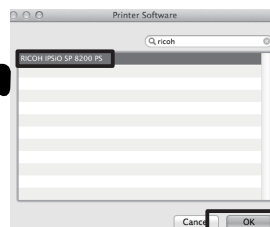
Select ① “Advanced”.



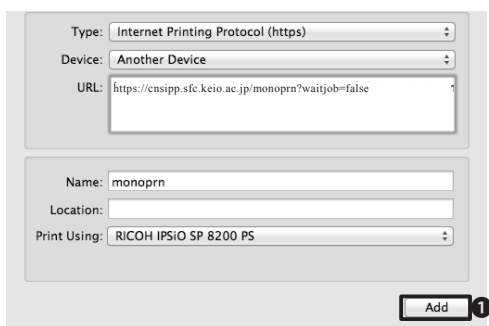


25

Select / enter information as below;

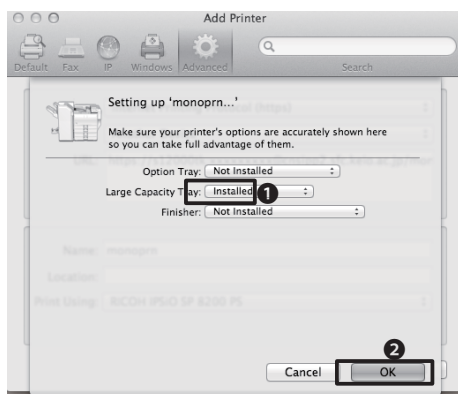


| Menu | Information | |
|---------------|------------------------------------|--|
| ① Type | Internet Printing Protocol (https) | |
| ② Device | Another Device | |
| ③ URL | Monochrome printer | https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false |
| | Color printer | https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false |
| ④ Name | Monochrome printer | monoprn |
| | Color printer | colorprn |
| ⑤ Print Using | Monochrome printer | RICOH IPSiO SP 8200 PS |
| | Color printer | RICOH IPSiO SP C820 PS |



26

After finish with settings, click ①“Add”.



27

In “Available options”, click ①“Installed” next to “Large Capacity Tray”. Click ②“OK”.



How to use Printer Touch Panel (Printing/Deleting)

01

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

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

Touch ❶ “確定(Confirm)”.

02

The list of data for printing jobs will be displayed.

If you want to print out, ❶select 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)”.



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 | A 4 - 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 counts as two pages and it will be charged twice as much as one page. Please be aware that if you misprint or do monochrome printing with a color printer, you will be charged for your printing based on the printer you are using.

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



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.49 Connecting to CNS from your own PC』), and execute the “printer-acct” command.

The number of printing will be updated not after the printing but at 12:00AM on the next day. With the example below, ❶-❸ indicates the following: 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 [s12000tk] | | | |
| ----- | | | |
| 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) × 589 pages = 2,945JPY

15JPY (for color printing) × 11 pages = 165JPY

30JPY (for color printing) × 2 pages = 60JPY

Total printing charge = 3,170JPY

You can deduct 2,500JPY for your allowance. Hence you will be charged 670JPY for your printing.

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 have to 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
- ccx01.sfc.keio.ac.jp
- webedit.sfc.keio.ac.jp

2 Remote Login with Mac OS X



01

Click ① “Finder” on the Dock.



02

Select “Application” > “Utilities”, and click ① “Terminal”.

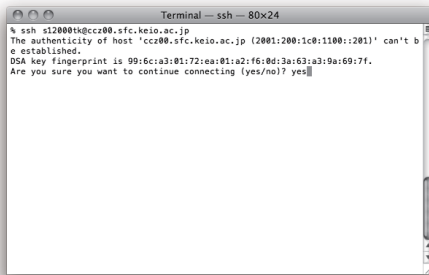


03

A “Terminal” window will appear (see left). Enter “ssh <your CNS login name>@<server name>”.

If your login name is “s12000tk”, and server name is “ccz00.sfc.keio.ac.jp”, you need to enter like below:

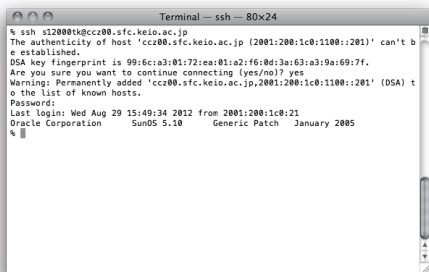
```
ssh s12000tk@ccz00.sfc.keio.ac.jp
```



04

If you login for the 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, successfully you logged in.

2-2

Remote login with Windows (For preparation)

Binaries

The latest release version (beta 0.62). This will generally be a version I think is reasonably likely to work well. If you have a problem with the release version, it might bug, before reporting it to me.

For Windows on Intel x86

| | | | | |
|-----------------|---------------------|-------------|-----------|-----------|
| PuTTY | putty.exe | (or by FTP) | (DSA sig) | (DSA sig) |
| PuTTY installer | putty-installer.exe | (or by FTP) | (DSA sig) | (DSA sig) |
| PSCP | pscp.exe | (or by FTP) | (DSA sig) | (DSA sig) |
| PSFTP | psftp.exe | (or by FTP) | (DSA sig) | (DSA sig) |
| Plink | plink.exe | (or by FTP) | (DSA sig) | (DSA sig) |
| Pageant | pageant.exe | (or by FTP) | (DSA sig) | (DSA sig) |
| PuTTYgen | puttygen.exe | (or by FTP) | (DSA sig) | (DSA sig) |

A ZIP file containing all the binaries (except PuTTYgen), and also the help files

Zip file: putty.zip (or by FTP) (DSA sig) (DSA sig)

A Windows installer for everything except PuTTYgen

Installer: putty-0.62-installer.exe (or by FTP) (DSA sig) (DSA sig)

Checksums for all the above files

| | | | | |
|----------|------------|-------------|-----------|-----------|
| MD5: | md5sums | (or by FTP) | (DSA sig) | (DSA sig) |
| SHA-1: | sha1sums | (or by FTP) | (DSA sig) | (DSA sig) |
| SHA-256: | sha256sums | (or by FTP) | (DSA sig) | (DSA sig) |
| SHA-512: | sha512sums | (or by FTP) | (DSA sig) | (DSA sig) |

01

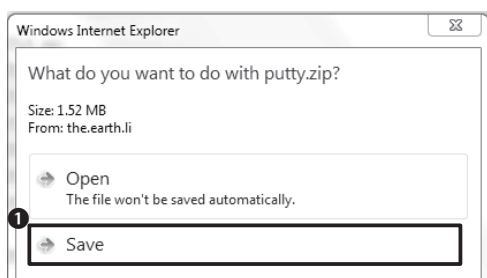
Logging in remotely with Windows requires specific software. The software used here is called “PuTTY”.

Access URL below to obtain ❶ the latest version.

⇒ <http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html>

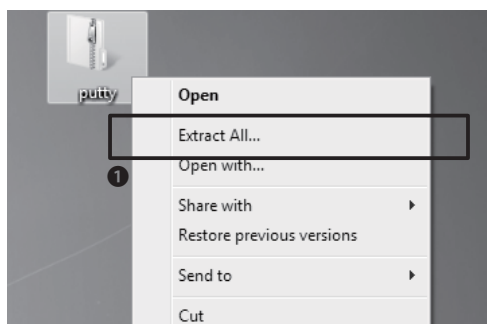
02

Specify an arbitrary location (desktop in this example), and click ❶ “Save”.



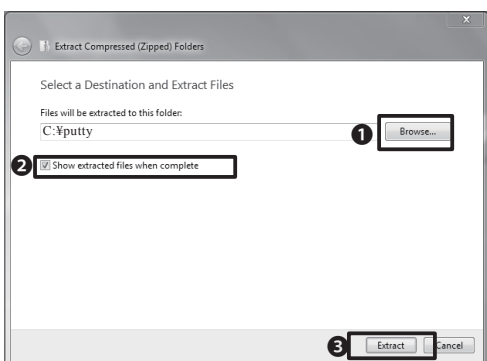
03

Right click on the downloaded file, and select ❶ “Extract All”.



04

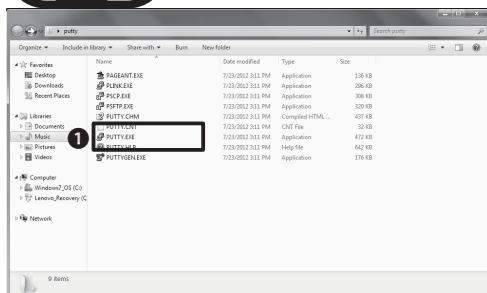
Click ❶ “Browse”, and specify the destination to expand. With this example, the destination is “C:\putty”.



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

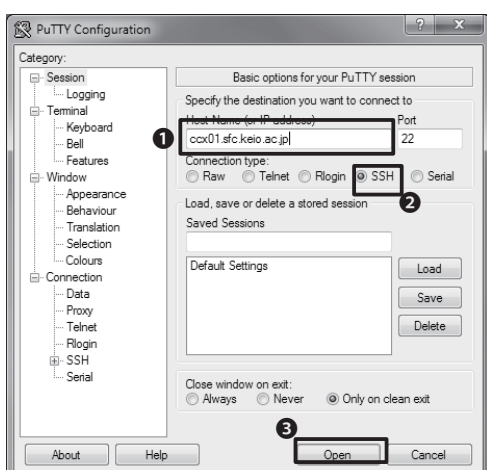
Remote login with Windows (For operation)



01

Open “putty” in the expanded folder. Active

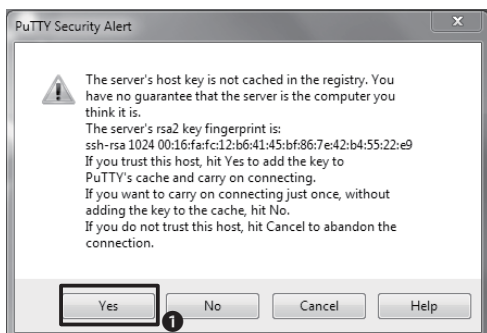
① “PuTTY.EXE”.



02

Enter ① <ccx01.sfc.keio.ac.jp> for the “Host name (or IP address)”.

Make sure ② the radio button for “SSH” is checked for “Connection type” is checked. Click ③ “Open”.



03

The first time you connect to PuTTY, “PuTTY Security Alert” will appear (see left).

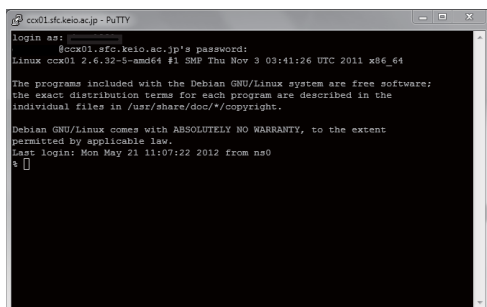
Click ① “Yes”.

04

“login as:” will be displayed. Enter your CNS login name and press the “Enter” key.

When “password:” appears enter your CNS login password and press “Enter” key. The password you are entering will not be displayed.

When “%” appears, your login is complete.



8

Save files on CNS

Each SFC student is allocated 10GB of memory to save personal and backup files.

1

Area allocated to the individual students

At CNS, memory for saving personal files such as essays and e-mails are provided to students. This area is called the “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/login name |
| Desktop on Windows | /home/login name/XPDataCNS/CNSDESKTOP/ |
| My Documents on Windows | /home/login name/XPDataCNS/My Documents/ |
| Desktop on Windows 7 | /home/login name/7DataCNS/CNSDESKTOP/ |
| My document on Windows 7 | /home/login name/7DataCNS/Documents/ |

Please be informed that if you use up the allocated 10GB, it will cause trouble for receiving CNS e-mails.

2

File transfer

01

You can directly access the home directory of CNS from the terminal located on 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.

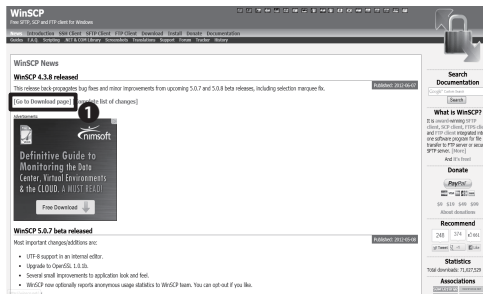
SFC recommends the file transfer software which uses SCP. We will show you examples using Win-SCP for Windows and Cyberduck for Mac.



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-bytes character), file names can be garbled and/or file transfer may fail.



01

Open your web browser, and access the WinSCP web site.

⇒ <http://winscp.net/>

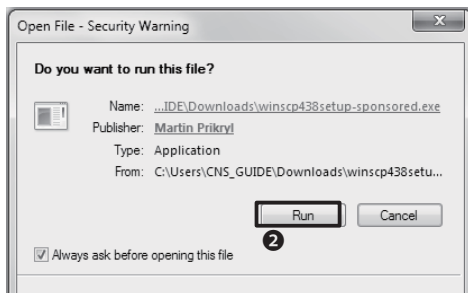
Click **1** “Download” at the top of the screen.

Click “Installation package” for “WinSCP 4.3.8” (as of July, 2012).



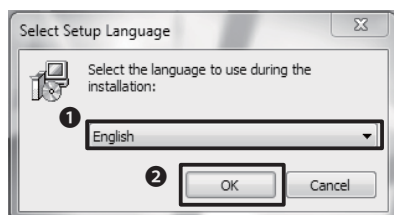
02

The message as shown on the left appears, click **1** “Save”.



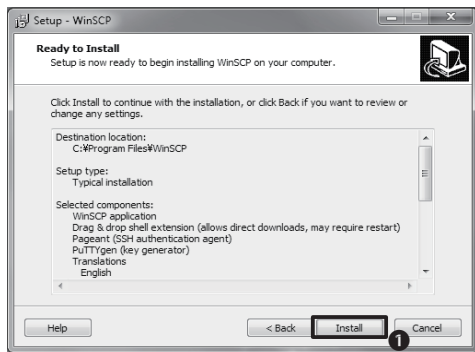
When the download is completed, open the downloaded file.

The warning to confirm the safety will appear. Click **2** “Run”.



03

Make sure **1** “English” is selected, and click **2** “OK”.



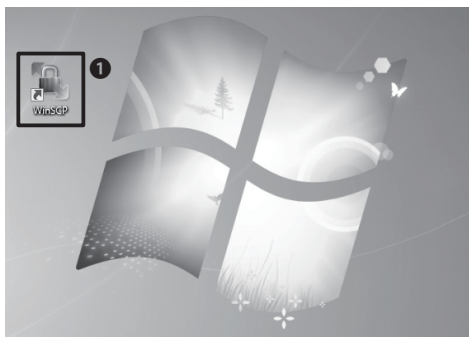
07

The message - “Prepared to install” will appear. Click ❶ “Install”.



08

“Finish WinSCP Setup Wizard” window will appear. Click ❶ “Finish”.



09

To active WinSCP, click ❶ “WinSCP” icon.

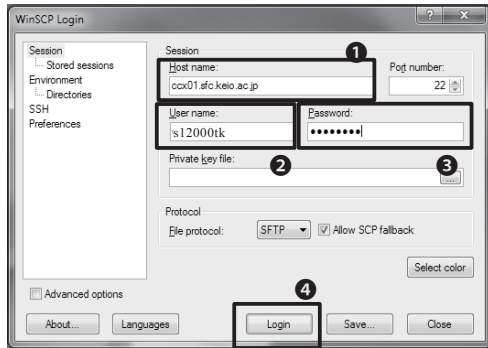
10

The “WinSCP login” window will appear. Enter the information for ①, ② and ③:

- ① “Host name”,
- ② “User name”,
- ③ “Password”.

If you click “Save”, you can save the settings.

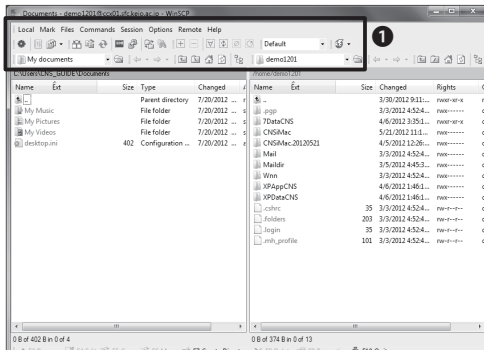
When you entered the necessary information, click ④ “Login”. If this is your first time to log in, the window to confirm the destination will appear. Click “Yes”.



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.

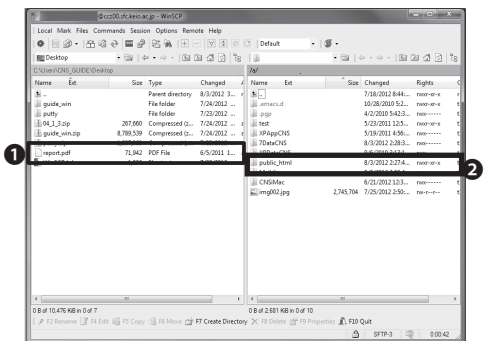
There will be buttons above those lists (see ①). You can use files and folders by clicking them.



12

You can transfer files using “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, ① drag the file (local folder) and ② drop the file on the server.

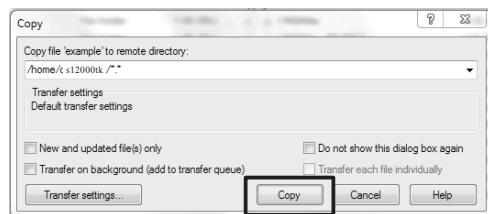


To transfer files on server to your PC, drag & drop from right to left.

13

The “Copy” window will appear. Click ① “Copy” to transfer files.

Please be informed that if file name or folder name contains Japanese characters, the transferring files may fail.



3-2

File transfer (Mac OS X-Cyberduck)

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

If file/directory name contains characters other than English one byte characters (such as Japanese character), file name can be garbled or transferring file could fail.

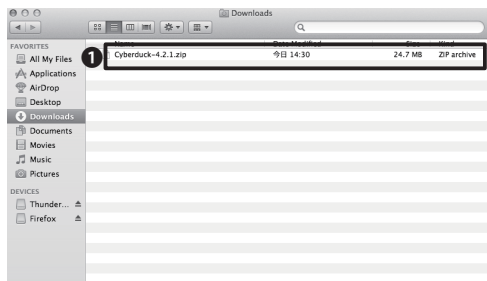


01

Activate web browser and open the Cyberduck web-site.

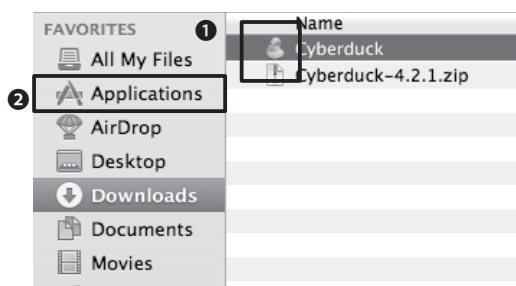
⇒ <http://cyberduck.ch/>

Click ❶ “Cyberduck 4.2.1.zip (as of July 2012)”



02

Double click ❶ “Cyberduck 4.2.1.zip” to extract. With some browser, a zip file is extracted automatically. If that is the case, you can skip this section.

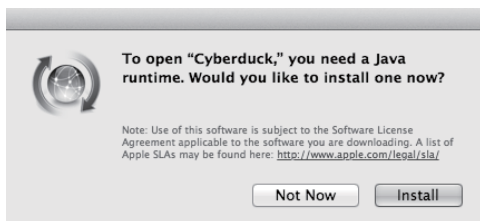


03

Display the extracted folder.

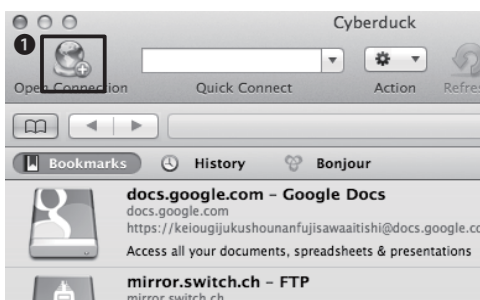
Move ❶ “Cyberduck” icon to ❷ “Applications” folder.

You can delete the ZIP file you downloaded.



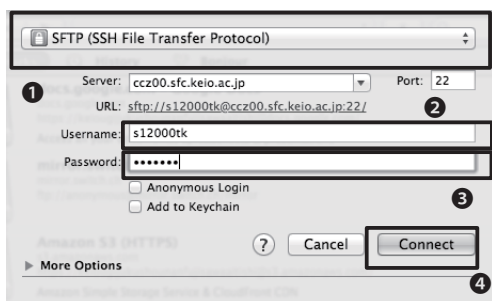
04

If software requires you to install Java Runtime, install according to the instructions.



05

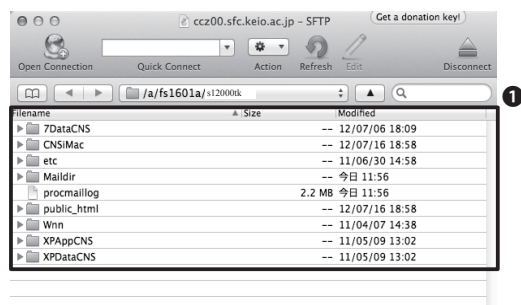
Activate “Cyberduck”, and click ❶ “Open connection” at the upper left.



06

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

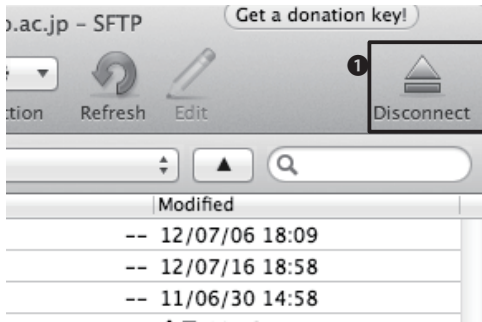
Enter your user name for your CNS account in ❷ “User name”, and “password for CNS account” in ❸ “Password”. Click ❹ “Connect”.



07

You will see the window like shown on the left, if the information you entered on the previous window are recognized. ❶ Window is shown file list existed in CNS home directory.

File lists in your CNS home directory are indicated in this window.



08

You can transfer files using drag & drop with Cyberduck.

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

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



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

9

Public Web Pages

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 “s12000tk”, and file name is “report.pdf”, the URL will be like below:

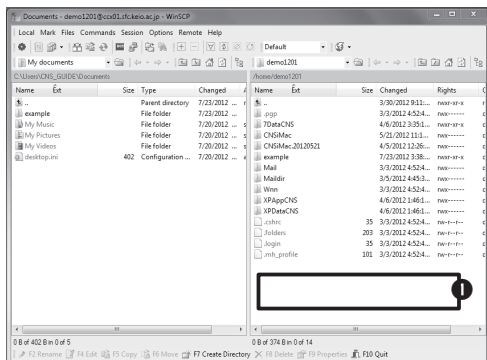
⇒ `http://web.sfc.keio.ac.jp/~s12000tk/report.pdf`

Unless you do something specific, files placed in “public_html” will be available to be seen on the internet by default. Do not place any files which contain personal information, illegal contents or anything you may not wish to be seen.



How to put files on the Web (Windows)

You need software for transferring files to place files on the 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.61 Save files on CNS]



01

Log into the CNS remote login server from “WinSCP”.

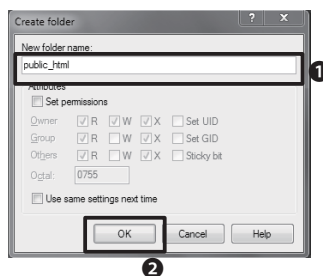
Make sure the directory appears as shown on the left.

02

Right click on ❶ blank space and select “Create New” from the pull down menu.

03

Enter ❶ “public_html” for New folder name, and click ❷ “OK”.

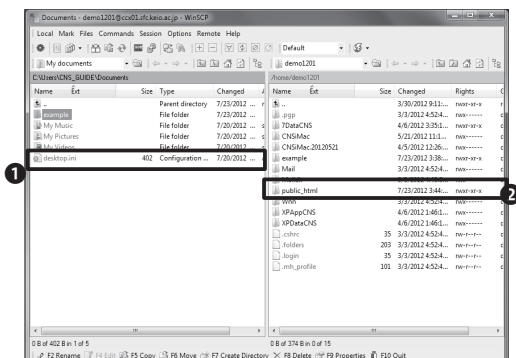


04

You can transfer the file by dragging ❶ the file you want to open to the public, and dropping to ❷ “public_html”.

When the file transfer is completed, the file is open to the public.

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

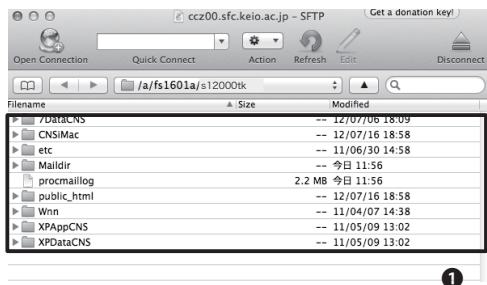


⇒ [http://web.sfc.keio.ac.jp/~\[your login name\]/\[file name\]](http://web.sfc.keio.ac.jp/~[your login name]/[file name])

2-2

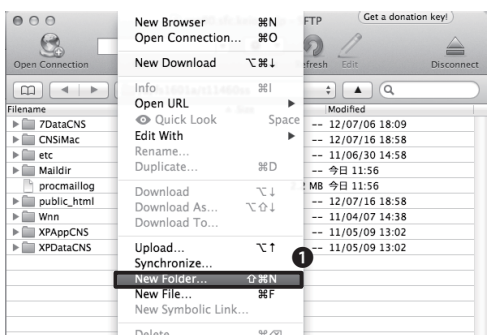
How to put files on the Web (Mac OS X)

When you use Mac OS X, you can transfer files with terminal commands (e.g. scp, sftp) or specific software. This section explains the way to transfer files using “Cyberduck”. For more information on how to install “Cyberduck”, please refer to [p.61 Save files on CNS].



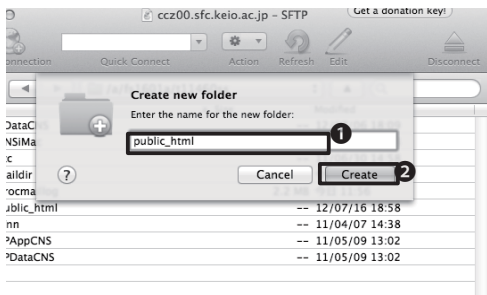
01

Log into the CNS server from “Cyberduck” and make sure ❶home directory is displayed.



02

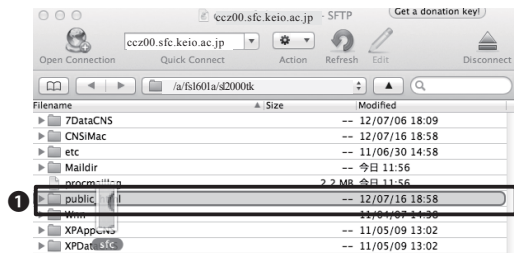
Select “File > ❶“New Folder”.



03

Enter ❶“public_html” in “Enter the name for new folder”.

Click ❷“Create” to create a new folder.



04

From here on, you can drag files you want to put on the web, and drop to ❶“public_html” to open files on the web. These procedures are called “upload”.

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

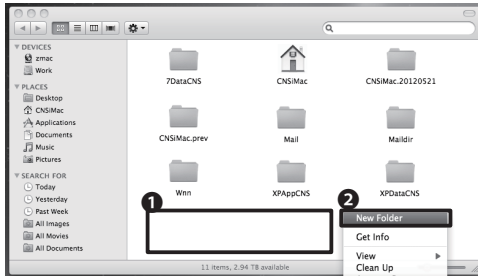
4. FAQ

5. Appendix

2-3

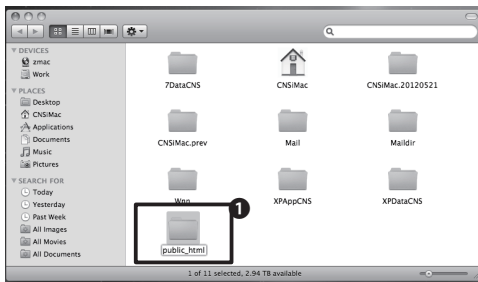
How to put files on the Web from PCs located in the university campus (Mac OS X)

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



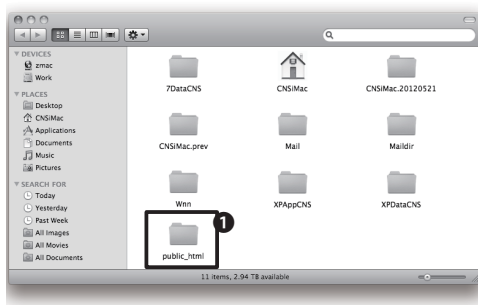
01

- ① Right click on a blank space, and select
- ② “New folder”.



02

Name ① “Unnamed folder” as “public_html”.



03

Save the folder you wish to open in ① “public_html”.

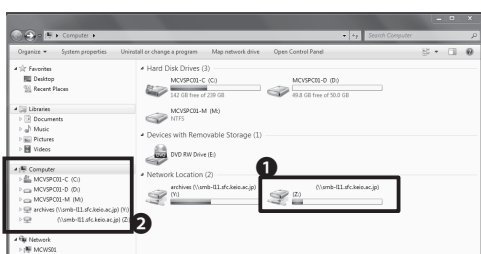
The file will be uploaded.

2-4 How to put files on the Web from PCs located on the university campus (Windows 7)



01

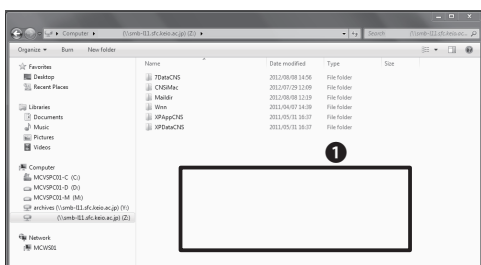
Open ❶ “Computer” from desktop.



02

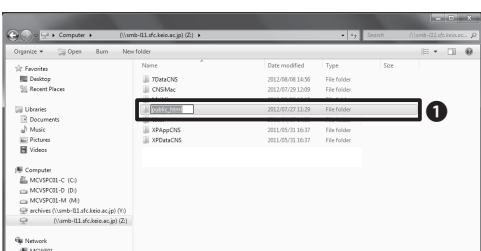
Open ❶ “Network drive” in “Volume Z”.

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



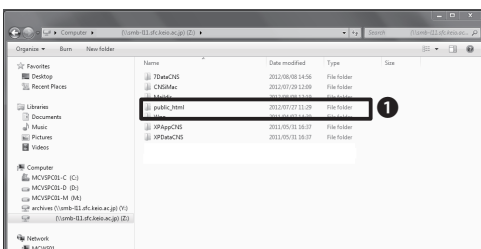
03

Right click on ❶ blank space, and select “Create new” and “folder”.



04

Name ❶ “public_html” for a new folder.



05

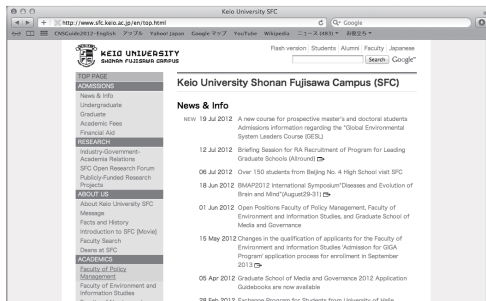
Save the file you wish to open in ❶ “public_html”.

The file will be uploaded.



Confirm the uploaded files

You can access and download files retained in “public_html” using a web browser.



01

Activate web browser.



02

Enter ① “http://web.sfc.keio.ac.jp/~ (your login name) / (file name) ” in the address field as stated in 【p.69 Preparation open file to web】 Press “Enter” or “Return” key.

10 Prevent Virus Infection

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

1 Security Updates

Security updates are one of the ways to protect PCs from programs with malicious intent.

This section explains the security update for Windows and Mac.

2 Purpose of security update

Updating is for correcting 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
- Software malfunctions that can be misused by a third party are called “security hole”. If you leave security holes untreated, PCs can get virus infections or attacked.

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

3 Windows Update

By default, it is recommended to activate automatic update. Please make sure the automatic update function is activated.

Important updates for Windows will be downloaded automatically if the automatic update function is enabled. Optional updating of programs such as updating new functions will not be done automatically. If you want to activate such optional updating program, please refer to **【p.77 Manual Updates】** for more information.

4 Automatic Updates

01

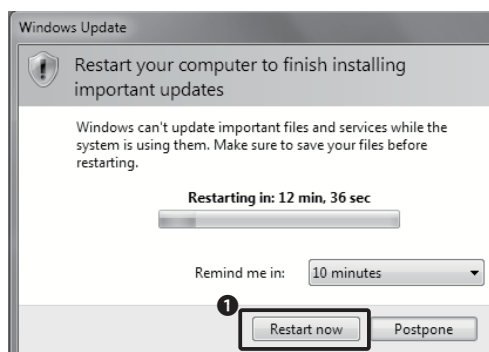
If automatic updates are activated, Windows will download updated programs and start installing automatically.

While installing programs, the “Windows Update” icon will appear in the task tray.

02

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

Make sure there are no unsaved files, and click ❶ “Restart now”.



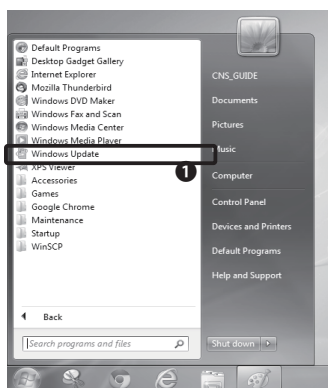
03

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

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

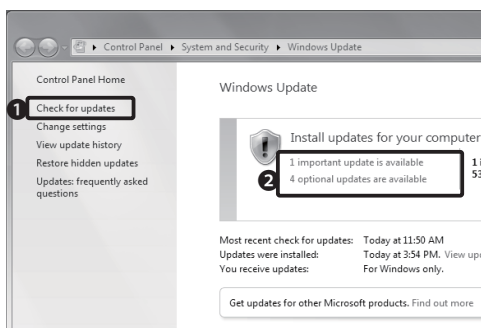
4-2 Manual Updates

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



01

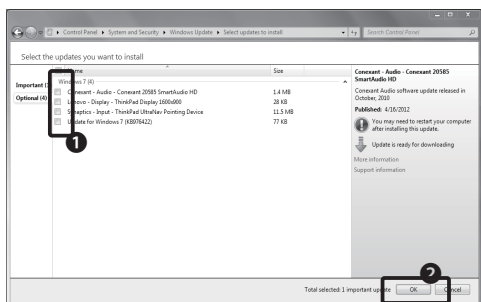
From start menu, select “All programs”. Click ❶ “Windows Update” that is on the list.



02

Click ❶ “Check for updates”.

If you wish to updates programs other than optional updates, click ❷ “*** updates are available”.



03

❶ Check the boxes for updates you want to install.

Click ❷ “OK”.

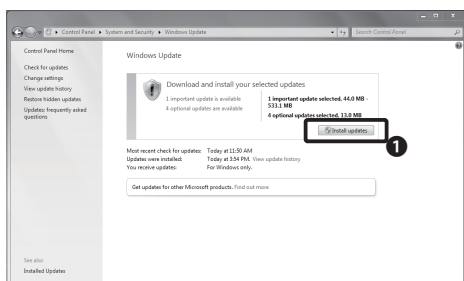
1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

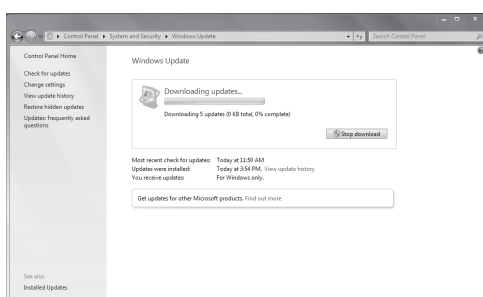
4. FAQ

5. Appendix



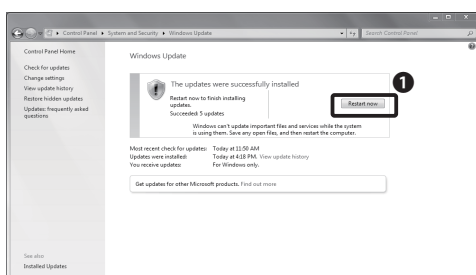
04

Click ❶ “Install updates”.



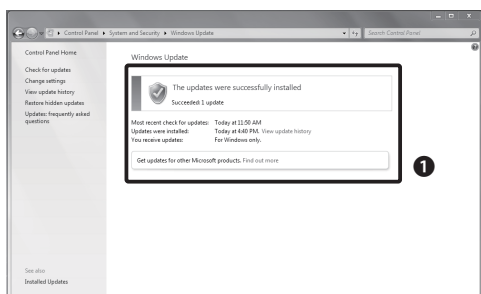
05

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.

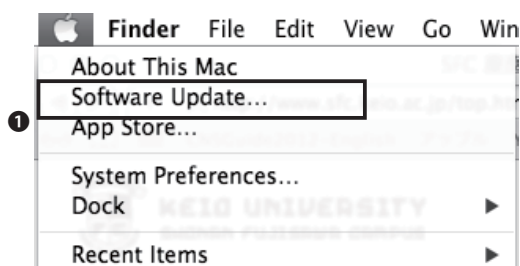


07

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



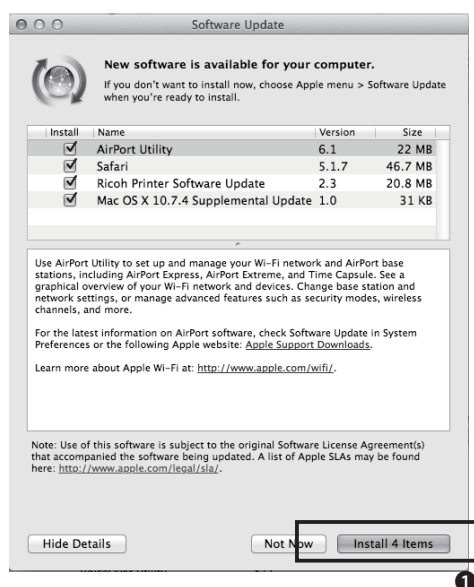
Software Update (Mac OS X)



01

Select ❶ “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 “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 “Agree”.

If you are asked to restart the computer after the installation, click “Restart” to restart your computer.



About the harmful effects caused by viruses

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

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



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, while you may get infected when you view web pages.

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



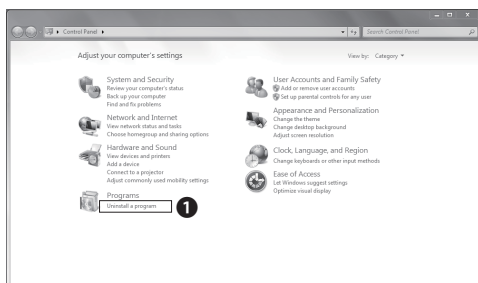
Installing antivirus software

At Keio University, the ESET Smart Security for Windows and the ESET Cybersecurity for 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 the ESET Smart Security and the ESET Cybersecurity.

You will need a “keio.jp” account to apply for the license. If you have not activated “keio.jp”, please refer to **【p.105. keio.jp】** to activate it.



Use ESET Smart Security/ESET Cybersecurity (Windows / Mac)



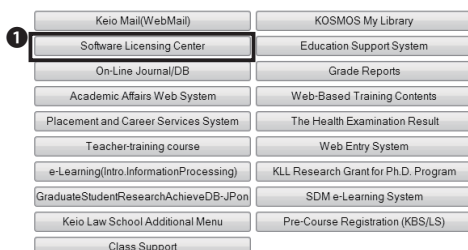
01

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

If the trial versions of antivirus software is already installed, you need to delete such the software.

To delete the software, go to the start menu, and select ❶ “Uninstall a program”.

Applications

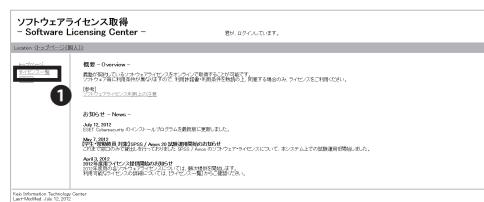


02

⇒ <http://keio.jp/>

Activate your web browser and access “keio.jp”.

Enter your Keio ID to log in. Once you log in, click ❶ “Obtain software license”.



03

The “Obtain software license” window will appear as shown on the left. Click ❶ “List of

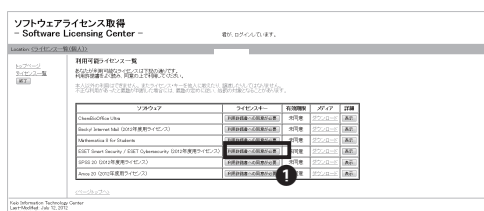
1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

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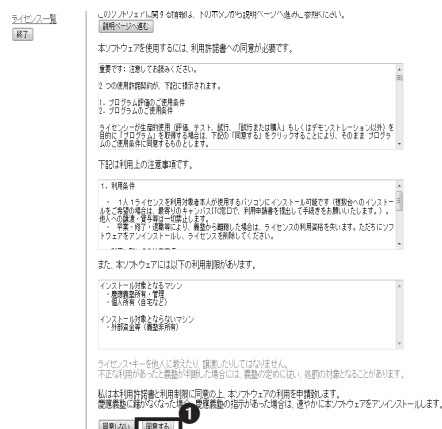
04

On “Obtain licence for using software” window, the list of available software will appear. Click ❶ “Require consent to the license agreement”.

05

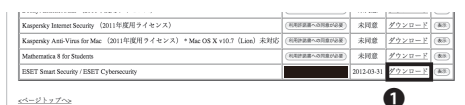
The software license agreement, the precaution in using the software, and the conditions for the usage of the software will appear. Please read them carefully and confirm the contents.

If you agree, click ❶ “Agree”.



06

When you agree with the conditions for the usage, the message - ❶ “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, Click ❷ “Download”.02

07

When you click “Download”, enter “Keio ID” and password, and click “-Authenticate”.

When you click “Authenticate”, select ESET smart Cybersecurity which suitable for your PC and click “Download”.

※Please click “Show” in right side of download on 03, and write down character string of twenty alphanumeric character, because it is needed to activate ESET.



10 USE ESET Smart Security/ESET Cybersecurity (Windows)

| 総合セキュリティ対策製品 - Integrated Security Products - | | | | | | |
|---|---------|--------------------|------------------|--------------------|--------------------|---------|
| ソフトウェア名称 Product Name | OS | 日本語版 | | | | English |
| | | 32bit | 64bit | 32bit | 64bit | |
| ESET Smart Security | Windows | ダウンロード (50MB) | ダウンロード (54MB) | Download (50MB) | Download (52MB) | |
| ESET Cybersecurity | Mac | ダウンロード (約147MB) | | | | |
| アンチウイルス製品 - Anti-Virus Products - | | | | | | |
| ソフトウェア名称 Product Name | OS | 日本語版 | | English | | |
| | | 32bit | 64bit | 32bit | 64bit | |
| ESET NOD32 Antivirus | Windows | ダウンロード (45MB) | ダウンロード (50MB) | Download (53MB) | Download (57MB) | |
| | Mac | ダウンロード (47MB) | | Download (47MB) | | |

・各ソフトウェアの動作環境については、以下のページでご確認ください。
ESET Smart Security (Windows向け, 総合セキュリティ対策製品)

ESET Smart Security / ESET Cybersecurity 【同意済】

このソフトウェアに関する情報は、下のボタンから説明ページへ進みご確認ください。

[説明ページへ進む](#)

ライセンス情報は以下のとおりです。
(ライセンス認証やアップデートに「ユーザー名」や「パスワード」等、複数の情報が必要な場合は、1段目を「ユーザー名」、2段目を「パスワード」として設定してください。)

ライセンスキー有効期限 2012-03-31

2 下記は利用上の注意事項です。



01

Choose one which is suitable for your PC and click ❶ “ダウンロード”(download).

Memorize ❷ user name and password of this software.

Look at the figure “06” on p.85.

You can get these from “表示” on the right of “ダウンロード” which you just clicked.

02

Activate the program which you downloaded. Click ❶ “Run”.

03

When you see the window shown on the left, click ❶ “Next”.

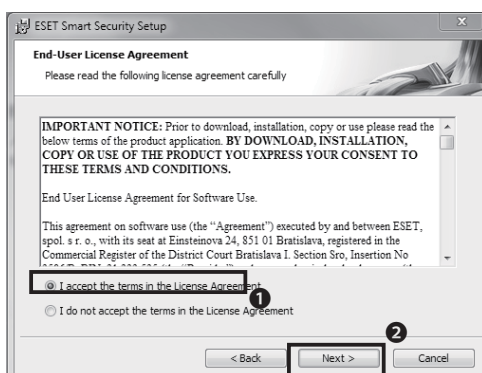
1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

4. FAQ

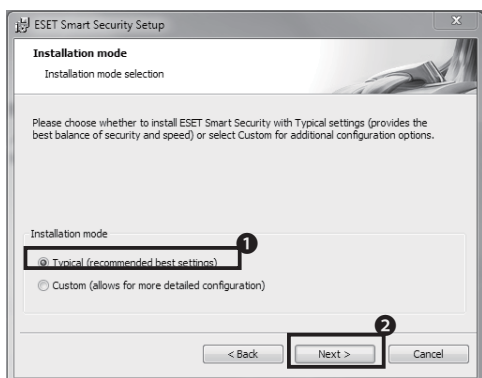
5. Appendix



04

The license agreement will appear. Check

❶ “I accept the terms in the License Agreement” and click ❷ “Next”.



05

When you agree the license agreement, you will see the window as shown on the left. You can choose the install mode from “Typical” or “Custom”

In general, select ❶ “Typical” and click ❷ “Next”.

※What custom install can do

Using custom install, you can set a proxy server and define authorized users.

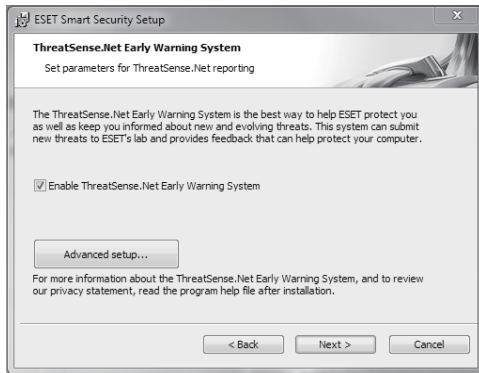
If you want to set special settings, choose custom install.



06

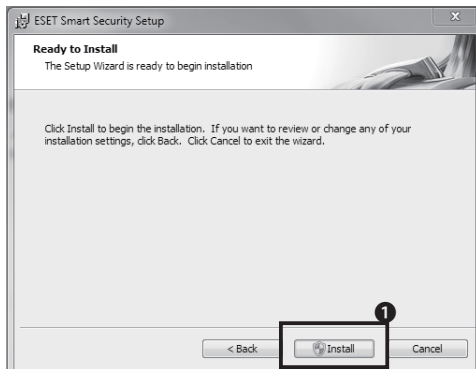
To keep security up to date, enable automatic updating.

Enter “User name” and “Password” which explain in 01 ※ and click “Next”.



07

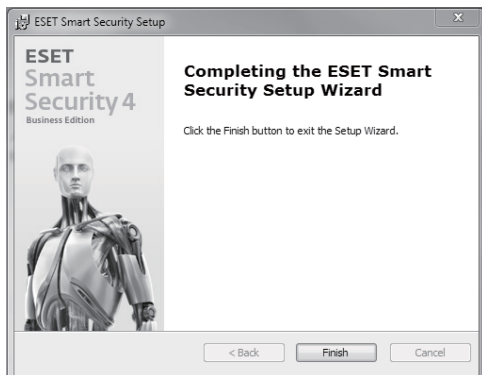
Enable the early warning system to be aware of recent threats. Check “Enable” and click “Next”.



08

Settings are finished. Click ❶ “Install”.

In some case, you may have to enter your PC’s login name and password.



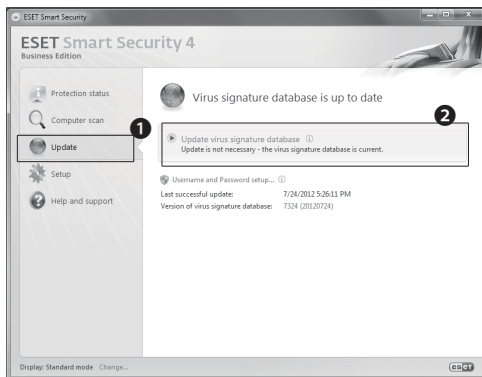
09

When installation is finished, restart your computer.

After restart, you will see the window as shown on the left.

If required, enter user name and password as used in "01"※.

When you enter user name and password, click “Next”.



10

You can update virus signature database manually.

Click ①“Update”, and select ②“Update virus signature database” in ESET Smart security window.



11

When you will see the window as shown on the left, enter the user name and password as used in 01※.

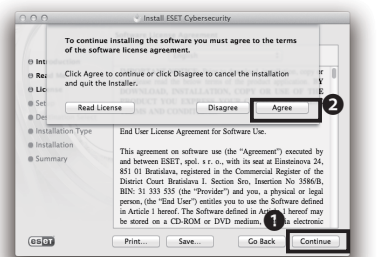
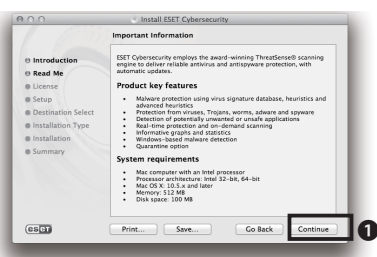
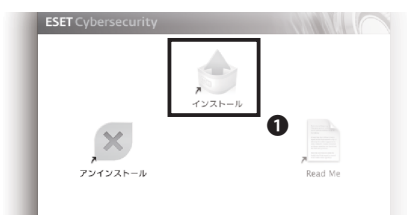
10-2

USE ESET Smart Security/ESET Cybersecurity (MacOS X)

インストールプログラム ダウンロードページ - Install Program Download Page -

| 総合セキュリティ対策製品 - Integrated Security Products - | | | | | |
|---|---------|----------------|----------------|-----------------|--|
| ソフトウェア名称 Product Name | OS | 32bit | 64bit | 日本語版 English | |
| ESET Smart Security | Windows | ダウンロード (50MB) | ダウンロード (50MB) | ダウンロード (62MB) | |
| ESET Cybersecurity | Mac | ダウンロード (947MB) | ダウンロード (947MB) | ダウンロード (62MB) | |
| アンチウイルス対策製品 - Anti-virus Products - | | | | | |
| ソフトウェア名称 Product Name | OS | 32bit | 64bit | 日本語版 English | |
| ESET NOD32 Antivirus | Windows | ダウンロード (45MB) | ダウンロード (50MB) | ダウンロード (53MB) | |
| | Mac | ダウンロード (47MB) | ダウンロード (47MB) | ダウンロード (57MB) | |

[ライセンスキー有効期限] 2013-03-31



01

Choose one which is suitable for your PC and click “ダウンロード”(Download).

Memorize ①user name and password for this software.

Look at a figure “06” on p.85.

You can get these from "表示" on the right of “ダウンロード” which you just clicked.

02

Run installation program.

Click ①“Install”.

03

When you see the window shown on the left, click ①“Continue”.

04

You will see “Important information”. Click ①“Continue”.

05

You will see “Software License Agreement”. Please read them carefully and click ①“Continue”, and click ②“Agree”.

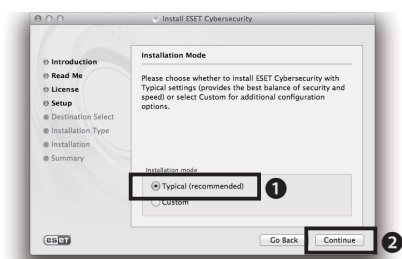
1. Start SFC - CNS

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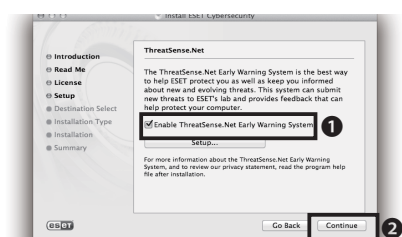
4. FAQ

5. Appendix



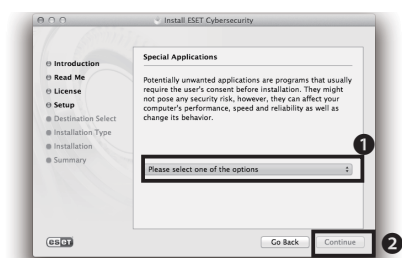
06

Check ①“Typical(recommended)” and ②click “Continue”.



07

Check ①“Enable ThreatSense.net Early Warning System” and click ②“Continue”.



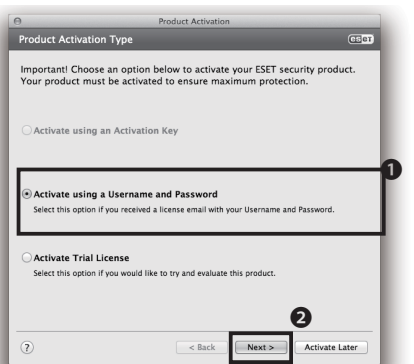
08

Select ①“Enable detection of potentially unwanted applications” and click ②“Continue”.



09

Click ①"Install". In some case, you have to enter your PC's login name and password. When you see “The installation was successful”, click “Restart”.



10

After restart, you will see the window as shown on the left.

Check ①“Activate using a Username and Password” and click ②“Next”.

11

The wizard will require user name and password.

Enter user name and password which you memorized.

The software will start normally.

Congifuration is complete.

Tips

What's "Zan-ryu"(Overnight Stay)?

Studying overnight at SFC is known as "Zan-ryu".
This is not recommended, but many people do "Zan-ryu" at SFC.

Tips

The online application for "Zan-ryu"

We call studying overnight at SFC "Zan-ryu".
To do "Zan-ryu", we have to apply on SFC-SFS.
The procedure is following:

1. Open SFC-SFS
2. Click the lecture name that you are taking.
3. Click the button "オンライン残留届け" on the top of the page.
4. Enter the reason why you have to do "Zan-ryu".
5. Have a good night at SFC.

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2 Welcome to CNS

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

| | |
|---|----|
| 1. Consultants | 92 |
| 2. Services which require Application Forms | 96 |
| 3. Important notes for using CNS | 98 |

1

Consultants

This section gives you the information on 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, DVD drives, and provide advice on various problems related to PCs.

Opening hours for the CNS Consultant Desk will follow the opening hours for Media Center. As such, CNS Consultant Desk is closed on Saturdays and during 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

Renting out devices by CNS consultants

In order to borrow devices, you need to read and comply with the rules stated on the IOU which you can find at the 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 2012).

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



List of software for laptop PCs available 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 2012).

| 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 xyzy |
| Graphic related | GIMP Inkscape Processing |
| E-mail software | Becky! Ver.2 Mozilla Thunderbird |
| Office | Microsoft Office 2010 |
| Sound/Images | Quick Time RealPlayer SP |
| Network related | PuTTY WinSCP Tera Term |
| Others | ESET Smart Security/ESET Cybersecurity Adobe Flash Player Java Development Kit SWI-Prolog website SWI-Prolog development |

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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 inside of the campus such as a remote controllers for DVD players and slide holders for scanners, 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 out a device and lend it to you.

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

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 for 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 returned.
- 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 | Hours |
|---|--|---|
| Media Center 1st floor, AV consultant desk. | http://www.sfc.lib.keio.ac.jp/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 Saturdays 11:30~12:30.



Available AV equipments

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

(Last-Modified : April, 2012)

| AV equipment | Type |
|----------------------|-----------------------------------|
| Video camera | Sony HXR-NX70J |
| | Sony VX2100 |
| | Panasonic DVX100A |
| | Sony HVR-A1J |
| | Canon iVIS HF S10 |
| Digital still camera | Sony SLT-A65VK |
| Digital recorder | Sony PCM-M10 |
| Others | Video Light , Tripods , Headphone |

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

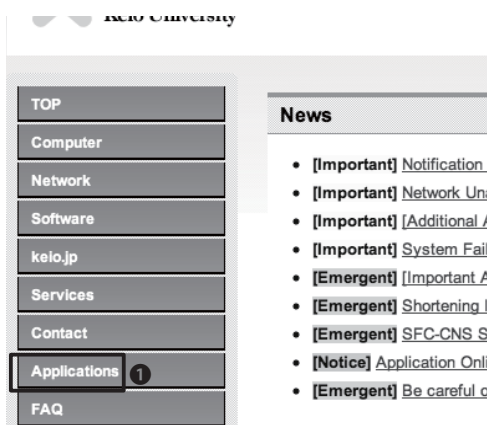
4. FAQ

5. Appendix

2 Services which require Application Forms

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

1 Services which require application forms



01

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

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.

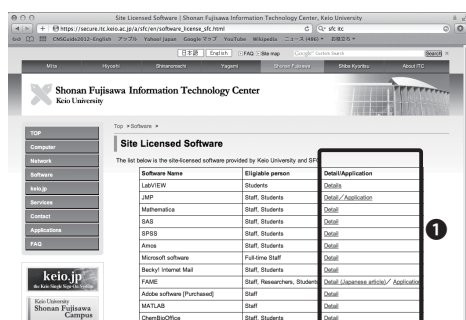
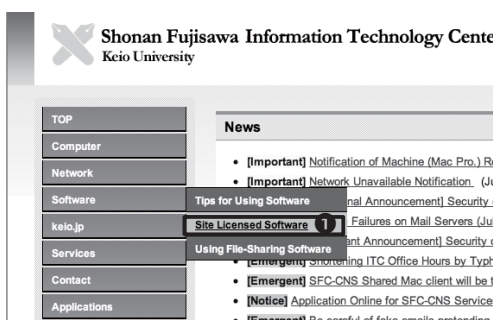
The services which require application are listed below:

| Name of service | Eligibility | Note |
|--|--------------------------------|--|
| Application for use of outside SMTP server | Students, Staff | You can send e-mails from the network inside the campus via mail server of outside of the campus. |
| P2P file sharing software | Staff (Responsible Parties) | 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. |

Site licensed software

Keio University and SFC offer a variety of site-licensed software to students. Site-licensed software can be installed to students' personal computers while attending the university. For some software, you can submit an application online, 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 May 2012).

| Name of software | Description | Persons 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 |
| ESET Smart Security/Cybersecurity | Security Software | Staff, Students |



01

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

⇒ <http://www.sfc.itc.keio.ac.jp>

02

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

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

3

Important notes for using CNS

CNS is a common resource shared with approximately 7000 people. You need to take responsibility for your own actions to make campus life be better.

CNS is used by almost seven thousand people. Computers and networks are common resources for all users. We have listed some important notes below. Please refrain from conducting 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 public computer

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

2

Do not occupy public computers

There is a limit to the number of computers on campus. Do not leave your computer for a long time while logged in as it will cause inconvenience to others.

Tips

If you forget to bring AC adapter for your laptop PC

At CNS Consultant Desk, CNS consultants lend AC adapters 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.

Tips

About CNS Consultant

CNS consultants respond to various questions related to PCs and CNS. If you have any troubles 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.

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

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5. Appendix

3 Web Sites on SFC

| | |
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| 3. keio.jp | 105 |
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| 6. Media Center Web Site | 109 |
| 7. Changing Password | 110 |

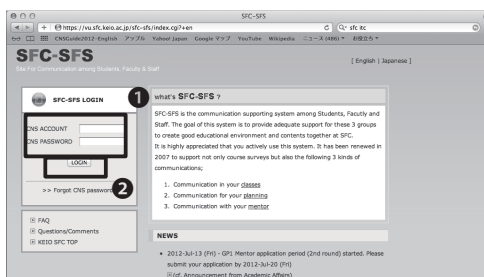
1

Using SFC-SFS

SFC-SFS is an abbreviation for “Shonan Fujisawa Campus - Site for Communication among Students, Faculty & Staff”. It is a support system for communication among students, faculty and staff. You can view various information about lectures and conferences.

1

Using SFC-SFS

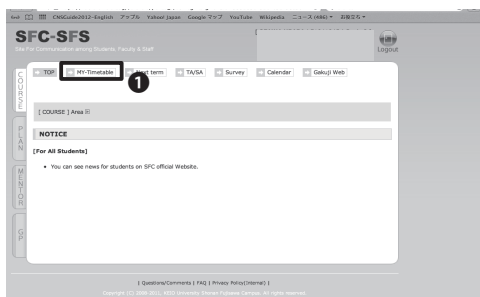


01

Access the log in page for “SFC-SFS”.

⇒ <https://vu.sfc.keio.ac.jp/sfc-sfs/>

Enter your **1**“CNS login name” and “CNS login password”, and click **2**“LOGIN”. You will see a window as shown on the left.



02

1“My-Timetable”, allows you to view lectures you are taking.



03

You can view the detail of each lecture you are taking by clicking the name of the lecture in step “02”.

On the this page shown on the left, you can check syllabi for each lecture, download materials given out at lecture, submit your course work, and apply for “staying late at campus”.



04

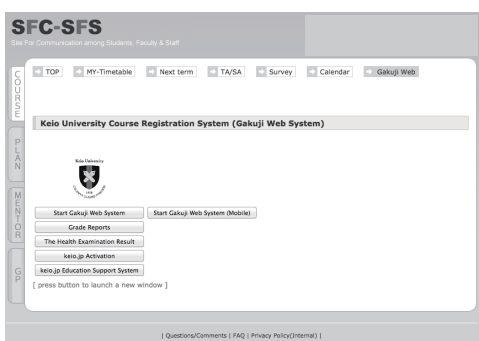
On the ①“PLAN” page, you can make a plan about courses and lectures for current and coming semesters.

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

You can search for available classes by clicking gaps in your schedule.



Access to Academic Affairs Web System



01

You can access the “Keio University Registration System” and activate “keio.jp” from SFC-SFS.

For Students in Nursing and Science in Health Management

Access “SFC-SFS” and enter your CNS login name and password.

⇒ <https://vu2.sfc.keio.ac.jp/sfc-sfs-nmc/>

After the login page, you can use the same services.

1. Start SFC - CNS

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3. Web Sites on SFC

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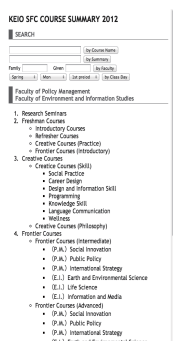
2

Course Syllabi

Class & Seminar Syllabi

1

How to search “Course Summary”



01

Access “Course Summary” page.

⇒ http://vu8.sfc.keio.ac.jp/course2007/course_u/

“Course Summary” page contains information about all lectures. It is an open page for students to see what lectures are offered.

2

How to search “Seminar Syllabi”

2012 Fall
Seminar Syllabus

2012/7/2 9:00 OPEN

1 2002.S | 2003.S | 2004.S | 2005.S | 2006.S | 2007.S | 2008.S | 2009.S | 2010.S | 2011.S | 2012.S |
1 2002.F | 2003.F | 2004.F | 2005.F | 2006.F | 2007.F | 2008.F | 2009.F | 2010.F | 2011.F | 2012.F |

LIST | SORT BY NAME | SORT BY FACULTY | SELECT TYPE (A | B)

Type-A: 2 slots per week, 4 credits / Type-B: 1 slot per week, 2 credits

| Faculty | Lecturer | Type | Seminar Title | # of Students | Student Selection Schedule |
|---------|-----------------------|------|---|---------------|--|
| A PM | Mitsuru Amano | A | 東洋の歴史と文化 | 20 | 9/10(金)18 |
| PM | Kazuo Aoki (1) | B | 政治小説の歴史と発展 | 15 | 9/20(日)18 |
| PM | Kazuo Aoki (2) | B | 政治小説の歴史と発展 | 15 | 9/20(日)18 |
| IE | Mitsuru Amano (1) | B | 東洋の歴史と文化 (1) - 東洋史 | 15 | 9/20(日)18 |
| IE | Mitsuru Amano (2) | B | 東洋の歴史と文化 (2) - 東洋史 | 15 | 9/20(日)18 |
| PM | Kazuo Aoki (1) | B | 政治小説の歴史と発展 | 15 | 9/20(日)18 |
| PM | Kazuo Aoki (2) | B | 政治小説の歴史と発展 | 15 | 9/20(日)18 |
| PM | Shiro Amano | A | 東洋の歴史と文化 | 25 | 9/20(日)18 |
| F MAG | James J. Foster (1) | B | Global Internet Policy | 10 | Selection will be made after first meeting of the seminar on September 25. |
| F MAG | James J. Foster (2) | B | US 2012 Presidential Election and Beyond | 10 | Selection will be made after first meeting of the seminar on September 25. |
| IE | David J. Friedman (1) | B | Constructive Sexual and Gender Identities, Narratives and Realities in Modern Japan | 15 | Selection will be made after first meeting of the seminar on September 25. |
| IE | David J. Friedman (2) | B | Constructive Sexual and Gender Identities, Narratives and Realities in Modern Japan | 15 | Selection will be made after first meeting of the seminar on September 25. |
| IE | Shihoko Fukui (1) | B | ドキュメンタリー・フィルム・ビデオ | 15 | 9/10(金) 18時 |
| IE | Shihoko Fukui (2) | B | ドキュメンタリー・フィルム・ビデオ | 15 | 9/10(金) 18時 |
| IE | Kazuo Aoki (1) | B | 政治小説の歴史と発展 | 15 | 9/20(日)18 |

01

Access “Seminar Syllabi” page.

⇒ <http://vu9.sfc.keio.ac.jp/project/view.html>

3 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 levels for library services, and finding information on lecture cancellations.

1 Preparation

You need to obtain your ID before using services at “keio.jp”. Obtaining your ID is called “activation”. You can activate from the “Activation System” page by agreeing to the “Terms of Use”.

Keio.jp ⇒ <http://keio.jp/>

Acceptable Use Policy ⇒ www.sfc.keio.ac.jp/en/keiojp_rule.html

01

Access the “keio.jp” web site.

⇒ <http://keio.jp>

① Enter 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 cancellations, supplementary classes, obtaining licenses, and other data managed by Keio University.

1. Start SFC - CNS

2. Welcome to CNS

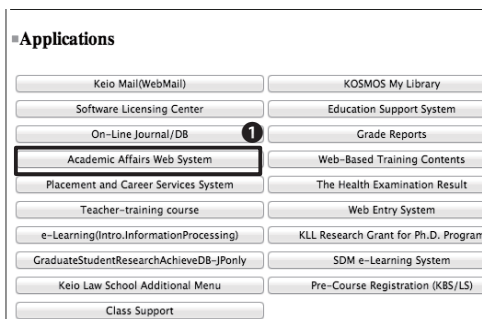
3. Web Sites on SFC

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5. Appendix



View information on lecture cancellation and makeup classes

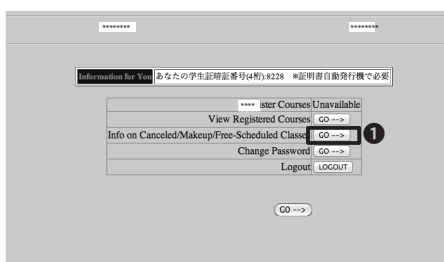


01

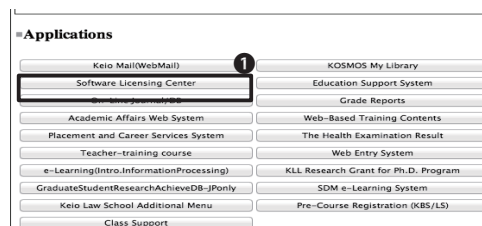
Log into “keio.jp”, and click ❶ “Academic Affairs Web System.”

02

You can use various services from the window shown on the left. All information on lectures will be posted on the ❶ “Information on cancelled and Makeup classes” section. Please refer to this page.



Issue Software Licenses



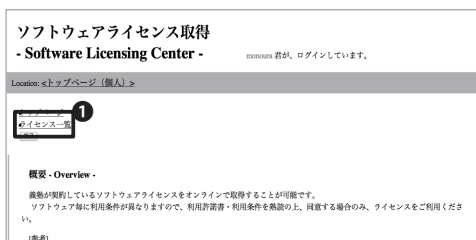
01

Log into “keio.jp”, and click ❶ “Software Licensing Center”.

02

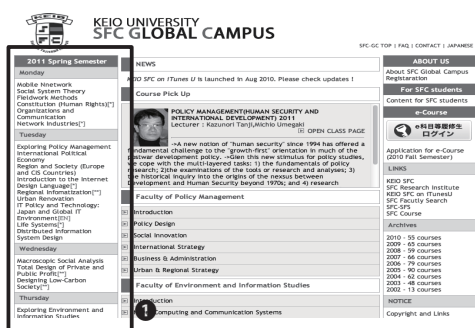
Click ❶ “List of Licenses”.

Find the software you wish to use from the list of available software license, and check “Require the agreement for Consent to Use”. When you agree with the consent, a license key will be issued.



4 Global Campus

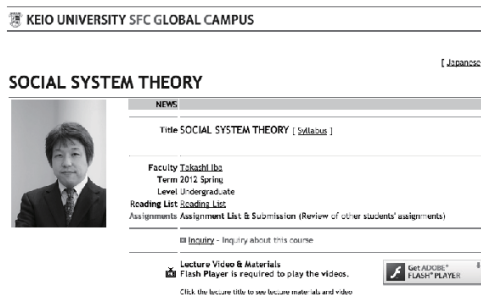
SFC Global Campus is a web site which share lectures given at SFC globally and supports people who study outside of the university.



01

Access “SFC GLOBAL CAMPUS” website, and click the name of the lecture you wish to take from ❶ the 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 wish to view.

1. Start SFC - CNS

2. Welcome to CNS

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5 Wellness System

At SFC, reservations for physical education classes are managed via a web system. You can reserve physical education classes and view your attendance.

Wellness System Ver.3 [日本語]

2012/7/19 (Wed) 18:01:19

Wellness System

1 About SFC wellness in general, please refer to the home page.
2 Please enter CNS login name and password for reservation of wellness 2 and 3 classes.
3 Students cannot use the system from 5:30am to 6am every morning during the system maintenance.

Menu

- Top
- Timetable
- Rule

2012 Spring Semester News

- 4/9 (Mon), 体育SAを募集しています。詳細については体育ホームページを確認して下さい。
- 3/27 (Tue), 学生増設についてはこちらを確認して下さい。

Available Classes: 2012/7/19 (Thu) - 8/1 (Wed)

| Date | Period | Sports | Teacher | Syllabus Available |
|------------|--------|----------|--------------------|--------------------|
| 7/19 (Thu) | 1 | Futsal | Yoshikazu Nonomura | 22 |
| 7/19 (Thu) | 2 | Football | Yoshikazu Nonomura | 20 |

01

Access the Wellness System.

⇒ <https://wellness.sfc.keio.ac.jp/v3/>

You enter ①“CNS login name” and “CNS login password”, and click ②“login”.

Wellness System Ver.3 [日本語]

Physical Education 1/2/3 Class Attendance Record

Student ID:
Name:
login:
Admission Date:
Faculty/Grade:
Health Check:

Soft Course:
Physical Education 1:
Physical Education 2:
Physical Education 3:
Physical Education 2 and 3:
Random Selection:
Priority:

Attendance Record

2010 Spring Physical Education 1

| Date | Period | Teacher | Sport | Lecture Attend Absent Status Record Accum |
|---------------------|--------|-----------------|---------------------------------|---|
| (1) 2010/4/9 (Fri) | 4 | Takayuki Kizuka | Physical Education 1 (class 25) | ○ |
| (2) 2010/4/16 (Fri) | 4 | Takayuki Kizuka | Physical Education 1 (class 25) | ○ |

02

You can view various information about physical education courses.

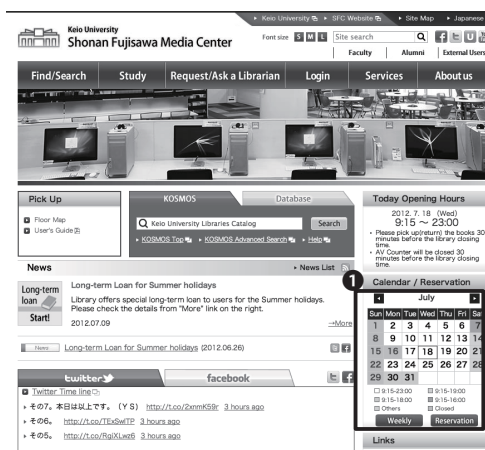
6

Media Center Web Site

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 SFC Media Center Website.

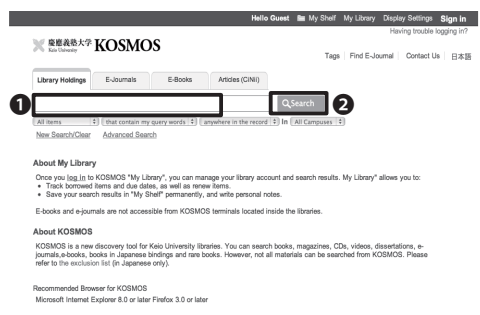
⇒ <http://www.sfc.lib.keio.ac.jp/>

02

From ① the calendar shown on the left on the window, you can find information regarding the operating hours for the Media Center.

2

KOSMOS



01

Access “KOSMOS”.

⇒ <http://kosmos.lib.keio.ac.jp>

02

Enter keywords in ① the blank field, and click ② “Search”. You can search all collections at Keio University with the key word you entered.

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7 Changing Password

This section shows you the links for changing various passwords.

···· CNS Login Password

Purpose:

- To log into PCs at each CNS special classrooms
- To log into communication servers
- To log into 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 via IMAP
- To send messages via SMTP
- To use Web mail

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

- <https://itcsecure.sfc.keio.ac.jp/accounts/mail/>

···· IPP Password

Purpose:

- To print out from the CNS printer using own PC

Web site to change IPP password:

- <https://itcsecure.sfc.keio.ac.jp/accounts/ipp/>

··· keio.jp Password ···

Purpose:

- To use “keio.jp” services

Web site to change “keio.jp” password

- <http://keio.jp/>

··· DB Password for Personal Web Page ···

Purpose:

- To use database from personal home page

Web site to change DB password:

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

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4 Frequently Asked Questions

Network Connections

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2. Unable to send/receive e-mails 116
3. Using multiple e-mail accounts 117
4. Unable to print from your own PC 120

CNS Accounts

5. I forgot my CNS password 121
6. Troubles on Mac in the university 122
7. Change CNS Mail Settings 126
8. Viewing Campus Restricted Content 130

1

Unable to connect to wireless LAN

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

1

Switch for wireless LAN must be “ON”.

Some device models have a 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 via function keys. Please make sure the switch is “ON”.

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

2

Re-configure 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 cases, the problem may be solved by reconfiguring the settings for wireless LAN.

3

Reconfigure the settings for wireless LAN (Windows)

01

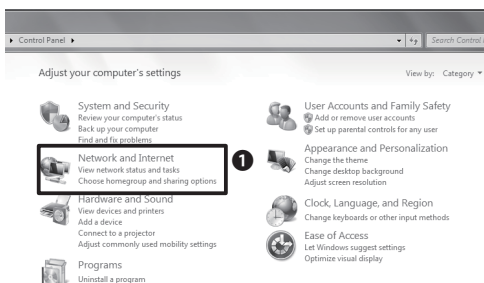
You need to delete existing settings for wireless LAN which may be causing problems. Go to “Start Menu”, and click “Control Panel”.

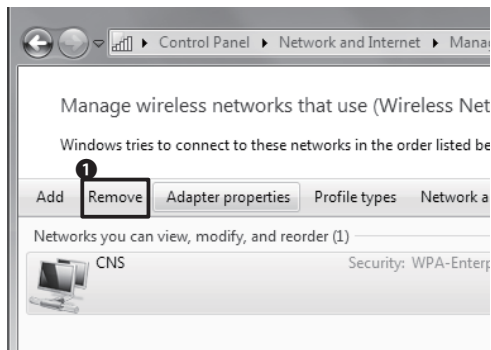
02

Select ❶ “Network and Internet”, and click “View network status and tasks”.

03

Select “Network and sharing center”, and click “Manage wireless networks”.





04

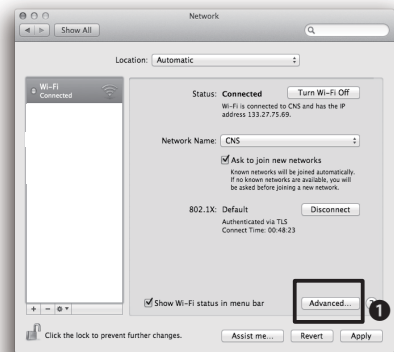
Select the settings which you wish to delete, and click **1**“Remove”. Delete the settings such as “CNS” which are related to the settings for CNS.

05

Click “OK”. This will conclude the deletion. You now need to configure the new settings for wireless LAN. Please refer to [p.11 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 problems. From the Apple Menu, click “Settings for System Environment”.

02

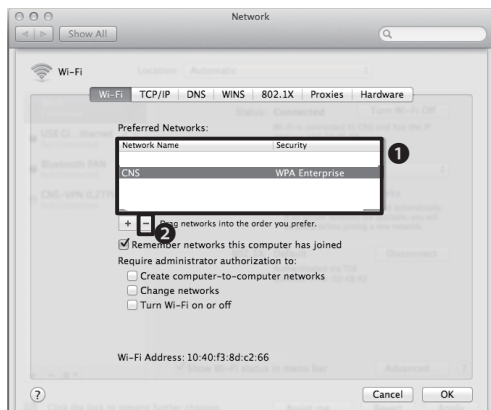
Click “Network” > “AirMac” > **1**“Advanced”.

03

Click **2**“—” from **1**“Preferred Networks” to delete the settings related to CNS.

04

Please refer to [p.11 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 hours, please refer to [p.135 Contact Information].

2

Unable to send/receive e-mails

If you cannot send/receive e-mails, certain settings may be incorrect. Several common mistakes are listed below.

1

Make sure that you are connected to the internet

If you cannot send/receive e-mails, it is possible that you are not connected to the internet. In particular, wireless LAN connection may often display 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.114 Unable to connect to wireless LAN】**.

2

Make sure that the e-mail account settings are correct

Your mail account settings might be incorrect. Please refer to **【p.35. Account Settings for Thunderbird】**.

3

When you cannot send e-mails

If you cannot send e-mails despite the correct settings for your CNS mail account, it is possible that internet service provider (ISP) is adopting Outbound Port 25 Blocking (OP25B) as one of counter-measures against spam mails. The OP25B blocks the connection to the Port 25 which is a port for receiving e-mails from outside of ISP networks.

4

When you cannot send e-mails from inside of the university campus using mail servers other than CNS.

CNS uses OP25B as an ISP. You need to confirm the alternative port with the administrator of the server which you wish to use. If you do not have an alternative port, you need to apply for the use of an outside SMTP server. To apply, please refer to **【p.96 Services which require Application Forms】**.

3

Using multiple e-mail accounts

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

1

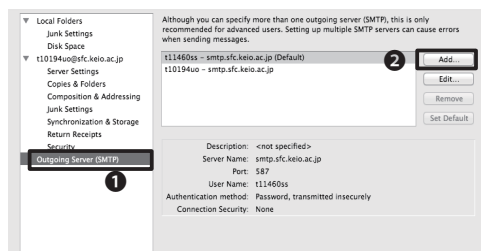
When you use several e-mail accounts

Most mail software allows for using more than two e-mail accounts, and it is possible to manage several mail accounts such as CNS e-mails and e-mails account provided by other services with the same mail software.

In this section, we show you how to add e-mail account with “Thunderbird”. For other e-mail software, please refer to ITC home page > Computer > E-mail > About using e-mails>Mail Settings

01

If you want to add an e-mail 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.35 Account Settings for Thunderbird】 for the procedure. Please contact the service provider for account settings.



02

If the outgoing server is not added, you need to add it manually. Click “Tools”> “Account Settings”. Select ①Outgoing Server (SMTP) and ②Add.

03

As an example, we explain the case for adding CNS sending server. Enter/select information as shown below;

①“Server Name” : smtp.sfc.keio.ac.jp

②“Port” : 587

③“Connection Security” : STARTTLS

④“Authentication method” : Encrypted password

⑤“User Name” : CNS login name

Once you enter all necessary information, click ⑥“OK”.

04

In the newly added e-mail account, you need to configure the settings for the new outgoing server.

Click ①the e-mail account you have just added.

For ②“Outgoing Server (SMTP)”, select the outgoing server you added, and click ③“OK”.

This concludes the settings.

05

On the left side of the main window, ①the new mail account should be displayed.

Open the Inbox for the added e-mail account, and make sure that the ②Sender is in the e-mail address you have specified.

2 Important note for using various mail accounts

At CNS, connection to the Port 25 for sending e-mails with servers other than CNS is restricted in order to prevent sending spam mails outside of campus. If you use an outside e-mail account, you need to use an alternative port. If an alternative port is not provided, you need to apply for the use of an outside SMTP server.

If you want to set an e-mail address by services other than CNS as a sender for e-mails sending from the campus network, you can use CNS server only as a sending server. Similar to the way CNS provides authorized Submission ports, some ISPs provide alternative means for connecting. Please find out about the information about your ISP on this regard.

3 Using your CNS mail account as the primary account

If you want to use your CNS mail account as the primary account, you need to configure automatic e-mail forwarding with other e-mail service to CNS mail address. For information on how to configure automatic e-mail forwarding, contact your alternative e-mail service provider.

4 Using other mail accounts as the primary account

If you want to use an e-mail account other than your CNS mail account, you can configure the automatic e-mail transfer by changing the settings for the mail server.

For detail information on this regard, please refer to **【p.127 Settings for forwarding e-mails】**

4

Unable to print 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 account settings

Many troubles related to printing are due to mistakes in account settings and passwords.

Frequently occurring problem are when passwords are changed by choosing “re-issue” at the time of confirming one’s password. As a result, the printer which has been available up to this point becomes unavailable.

If you confirm your password, please do so from “Confirm the current password” menu.

2

Printing does not start though the print job is displayed via the touch panel

It will take time to print files with a 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 may be better to convert the file to a 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. It also explains what you should do when you forget your password.

···CNS Login Password

You need this password for using CNS services.

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

···CNS IMAP/SMTP-AUTH Password

You need this password to send/receive messages.

If you forget your password, you can reissue the password from “Apply for IMAP password” with your CNS login password (please be informed that you will need your CNS login password to reissue IMAP/SMTP-AUTH password).

⇒ <https://itcsecure.sfc.keio.ac.jp/accounts/mail/>

···IPP Password

You need the 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/ipp/>

···keio.jp Password

You need the “keio.jp” password for logging into 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

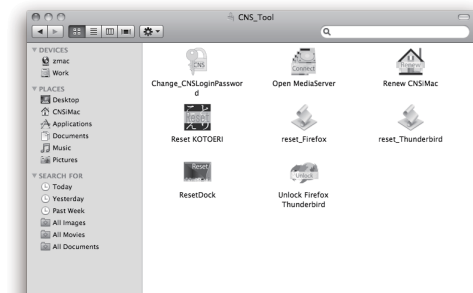
This section shows you how to deal with common problems with Mac on the university campus.

1

How to use CNS Tool

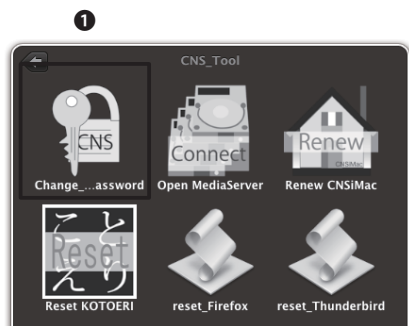
To find CNS Tool, go to ①“Applications” > ②“CNS_Tool”.

Activate tool of your choice. Please refer to the following sections for functions of each tool.



2

How to change CNS login password



01

You can change your CNS login password from CNS Tool.

Open “CNS_Tools” which is in the “Applications” folder.

Double click on ①“Change CNS login password” in “CNS_Tool” to activate.

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

You can change CNS login password on this page.

① ログイン名 (Login Name)

② 現在のパスワード (Current Password)

新しいパスワード (New Password)

③ 新しいパスワードの確認 (Confirm New Password)

変更 (Change) 戻る (Back)

■ 新パスワードには以下の条件が必要です。

- 10 文字以上の長さ。
- 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。
- ユーザー名と異なるもの。反転したり、ずらしたもので不可。
- 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て扱われる。

■ Requirements for new password.

- Passwords must have 10 characters or more.
- Passwords must contain at least two alphabetic characters and at least one numeric or special character.
(But do not use “ ” and “ ”)
- Passwords must differ from user's login name and any reverse or circular shift of that login name.
- A new password must differ from the old by at least three characters.
And an upper case letter and its corresponding lower case letter are considered to be as equivalent.

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](#) | [SEC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 ① “CNS login name”, “current password”, and your “new password”, and enter “Confirm new password”.

The strength of your password will be displayed on ② “Strength of password”. The more complicated your password is, the stronger your password will be. Please choose your password whose strength will be displayed as “Strong”.

Once you enter all necessary information, click ③ “Change”.

03

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

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

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5. Appendix

3

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

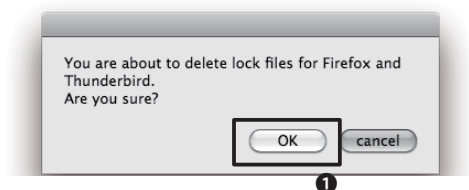
If you cannot activate Thunderbird/Firefox with Mac in the university campus despite the message “it is already activated” is appearing, you can restore the program by deleting the lock file.

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.



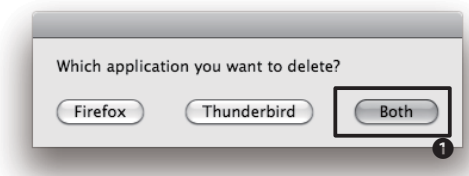
01

Go to “CNS_Tool”, and select ❶ “Unlock Firefox Thunderbird”.



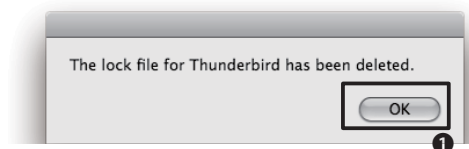
02

Confirmation message (“You are about to delete lock files for Firefox and Thunderbird. Are you sure?”) will appear. Click ❶ “OK”.



03

The message says “Which application you want to delete?” Click the button for application which cannot be activated. If both applications are not activated, click ❶ “Both”.



04

The message will appear indicating that the lock file for Thunderbird/FireFox application has been deleted. Click ❶ “OK”. Don’t worry that your activated file is deleted. After that , these applications will activate properly.

4

Solving problems related to applications

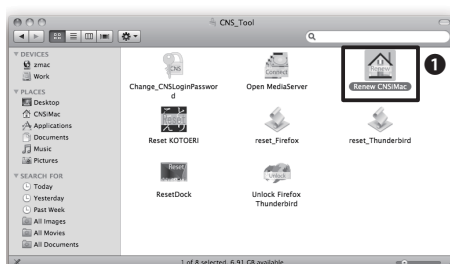
When fatal errors occur with Mac in the university Campus or you face problems that seem impossible to solve, one way to deal with such problems is to recreate (initialize) CNSiMac.

If you do so please be aware that 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 for Firefox and Safari

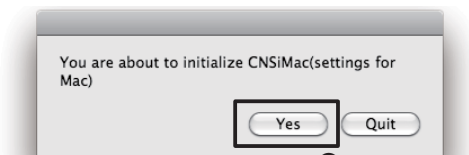
Moreover, all files saved in CNSiMac prior to the initialization will be moved to “Previous_CNSiMac” that is accessible from desktop.

If you have restored CNSiMac with using CNS Tool before, files in the existing “Previous_CNSiMac” will be overwritten.



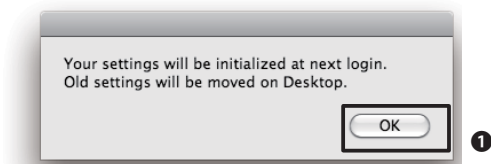
01

Go to “CNS_Tool”, and select ❶ Renew CNSiMac



02

The message “You are about to initialize CNSiMac (settings for Mac)” will appear. Click ❶ “Yes”.



03

The message “Your settings will be initialized at next login. Old settings will be moved on Desktop.” will appear. Click ❶ “OK” to finish.

04

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

7

Change CNS Mail Settings

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

You can change settings for those listed below by using the “mailsetup” command:

- Settings for forwarding e-mails
- Configure and change passwords for receiving and sending e-mails with IMAP/SMTP authentication
- Settings for automatic SPAM sorting

1

Use “mailsetup” page

SFC-CNS mailsetup

| | |
|--------------------------------------|--------------------------|
| CNS login name | <input type="text"/> |
| CNS login password | <input type="password"/> |
| <input type="button" value="Login"/> | |

Shonan Fujisawa ITC, Keio University

SFC-CNS mailsetup

| | |
|--------------------------------------|----------|
| CNS login name | s12000tk |
| CNS login password | ***** |
| <input type="button" value="Login"/> | |

SFC-CNS mailsetup

IMAP/SMTP AUTH パスワード
IMAP/SMTP AUTH password

メール転送
Mail forwarding

スパムポリシー
Spam policy

About this page

このページではメールに関する以下の設定が可能です

- IMAP/SMTP AUTH パスワードの作成/変更
- メール転送設定
- スパムポリシー設定

You can set email services in SFC-CNS on this page.

- Create or change IMAP/SMTP-AUTH password
- Mail forwarding
- Spam policy

Logout

Shonan Fujisawa ITC, Keio University

01

Access “SFC-CNS mailsetup” with browser.

<https://itcsecure.sfc.ac.jp/accounts/mail/>

02

Enter your CNS login name and CNS login password.

03

You can view menu and top page.



Settings for forwarding e-mails

You can forward all e-mails received at CNS e-mail address to other e-mail address. However you cannot specify the detail settings such as forward conditions.

Shonan Fujisawa IPC, Keio University

メール転送先の追加 (Add Mail forwarding address)

keiotaro@*****.ne.jp

現在のメール転送設定 (Current forwarding addresses)

転送先アドレス
forwarding mail address
☐ keiotaro@*****.ne.jp

SFC-CNS に届く全てのメールは SFC-CNS のメールボックスと転送先に配送されます。
All e-mails will be sent to SFC-CNS mailbox and forwarding address.

01

Click “Mail forwarding” by left side menu of “mailsetup” page.

02

Enter your forwarding address in “Add Mail forwarding” form, and click “Add”.

03

Make sure the e-mail address is added in “Current forwarding address”.

1. Start SFC - CNS

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Set/change CNS IMAP/SMTP-AUTH password

You can change your CNS IMAP/SMTP-AUTH password. Please refer to [p.30 E-mail Settings].

Shonan Fujisawa ITC, Keio University

01

Click “[IMAP/SMTP-AUTH Password]” on the left side menu of the “mailsetup” page.

02

Enter the CNS IMAP/SMTP-AUTH password you wish. The password strength should be “Strong”.

03

Enter the same password in the Confirmation Password form and click “Submit”.

Shonan Fujisawa ITC, Keio University

04

When the window as shown on the left appears, the setting is completed.

4

Automatic SPAM Sort Settings

By configuring the settings for automatic sorting, all e-mails recognized as SPAM or virus infected will be automatically moved to the “SPAM” folder.

You can select the spam policy from “Separation”, “Tag to SPAM mail”, and “Do nothing”. If you select “Separation”, SPAM mail is automatically forwarded to a separating server. If you select “Tag”, you can add tag to subject and mail header for suspected SPAM mail.

SFC-CNS mailsetup

IMAP/SMTP-AUTH パスワード
IMAP/SMTP-AUTH password

メール転送
Mail forwarding

スパムポリシー
Spam policy

Spam policy

Logout

スパムポリシー設定
(Spam policy configuration)

| ポリシー名 (Policy name) | 説明 (Description) |
|---|---|
| <input checked="" type="radio"/> 隔離 (Quarantine) | スパムメールは隔離用サーバに隔離されます Spams mail will be quarantined. |
| <input type="radio"/> タグ (Tag) | スパムメールはサブジェクト及び、ヘッダにタグ付けされます Spam mails will be tagged in Subject and mail header. |
| <input type="radio"/> 設定しない (No filtering) | スパムはタグ無しでそのまま配送されます Spam mails will be delivered without tagging. |

Change

Shonan Fujisawa ITC, Keio University

01

Click ① “SPAM policy” by left side menu of “mailsetup” page.

Select policy name and click ② “Change”.

02

When the policy name which you select becomes bold, the setting is completed.

Spam policy

スパムポリシーが変更されました
(Spam policy has been changed.)

スパムポリシー設定 (Spam policy configuration)

| ポリシー名 (Policy name) | 説明 (Description) |
|---|---|
| ③ 隔離 (Quarantine) | [Current] スパムメールは隔離用サーバに隔離されます Spams mail will be quarantined. |
| <input type="radio"/> タグ (Tag) | スパムメールはサブジェクト及び、ヘッダにタグ付けされます Spam mails will be tagged in Subject and mail header. |
| <input type="radio"/> 設定しない (No filtering) | スパムはタグ無しでそのまま配送されます Spam mails will be delivered without tagging. |

Change

03

If you want to know the details of automatically sorting SPAM, please refer to this URL.

⇒ http://www.sfc.itc.keio.ac.jp/ja/computer_email_spam_quarantine.html

8

Viewing Campus Restricted Content

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 the university campus.

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

This is a screenshot of a login form titled "ログイン: Login". It contains two input fields: "CNS ログイン名(CNS login name):" and "CNS ログインパスワード(CNS login password):". A red box with the number "1" points to the first field. Below the second field is a button labeled "ログイン(Login)". A red box with the number "2" points to this button.

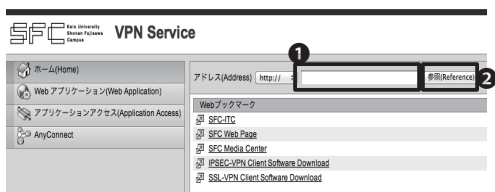
01

Access “SFC-ITC SSL VPN Service” via your web browser.

⇒ <https://vpn1.sfc.keio.ac.jp/>

Enter **1**“CNS login name” and “CNS login password”, and click **2**“Login”

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



02

Enter the URL for the web page you wish to view in **1**“Address”, and click **2**“Reference”.

How to make good passwords

Using various internet services, we are required to make many passwords.

Moreover, some services require you to change your password at fixed intervals like CNS requires you to change your password once every 90 days.

Here are some guidelines for creating good passwords.

1. Determine a key phrase for the password

Do not use phrases which third parties can easily guess.

For example, your name, your birthday or your phone number.

Using these string is so dangerous.

2. Replace letters with numbers and signs

To make strong passwords, replace letters with numbers or signs which have similar shapes.

Ex.)

word → w0rd

internet → !nternet

queen → 9ueen

3. One password per service

Do not use the same password on more than two services.

However we cannot memorize a lot of passwords.

So, not to forget passwords, make new one which are easy to remember on the basis of a base password for each service.

Ex.)

w0rd → cw0rdns (for CNS)

!nternet → ma!nternetil (for an e-mail service)

These are some of the most popular and easiest ways to make good passwords, but strong enough.

5 Appendix

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

ITC

- Location North Side of Media Center, 1st floor, (CNS/ERNS Service Desk)
 - E-mail address cns-request@sfc.keio.ac.jp
 - Web site <http://www.sfc.itc.keio.ac.jp/>
 - Direct Number 0466 (49) 3424
 - Hours 9:15-17:00
- ※Closed on weekends, National Holidays, University Holidays.

CNS Consultant

- Location Media Center, 1st floor, CNS Consultant Desk
 - E-mail address cns-consultant@sfc.keio.ac.jp
 - Web site <http://cnscon.sfc.keio.ac.jp/>
 - Direct number 0466 (49) 3425
 - Hours 9:20-22:30
- ※Closed on weekends, National Holidays, University Holidays.

AV consultant

- Location Media Center, 1st floor, AV Consultant Desk
- E-mail 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/>
- 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 11:30-12:30)
※Closed on Sundays, National Holidays, University Holidays.

Database Consultant

- Location Media Center, 2nd floor, Database search corner
- E-mail address dbconsultant@sfc.keio.ac.jp
- Web site <http://dbcon.sfc.keio.ac.jp/>
- Hours During semester: Weekdays 15:00-21:00
※Closed on weekends, National Holidays, University Holidays.

NMC Factotum

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

3

SFC-CNS Guide Copyright

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

1

Policies

The SFC-CNS environment receives many benefits from free software, documents, and public domain works.

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

- Permission for copying, translating, altering, amending, and quoting based on the rules for redistribution as stated below is granted
- Printing, distributing and selling based on the rules for redistribution as stated below are granted.
- Electronic versions of the 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, obey the following two points:

- Clearly state the source
- Clearly state that the SFC-CNS guide is free and accesible to the general public.

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

Furthermore, we do not actively supplement or amend this guide for users outside of the university campus.

4

Campus Facilities

This section gives you the information about the terminals located in CNS such as their hours of operation, their use, and detailed information about the terminals.

1

Media Center

The Media Center is open between 9:15 and 23:00 on weekdays, and between 9:15 and 19:00 on Saturdays. It is closed on Sundays and National Holidays. Hours of operation may change during long holidays. Please check the web site for up to date information.

⇒ <http://www.sfc.lib.keio.ac.jp/>

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

| Location | Purpose | OS・Model | No. of Units | Name |
|-----------|---------------------|---------------------------------|--------------|--------------|
| Open Area | One Stop | DELL Vostro (Windows 7) | 5 | mcsupc01-05 |
| | Scanning Only | DELL Vostro (Windows 7) | 4 | mcvspc01-04 |
| | Movie Editing | Mac Pro (Mac OS X 10.7) | 1 1 | mchdmac01-11 |
| | Music Editing | iMac (Mac OS X 10.6) | 7 | mcdamac01-07 |
| | General Use | HP Z400 Workstation (Windows 7) | 2 | mcws01-02 |
| | | iMac 21.5-inch (Mac OS X 10.6) | 4 | mczmac01-04 |
| | | iMac 27-inch (Mac OS X 10.7) | 13 | mcmac01-13 |
| | Color Printing | Color Printer | 2 | colorprn |
| | Monochrome Printing | Monochrome Printer | 2 | monoprn |

(as of September 2012)



Special Classroom

Special Classrooms are available 24-hours a day except those hours used for lectures. However, all special classrooms will be closed during summer holidays and during 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 these rooms.

If you wish to use special classroom between 23:00 and 8:00AM on following day, you need to submit the “Online Zan-ryu (overnight stay)” notice before you use the room.

| Location | Purpose | OS, Devices | No. of Units | Name |
|----------|---------------|---------------------------------|--------------|-------------|
| κ18 | General Use | iMac (Mac OS X 10.6) | 40 | zmac000-039 |
| | | Monochrome Printer | 1 | monoprn |
| ε17 | | iMac (Mac OS X 10.6) | 40 | zmac040-079 |
| | | Monochrome Printer | 1 | monoprn |
| ι18 | | iMac (Mac OS X 10.6) | 40 | zmac080-119 |
| | | Monochrome Printer | 1 | monoprn |
| ο17 | | iMac (Mac OS X 10.6) | 40 | zmac120-159 |
| | | Monochrome Printer | 1 | monoprn |
| λ11 | 2D CG | HP Z400 Workstation (Windows 7) | 45 | ws00-44 |
| | 3D CG | Monochrome Printer | 1 | monoprn |
| | CAD | Color printer | 1 | colorprn |
| λ18 | Movie Editing | Mac Pro (Mac OS X 10.7) | 40 | hdmac00-39 |
| | | Monochrome Printer | 1 | monoprn |
| λ21 | Music Editing | iMac (Mac OS X 10.6) | 40 | damac00-39 |
| | | Color Printer | 1 | colorprn |

(as of September 2012)

5

Copyright Information

This section explains important points for handling of copyrighted work.

1

Handle Copyrighted Work Properly

Releasing music and movie using file sharing software to the general public without prior consent, or copying application illegally are examples of infringing intellectual property rights (IPR). If you infringe on IPR, your CNS account will be terminated under “SFC-CNS Rules and Regulations for Use”, and you will not be able to connect your computer 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 by using P2P file sharing software such as Winny, Share, LimeWire, and Cabos has been a problem. Some software has 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/software_fileshare.html

You may use file-sharing software only if permitted the person for educational and research purposes after submitting an application form. There is a list of file-sharing software which can be used on the ITC Headquarter’s web site.

⇒ http://www.sfc.itc.keio.ac.jp/ja/software_fileshare_list.html

3

How to treat copyrighted work

Copyrighted work is work which is an expression of thought or individuality in a creative manner. Writings, music, or programs are examples of this. Works which are distributed in the form of a CD or package software are not the only form of copyrighted work. Contents on web pages or even essays or reports on lectures are also copyrighted works since someone has the copyright for them. The right to protect intangible work can apply to portrait rights and industry rights.



Copyright Infringement

Copyright is a set of rights granted to the author or creator to protect their work from being used, altered or copied without the authors' or creators' knowledge. The following are examples of copyright infringement:

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



Quoting in a Correct Manner

You can use other person's copyrighted work with proper citation. Quoting is to reprint part of other person's copyrighted work for the purpose of journalism, reviews, and research. For instance, referring to part of other documents in course work. If you are quoting, you need to meet all the 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 the volume and quality of the quote occupy smaller portions compared to the main body of work in which the quote is used.
- The source of quotation is copyrighted work which has been published.



Using works to which the Copyright Act is not applied

Announcements, charges, or transmissions by the national and local government, and incorporated administrative agency are not the subject to the Copyright Web. Therefore, they can be used without prior permission from author/creator.



Using Open Content

There are some copyrighted works on the internet whose authors/creators leave their works to be shared. Such copyrighted works are called "open content" 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 work as open content. Some are distributed with common terms of use as 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.opensource.jp/gpl/gpl.ja.html |
| GNU Free Documentation License | http://www.opensource.jp/fdl/fdl.ja.html |

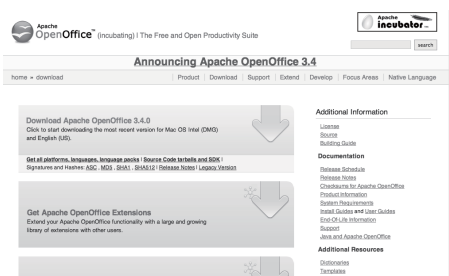
6

Using free software

This section introduces useful free software distributed on the internet for SFC.

1

OpenOffice.org



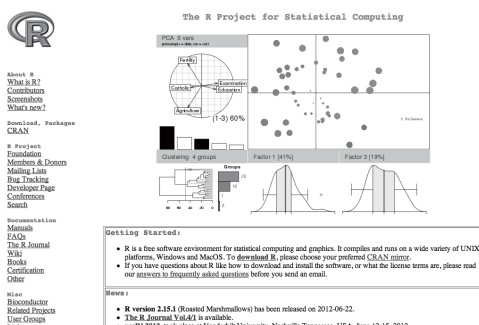
You can download OpenOffice.org from the web site;

⇒ <http://www.openoffice.org/ja/download/>

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

2

“R”



You can download “R” from the website below;

⇒ <http://www.r-project.org/>

“R” is free software for Statistical Computing.

1. Start SFC - CNS

2. Welcome to CNS

3. Web Sites on SFC

4. FAQ

5. Appendix

SFC CNS GUIDE 2012
English Web Edition

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May 31, 2013

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