

SFC CNS GUIDE 2015

English Edition

Shonan Fujisawa Information Technology Center
Keio University

Preface

Shonan Fujisawa Information Technology Center has continuously put tremendous effort to be the most advanced technology provider to all students, faculty, and staff on campus since the establishment of this campus. This SFC CNS GUIDE will walk you through the most basic and common technique to use our cutting-edge technologies and methods to make the best out of the services to enhance student's learning experiences and be successful in academic.

The book consists of three sections: introduction, basic use and advanced use of Shonan Fujisawa Campus - Campus Network Service (SFC-CNS).

Before starting your first day on the campus, you should be well familiarized with our spirit. Our spirit is that everybody on this campus do contribute to the system to improve, establish, and improvise services for every other individual on the same network. Explore the technologies and be the ones to make a difference.

Such cooperative participation is only possible when the campus service is open to everyone. However, "open" often means insecurity. Everyone has to protect their computers and data by themselves and respect other users on the network.

Follow the rules written below and enjoy your college life.

- Do not duplicate a software illegally. You must observe copyright.
- It is prohibited to access files or information without permissions from the authors.
- Do not use the service for other purposes such as profitable activities since SFC-CNS is a system for exclusively educational and research purposes.
- Do not access to computers without permission.
- Do not troll others on Social Networking Services.
- Do not send an e-mail with the intention of harming others.
- Do not send or forward chain-mails.
- You must be aware that all people in the world can read the webpages you create and make public on this network. Observe copyright carefully, especially when you include pictures, audios, and movies.
- Do not cause trouble to others.

If you have further questions, please feel free to come to the CNS consultant desk at the Media Center or Shonan Fujisawa Information Technology Center (ITC) of SFC.

Acknowledgement

Students took roles of editing. We organised an editorial committee in ITC to determine what kind of contents are necessary to be put in a book. The editorial committee basically consists of students. This book contains many “Frequently Asked Questions,” which are also created by students.

I’d like to thank students for writing, correcting and editing. I’m grateful to all people who gave contribution to this SFC CNS GUIDE.

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1

Start Up

Introducing about SFC-CNS, and other websites often used.

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1

What is SFC-CNS ?

01 What is SFC-CNS ?

SFC-CNS stands for Shonan Fujisawa Campus – Campus Network System. A network is a web of interconnected computers that share information resources, which is an integral part of our society. CNS is the name of the network system that supports an academic life on Shonan Fujisawa Campus.

Network system resources available for our use are delivered in different types of form that include wireless network access points, Academic Affairs Web System (Gakuji Web System), and so forth. CNS is the overall environment of all the network resources on campus and shared resources for all the students, faculties, and staffs.

Numbers of computers are connected to CNS and commonly used for research and educational purposes. All the students, faculty and staff on the campus are free to use the shared resources through these computers installed on campus or with limit on your personal computers.

02 What is an "Account"?

All the students, faculty, and staff at Shonan Fujisawa Campus work on CNS. Those who utilize the system are called "Users" and their privileges to use CNS are called "Account."

Accounts on CNS are assigned to students, faculty and staff in the Faculty of Policy Management, the Faculty of Environment and Information Studies, the Faculty of Nursing and Medical Care, and Graduate School of Media and Governance, and Graduate School of Health Management on the campus, based on the 【p.156 : Terms of Use.】

For those who would like to obtain a CNS sub account but are not a student of these five departments are allowed to do so at Shonan Fujisawa Information Technology Center websites.

⇒ http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

*If only taking correspondence courses and foreign language courses, you are not eligible to create a CNS account.

Identification of users and management of security of CNS are achieved through providing an account for each of students on campus. A CNS account comes with CNS login name and CNS login password. CNS login name is uniquely assigned to each one of users. In addition, accounts can tell your faculty, enrollment year, and your initials of names.

s 15 xxx tk
 faculty enrollment initials of
 year names

The example above is telling that the account is of a student enrolled to the Faculty of Policy Management in the year of 2015.

Each of the accounts has e-mail services. An e-mail address would be "[your CNS login name]@sfc.keio.ac.jp." You need to login to the e-mail service with a different password from your CNS login password.

03 Management of Passwords

A CNS login password is used for confirming your identity. You must make a password that completes the following conditions.

- Only alphabets, numbers, and a few exceptions of symbols
- Contains 10 or more characters
- Contains at least one small and capital characters with a number

Also, please do not use any passwords below. It is dangerous since a third party may guess password easily.

- Your name or anyone relative
- Words that are on the dictionary
- Birthday, address, telephone number, and repeated alphabets

Your CNS login password must be renewed every 180 days to the minimum, otherwise your CNS account will be suspended and you will be unable to access. For changing your password, please refer to 【p.144 : Checking and Changing SFC-CNS Passwords.】 In case of forgetting your CNS login password or your CNS account is suspended, please bring your student ID card or your campus card to the CNS/ERNS service desk at the Shonan Fujisawa Information Technology Center 【p.153 : SFC-CNS Technical Support Services.】

If a third party obtains your CNS login password, not only your CNS account will be used illegally, but also it will be a threat to CNS itself. You must not let other know or guess your CNS login password. Cases below are not exceptions.

- When faculties asks your CNS login passwords
- When you ask other people to do your work

If you feel anything suspicious, change your CNS login password immediately, and have a consultation with the CNS/ERNS service desk at the Shonan Fujisawa Information Technology Center. To change your CNS login password, refer to 【p.144 : Checking and Changing SFC-CNS Passwords.】

Start Up 1

Wireless LAN 2

CNS Mail 3

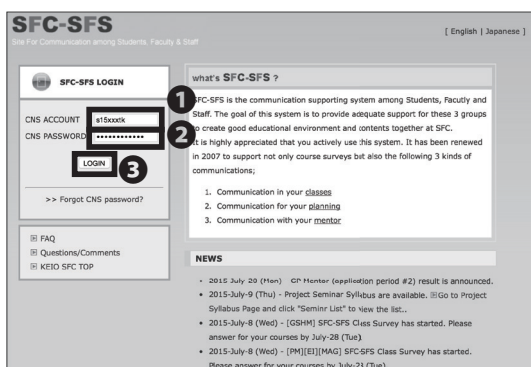
CNS Printers 4

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2

Websites You Can Use on Campus

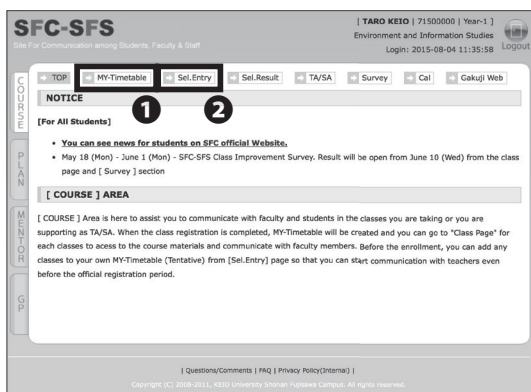
SFC-SFS



01 About SFC-SFS?

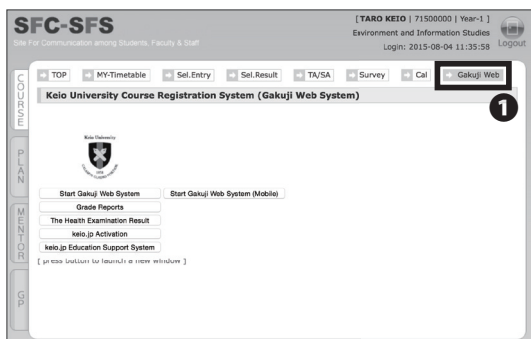
SFC-SFS is the communication support system between faculty members and students on campus. You will find information about your classes and laboratory. In order to login, type your CNS login name in ❶ "CNS ACCOUNT" and your CNS login password in ❷ "CNS PASSWORD." Next, click ❸ "LOGIN."

⇒ <https://vu9.sfc.keio.ac.jp/sfc-sfs/index.cgi?+en>



02 Use SFC-SFS

You can check your time schedule on ❶ "MY-Timetable". Click the subjects you are taking, and you can check the subjects' class page. In this page, you can check the in-detail information about classes, download lecture data, submit assignments, and inform notification when you are going to remain late at school. You can create your plan for next semester, and submit assignment for selection on ❷ "Sel. Entry".



03 Academic Affairs Web System

You have a direct access to ❶ "Academic Affairs Web System (Gakui Web System)" through SFC-SFS. Services such as "keio.jp Activation", "Cancelled Class Information," and "Your grades/ credits check" are available.

keio.jp



01 What is keio.jp?

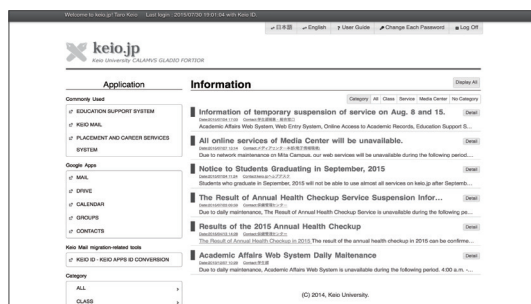
Keio.jp is the identity management platform commonly used in Keio University. The authentication system is also used for verifying students' software licenses.

⇒ <http://keio.jp/>

You must initialize your keio.jp account on SFC-SFS Gakuji Web before the first use.

After activating, type your keio.jp ID in ❶ "ID" and your keio.jp password in ❷ "Password." Next, click ❸ "Login."

Furthermore, keio.jp can be logged in by CNS account and CNS login password since November 11, 2014. To login with your CNS account, type "[your CNS login name]@sfc.keio.ac.jp" in ❶ "ID" and your CNS login password to ❷ "Password." Next, click ❸ "Login."



02 Use keio.jp

On keio.jp, you are free to "download licenses for softwares," and "browse through various research journals and publications."

The software license that students are able to use is listed on [p.142 : Services that Require Pre-registration.] Also, to issue license after accessing "keio.jp", please check STEP 01 ~ 10 of [p.89 : Installing Antivirus Software On Your Own PC.]

Start Up 1

Wireless LAN 2

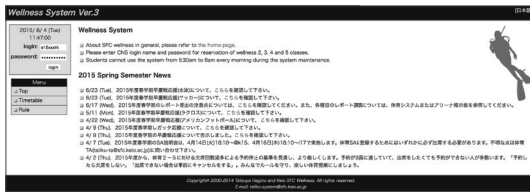
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1 Start Up

Other Websites



01 Wellness(Physical Education) System

You can write notes, submit reports, and make reservations for physical education 2-5 classes.

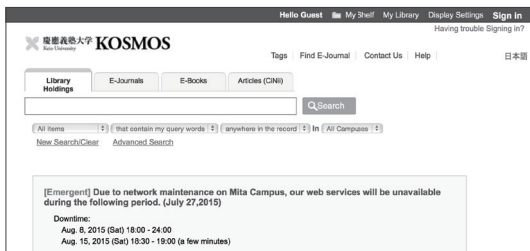
⇒ <https://wellness.sfc.keio.ac.jp/v3/pc.php?newLang=en>



02 Shonan Fujisawa Media Center

Opening hours of Media Center and library event news are on the website. You can also make a reservation for using AV Hall, Studios and so forth.

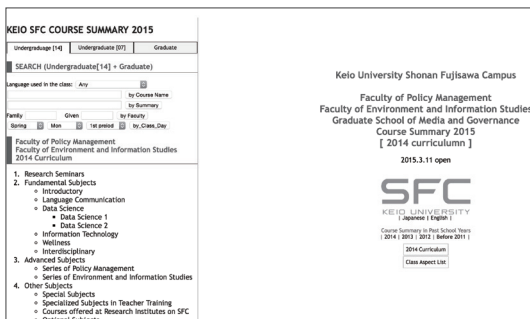
⇒ <http://www.sfc.lib.keio.ac.jp/eng/>



03 KOSMOS

KOSMOS allows you to search books in libraries of Keio University, make a reservation of books and check your renting status.

⇒ <http://kosmos.lib.keio.ac.jp/>



04 Class & Seminar Syllabus

The SFC syllabus has different pages for usual classes and seminars. You can access each from the URL below.

Class syllabus

⇒ https://vu8.sfc.keio.ac.jp/course_u/data/2015/title14_en.html

Seminar syllabus

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

3

Access Contents Only Available
on Campus from OutsideBrowsing Web Using the CNS Network over WebVPN

Several webpages are accessible only on campus, due to the licensed materials or restricted informations. However, you can browse those websites from outside if you have a

CNS account. SFC has several different methods to access to the contents allowed only on campus. Here, we will explain how to browse websites with WebVPN.

01

Open a web browser and go to the URL.

⇒ <https://vpn1.sfc.keio.ac.jp/>

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Next, click ❸ "ログイン(Login)".

02

Type URL of the webpage you want to browse in ❶ and click ❷ "参照 (Reference)." You can browse the website almost as if you are on campus and accessing the website(s).

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About VPN

VPN stands for Virtual Private Network, which enables a computer to access and transmit data to a private network as if it is connected directly. It extends a private network to public network, such as the Internet. VPN allows computer connected to the networks to work from remote places while benefiting from security and management system of the private network. SFC has several different methods to access to the contents allowed only on campus. To know more details, see "VPN Service" from ITC website.

⇒ http://www.sfc.itc.keio.ac.jp/en/network_cns_vpn.html

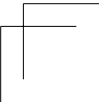
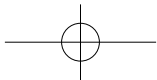
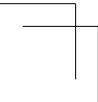
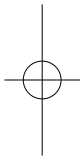
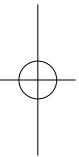
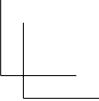
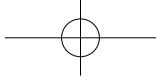
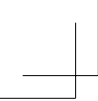
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2

Wireless LAN

Explaining how to connect to the wireless LAN available on campus from your own device.

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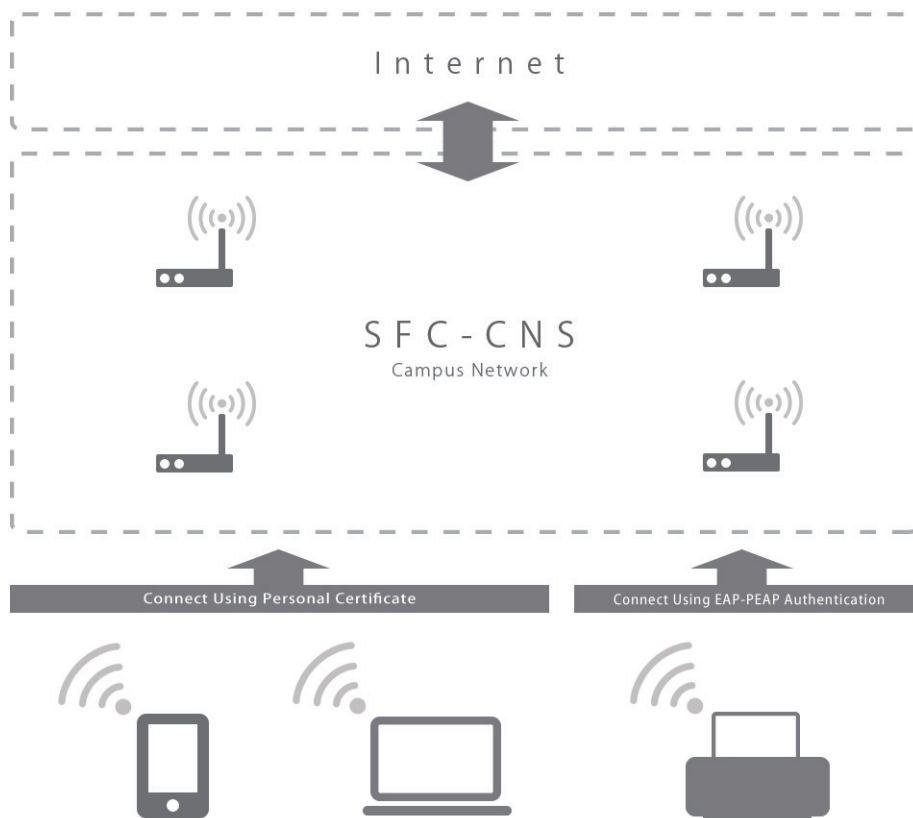
1

About Wireless LAN Environment on Campus

Wireless network access points are widely available on campus for research and educational purposes. Wireless LAN is the network that is connected over wireless signals. Wireless LAN of CNS uses IEEE 802.11 a/b/g/n. Your accesses have to be authorized through personal certificates, EAP-PEAP authentication, or MAC address authentication. Your certificate strengthens security of your connection and also confirms your identity on the network.

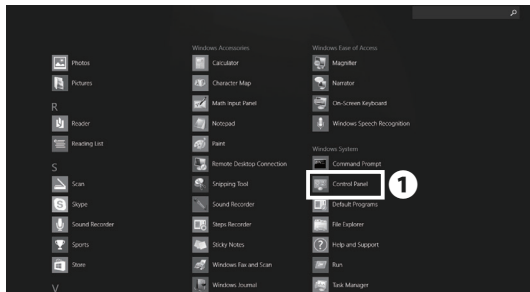
In this section, we are going to explain how to make an access to the Internet using the personal certificate. All the descriptions will be for Windows 8.1, Mac OS X, iOS, and Android.

If your devices are not compatible with EAP-TLS authentication, EAP-PEAP certification is recommended.



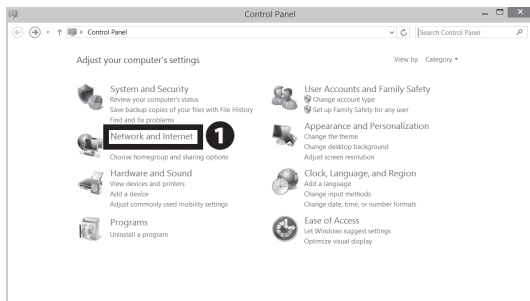
2

Connecting Your Own PC (Windows 8.1) to CNS



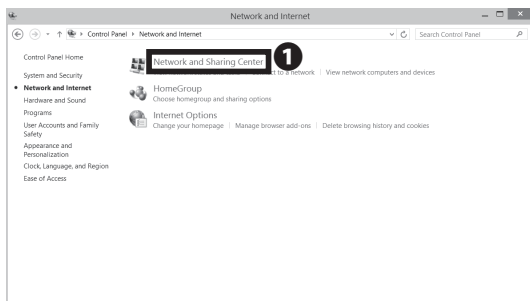
01

First, connect to the temporary used wireless LAN for configurations. If you have any mobile router or other methods to connect to the Internet, skip to STEP 08. If not, click ❶ "Control Panel" from "All Apps."



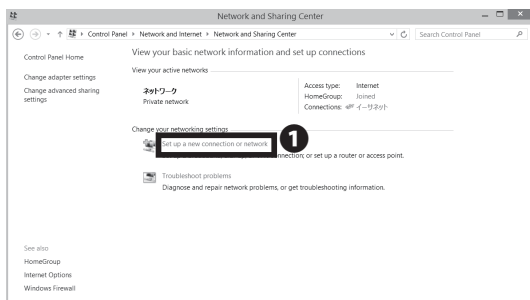
02

Click ❶ "Network and Internet."



03

Click ❶ "Network and Sharing Center."



04

Click ❶ "Set up a new connection or network."

Start Up 1

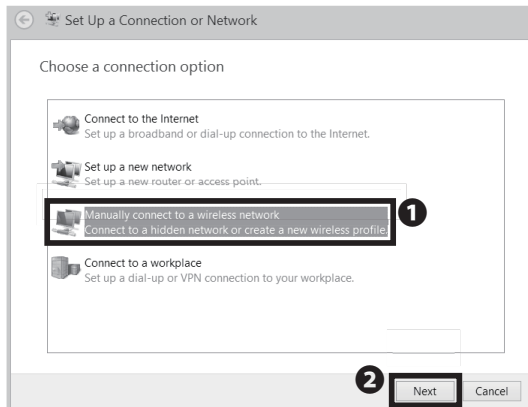
Wireless LAN 2

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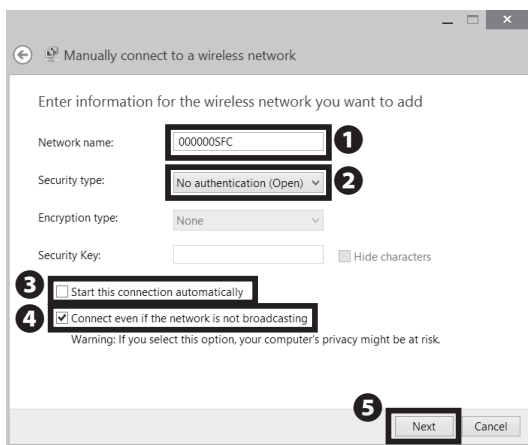
Antivirus 5

2 Wireless LAN



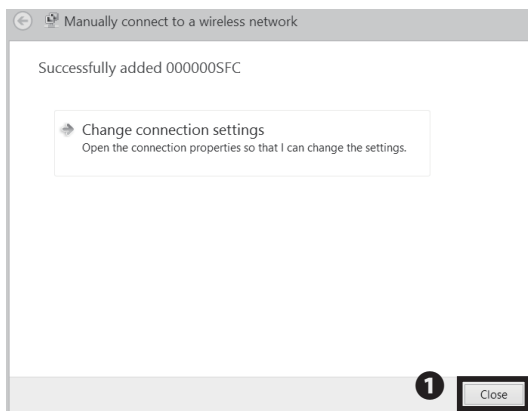
05

Click **1** "Manually connect to a wireless network" and click **2** "Next."



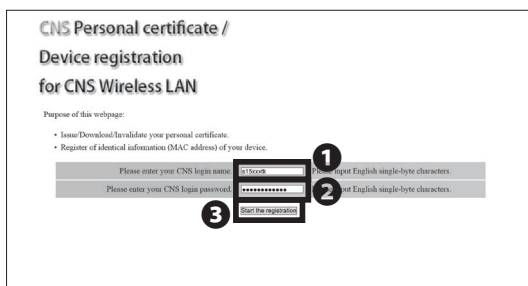
06

Type "000000SFC" in **1** "Network name" and select "No authentication (Open)" from **2** "Security type." Make sure **3** "Start this connection automatically" is unchecked, and check **4** "Connect even if the network is not broadcasting." Next, click **5** "Next."



07

Click **1** "Close."



08

Open a web browser and go to the URL.

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en>

Type your CNS login name in **1** and your CNS login password in **2**. Next, click **3** "Start the registration."

CNS Personal certificate / Device registration for CNS Wireless LAN

■ **Issue of the personal certificate**

1 **Issue** 2 **submit**

Issue the personal certificate

■ **Register/Delete the device information**

Registration of the device

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

09

If it is your first time using the personal certificate, select "Issue" in ① and click ② "submit".

If you have already issued your personal certificate and the certificate is still valid, select "download" in ①, click ② "submit", and skip to STEP 11. If not valid, select "Reissue" in ① and click ② "submit." If you select "Reissue," your certificate issued in the past will be invalid.

CNS Personal certificate / 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: ①

Please enter the passphrase again: (confirmation) ②

Issue the personal certificate ③

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

10

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from a third party. It must contain at least 8 characters. Enter your passphrase to ①・②, and click ③ "Issue the personal certificate." This passphrase will be used at STEP 14.

■ **Download of the personal certificate**

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

Download ②

Information of the personal certificate

Login name	s15xxx0k
Issued date	2015-08-06 13:49:17
Expiration date	2016-09-05 13:49:17

■ **Download other items**

Mac WiFi profile

Downloaded profile

Do you want to open or save "Download.p12" from "Resource of SFC-ITC"?

Open Save Cancel

①

11

Your browser will prompt you with a download notification. On Internet Explorer, a dialogue box will appear at the bottom of the window. Click ① "Save."

If your browser does not download automatically, click ② "Download."

Welcome to the Certificate Import Wizard

This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.

A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.

Store Location

☒ Current User

☐ Local Machine

To continue, click Next.

① Next Cancel

12

Open the file you just downloaded. Next, "Certificate Import Wizard" will appear. Click ① "Next."

Start Up 1

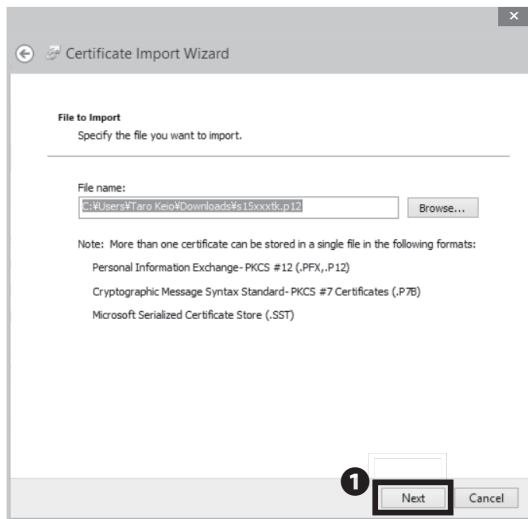
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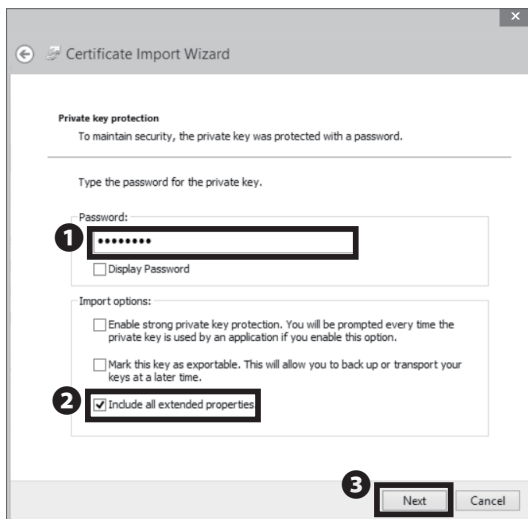
Antivirus 5

2 Wireless LAN



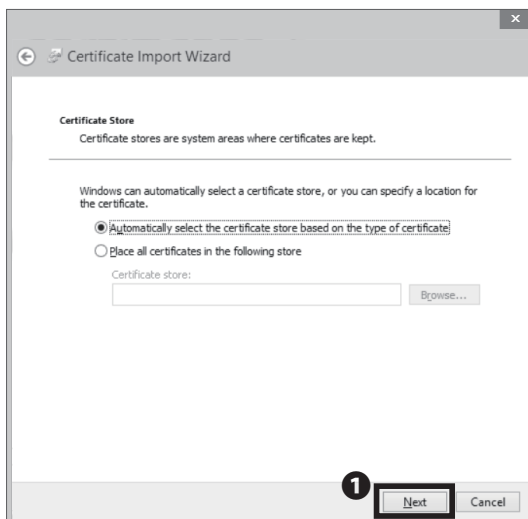
13

Make sure that under "File Name," the file path of your certificate you downloaded at STEP 11 is inserted. Click **1** "Next."



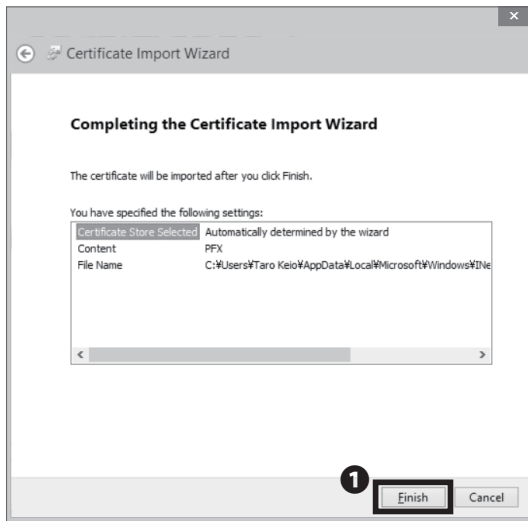
14

Type your personal certificate passphrase in **1** "Password" from STEP 10, and check **2** "Include all extended properties." Next, click **3** "Next."



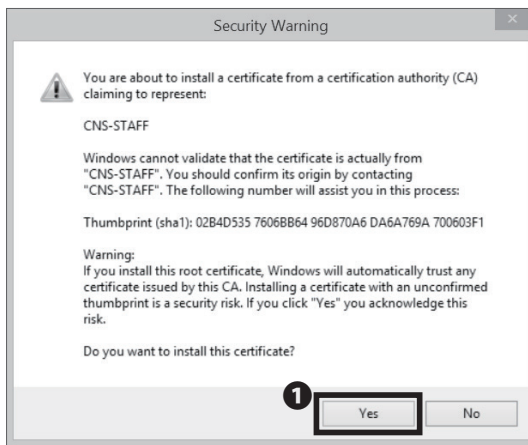
15

Click **1** "Next."



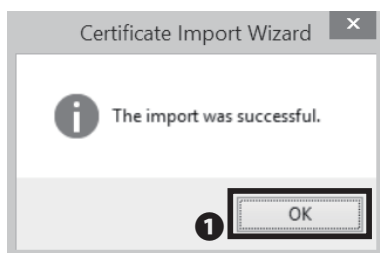
16

Click ❶ "Finish."



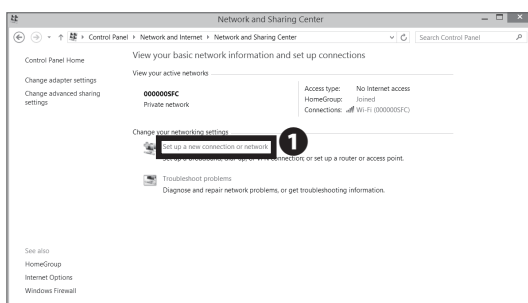
17

If the warning window appears, click ❶ "Yes" to import.



18

Click ❶ "OK."



19

Go back to "Control Panel" and open "Network and Sharing Center" from "Network and Internet."

Next, click ❶ "Set up a new connection or network."

Start Up 1

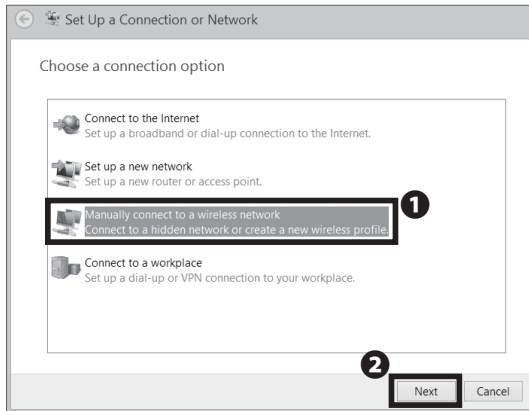
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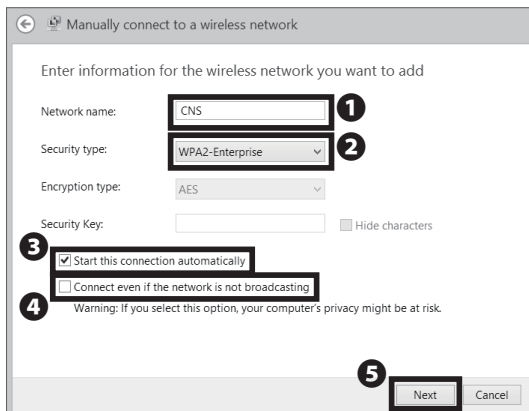
Antivirus 5

2 Wireless LAN



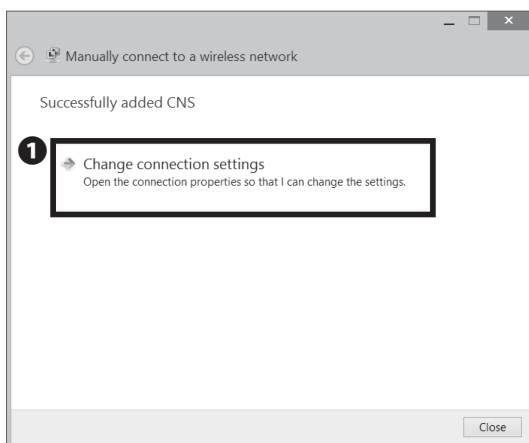
20

Click 1 "Manually connect to a wireless network" and 2 "Next."



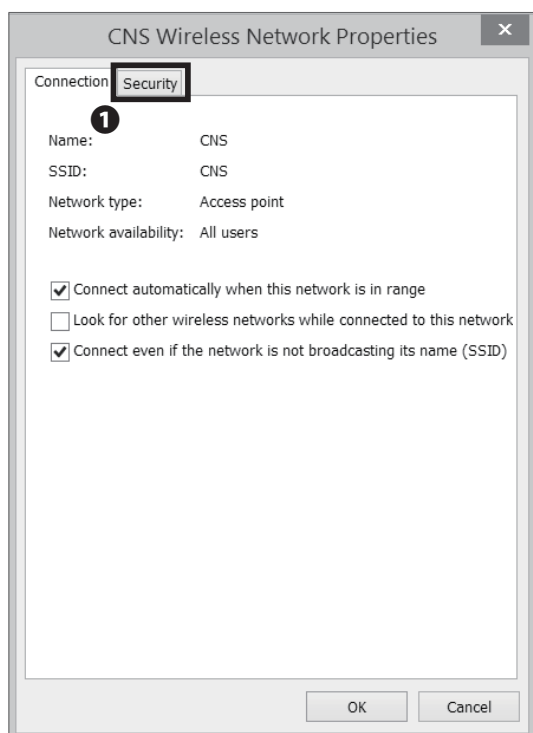
21

Type "CNS" in 1 "Network name." Select "WPA2-Enterprise" from 2 "Security type" and check 3 "Start this connection automatically." Make sure 4 "Connect even if the network is not broadcasting" is unchecked. Next, click 5 "Next."



22

Click 1 "Change connection settings."



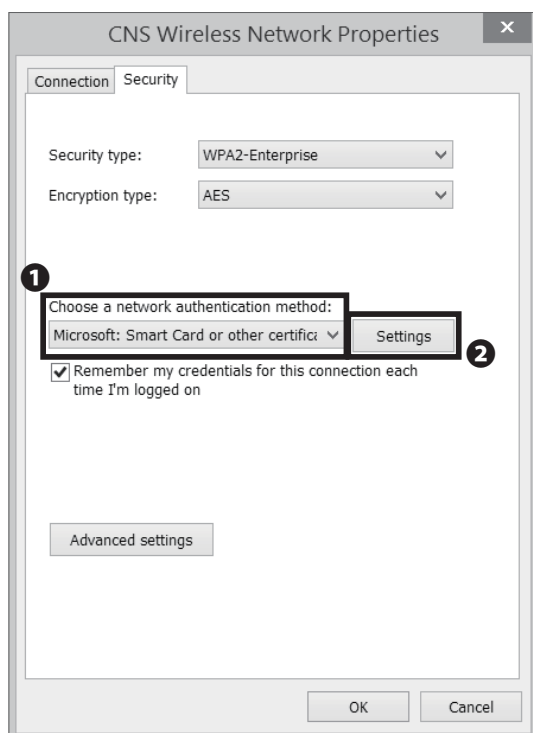
23

Click ① "Security" tab.

Start Up 1

Wireless LAN 2

CNS Mail 3



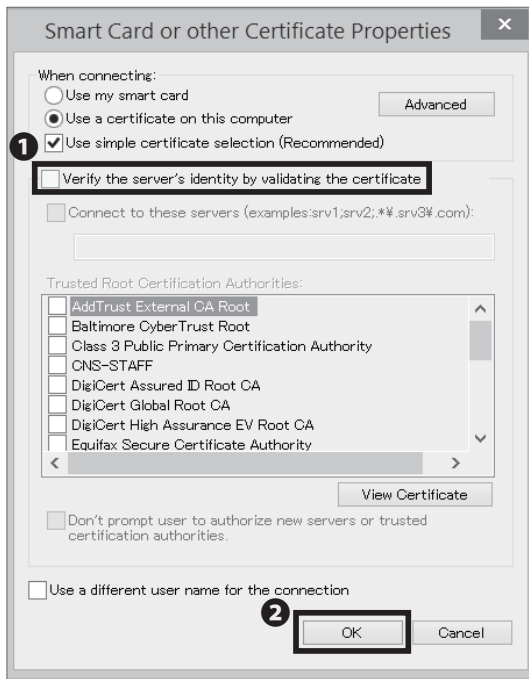
24

On "Choose a network authentication method", select

- ① "Microsoft: Smart Card or other certificate" and click
- ② "Settings."

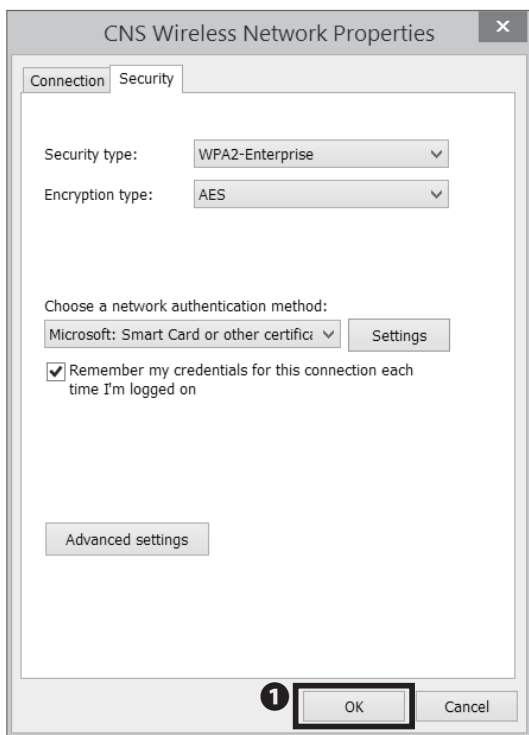
CNS Printers 4

Antivirus 5



25

Uncheck ❶ "Verify the server's identity by validating the certificate". Next, click ❷ "OK."



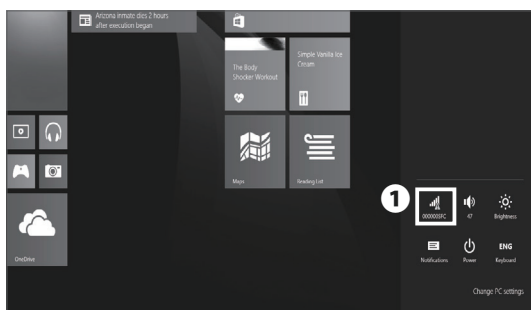
26

Click ❶ "OK."



27

Move your mouse pointer to the right bottom corner, then click ❶ Settings icon from Charm.



28

Click ❶ the network icon.



29

Click ❶ "CNS." Check if "Connected" is shown below "CNS".

From now on, if you are on campus, your device will be connected to CNS automatically.

Connecting Your Own PC (Windows 8.1) to CNS is completed.

Start Up 1

Wireless LAN 2

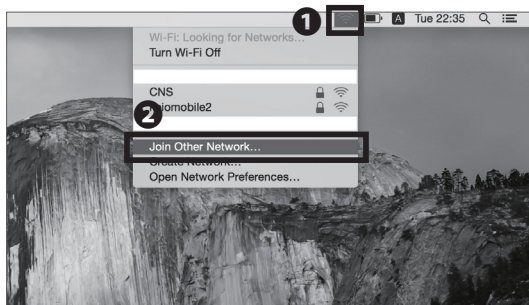
CNS Mail 3

CNS Printers 4

Antivirus 5

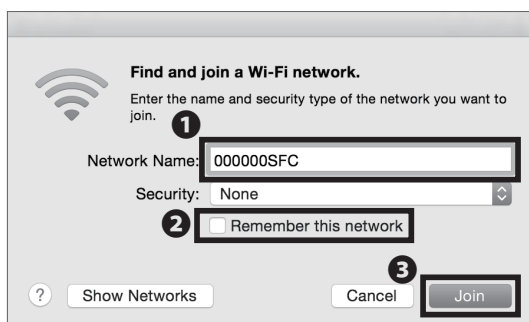
3

Connecting Your Own Mac (Mac OS X) to CNS



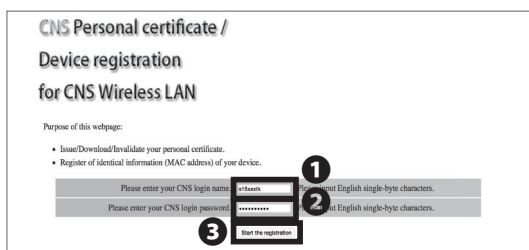
01

First, connect to the temporary used wireless LAN for configurations. If you have any mobile router or other methods to connect to the Internet, skip to STEP 03. If not, click **2** "Join Other Network..." from the list of **1** Wi-Fi icon.



02

Type "000000SFC" in **1** "Network Name." Uncheck **2** "Remember this network." Next, click **3** "Join."

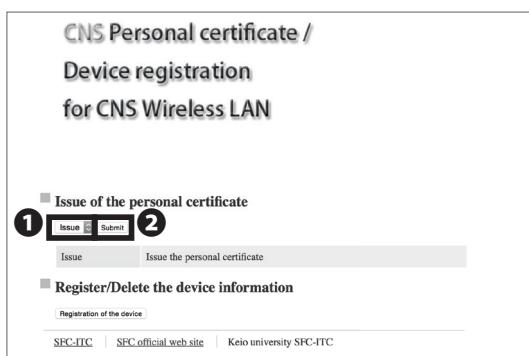


03

Open a web browser and go to the URL.

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en>

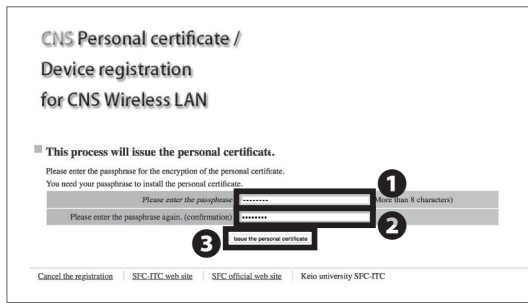
Type your CNS login name in **1** and your CNS login password in **2**. Next, click **3** "Start the registration."



04

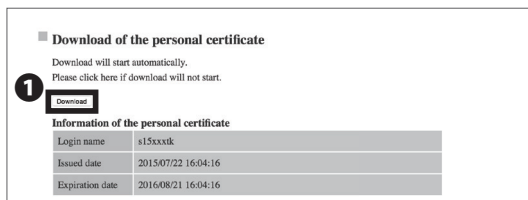
If it is your first time using the personal certificate, select "Issue" in **1** and click **2** "submit".

If you have already issued your personal certificate and the certificate is still valid, select "download" in **1**, click **2** "submit", and skip to STEP 06. If not valid, select "Reissue" in **1** and click **2** "submit." If you select "Reissue," your certificate issued in the past will be invalid.



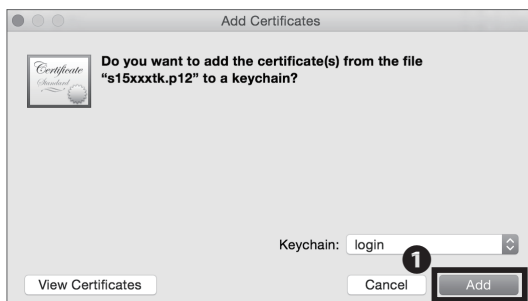
05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from a third party. It must contain at least 8 characters. Enter your passphrase to ① • ②, and click ③ "Issue the personal certificate." This passphrase will be used at STEP 08.



06

Your download will automatically begin. Once it is completed, open the file you just downloaded. If not, click ① "Download" to save the file and open the installer.



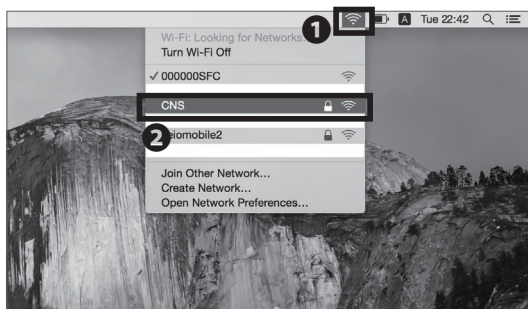
07

If you see a window "Add Certificates", click ① "Add."



08

Type your personal certificate passphrase in ① "Password" from STEP 05 and click ② "OK."



09

Click ① Wi-Fi icon and get the list of available wireless network. Next, select ② "CNS" from the list.

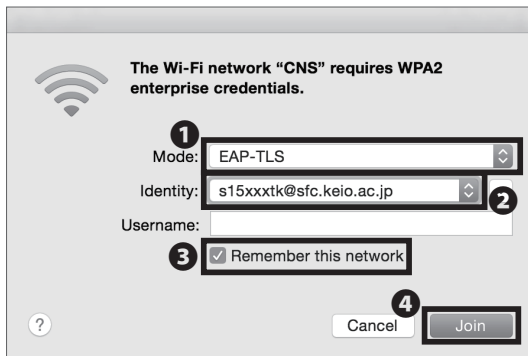
Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5



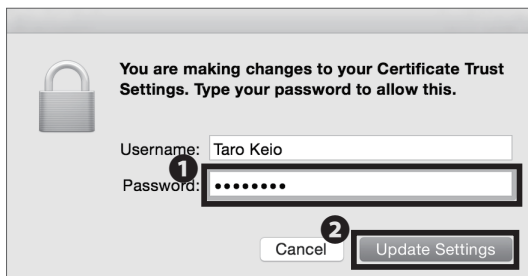
10

Select "EAP-TLS" from **1** "Mode." Select "[your CNS login name]@sfc.keio.ac.jp" from **2** "Identity." Make sure that **3** "Remember this network" is checked and leave the "Username" column blank. Next, click **4** "Join."



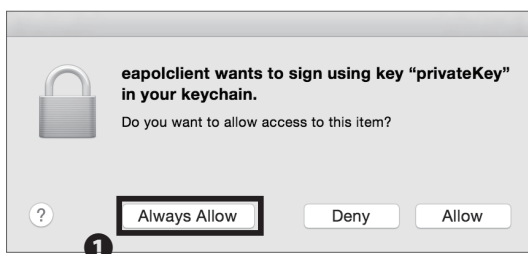
11

The dialogue box shown on the left side will appear. Click **1** "Continue."



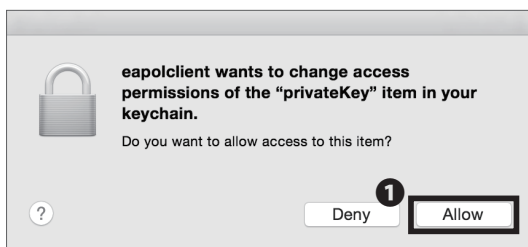
12

When the window prompts you to put in your password, type your Mac OS X account password in **1** "Password." Next, click **2** "Update Settings."



13

The dialogue box shown on the left side will appear. Click **1** "Always Allow."



14

Again, click **1** "Allow" on the dialogue box. Your computer will be automatically connecting to CNS.

Connecting Your Own Mac (Mac OS X) to CNS is completed.

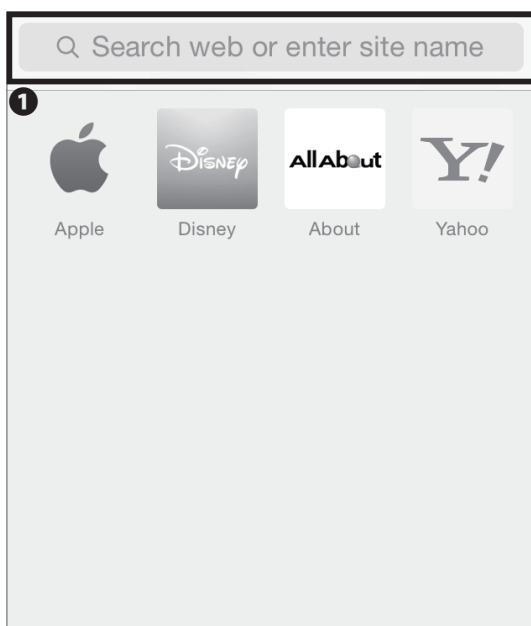
4

Connecting Your iOS Devices to CNS



01

On your home screen, tap ❶ "Safari."



02

Type the URL in ❶ and go to the registration page.

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en>

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

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

CNS login name	<input type="text" value="@15xxxtk"/>	❶
CNS login password	<input type="password" value="....."/>	❷
		❸ <input type="button" value="start registration"/>

03

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Next, tap ❸ "start registration."

logout

Issue of the personal certificate

❶ ❷

04

If it is your first time using the personal certificate, select "Issue" in ❶ and click ❷ "submit".

If you have already issued your personal certificate and the certificate is still valid, select "download" in ❶, click ❷ "submit", and skip to STEP 06. If not valid, select "Reissue" in ❶ and click ❷ "submit." If you select "Reissue," your certificate issued in the past will be invalid.

CNS Personal certificate / Device registration for CNS Wireless LAN

logout

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: ❶ (min 8 characters)

Please enter the passphrase again (confirmation): ❷




❸

[Cancel the registration](#) | [SEC-ITC web site](#) | [SEC official web site](#) | [Keio university SFC-ITC](#)

05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from a third party. It must contain at least 8 characters. Enter your passphrase to ❶ • ❷, and click ❸ "Issue the personal certificate." This passphrase will be used at STEP 11.

■ Download of the SFC-CNS setting profile for iPhone

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

06

Tap **1** "Download" in Profile(A).

If you select Profile (B), you can set up both wireless LAN connection and CNS mail setting. Tap "Download" in Profile (B) and follow STEP 07 to STEP 15 at 【p.54 : Using CNS Mail on Your iOS Devices.】 Next, follow STEP 14 and STEP 15 on this section to set up your wireless LAN connection.

Cancel
 Install Profile
1 


SFC-CNS 利用設定
 慶應義塾湘南藤沢ITC

Signed by **Not Signed**
 Description **SFC-CNSの利用設定(無線LAN)**
 Contains **Wi-Fi Network**
 3 Certificates

More Details 

07

Tap **1** "Install."

Enter Passcode
Cancel

Enter your passcode
 _ _ _ _

08

Type your iOS passcode.

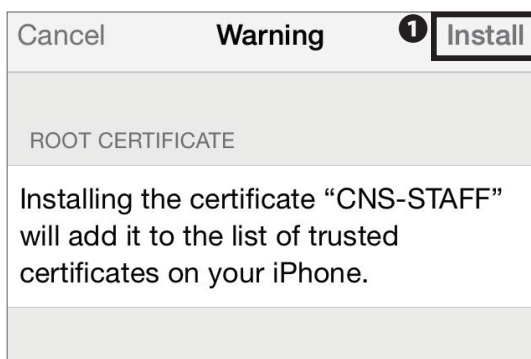
Start Up 1

Wireless LAN 2

CNS Mail 3

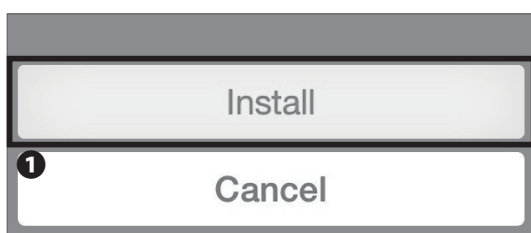
CNS Printers 4

Antivirus 5



09

Tap 1 "Install."



10

Tap 1 "Install."



11

Type your personal certificate password from STEP 05 in 1 and tap 2 "Next."



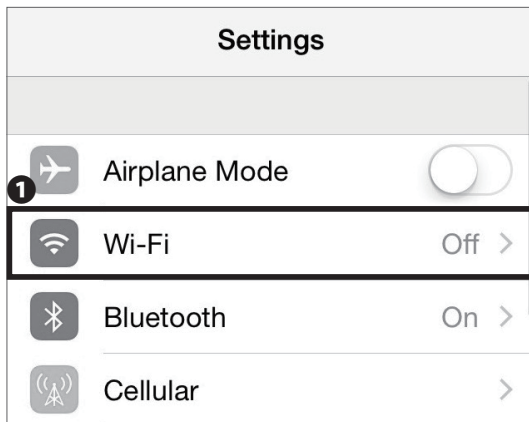
12

Tap 1 "Done."



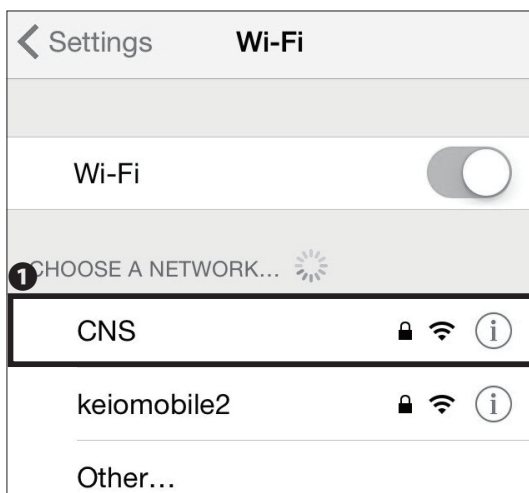
13

Go back to your home screen and tap ❶ "Settings."



14

Tap ❶ "Wi-Fi."



15

Click ❶ "CNS." From now on, if you are on campus, your device will be connected to CNS automatically.

Connecting Your iOS Devices to CNS is completed.

1
Start Up2
Wireless LAN3
CNS Mail4
CNS Printers5
Antivirus

5

Connecting Your Android Devices to CNS



01

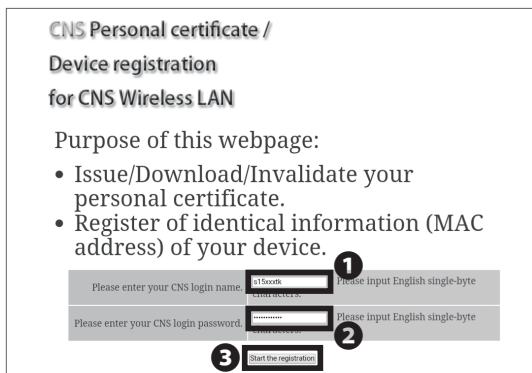
On your home screen, tap **1** Chrome icon.



02

Type the URL in **1** and go to the registration page.

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en>



03

Type your CNS login name in **1** "CNS login name" and your CNS login password in **2** "CNS login password."

Next, tap **3** "Start the registration."

**CNS Personal certificate /
Device registration
for CNS Wireless LAN**

[logout](#)

■ **Issue of the personal certificate**

1 **Issue** 2 **submit**

Issue Issue the personal certificate

■ **Register/Delete the device information**

Registration of the device

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

04

If it is your first time using the personal certificate, select "Issue" in ❶ and click ❷ "submit".

If you have already issued your personal certificate and the certificate is still valid, select "download" in ❶, click ❷ "submit", and skip to STEP 06. If not valid, select "Reissue" in ❶ and click ❷ "submit." If you select "Reissue," your certificate issued in the past will be invalid.

**CNS Personal certificate /
Device registration
for CNS Wireless LAN**

[logout](#)

■ **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: 1

Please enter the passphrase again (confirmation): 2

3 **Issue the personal certificate**

05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from a third party. It must contain at least 8 characters. Enter your passphrase to ❶ • ❷, and click ❸ "Issue the personal certificate." This passphrase will be used at STEP 09.

**CNS Personal certificate /
Device registration
for CNS Wireless LAN**

[logout](#)

■ **Download of the personal certificate**

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

[Download](#) 1

Information of the personal certificate

Login name	s15xxxxx
Issued date	2015/08/07 15:08:58
Expiration date	2016/09/06 15:08:58

06

Your download will automatically begin. If not, tap ❶ "Download."

There are some models that cannot download properly. If so, please refer to 【p.39 : Connecting Your Devices to CNS by EAP-PEAP Authentication.】

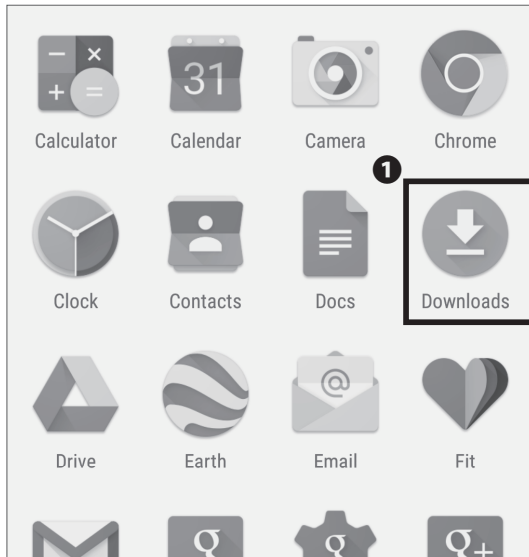
Start Up 1

Wireless LAN 2

CNS Mail 3

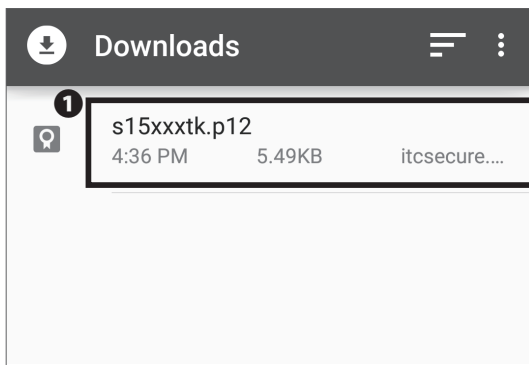
CNS Printers 4

Antivirus 5



07

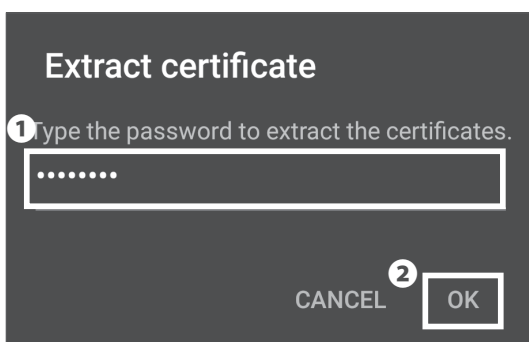
Go to the list of Apps and tap **1** "Downloads."



08

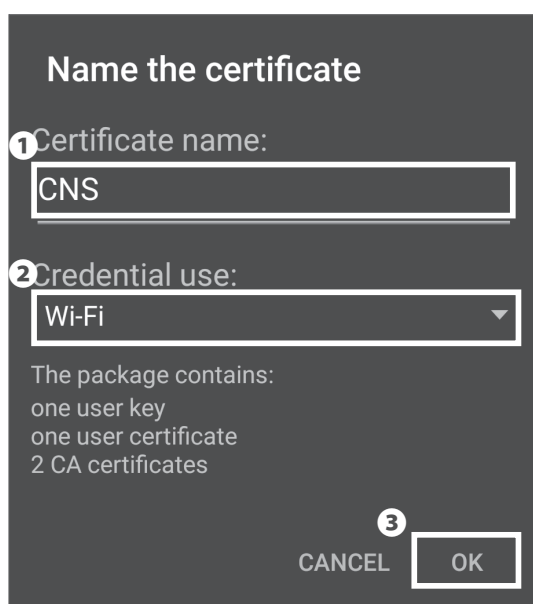
Tap **1** and open the file "[your CNS login name].p12."

There are some models that cannot open properly. If so, please refer to **[p.39 : Connecting Your Devices to CNS by EAP-PEAP Authentication]** .



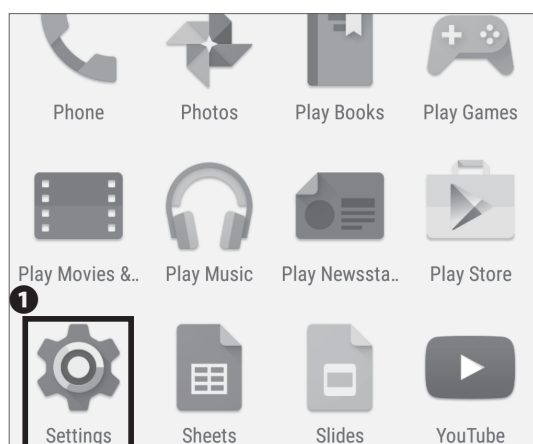
09

Type your personal certificate passphrase from STEP 05 in **1** and tap **2** "OK."



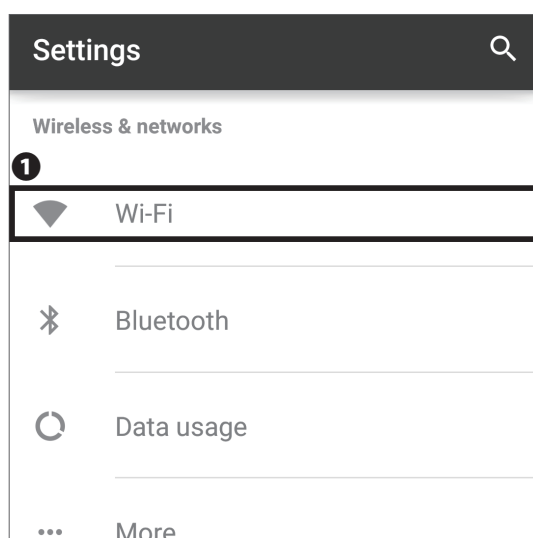
10

Type "CNS" in ❶ "Certificate name" and select "Wi-Fi" in ❷ "Credential use." Next, tap ❸ "OK."



11

Go back to the list of Apps and tap ❶ "Settings."



12

Tap ❶ "Wi-Fi."

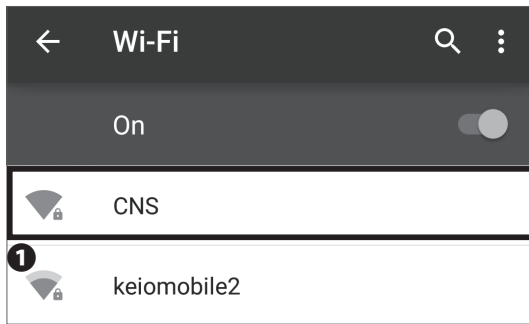
Start Up 1

Wireless LAN 2

CNS Mail 3

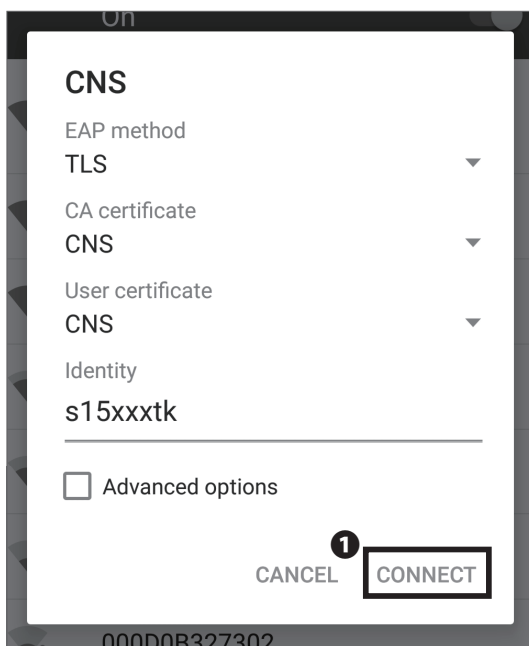
CNS Printers 4

Antivirus 5



13

Tap ❶ "CNS."

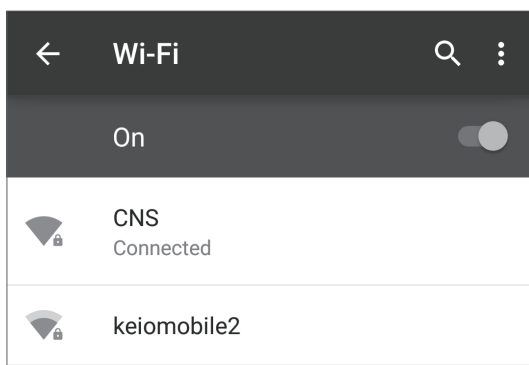


14

Change the profile accordingly.

EAP method	TLS
CA certificate	CNS
User certificate	CNS
Identity	your CNS login name

Once typed correctly, tap ❶ "Connect."



15

If "Connected" is shown below "CNS," your device is successfully configured.

Connecting Your Android Devices to CNS is completed.

6

Connecting Your Devices to CNS by EAP-PEAP Authentication

What is EAP-PEAP Authentication?

EAP-PEAP authentication is one of the EAP authentication protocols, which certifies using PEAP (Protected EAP). As well as EAP-TLS authentication which authenticates the client with the client side certificate, EAP-PEAP authentication will send credentials (e.g. ID and password) by encrypted communication path with TLS. A certificate is needed on both the client side and the authentication server when you are using EAP-TLS authentication.

However, EAP-PEAP authentication will certify mutually between the server and the client; the authentication

server uses server side certificates to authenticate the server, and the client side will store the credentials. Compared to EAP-TLS authentication, EAP-PEAP authentication is less secure, but since the client does not need the certificate, devices that do not support EAP-TLS authentication method can easily use the encrypted communication. When you are going to connect to CNS Wi-Fi from devices that are not compatible with EAP-TLS authentication method, please use EAP-PEAP authentication rather than MAC address authentication.

Connect to CNS by EAP-PEAP Authentication

01

Open a web browser and go to the URL.

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

Type your CNS login name in ❶ and your CNS login password in ❷. Next, click ❸ "Login."

02

Once logged in, click ❶ "パスワード (Password)."

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

SFC-CNS WiFi Setup

パスワード(PassWord)

SFC-CNS WiFi Password

パスワードの作成
(Create password) **Create** ①

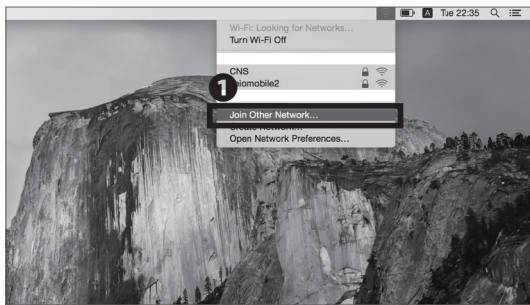
無線LAN接続用パスワードについて

- 使用している機器がEAP-TLS(証明書認証)に対応していないなどの場合、EAP-PEAP方式での認証を行うことが可能です。CNSでは、通常EAP-TLS認証を推奨しています。
- 無線LANに接続する際は、認証方式にEAP-PEAPを、IDにCNSログイン名、パスワードはこのページで設定したパスワードを入力することでSFC-CNSの無線LAN環境に接続することができます。
- パスワードの有効期限は6ヶ月です。個人証明書の有効期限よりも短く設定しておりますのでご注意ください。

Shonan Fujisawa ITC, Keio University

03

Click ① “Password.” This password will be used at STEP 05.



04

In this section, we explain a case using Mac OS X for an example. If you are using other devices, go to the URL and get more details.

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_peap.html

Click ① Wi-Fi icon at the top of the screen, and click ② “Join Other Network....”

Find and join a Wi-Fi network.

Enter the name and security type of the network you want to join.

Network Name: CNS3

Security: WPA2 Enterprise

Mode: Automatic

Username: s15xxxtk

Password: [masked]

☐ Show password

☒ Remember this network ①

② Join

Show Networks Cancel

05

Network name	CNS3
Security	WPA2 Enterprise
Mode	Automatic
Username	your CNS login name
Password	SFC-CNS WiFi Password

Once typed and selected correctly, check ① “Remember this network” and click ② “Join.”

7

Connecting Your Devices to CNS by MAC Address Authentication

What is MAC Address Authentication?

MAC address authentication is a method to control access by using the MAC address applied to every device. Wired Ethernet interface and wireless LAN card built in computers have their own MAC address. MAC Address Authentication would certify by accepting or rejecting the access from the MAC address.

A MAC address is constructed by hexadecimal number and described with 0 to 9 and A to F. The MAC address is always 12-digit. MAC address Authentication does not

need the password, and is one of the easiest and the simplest way to certify. However, the communication will be done without being encrypted, so eavesdropping and spoofing by a third party can be done rather easily, and it is not safe. Follow the instructions explained before this page if possible, and if there are no other alternatives, follow the instruction below to connect your own devices to the CNS network.

Registering Your Devices on MAC Address Authentication System

Personal certificate
Information of existing personal certificate

Login name	*****
Issued date	2015/07/22 16:04:16
Expiration date	2016/08/21 16:04:16

Download

Download Download your issued personal certificate.
For installing certificate to other device, eg. smartphone

Reissue This process will make 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.

Invalidate Your previous personal certificate will be invalid at 9:00 am on the next day.
This process makes the personal certificate invalid.
Please select when you do not need the personal certificate anymore.
The personal certificate will be invalid immediately.

For devices which can't use certificate.
You can connect WiFi by WiFi password. You can create WiFi password later.

Register/Delete the device information
1

CNS Personal certificate / Device registration for CNS Wireless LAN

logout

Registration of the device
1

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. 00:12:34:56:78:90)

2

3

01

Open a web browser and go to the URL.

⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en>

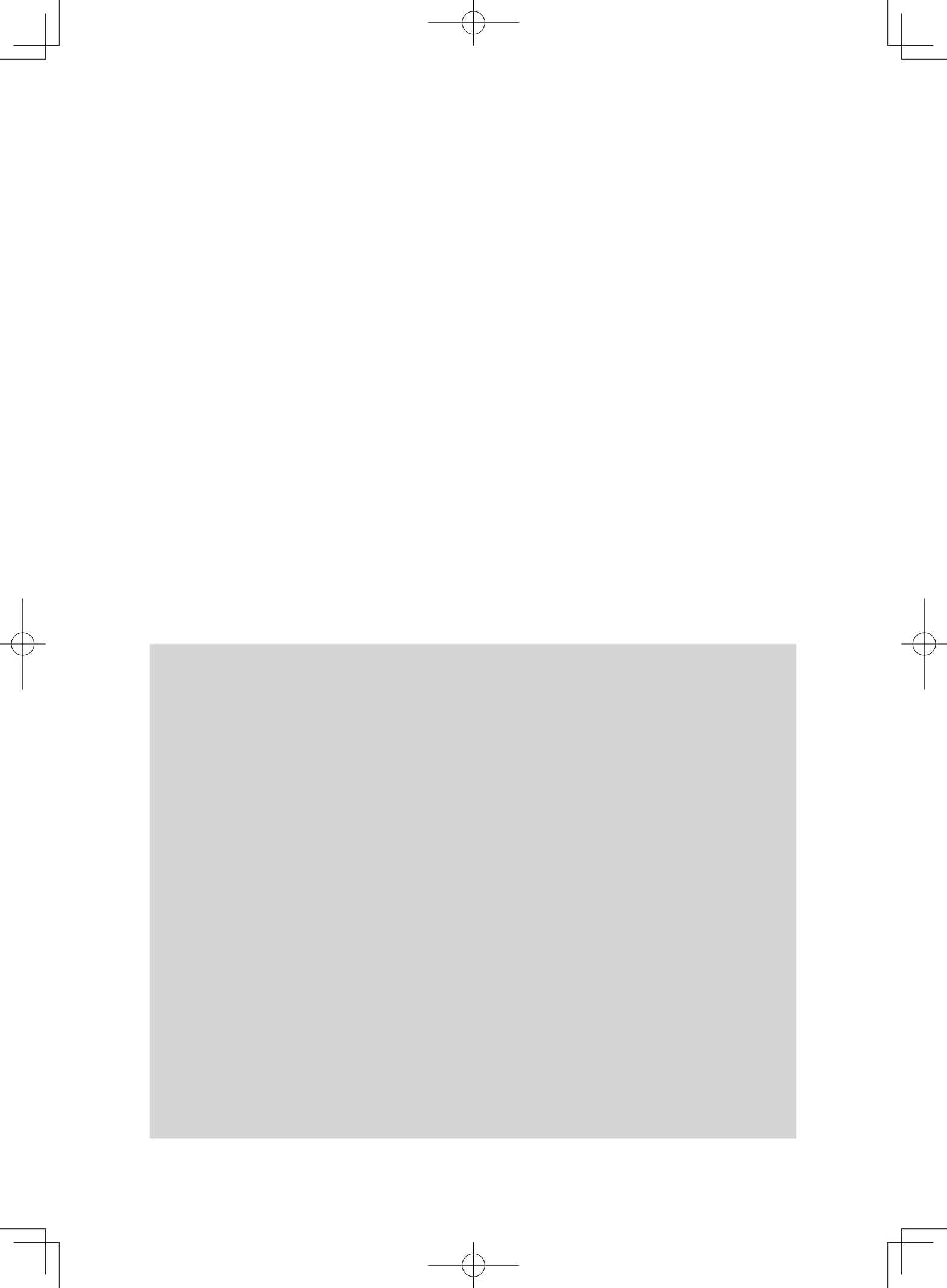
Once logged in, click ❶ "Registration of the device."

02

Type an alias name for your device in ❶ and MAC address of your device in ❷. Next, click ❸ "Registration of the device." Your devices are authorized to access to the Internet through the CNS network. SSID is CNS2, and secure method is "None."

If you need more details, go to the URL.

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/network_information_wireless_mac.html



3

CNS Mail

Explaining How To Use CNS Mail Account From Each Device.

Using Your CNS Mail Accounts	44
Checking Your CNS Mailbox from On-Campus Computers	45
Using Your CNS Mail from On-Campus Mac (Mac)	45
Using Your CNS Mail from On-Campus PC (Windows)	45
Configuring Your CNS Mail Client on PC (Windows 8.1)	46
Configuring Your CNS Mail Client on Mac (Mac OS X)	50
Configuring Your CNS Mail on Your iOS Devices	54
Configuring Your CNS Mail on Your Android Devices	59
Various Settings in CNS Mail	64
Setting Up Mail Forwarding	64
Setting Up Spam Filter	65

1

Using Your CNS Mail Accounts

Technical Specification of CNS Mail Servers

IMAP4

Receiving Server	Port	Authentication Methods	Password
imap.sfc.keio.ac.jp	993	CRAM-MD5 Authentication or LOGIN Authentication	IMAP/SMTP-AUTH Password

SMTP

Sending Server	Port	Authentication Methods	Password
smtp.sfc.keio.ac.jp	465(SMTP over SSL)	SMTP Authentication	IMAP/SMTP-AUTH Password
	587(SubmissionPort)		

01 What is IMAP?

IMAP stands for Internet Message Access Protocol. This protocol handles accessing and retrieving e-mails from mail servers. You're supposed to use the CNS mail with IMAP. Your e-mails are stored and fairly accessible on the server. Thus, you can see, send, and receive your e-mails from anywhere you like. Since the server manages all information such as unread e-mails, your action with each e-mail clients would be synced to all clients even though you use various clients. All computers, however, have to be connected on the Internet to read e-mails. Depending on the client settings, already read e-mails may be saved on the computer as a cache and therefore you could read them without the Internet.

02 Warning

If your CNS home directory storage exceeds 40GB, you would not be able to use your CNS mail anymore. Please refrain from sending large capacity e-mails.

Sending such e-mails would burden not only the SFC

mail server but also the mail server that receives them. To avoid that, you may use other services such as SFC-CNS Online Storage Service or a web page.

03 Use Other E-Mail Clients

When you use your CNS mail account from other than on-campus computers or Thunderbird, please set up the e-mail settings by using "Technical Specification of CNS Mail Servers" mentioned above. If you need more details, open a web browser and go to the URL.

⇒ http://www.sfc.itc.keio.ac.jp/en/computer_email_cns_usage_config.html

04 Use SFC-CNS web Mail

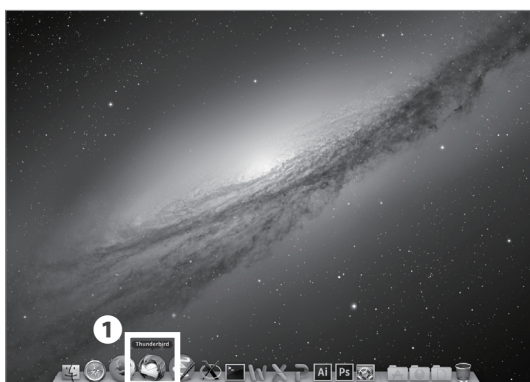
By using SFC-CNS Web Mail, you could also use your CNS email account on the web page without an e-mail client. Please open a web browser and go to the URL, then login with your CNS login name and IMAP/SMTP-AUTH password.

⇒ <https://rcube.sfc.keio.ac.jp/> (RoundCube)

2

Checking Your CNS Mailbox from On-Campus Computers

Using Your CNS Mail from On-Campus PC (Mac)



01

A mail client for on-campus Mac is Thunderbird. Once logged into on-campus computer with your account, simply click ❶ "Thunderbird" in your dock to open the software.

Using Your CNS Mail from On-Campus PC (Windows)



01

A mail client for on-campus Windows is Thunderbird. Once logged into on-campus computer with your account, simply click ❶ "Thunderbird" on your desktop to open the software.

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

3

Configuring Your CNS Mail Client on PC (Windows 8.1)

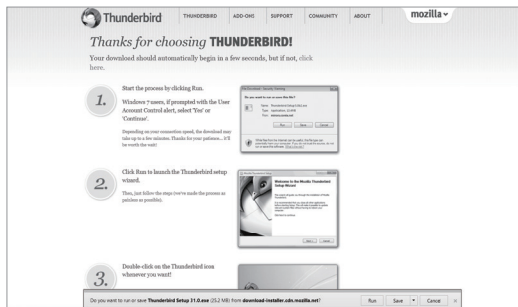


01

Open a web browser and go to the URL.

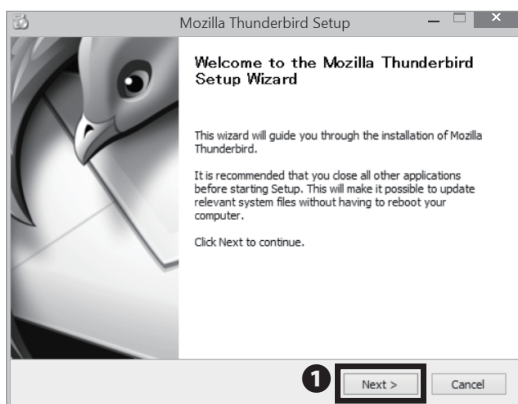
⇒ <http://www.mozilla.com/thunderbird/>

Click ❶ "Thunderbird Free Download."



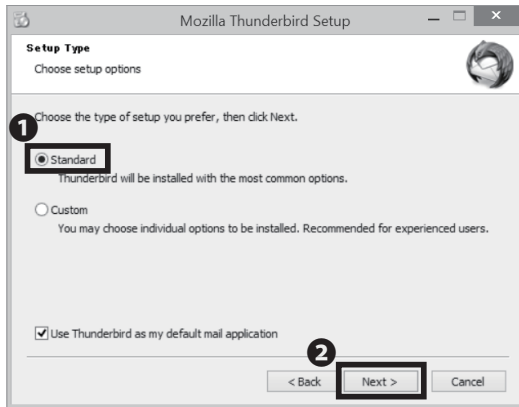
02

Your download will automatically begin. Next, open the file you just downloaded.



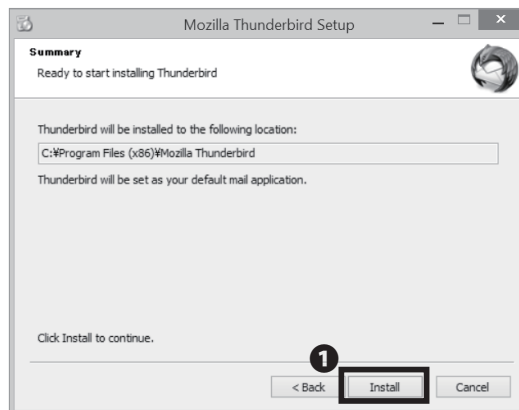
03

Click ❶ "Next >."



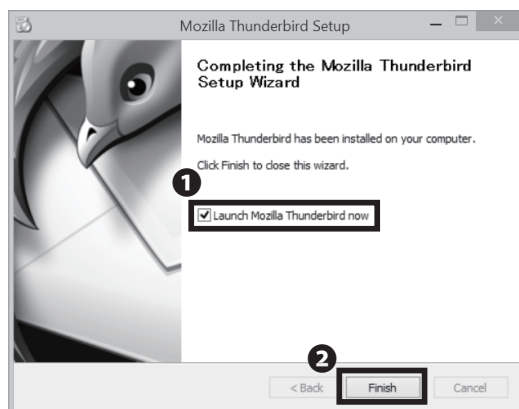
04

Confirm **1** "Standard" is checked and click **2** "Next >."



05

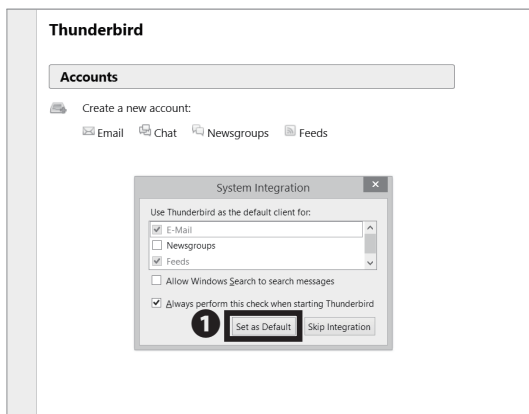
Click **1** "Install."



06

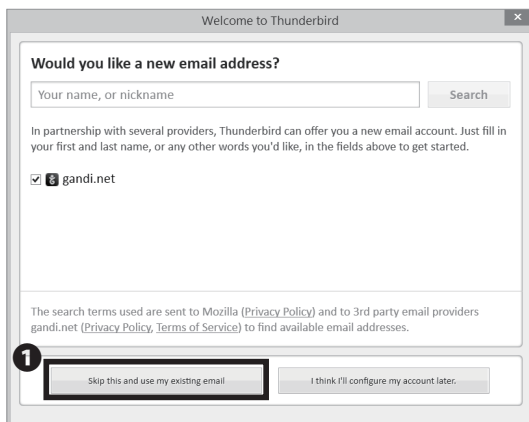
Installation of Thunderbird is finished. Now move on to setup your CNS mail account. Check **1** "Launch Mozilla Thunderbird now" and click **2** "Finish."

1
Start Up2
Wireless LAN3
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CNS Printers5
Antivirus



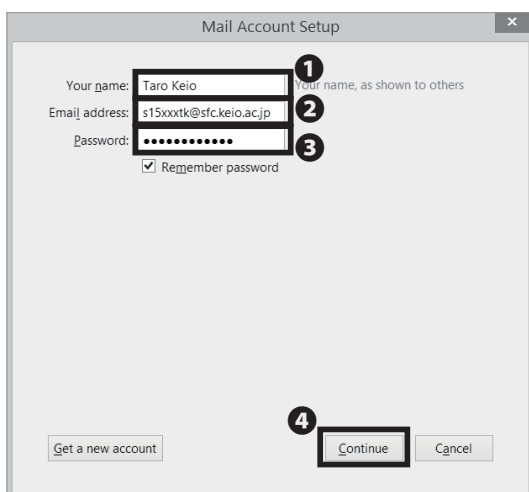
07

Click ❶ "Set as Default."



08

When Thunderbird is launched for the first time, a wizard shown on the left side will appear. Click ❶ "Skip this and use my existing email", then configure your CNS mail account.



09

Type your full name in ❶ "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ❷ "Email address." Type your IMAP/SMTP-AUTH password in ❸ "Password." Check your information and click ❹ "Continue."

10

Thunderbird attempts to setup automatically with their database. Wait a moment until the server location is confirmed and click ❶ "Manual config."

11

Type and select mail server information below in the window.

❶ Incoming Server (IMAP)

Server hostname	imap.sfc.keio.ac.jp
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password

❷ Outgoing Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp
Port	587
Protocol	STARTTLS
Authentication	Encrypted password

Once typed and checked input, click ❸ "Re-test." When Thunderbird confirms the mail server information, click ❹ "Done."

Configuring Your CNS Client on PC (Windows 8.1) is completed.

Start Up 1

Wireless LAN 2

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4

Configuring Your CNS Mail Client On Mac (Mac OS X)

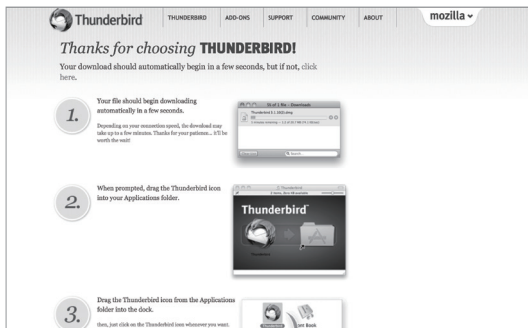


01

Open a web browser and go to the URL.

⇒ <http://www.mozilla.jp/thunderbird/>

Click ❶ "Thunderbird Free Download."



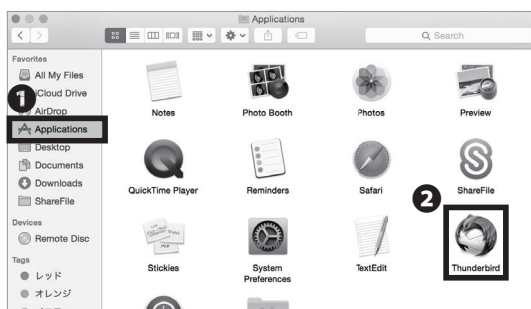
02

Your download will automatically begin. Next, open the file you just downloaded.



03

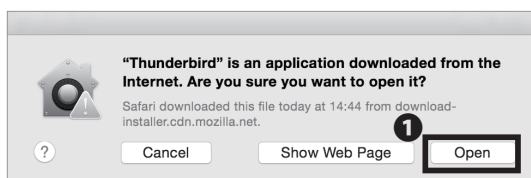
Drag and drop the ❶ "Thunderbird" to ❷ Application folder.



04

Open Finder and click ❶ "Application" and double click ❷ "Thunderbird."

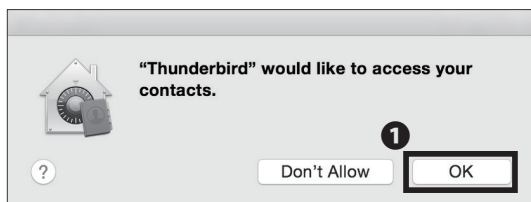
Start Up 1



05

The dialogue box shown on the left side will appear. Next, click ❶ "Open."

Wireless LAN 2



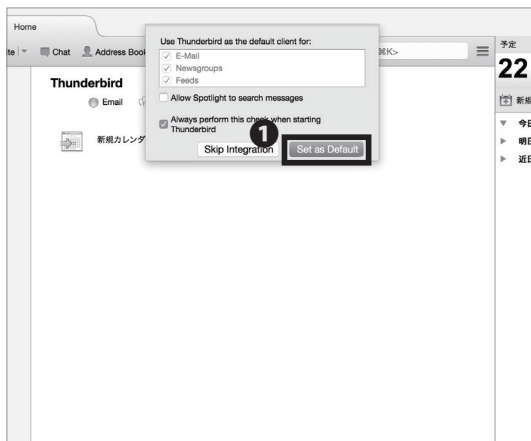
06

Click ❶ "OK."

CNS Mail 3

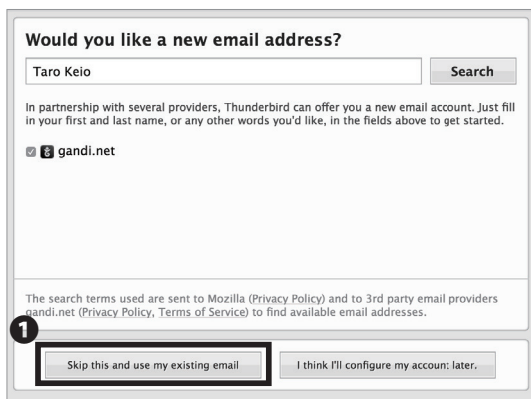
CNS Printers 4

Antivirus 5



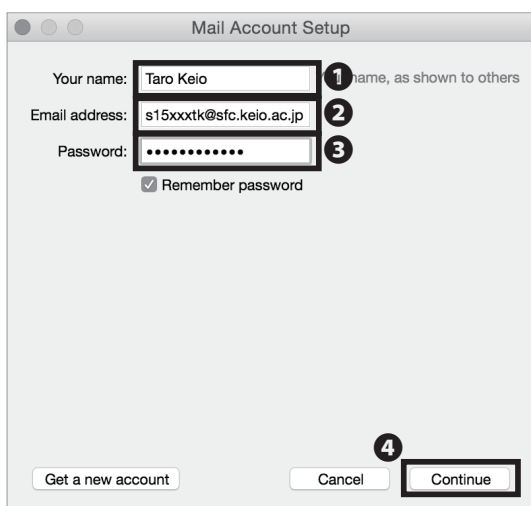
07

Click ❶ "Set as Default."



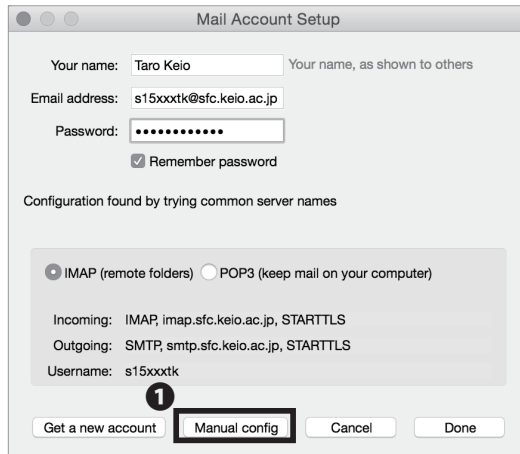
08

When Thunderbird is launched for the first time, a wizard will appear. Click ❶ "Skip this and use my existing email", then configure your CNS mail account.



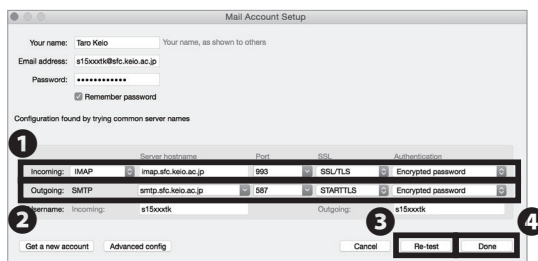
09

Type your full name in ❶ "Your name" and "[your CNS login name]@sfc.keio.ac.jp" in ❷ "Email address." Type your IMAP/SMTP-AUTH password in ❸ "Password." Check your information and click ❹ "Continue."



10

Thunderbird attempts to setup automatically with their database. Wait a moment until the server location is confirmed. Next, click **1** "Manual config."



11

Type and select mail server information below in the window.

① Incoming Server (IMAP)

Server hostname	imap.sfc.keio.ac.jp
Port	993
Protocol	SSL/TLS
Authentication	Encrypted password

② Outgoing Server (SMTP)

Server hostname	smtp.sfc.keio.ac.jp
Port	587
Protocol	STARTTLS
Authentication	Encrypted password

Once typed and checked input, click **3** "Re-test." When Thunderbird confirms the mail server information, click **4** "Done."

Configuring Your CNS Client on Mac (Mac OS X) is completed.

Start Up 1

Wireless LAN 2

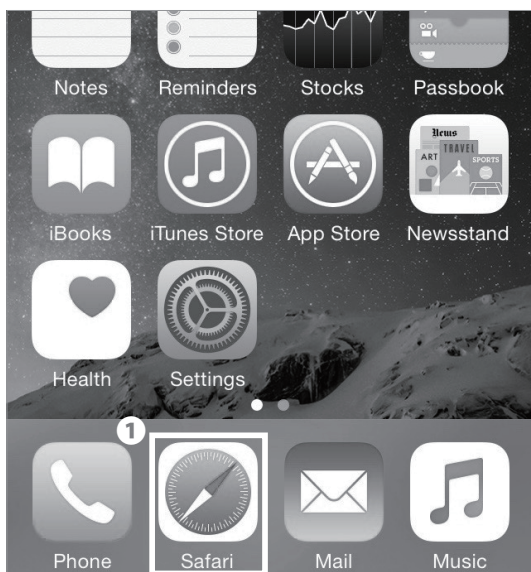
CNS Mail 3

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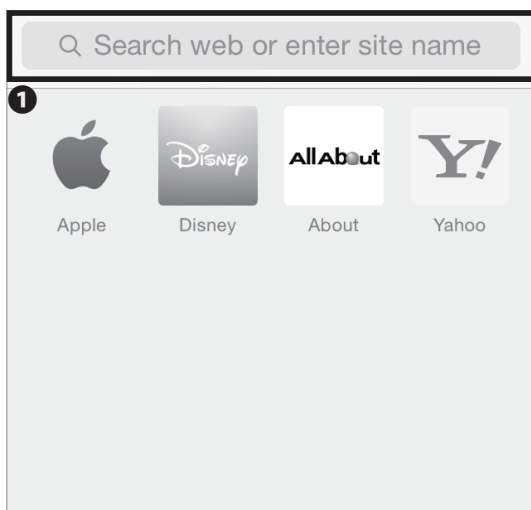
5

Using CNS Mail on Your iOS Devices



01

On your home screen, tap ❶ "Safari."



02

Type the URL in ❶ and go to the registration page.
⇒ <https://itcsecure.sfc.keio.ac.jp/wlan/?lang=en>

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

03

Type your CNS login name in **1** "CNS login name" and your CNS login password in **2** "CNS login password." Next, tap **3** "start registration."

Start Up 1

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logout

Issue of the personal certificate

04

If it is your first time using the personal certificate, select "Issue" in **1** and click **2** "submit".

If you have already issued your personal certificate and the certificate is still valid, select "download" in **1**, click **2** "submit", and skip to STEP 06. If not valid, select "Reissue" in **1** and click **2** "submit." If you select "Reissue," your certificate issued in the past will be invalid.

CNS Personal certificate / Device registration for CNS Wireless LAN

logout

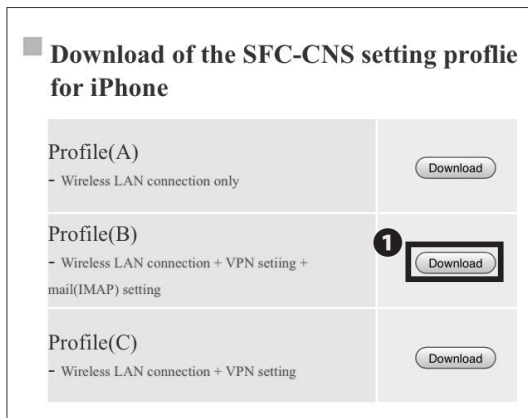
This process will issue the personal certificate.

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

Cancel the registration | [SFC-ITC web site](#) | [SFC official web site](#) | [Keio university SFC-ITC](#)

05

Make a new passphrase for your personal certificate. This password is necessary to protect your personal certificate from a third party. It must contain at least 8 characters. Enter your passphrase to **1** • **2**, and click **3** "Issue the personal certificate." This passphrase will be used at STEP 11.



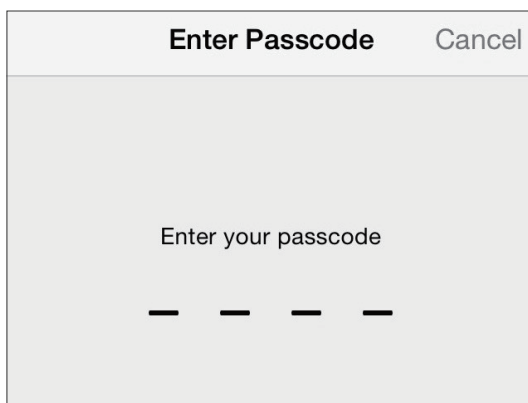
06

Tap ❶ "Download" in Profile(B).



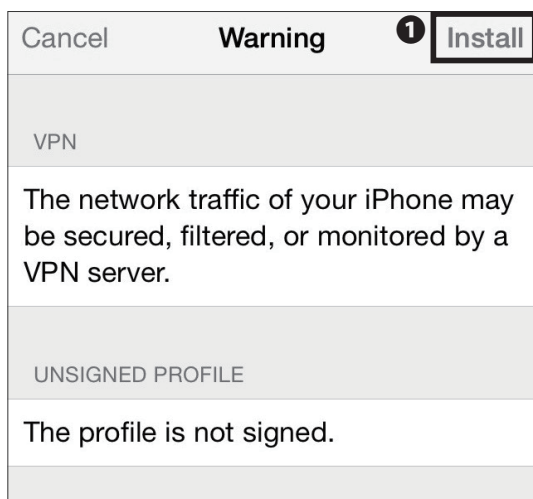
07

Tap ❶ "Install."



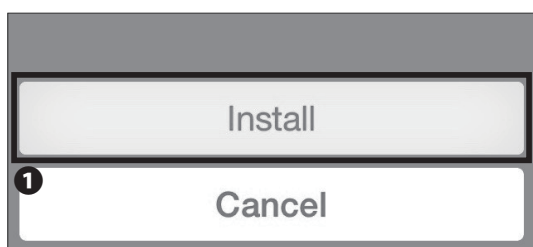
08

Type your iOS passcode.



09

Tap ① "Install."



10

Tap ① "Install."



11

Type your personal certificate password from STEP 05 in ① and tap ② "Next."



12

Type your CNS login password in ① and tap ② "Next."

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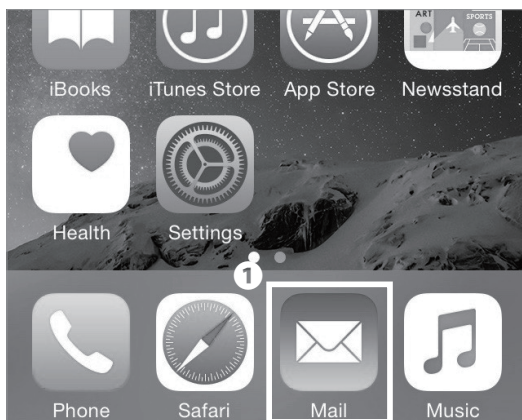
13

Type your IMAP/SMTP-AUTH password in ❶ and tap ❷ "Next."



14

Tap ❶ "Done."



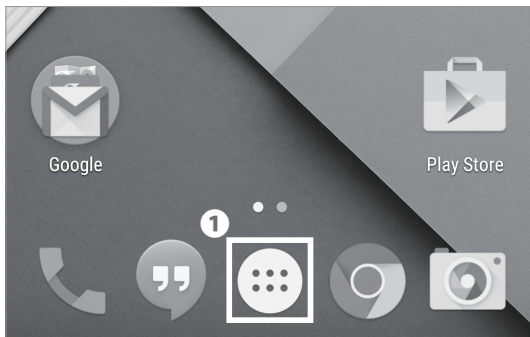
15

On your home screen, tap ❶ "Mail" and make sure a new mailbox is added to your iOS device.

Using CNS Mail on Your iOS Devices is completed.

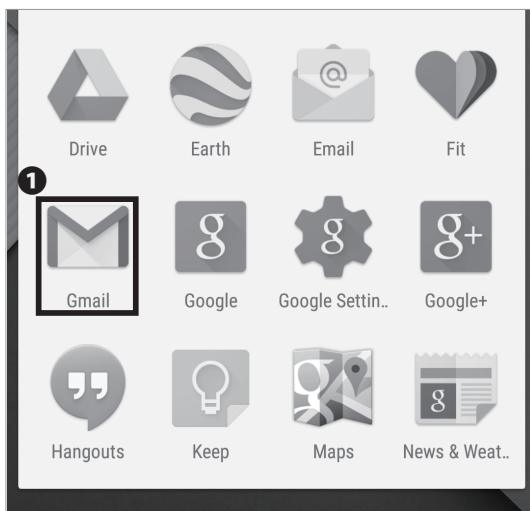
6

Using CNS Mail on Your Android Devices



01

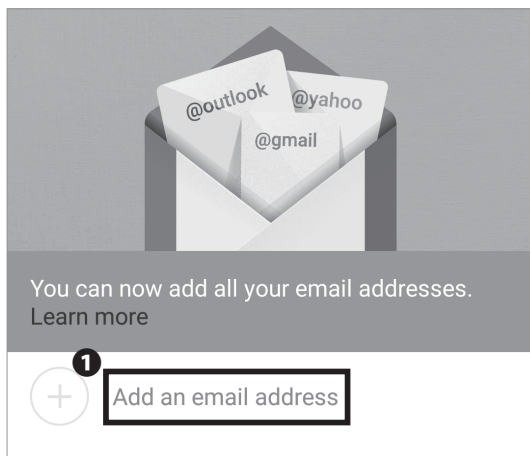
On your home screen, tap **1** to open the list of Apps.



02

Tap **1** "Gmail."

If the version of Android you are using is 4.x.x, select the mail application built in the model. Settings afterwards are different between models, but the settings for the incoming mail server and the outgoing mail server are the same.



03

Tap **1** "Add an email address."

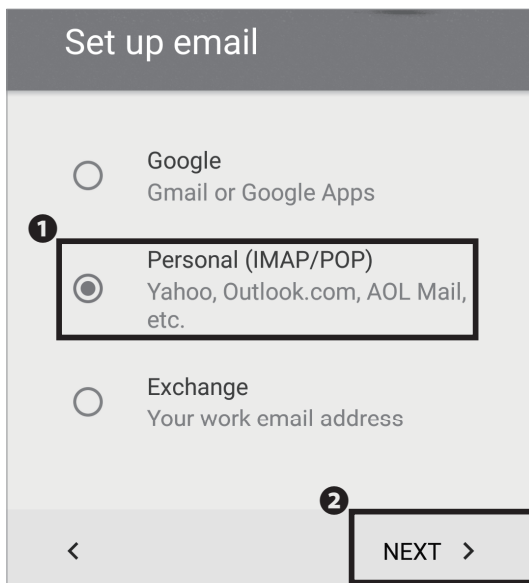
Start Up 1

Wireless LAN 2

CNS Mail 3

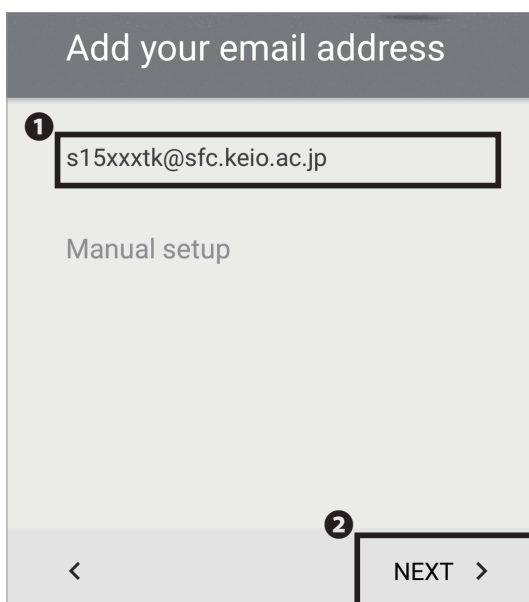
CNS Printers 4

Antivirus 5



04

Check ❶ "Personal (IMAP/POP)" and tap ❷ "NEXT >."



05

Type "[your CNS login name]@sfc.keio.ac.jp" in ❶ .
Next, tap ❷ "NEXT >."

s15xxxtk@sfc.keio.ac.jp

What type of account is this?

☐ Personal (POP3)

1 ☒ Personal (IMAP)

☐ Exchange

2 NEXT >

06

Check **1** "Personal (IMAP)" and tap **2** "NEXT >."

1
Start Up2
Wireless LAN3
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CNS Printers5
Antivirus

s15xxxtk@sfc.keio.ac.jp

1

☐ Show password

2 NEXT >

07

Type your IMAP/SMTP-AUTH password in **1** and tap **2** "NEXT >."

Incoming server settings

USERNAME
s15xxtk

AUTHENTICATION
Password X

☐ Show password

SERVER
imap.sfc.keio.ac.jp

PORT
993

SECURITY TYPE
SSL/TLS ▼

< **1** NEXT >

08

Type the information below to setup.

Username	[your CNS login name]@sfc.keio.ac.jp
Password	your IMAP/SMTP-AUTH password
Server	imap.sfc.keio.ac.jp
Port	993
Security type	SSL/TLS

Once typed in correctly, tap **1** "NEXT >."

Outgoing server settings

SMTP SERVER
smtp.sfc.keio.ac.jp

PORT
587

SECURITY TYPE
STARTTLS ▼

1 ☒ Require signin

USERNAME
s15xxtk

AUTHENTICATION
Password X

< **2** NEXT >

09

Also, type the information below accordingly.

SMTP server	smtp.sfc.keio.ac.jp
Port	587
Security type	STARTTLS
Username	your CNS login name
Password	your IMAP/SMTP-AUTH password

Check **1** "Require signin." Next, once typed in correctly, tap **2** "NEXT >."

Account options

Sync frequency:
Every 15 minutes ▼

☒ Notify me when email arrives

☒ Sync email from this account

☒ Automatically download attachments when connected to Wi-Fi

1 NEXT >

10

You may set up your account options. Then you change the options if necessary, tap **1** "NEXT >."

Start Up **1**Wireless LAN **2**CNS Mail **3**CNS Printers **4**Antivirus **5**

Your account is set up and email is on its way!

1 Give this account a name (optional)
CNS

2 Your name (displayed on outgoing messages)
Taro Keio

3 NEXT >

11

Type "CNS" (Or any name that you could distinguish between other CNS mail accounts) in **1** "Give this account a name (optional)" and your full name in **2** "Your name (displayed on outgoing messages)." Next, tap **3** "NEXT >" to finish.

Using CNS Mail on Your Android Devices is completed.

7

Various Settings in CNS Mail

Open a web browser and go to the URL.

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

Type your CNS login name in ❶ and your CNS login password in ❷. Next, click ❸ "Login."

In SFC-CNS mailsetup, you may set up various options below.

- Changing your IMAP/SMTP-AUTH password
- Setting up mail forwarding
- Setting up spam filter

Setting Up Mail Forwarding

01

From mailsetup menu, click ❶ "Mail forwarding."

02

Type your destination e-mail address in ❶ "Add Mail forwarding address" and click ❷ "Add."

Depending on the mail forwarding setting, it might be a case that e-mails could not be sent properly. If so, check your e-mail settings such as spam filter and make sure that you could receive e-mails properly.

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

Mail forwarding [Logout]

t.kato@kato.jp を転送先に追加しました。
(t.kato@kato.jp has been successfully added.)

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

転送先アドレス (forwarding mail address)
t.kato@kato.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達されます。
All e-mails will be sent to SFC-CNS mailbox and forwarding address.

Delete

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

Add

Shonan Fujisawa ITC, Keio University

03

Confirm that your e-mail address you just added is listed under "Current forwarding addresses."

When you want to delete mail forwarding, check the e-mail address that you want to delete on ① "forwarding email address" and click ② "Delete."

If your destination e-mail address changes, delete your previous mail forwarding and add your new e-mail address according to STEP01 ~ 02 again.

Start Up 1

Wireless LAN 2

Setting Up Spam Filter

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 [Logout]

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

① You can set email services in SFC-CNS on this page.
Create or change IMAP/SMTP-AUTH password
• Mail forwarding
• Spam policy

01

From mailsetup menu, click ① "Spam policy."

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)
① 隔離 (Quarantine)	スパムメールは隔離用サーバに隔離されます Spam mail will be quarantined.
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.
設定しない (No filtering)	スパムはタグ無しでそのまま配達されます Spam mails will be delivered without tagging.

スパム判定基準 (Spam threshold)

☒ Normal ☐ Strong

① **Change**

02

Select which policy to apply and click ① "Change."

On spam policy configuration, there are three options: "Quarantine," "Change," and "No filtering." In "Quarantine" mode, e-mails that are judged as a spam mail would be saved on each servers that you are using. In "Tag" mode, such e-mails would be tagged as a spam mail on the subject or the header. It's set as "Tag" mode by default.

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)
① 隔離 (Quarantine)	スパムメールは隔離用サーバに隔離されます Spam mail will be quarantined.
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.
設定しない (No filtering)	スパムはタグ無しでそのまま配達されます Spam mails will be delivered without tagging.

スパム判定基準 (Spam threshold)

☒ Normal ☐ Strong

① **Change**

03

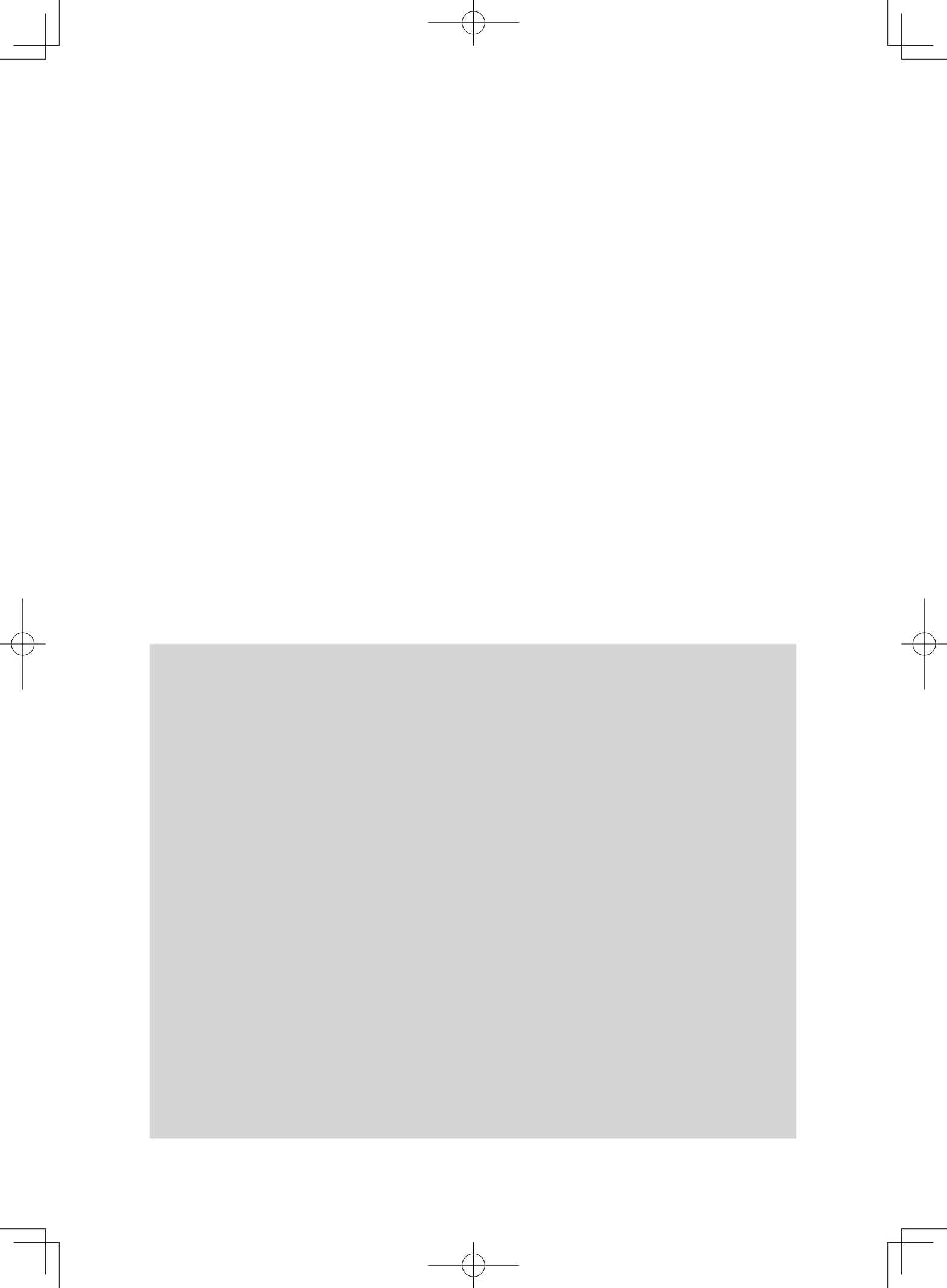
Make sure your selected policy is highlighted with bold and tagged "[Current]."

By clicking ①, you may change the spam threshold as "Normal" or "Strong."

CNS Mail 3

CNS Printers 4

Antivirus 5



4

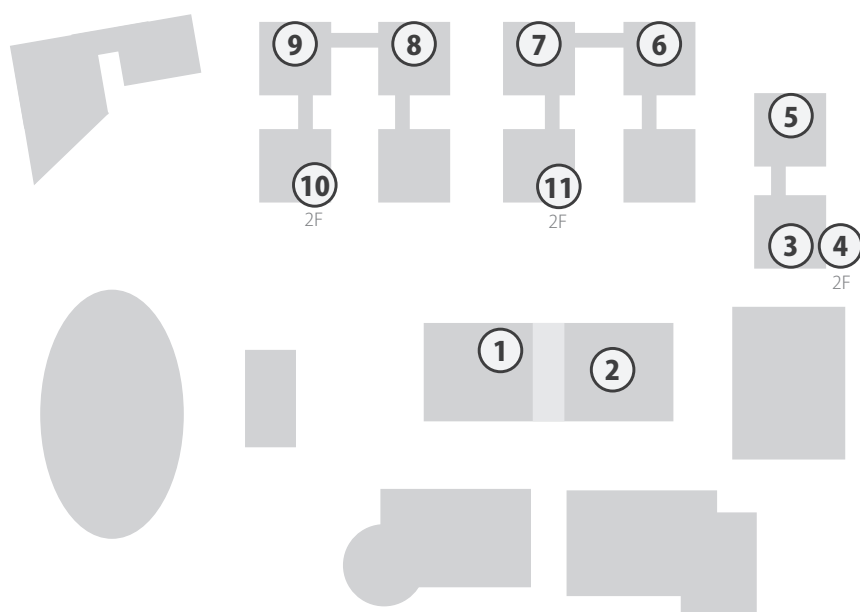
CNS Printers

Explaining how to use CNS Printers on SFC.

Using Printers on SFC	68
Location of the Printers	68
Printing Charge (Points)	69
Operation of the Printers	69
Printing Out from On-Campus Computers	71
Printing Out from On-Campus PC (Mac)	71
Printing Out from On-Campus PC (Windows)	72
Printing Out from Your Own PC (Windows 8.1)	73
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1

Using Printers on SFC

Location of the CNS Printers

Map number	Location of the CNS Printers
①	Media Center Open Area
②	Media Center ITC Entrance
③	λ 11 PC Room
④	λ 21 PC Room
⑤	λ 18 PC Room
⑥	ο 17 PC Room
⑦	ι 18 PC Room
⑧	ε 17 PC Room
⑨	κ 18 PC Room
⑩	κ building 2nd Floor
⑪	ι building 2nd Floor
-	Faculty of Nursing and Medical Care Room 205
-	Library of Nursing and Medical Care
-	Faculty of Nursing and Medical Care CO-OP

Printing Charges (Points)

Type	Printing Charges	
	One Sided	Two Sided
Black and White	A4-Sized ¥ 5 / paper	A4-Sized ¥ 10 / paper
	A3-Sized ¥ 5 / paper	A3-Sized ¥ 10 / paper
Color	A4-Sized ¥ 15 / paper	A4-Sized ¥ 30 / paper
	A3-Sized ¥ 15 / paper	A3-Sized ¥ 30 / paper

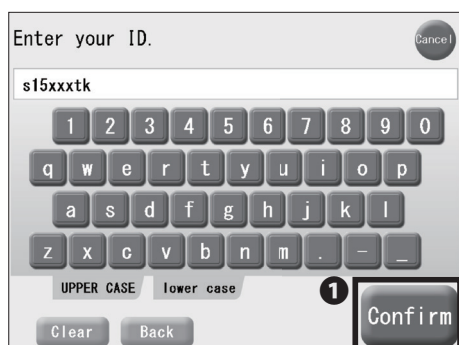
Your account is refilled with 2,500 yen of balance each year. For those who have exceeded that initial given balance, you must insert your PASMO, Suica, or any other public transportation payment card at a printer to pay for excess rate.

Be careful to select the printer type, as for example, when printing a black-and-white document with the color printer setting, you are charged with the price for color printings.

To prevent the cause of paper jam and malfunction, it is prohibited to bring the paper of your own.

The job will be suspended if the charge reach to ¥2500 while printing. In this case, please resend the job from the start.

Operation of CNS Printers



01

This is the description of using the printer after you send printing job(s) from the PC.

On the screen on the terminal installed next to a printer, tap ❶ "English."

02

Type your CNS login name and tap ❶ "Confirm."

Start Up 1

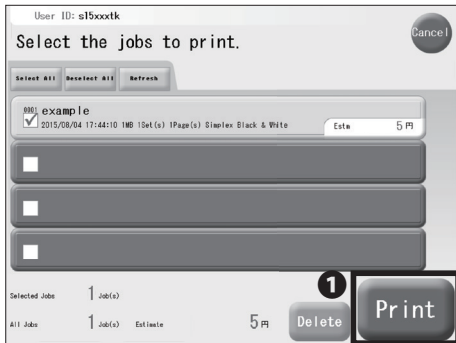
Wireless LAN 2

CNS Mail 3

CNS Printers 4

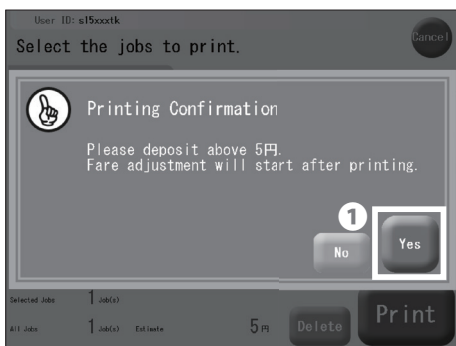
Antivirus 5

4 CNS Printers



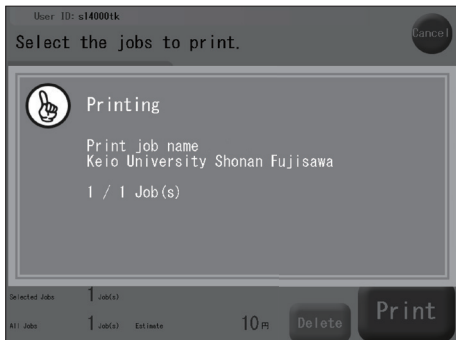
03

Check the job(s) to print and tap ❶ "Print." There will be no charge up to ¥2500 per year.



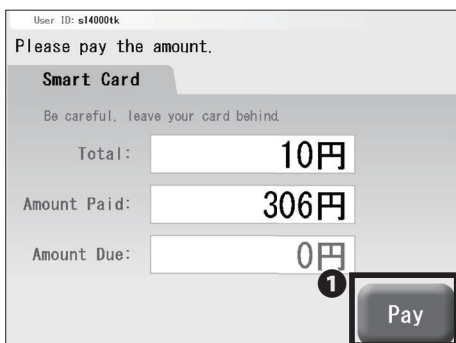
04

In case you have exceeded the balance, insert your PASMO or Suica into the card reader next to the printer, and tap ❶ "Yes."



05

The screen on the left will be shown while printing.



06

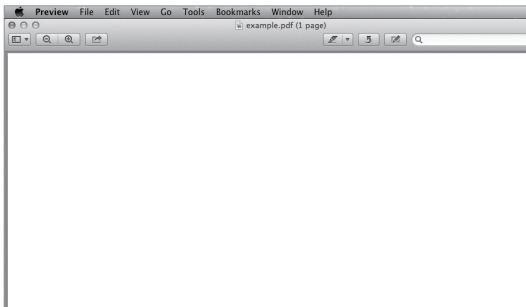
If you are paying with PASMO or Suica, the payment window shown on the left side will appear. Confirm the amount and tap ❶ "Pay."

Please do not forget to take the card back.

2

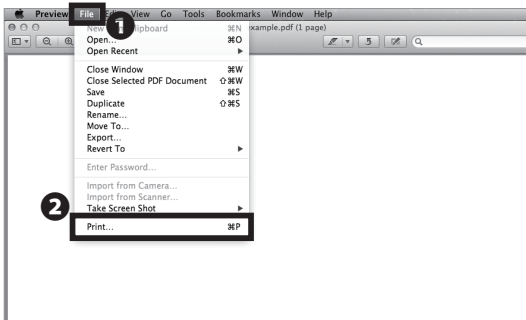
Printing Out from On-Campus Computers

Printing Out from Mac on Campus



01

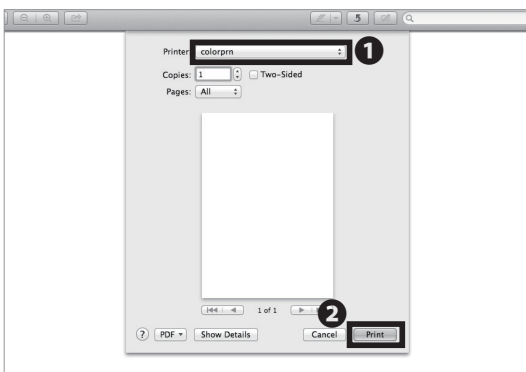
You need no specific configuration when you are printing out your document(s) from on-campus computers. In this section, the steps to print out a PDF file are explained.



02

Click **2** "Print" from the menu **1** "File."

Or you could also hit the Command key and the P key for a shortcut.



03

For **1** black-and-white document(s), select "monoprn". For colored document(s), select "colorprn." Next, click **2** "Print."

Your document(s) will be sent to CNS printers as printing job(s). Go to a CNS printer nearby and print out your document(s).

Note that color printing charge might be applied to black-and-white document(s) when "colorprn" is selected.

Start Up 1

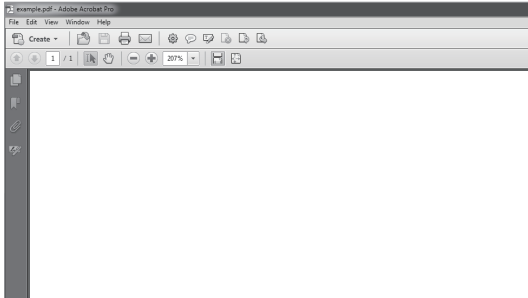
Wireless LAN 2

CNS Mail 3

CNS Printers 4

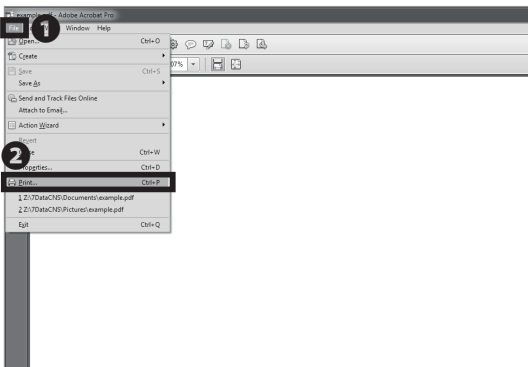
Antivirus 5

Printing Out from Windows on Campus



01

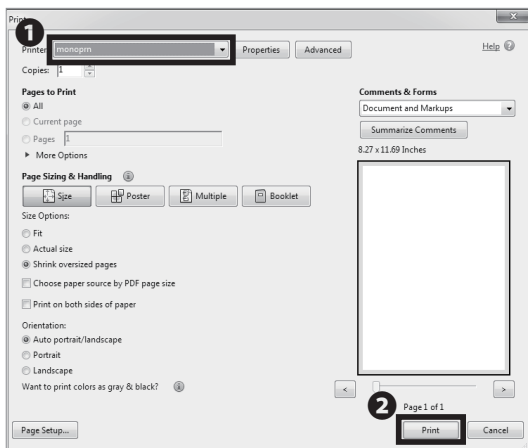
You need no specific configuration when you are printing out your document(s) from on-campus computers. In this section, the steps to print out a PDF file are explained.



02

Click ② "印刷" (Print) from the menu ① "ファイル" (File).

Or you could also hit the Ctrl(Control) key and the P key for a shortcut.



03

For ① black-and-white document(s), select "monoprn". For colored document(s), select "colorprn." Next, click ② "Print."

Your document(s) will be sent to CNS printers as printing job(s). Go to a CNS printer nearby and print out your document(s).

Note that color printing charge might be applied to black-and-white document(s) when "colorprn" is selected.

3

Printing Out from Your Own PC (Windows 8.1)

SFC-CNS Passwords

CNS login name: (1)

CNS login password: (2)

(3)

Shonan Fujisawa ITC, Keio University

01

By using IPP (Internet Printing Protocol), you can send printing job(s) to the CNS printers from your own PC. First, open a web browser and go to the URL.

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

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Next, click ❸ "Login."

SFC-CNS Passwords

CNS Login Password

IMAP/SMTP-AUTH Password

IPP Password (1)

Database Password

CNS WIMAX Password

About this page

このページでは SFC-CNS の以下のパスワードの設定が可能です

- SFC-CNS ログインパスワード
- IMAP/SMTP-AUTH パスワード
- IPP パスワード
- Web Database パスワード
- CNS WIMAX 用 パスワード

You can set password in SFC-CNS on this page.

- SFC-CNS Login password
- IMAP/SMTP-AUTH password
- IPP Password
- Web Database password
- CNS WIMAX password

02

Click ❶ "IPP Password."

SFC-CNS Passwords

CNS Login Password

IMAP/SMTP-AUTH Password

IPP Password (1)

Database Password

CNS WIMAX Password

IPP Password

パスワードの確認 (Confirm password)

(1)

パスワードの作成/変更 (Create/Change password)

IPP印刷について (About IPP printing)

- 日本語
- English

03

Click ❶ "Confirm."

Remember the password you will see in the next page. This password will be used in STEP 15.

Shonan Fujisawa Information Technology Center
Keio University

❶ Computer

News

❷ Printer Information

Other pages

04

Open a web browser and go to the URL.

⇒ http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Click ❷ "Printer Information" from the menu ❶ "Computer."

Start Up 1

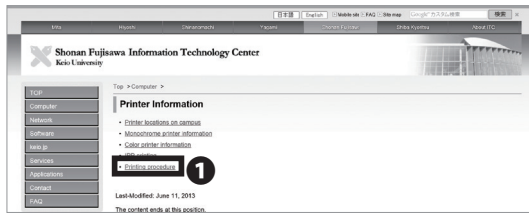
Wireless LAN 2

CNS Mail 3

CNS Printers 4

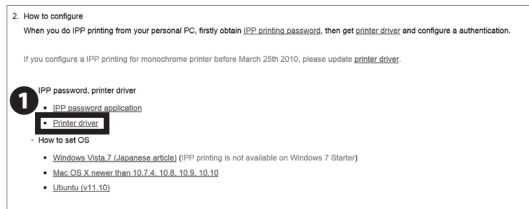
Antivirus 5

4 CNS Printers



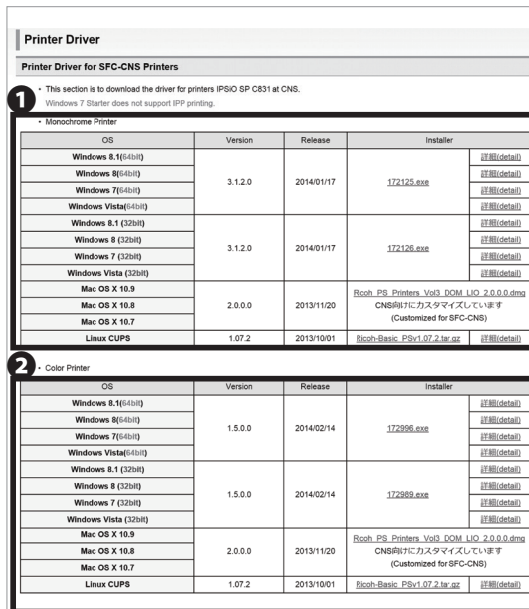
05

Click ① "Printing procedure."



06

Scroll down to the middle part of the page and click ① "Printer driver."



07

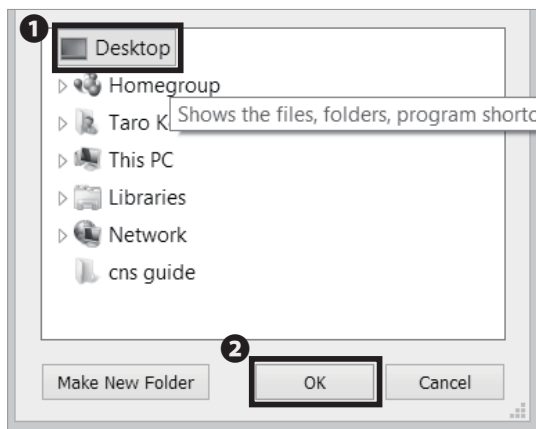
Choose and click an appropriate driver for your operating system and the printer you would like to use. For black-and-White document(s), choose from ① "Monochrome Printer." For colored document(s), choose from ② "Color Printer." Your download will begin.

Next procedure will be for monochrome printer (monoprn), but if you would like to use color printer (colorprn) as well, set the monoprn printer first, then come back to STEP07~22 using "Color Printer."



08

Open the installer you just downloaded. The window shown on the left side will appear. Next, click ① "Browse..."



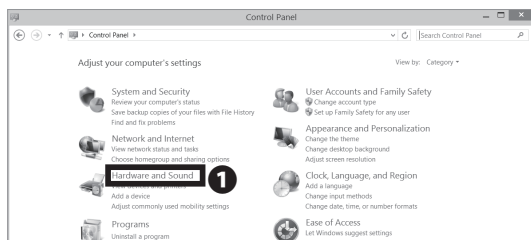
09

Select ① "Desktop" and click ② "OK."

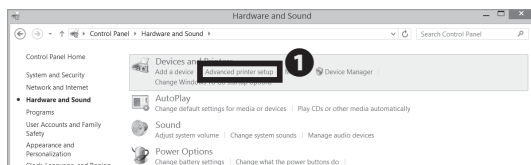


10

Click ① "Install."

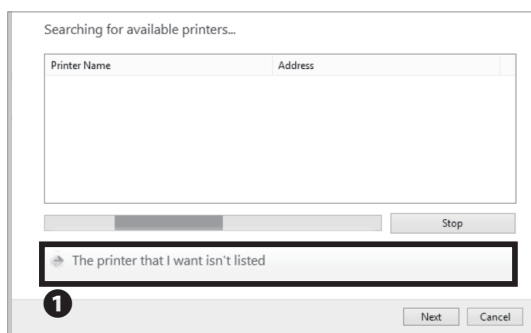


11

After installation, open "Control Panel" from "All Apps."
Next, click ① "Hardware and Sound."

12

Click ① "Advanced printer setup."



13

Click ① "The printer that I want isn't listed."

Start Up 1

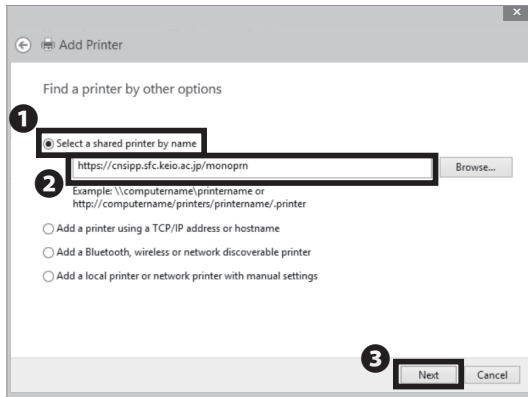
Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

4 CNS Printers



14

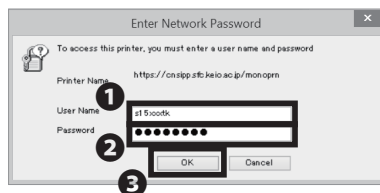
Confirm ① "Select a shared printer by name" is checked and type one of the printer address below in ②. Next, click ③ "Next."

Black and White Printer (Monochrome)

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

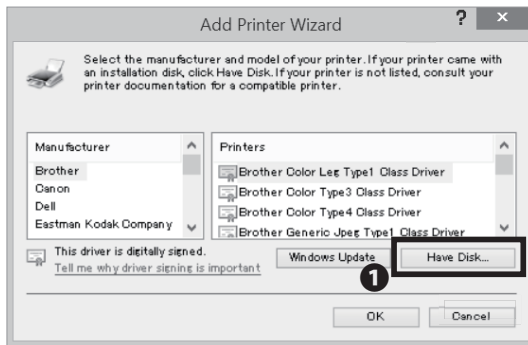
Color Printer

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



15

Type your CNS login name in ① "User Name" and your CNS IPP password from STEP 03 in ② "Password." Next, click ③ "OK."



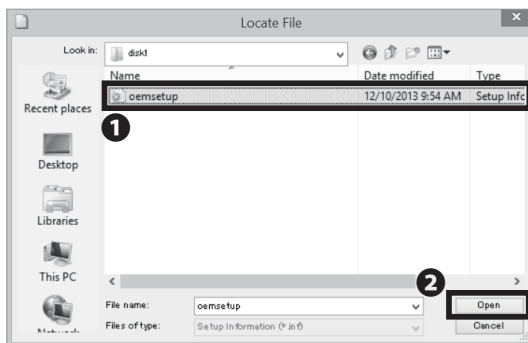
16

After the connection is established, "Add Printer Wizard" will appear. Click ① "Have Disk..."



17

Click ① "Browse..."



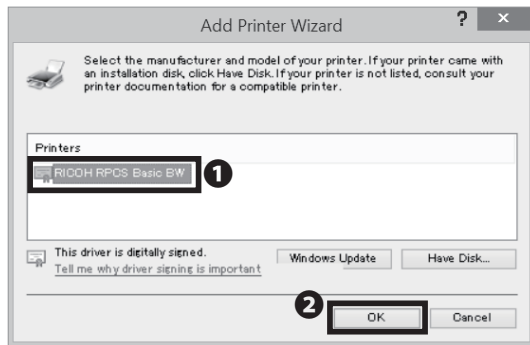
18

Open "disk1" from the folder in which you extracted printer drivers during installation in STEP 10. Select a ① file in that folder and click ② "Open."



19

Click ① "OK."

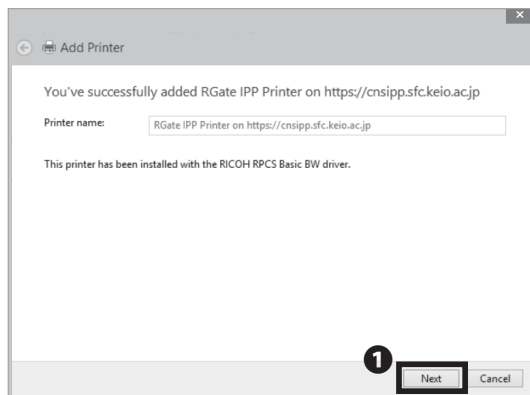


20

If you chose "Monochrome Printer", select ① "RICOH RPCS Basic BW."

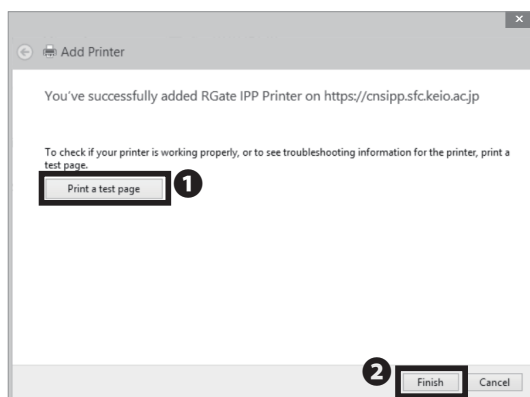
If you chose "Color Printer", select "RICOH IPSiO SP C831 RPCS" which will be displayed on the same place.

Next, click ② "OK" to proceed.



21

Click ① "Next."



22

Click ① "Print a test page." Check the job has transferred correctly, and operate the terminal installed next to a printer. Confirm that your test page has printed correctly. Next, click ② "Finish."

Printing Out from Your Own PC (Windows 8.1) is completed.

Start Up 1

Wireless LAN 2

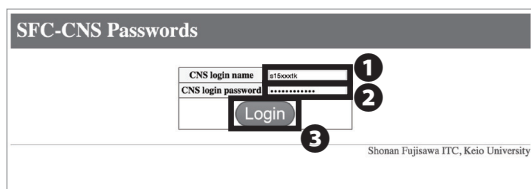
CNS Mail 3

CNS Printers 4

Antivirus 5

4

Printing Out from Your Own Mac (Mac OS X)

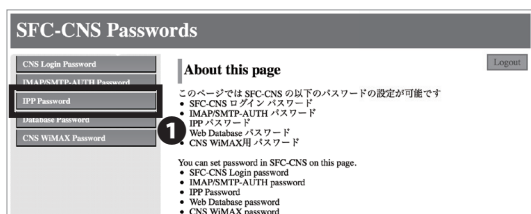


01

By using IPP (Internet Printing Protocol), you can send printing jobs to the CNS printers from your own PC. First, open a web browser and go to the URL.

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

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Next, click ❸ "Login."



02

Click ❶ "IPP Password."



03

Click ❶ "Confirm."

Remember the password you will see in the next page. This password will be used in STEP 34.



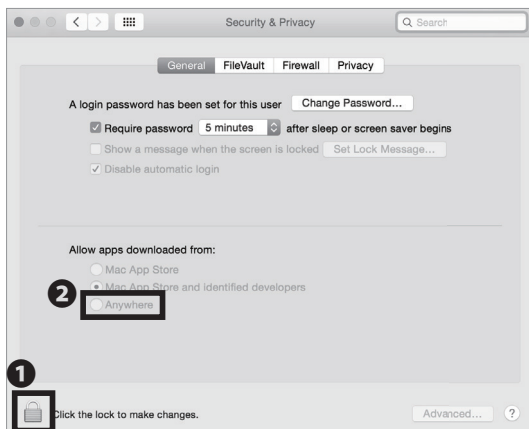
04

For installation of printer drivers, security setting of your Mac has to be modified. Click ❶ "System Preferences" in your dock.



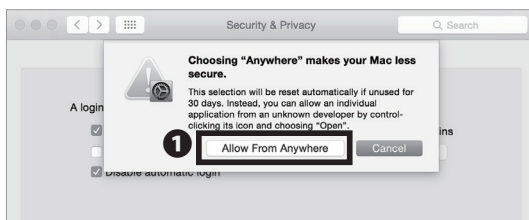
05

Click ① "Security & Privacy."



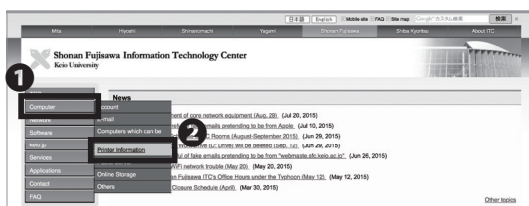
06

Click ① icon and type your Mac OS X account password. Next, check ② "Anywhere."



07

An alert shown on the left side will appear. Click ① "Allow From Anywhere."

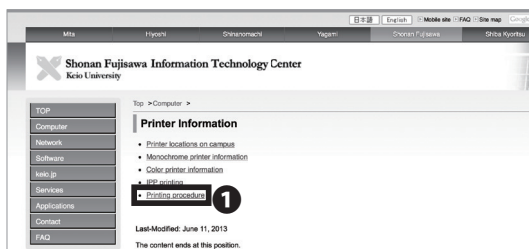


08

Open a web browser and go to the URL.

⇒ http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Click ② "Printer Information" from the menu ① "Computer."



09

Click ① "Printing procedure."

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

4 CNS Printers

2. How to configure

When you do IPP printing from your personal PC, firstly obtain IPP printing password, then get printer driver and configure a authentication.

If you configure a IPP printing for monochrome printer before March 28th 2010, please update printer driver.

- IPP password, printer driver
 - Printer driver application
- How to set OS
 - Windows Vista/7 (Licensee article) (IPP printing is not available on Windows 7 Starter)
 - Mac OS X newer than 10.7.4, 10.8, 10.9, 10.10
 - Ubuntu (x11.10)

Printer Driver

Printer Driver for SFC-CNS Printers

- This section is to download the driver for printers IPSIO SP C831 at CNS.
Windows 7 Starter does not support IPP printing.
- Monochrome Printer

OS	Version	Release	Installer
Windows 8.1 (x64)	3.1.2.0	2014/01/17	PS Mono (detail)
Windows 8 (x64)			PS Mono (detail)
Windows 7 (x64)			PS Mono (detail)
Windows Vista (x64)			PS Mono (detail)
Windows 8.1 (32bit)	3.1.2.0	2014/01/17	PS Mono (detail)
Windows 8 (32bit)			PS Mono (detail)
Windows 7 (32bit)			PS Mono (detail)
Windows Vista (32bit)			PS Mono (detail)
Mac OS X 10.9	2.0.0.0	2013/11/20	Ricoh_PS_Printers_Vol3_DOM_LIO_2.0.0.0.pkg (Customized for SFC-CNS)
Mac OS X 10.8			
Mac OS X 10.7			
Linux CUPS	1.07.2	2013/10/01	Ricoh_PS_Vol3_1.07.2.tar.gz (detail)

Ricoh_PS_Printers_Vol3_DOM_LIO_2.0.0.0

MacOSXReadme.txt

Ricoh_PS_Printers_Vol3_DOM_LIO_2.0.0.0.pkg

Install Ricoh_PS_Printers_Vol3_DOM_LIO Driver

Welcome to the Ricoh_PS_Printers_Vol3_DOM_LIO Driver Installer

This installer installs the following printer driver for SFC-CNS.

- RICOH IPSIO SP C831 PS mono (for monochrome printing)
- RICOH IPSIO SP C831 PS color (for color printing)

Go Back Continue

Install Ricoh_PS_Printers_Vol3_DOM_LIO Driver

Software License Agreement

English

SOFTWARE LICENSE AGREEMENT

IMPORTANT NOTICE: PLEASE READ THIS AGREEMENT (the "Agreement") CAREFULLY BEFORE INSTALLING OR USING THIS SOFTWARE (the "Software").

This Agreement is a legal agreement between you ("Licensee" or "you") and us and/or our "Affiliates" (as defined below) (collectively "Licensor"). Licensor is willing to license the Software, which includes the associated media, and printed or electronic documentation, if any ("Documentation"), only upon the condition that you accept all of the terms contained in this Agreement. For the purposes of this Agreement, "Affiliate" means any entity that, from time to time during the term of this Agreement, Controls, is Controlled by, or is under common Control with us. "Control" means the power, whether directly or indirectly (by ownership of stock, share capital, the possession of voting power, contract or otherwise) to appoint and/or remove the majority of the members of the governing body of Licensor, or otherwise exercise control over Licensor's affairs and policies.

Print... Save... Go Back Continue

10

Scroll down to the middle part of the page and click

1 "Printer driver."

11

Click the 1 installer for Mac. Your download will begin.

12

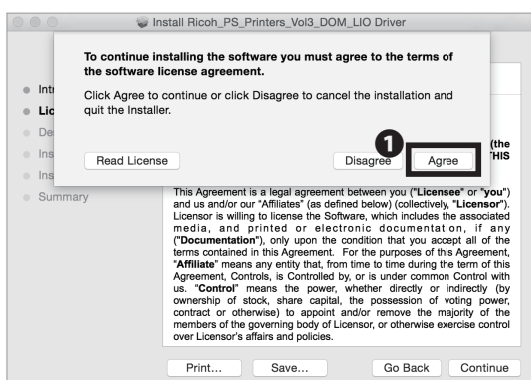
Open the file you just downloaded. Next, double click 1 to launch the installer.

13

Click 1 "Continue."

14

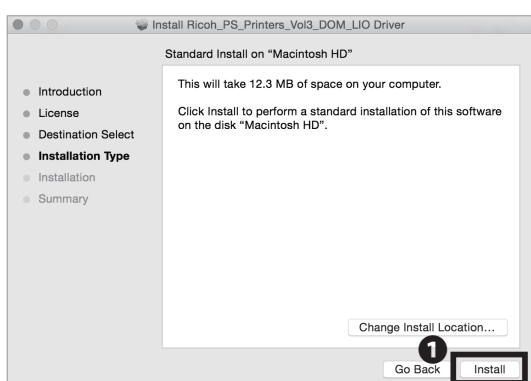
Click 1 "Continue."



15

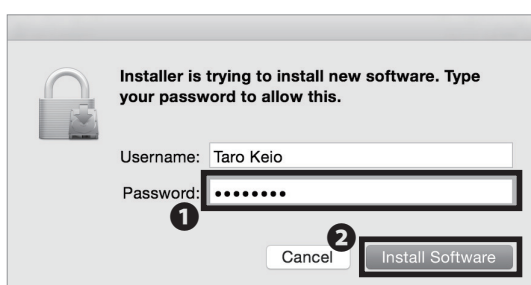
Read the software license agreement carefully and click

① "Agree" only if you understand and agree. If not, you may not use this software.



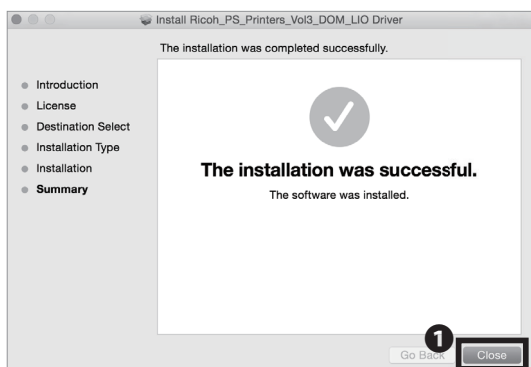
16

Click ① "Install."



17

When the window prompts you put in your password, type your Mac OS X account password in ① "Password." Next, click ② "Install Software."



18

When driver installation is finished, click ① "Close."

Refer STEP 05 ~ 07 and set back the settings on Security & Privacy from "Anywhere" to "Mac App Store and identified developers"

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

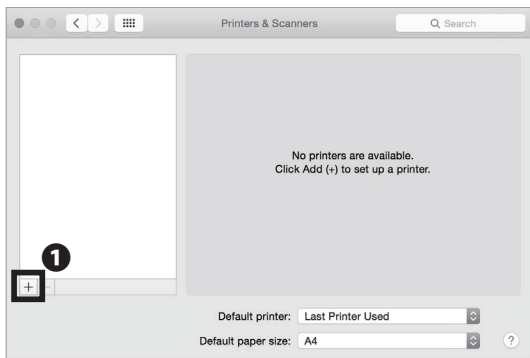
4 CNS Printers



19

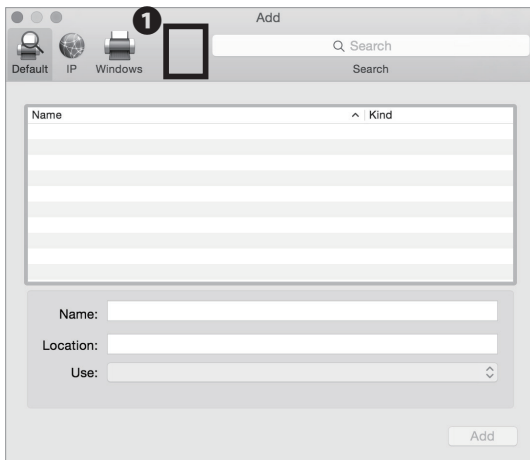
Now, you will configure printers. Open "System Preferences" and click **1** "Printers & Scanners."

Next procedure will be for monochrome printer (monoprn), but if you would like to use color printer (colorprn) as well, set the monoprn printer first, then come back to STEP19~35 using "colorprn" instead of "monoprn."



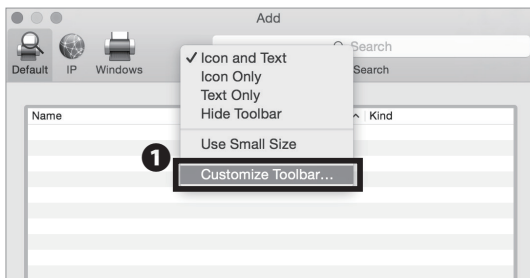
20

Click **1** "+".



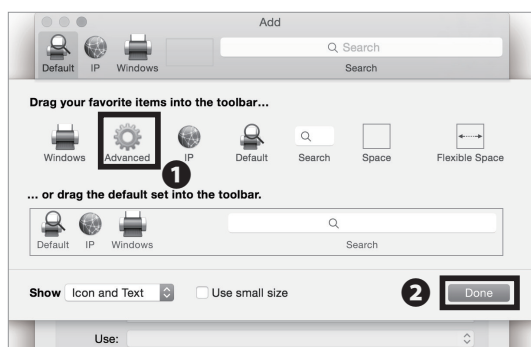
21

Hold the control key and click **1** blank space of the top of the window.



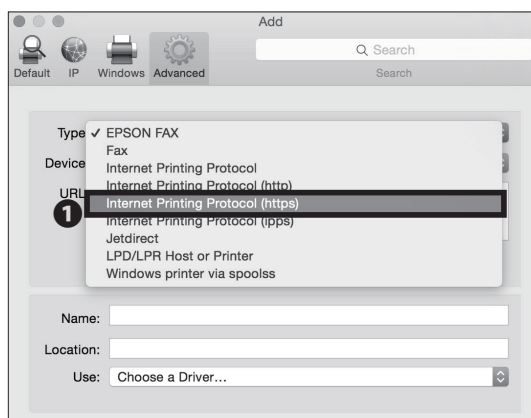
22

Click **1** "Customize Toolbar...."



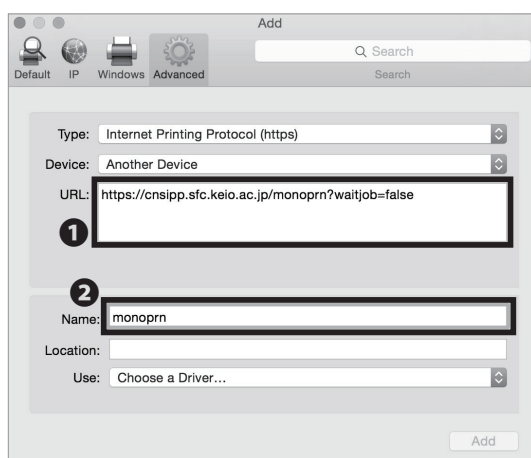
23

Drag and drop ❶ "Advanced" icon onto the menu at the top of the window. Click ❷ "Done" and "Advanced" icon you just have added.



24

Select ❶ "Internet Printing Protocol (https)" from "Type."



25

Type one of the printer address below in ❶ "URL."

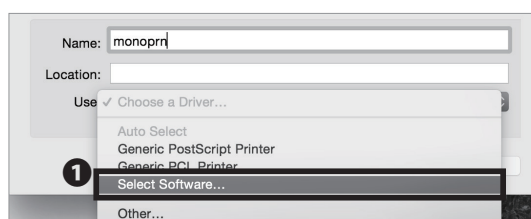
Black and White Printer (Monochrome)

⇒ <https://cnsipp.sfc.keio.ac.jp/monoprn?waitjob=false>

Color Printer

⇒ <https://cnsipp.sfc.keio.ac.jp/colorprn?waitjob=false>

Type name in ❷ "Name." If you are setting up for black and white printer, type "monoprn." If you are setting up for color printer, type "colorprn."



26

Select ❶ "Select Software..." from "Use."

Start Up 1

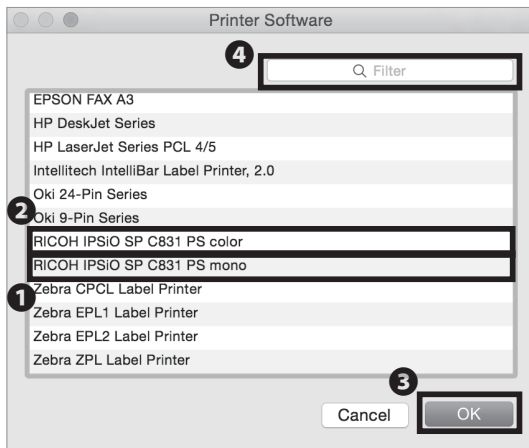
Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

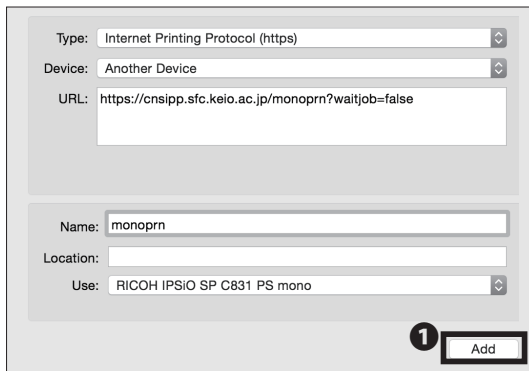
4 CNS Printers



27

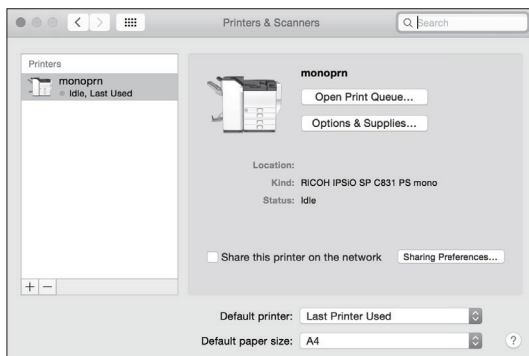
If you are setting up for black and white printer, select **2** "RICOH IPSiO SP C831 PS mono" from the list. If you are setting up for color printer, select **1** "RICOH IPSiO SP C831 PS color." Next, click **3** "OK."

You can easily find the printer software by typing "RICOH" in **4** "Filter" column.



28

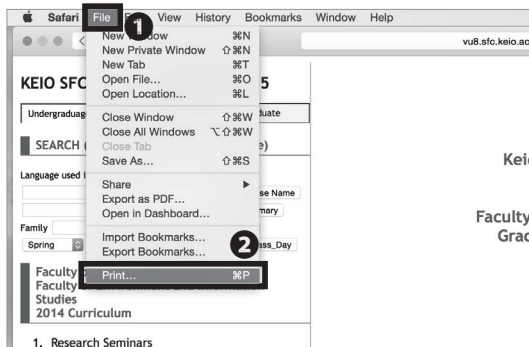
Click **1** "Add."



29

Printer setup is completed.

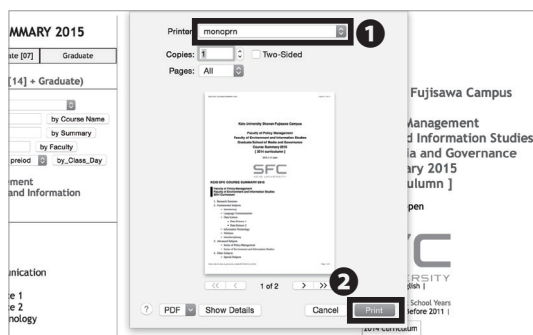
However, you need to automate the authentication process. Follow the instruction below.



30

As CNS printers require authentication before printing, it is recommended to automate the authentication process. In order to do so, a page print is needed. Print any kind of file or webpage (As an example, SFC website is used).

Click **2** "Print..." from the menu **1** "File."



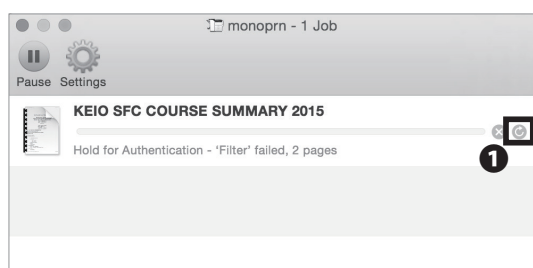
31

Printing setting will be displayed. Select monoprn for black-and-white documents, or colorprn for colored documents in ❶. Next, click ❷ "Print."



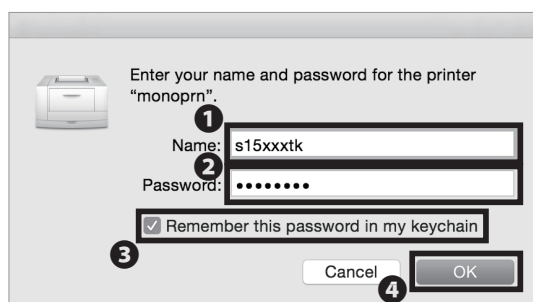
32

Click the bouncing icon in your dock ❶ "monoprn."



33

Click ❶ the refresh icon.



34

Type your CNS login name in ❶ "Name" and your CNS IPP password from STEP 03 in ❷ "Password." Check ❸ "Remember this password in my keychain" and click ❹ "OK."



35

Once the job is cleared on the window, the printing job is successfully sent to the printer.

Printing Out from Your Own Mac (Mac OS X) is completed.

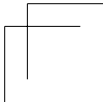
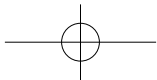
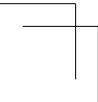
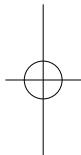
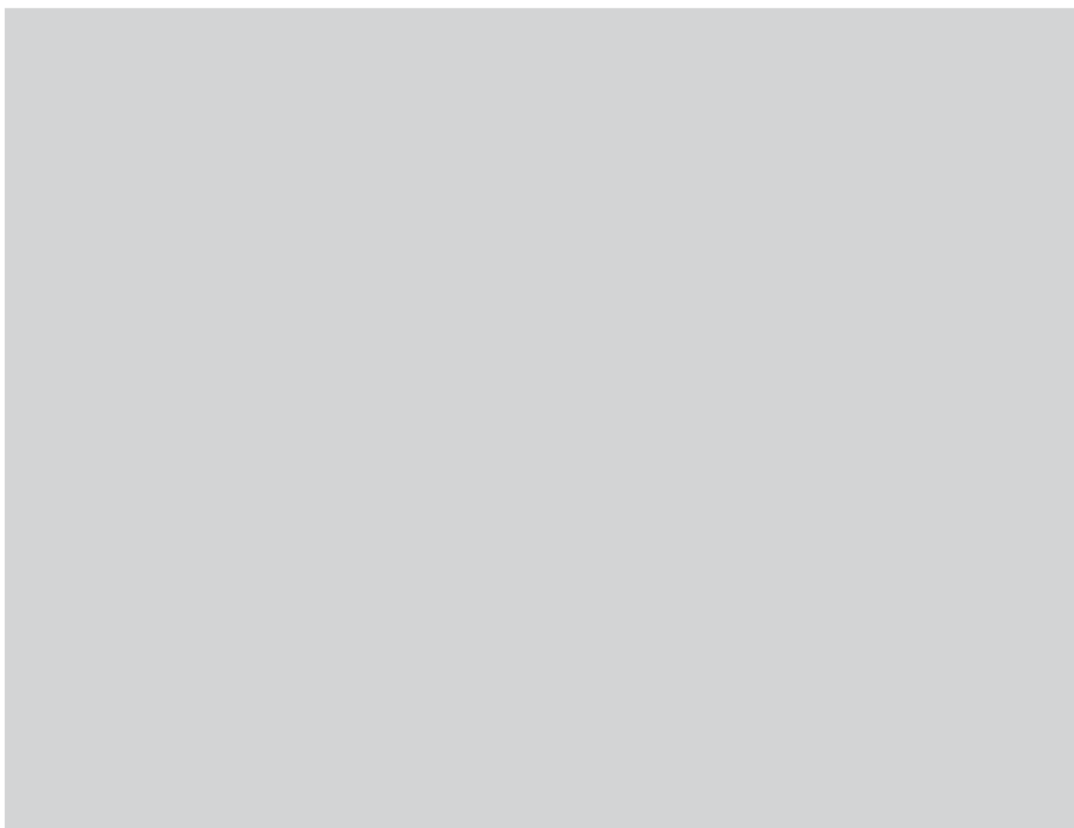
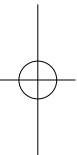
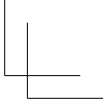
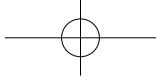
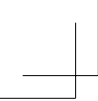
Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5



5

Antivirus

Explaining How to Protect Your Computer from Virus.

Protecting Your Computers from Threat	88
Installing Antivirus Software on Your Own PC (Windows 8.1)	89
Installing Antivirus Software on Your Own Mac (Mac OS X)	94
How to Update Your Windows / Mac OS X System	101
The Importance of Software Update	101
Updating Your Windows System (Windows 8.1)	101
Updating Your Mac System (Mac OS X)	103

1

Protecting Your Computers from Threat

01 **Damage Caused by Computer Virus**

Once your computer is connected to the Internet, there are risks that your computer would be infected with programs that are designed to cause faults such as viruses. If infected with viruses, without you knowing it, your computer may result in the consequences listed below.

- Your personal information unintentionally leaks on the Internet.
- E-mails including viruses are sent to an unspecified large number of people.
- Your computer attacks other person's computers.

Computer affected by virus would infect one computer after another. In order to prevent the spread of viruses, CNS, without any notification, may cut off the Internet access of computers that have possibility of infection by virus.

02 **Antivirus Software**

In order to minimize the risk of computer viruses, it is recommended that you not only keep your computer up to date (Please refer to 【p.101 : How to Update Your Windows / Mac OS X System】) but also install antivirus software in your computer. Antivirus software is computer software used to detect and remove computer viruses.

03 **Use ESET Smart Security**

In Keio University, it is available for every students, faculties and staffs to use antivirus software "ESET Smart Security" for Windows or Mac OS X by applying for the software license (Only one computer per person.) How to apply and install this software is described in the following pages.

Please note that software does not work properly if you installed 2 or more antivirus software in your computer. There might be a case that trial version is already installed in your computer. If so, you have to uninstall it in advance.

2

Installing Antivirus Software
on Your Own PC (Windows 8.1)

2014年11月11日よりkeio.jpの変更点があります。詳細
keio.jp renewal on November 11, 2014 [Detail](#)

ログイン対象/Log in to :
keio.jpポータル / keio.jp Portal

1 ID:
t.keio@keio.jp

2 Password:
●●●●●●●●

☐ : ワンタイムパスワードを利用する/ Use One-Time Password

3 Login

[利用者ガイド \(User's Guide\)](#) [サポート \(Support Desk\)](#)
[ワンタイムパスワードについて \(About One-Time Password\)](#)

01

Open a browser and go to the URL.

⇒ <http://keio.jp/>

Type your keio.jp ID (or "[your CNS login name]@sfc.keio.ac.jp") in ❶ "ID" and your keio.jp password (or "your CNS login password") in ❷ "Password." Next, click ❸ "Login."

1 English

02

Click ❶ "English" on the top of the page.

1 SERVICE

2 Software Licensing Center

03

Click ❷ "Software Licensing Center" from the menu ❶ "SERVICE."

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

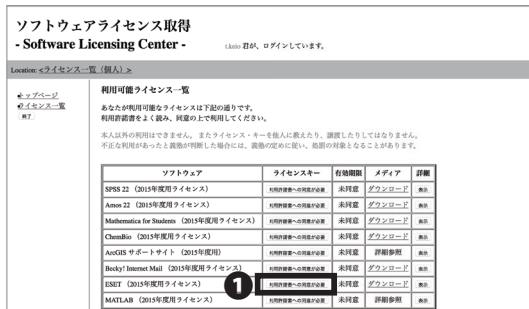
Antivirus 5

5 Antivirus



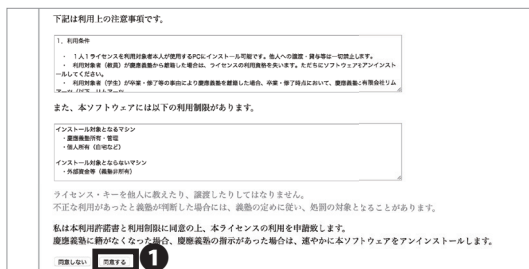
04

Click ❶ “ライセンス一覧”(List of Licenses) on the left side menu.



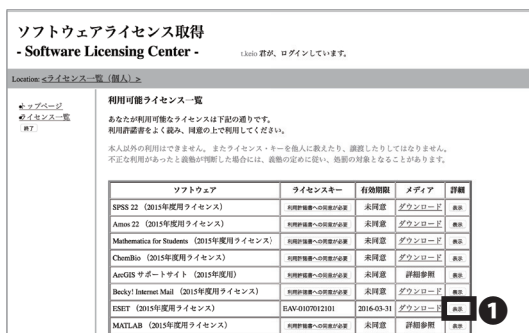
05

Click ❶ “利用許諾書への同意が必要”(Need Agreement on License) for “ESET.”



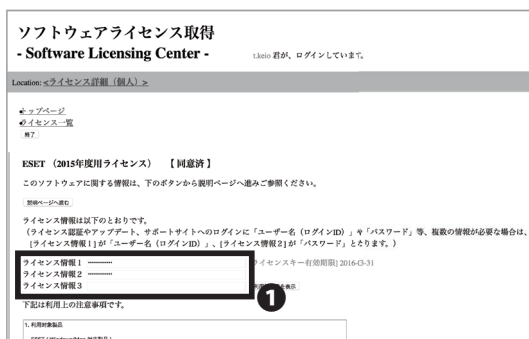
06

Read the software agreement carefully. If you agree, click ❶ “同意する”(Agree). If not, you may not use this software.



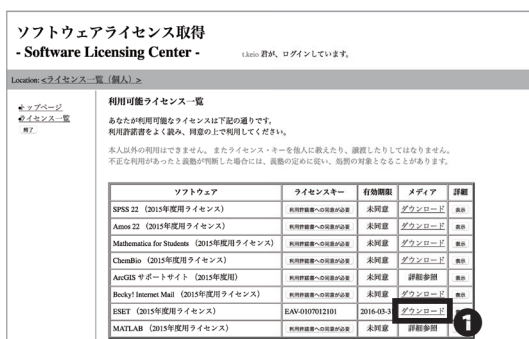
07

Next, go back to the license list and click ❶ “表示”(View)



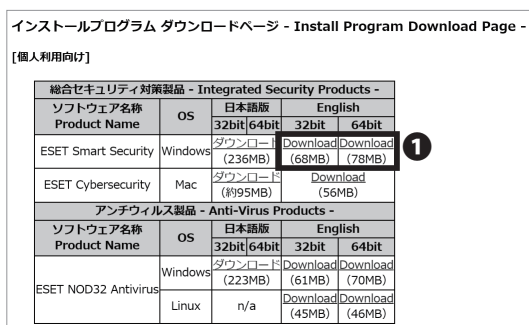
08

The important information is listed under ❶ “ライセンス情報”(License Information). You will use this information in STEP 27, so do not close your window until you finish installation.



09

Duplicate the tab you are on. Next, go back to the license list and click ① “ダウンロード” (Download).



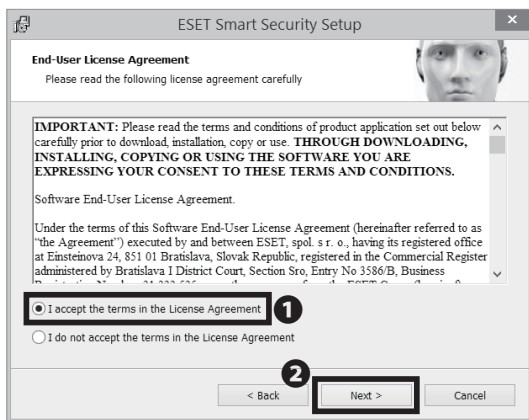
10

Choose an installer that runs on your version of operating system(Check 32bit / 64bit). Click ① “Download” to download the installer.



11

Open the file you just downloaded. Next, click ① “Next>.”



12

Setup wizard will appear with End-User License Agreement. Read it carefully and check ① “I accept the terms in the License Agreement” only if you agree. Next, click ② “Next>.” If not, you may not use this software.

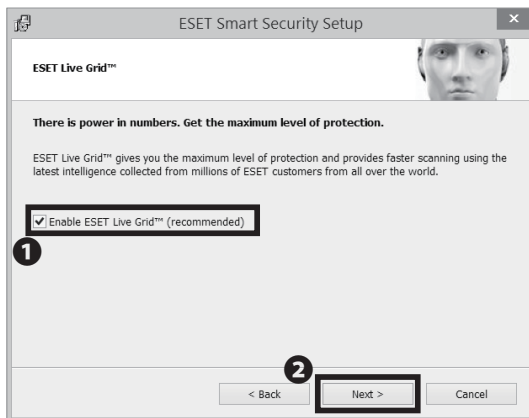
Start Up 1

Wireless LAN 2

CNS Mail 3

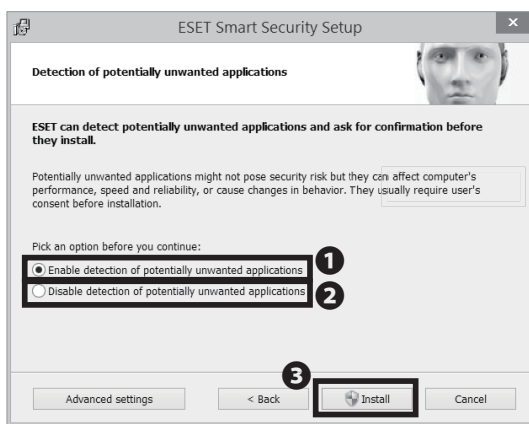
CNS Printers 4

Antivirus 5



13

If you want to use ESET Live Grid, check **1** "Enable ESET Live Grid(recommended)." Next, click **2** "Next>."



14

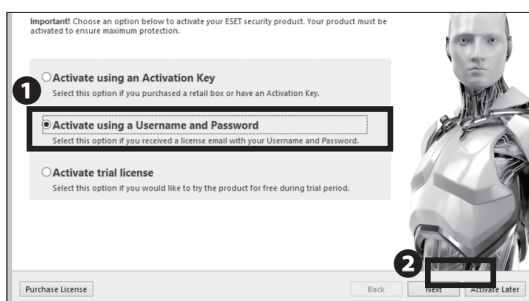
If you want to use the function shown on the window, check **1** "Enable detection of potentially unwanted applications." If not, check **2** "Disable detection of potentially unwanted applications." Next, click **3** "Install" to proceed.

If you see a warning across your screen after this, allow installation of software.



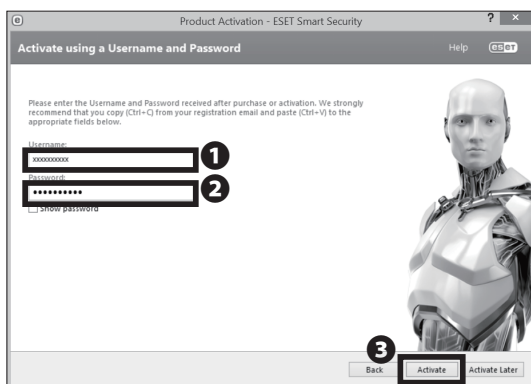
15

Click **1** "Finish."



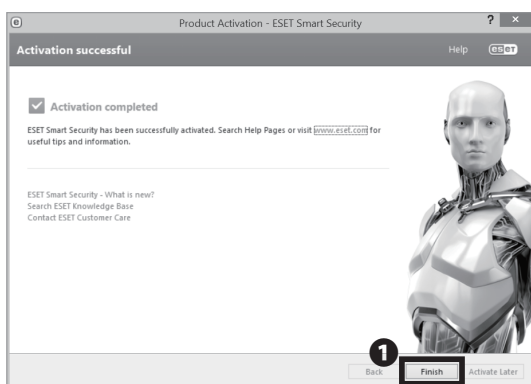
16

Check **1** "Activate using a Username and Password." Next, click **2** "Next."



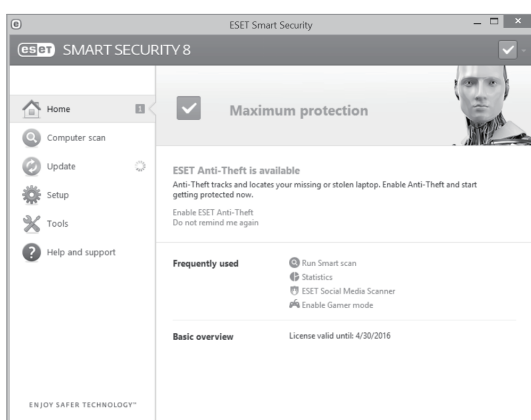
17

Type "ライセンス情報 1"(License Information) in ❶ and "ライセンス情報 2"(License Information) in ❷ from STEP 08. Next, click ❸ "Activate."



18

Once ESET Smart Security has been successfully activated, click ❶ "Finish."



19

If you see the window shown on the left side, Installing Antivirus Software on Your Own PC (Windows 8.1) is completed.

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

Antivirus 5

3

Installing Antivirus Software
on Your Own Mac (Mac OS X)

2014年11月11日よりkeio.jp の変更点があります。詳細
keio.jp renewal on November 11, 2014 [Detail](#)

ログイン対象/Log in to :
keio.jpポータル / keio.jp Portal

ID:
①

Password:
②

☐ : ワンタイムパスワードを利用する / Use One-Time Password

③

[利用者ガイド \(User's Guide\)](#) [サポート \(Support Desk\)](#)
[ワンタイムパスワードについて \(About One-Time Password\)](#)

(C) 2014, Keio University.

01

Open a web browser and go to the URL.

⇒ <http://keio.jp/>

Type your keio.jp ID (or "[your CNS login name]@sfc.keio.ac.jp") in ① "ID" and your keio.jp password (or "your CNS login password") in ② "Password." Next, click ③ "Login."

① English

Application Information

よく使われる機能
教育支援システム
検索ツール
教職・経歴支援システム

Google Apps
メール
カレンダー
アドレス帳
グループ
連絡先

連携メール送付履歴ツール
新システム移行状況

お知らせ
システムメンテナンスのお知らせ
KOSMOSサービス停止 (7/26 13:00 - 7/27 8:00) のお知らせ
学生定期健康診断結果 システム停止情報
2015年度学生定期健康診断の結果について
学習Webシステム メンテナンス予定

02

Click ① "English" on the top of the page.

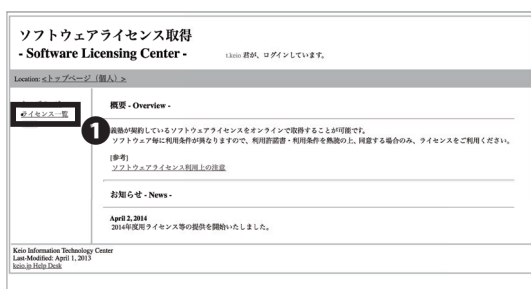
① Software Licensing Center

② Software Licensing Center

Commonly Used
Education Support System
Keio Mail
Placement and Career Services System
Google Apps
Mail
Calendar
Groups
Contacts
Keio Mail migration-related tools
Keio ID - Keio Apps ID conversion
Keio Mail
ALL
CLASS
SERVICE
MEDICAL CENTER
PLACEMENT AND CAREER SERVICES
RESEARCH

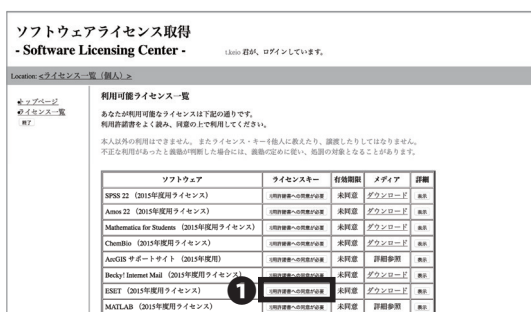
03

Click ② "Software Licensing Center" from the menu ① "SERVICE."



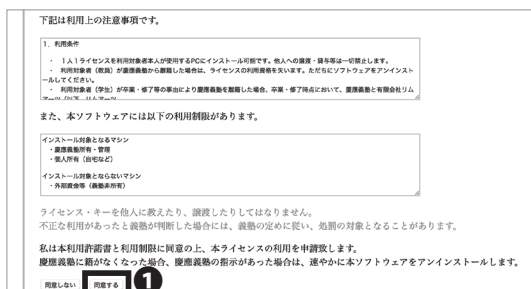
04

Click ❶ “ライセンス一覧”(List of Licenses) on the left side menu.



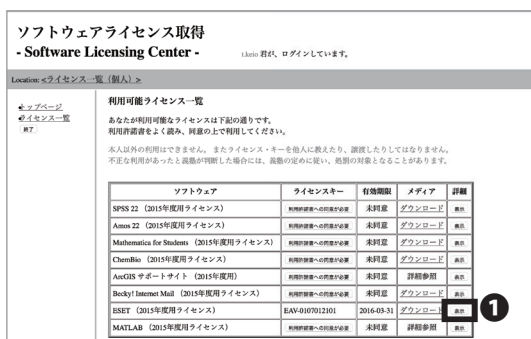
05

Click ❶ “利用許諾書への同意が必要”(Need Agreement on License) for “ESET.”



06

Read the software agreement carefully. Only if you agree, click ❶ “同意する”(Agree). If not, you may not use this software.



07

Next, go back to the license list and click ❶ “表示”(View).

Start Up 1

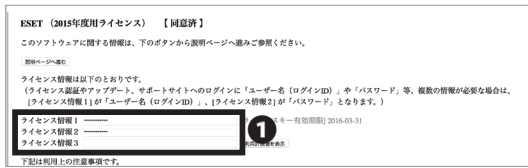
Wireless LAN 2

CNS Mail 3

CNS Printers 4

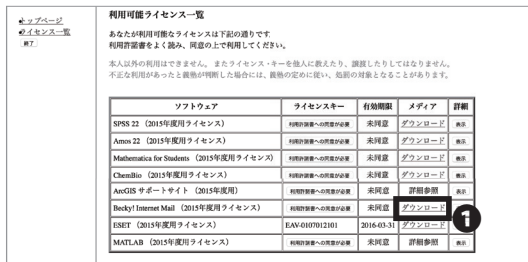
Antivirus 5

5 Antivirus



08

The important information is listed under ❶ "ライセンス情報" (License Information). You will use this information in STEP 18, so do not close your window until you finish installation.



09

Duplicate the tab you are on. Next, go back to the license list and click ❶ "ダウンロード" (Download).

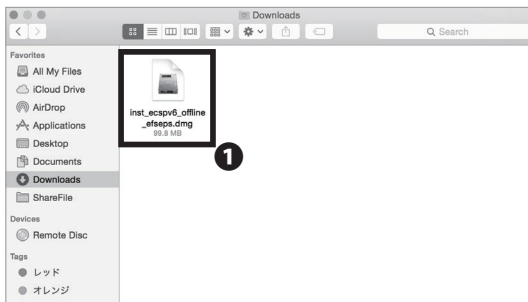
インストールプログラム ダウンロードページ - Install Program Download Page -

【個人利用向け】

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 (236MB)	Download (68MB)	Download (78MB)	
ESET Cybersecurity	Mac	ダウンロード (約95MB)	Download (56MB)		
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 (223MB)	Download (61MB)	Download (70MB)	
	Linux	n/a	Download (45MB)	Download (46MB)	

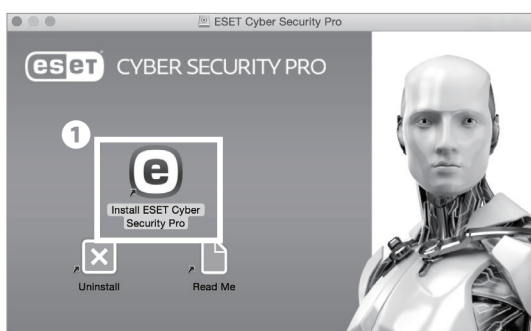
10

Click ❶ "Download" to download the installer.



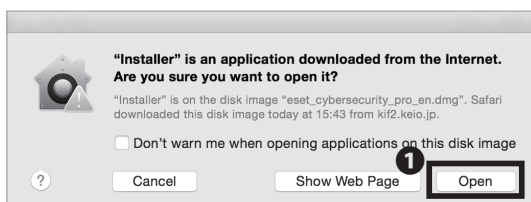
11

Open the file you just downloaded. Next, double click ❶ to launch the installer.



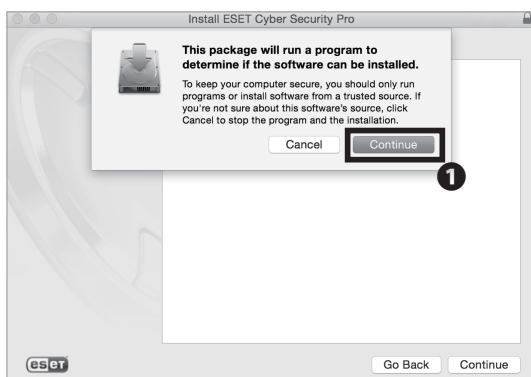
12

Click ❶ "Install ESET Cyber Security Pro."



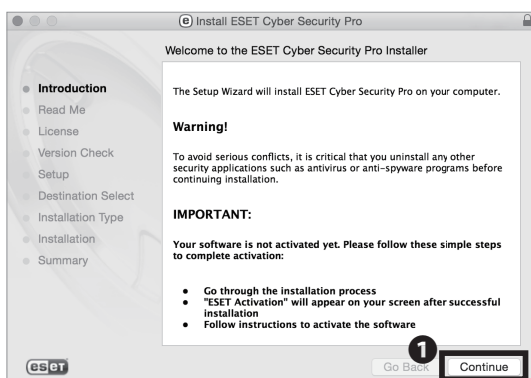
13

Click ❶ "Open."



14

Click ❶ "Continue."



15

Click ❶ "Continue."

Start Up 1

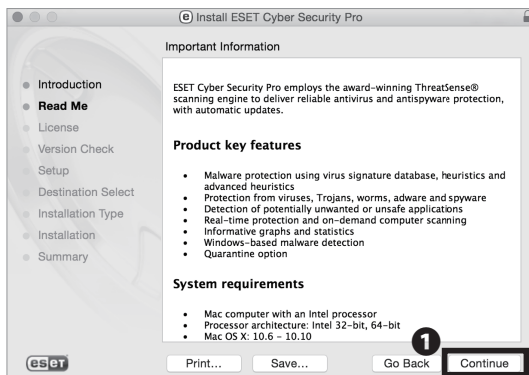
Wireless LAN 2

CNS Mail 3

CNS Printers 4

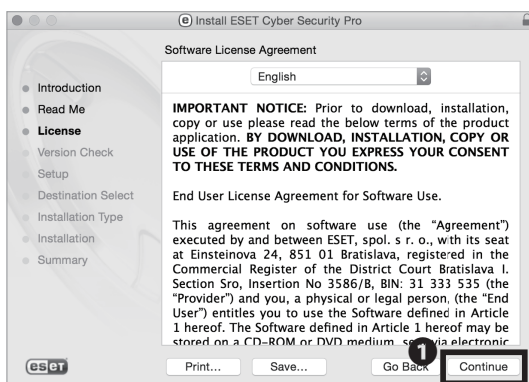
Antivirus 5

5 Antivirus



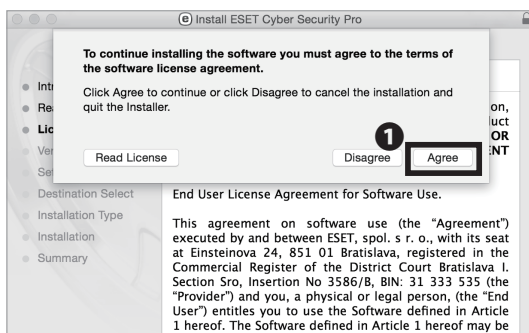
16

Click ① "Continue."



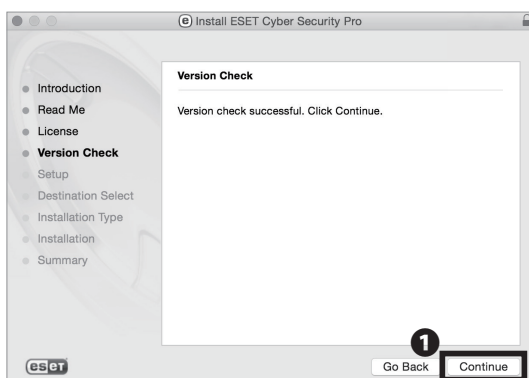
17

Read the Software License Agreement carefully and if you agree, click ① "Continue." If not, you may not use this software.



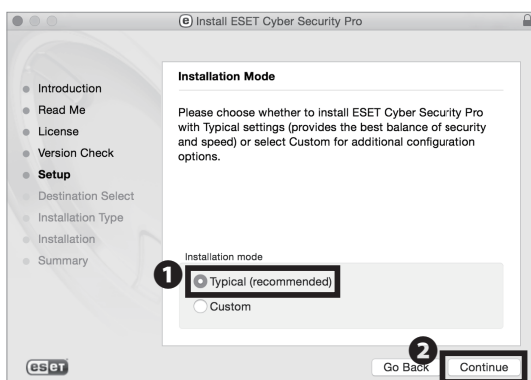
18

Click ① "Agree."



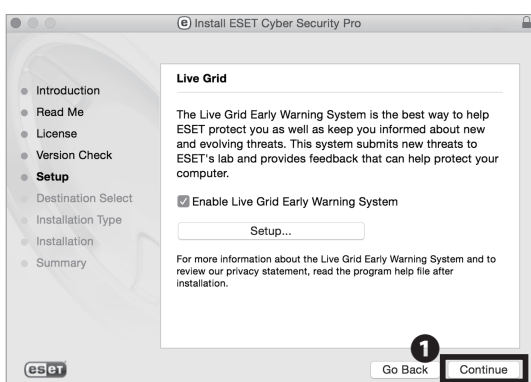
19

Make sure that "Typical (recommended)" is checked as installation mode. Next, click ② "Continue."



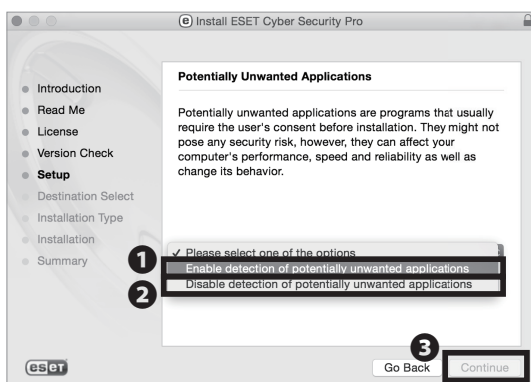
20

Make sure that "Typical (recommended)" is checked as installation mode. Next, click **2** "Continue."



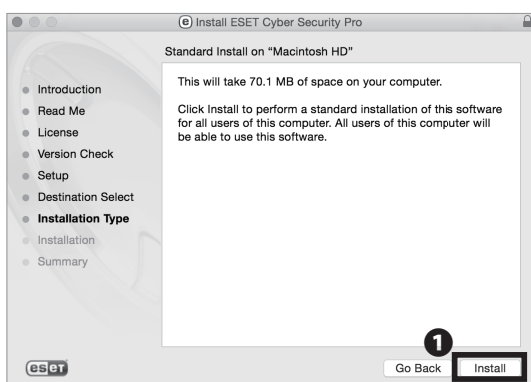
21

Read the explanation of the Live Grid Warning System carefully and if you agree, click **1** "Continue."



22

If you want to use the function shown on the window, select **1** "Enable detection of potentially unwanted applications." If not, select **2** "Disable detection of potentially unwanted applications." Next, click **3** "Continue."



23

Click **1** "Install."

Start Up 1

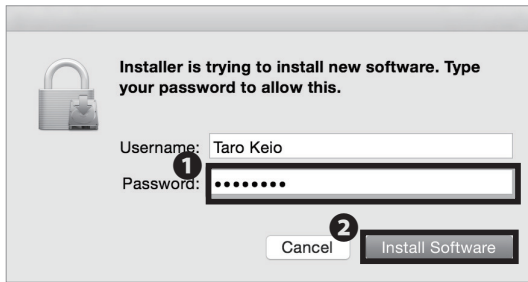
Wireless LAN 2

CNS Mail 3

CNS Printers 4

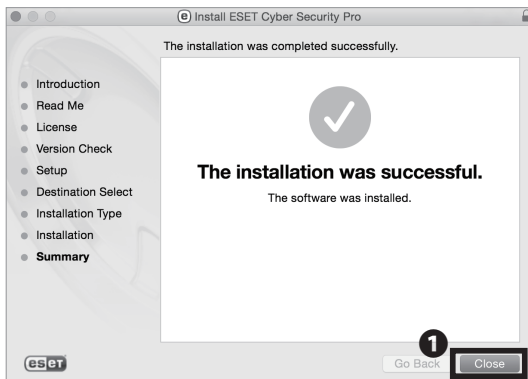
Antivirus 5

5 Antivirus



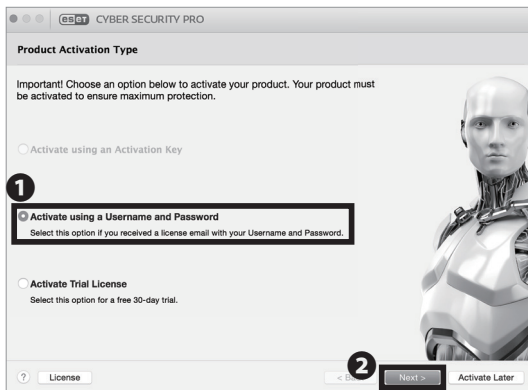
24

Type your Mac OS X account password in ❶ "Password."
Next, click ❷ "Install Software."



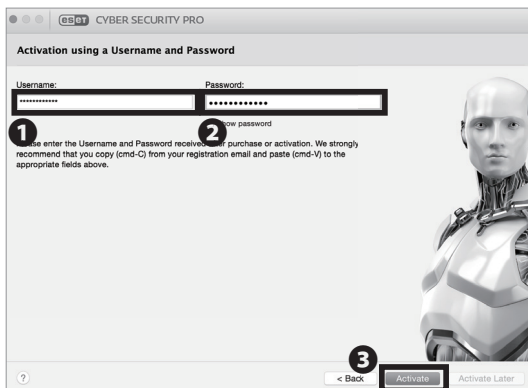
25

Click ❶ "Finish."



26

Check ❶ "Activate using a Username and Password."
Next, click ❷ "Next >."



27

Type "ライセンス情報 1"(License Information) in ❶
"Username" and "ライセンス情報 2"(License Information)
in ❷ "Password" from STEP 07. Next, click ❸ "Activate."

Installing Antivirus Software on Your Own Mac (Mac OS
X) is completed.

4

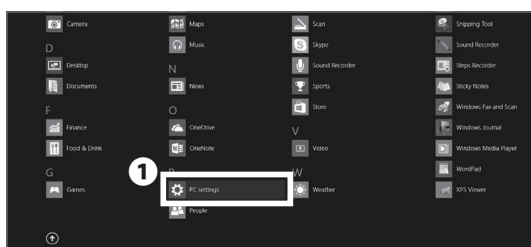
How to Update Your Windows / Mac OS X System

Is Software Update Important?

In many types of software including OS, when bugs or vulnerabilities are found, an update patch may be released to fix them. For example, "Windows Update" for Windows and "Software Update" for Mac OS X are regularly released such a patch to keep users' computer safe. Other software also has similar functions in many cases. Update notification is basically automated and after receiving that, a dialog box that is asking permission to apply the update may appear on your

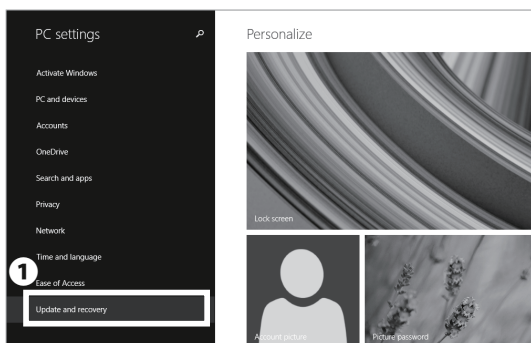
computer.

Software updates are crucial for information security, not to mention fixing bugs. Your computer may have been attacked by viruses before a fix for vulnerability came. In such a situation, software updates must be applied as soon as possible. Please make sure that your software is up to date as always to keep your computer safe on the Internet.

Updating Your Windows System (Windows 8.1)

01

From "All Apps", click ❶ "PC settings."



02

On the left side menu, click ❶ "Update and recovery."

Start Up 1

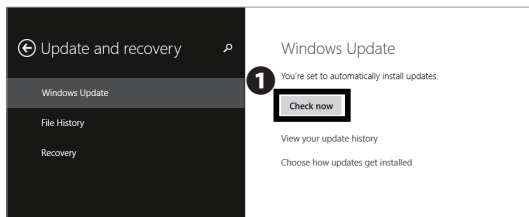
Wireless LAN 2

CNS Mail 3

CNS Printers 4

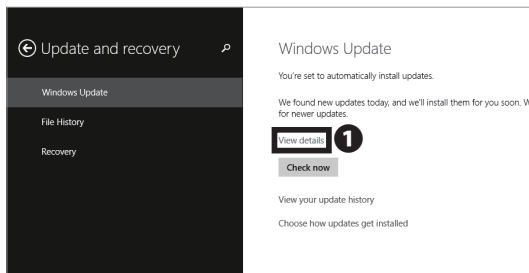
Antivirus 5

5 Antivirus



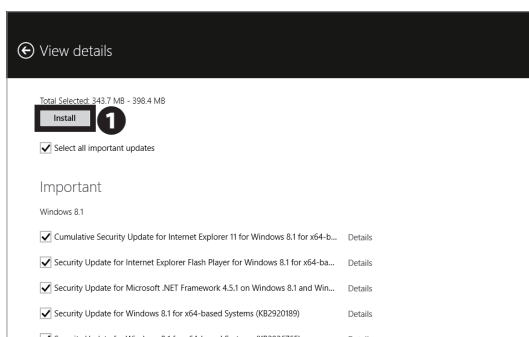
03

A window for "Windows Update" will launch. Click **1** "Check now" and check if there is any update(s).



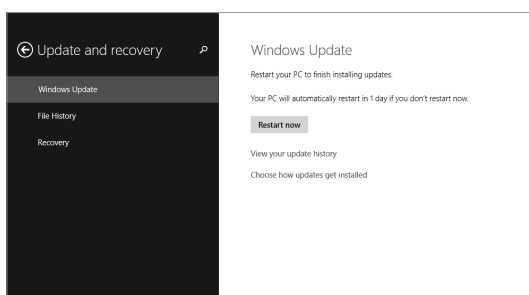
04

If your computer finds new update(s), click **1** "View details" and proceed to the installation wizard.



05

Check necessary update(s) (Checking all will be fine normally). Next, click **1** "Install."

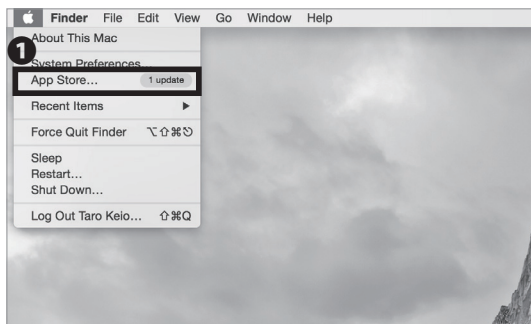


06

A few important software updates require restart of computer. In that case, save all the working files and restart your device.

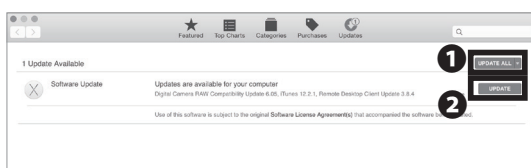
Updating Your Windows System (Windows 8.1) is completed.

Updating Your Mac System (Mac OS X)



01

From the Apple menu on the menu bar at the top of the screen, click ❶ "App Store...."



02

App Store will launch. If you see update(s), click ❶ "Update all" or ❷ "Update."

Updating Your Mac System (Mac OS X) is completed.

Start Up 1

Wireless LAN 2

CNS Mail 3

CNS Printers 4

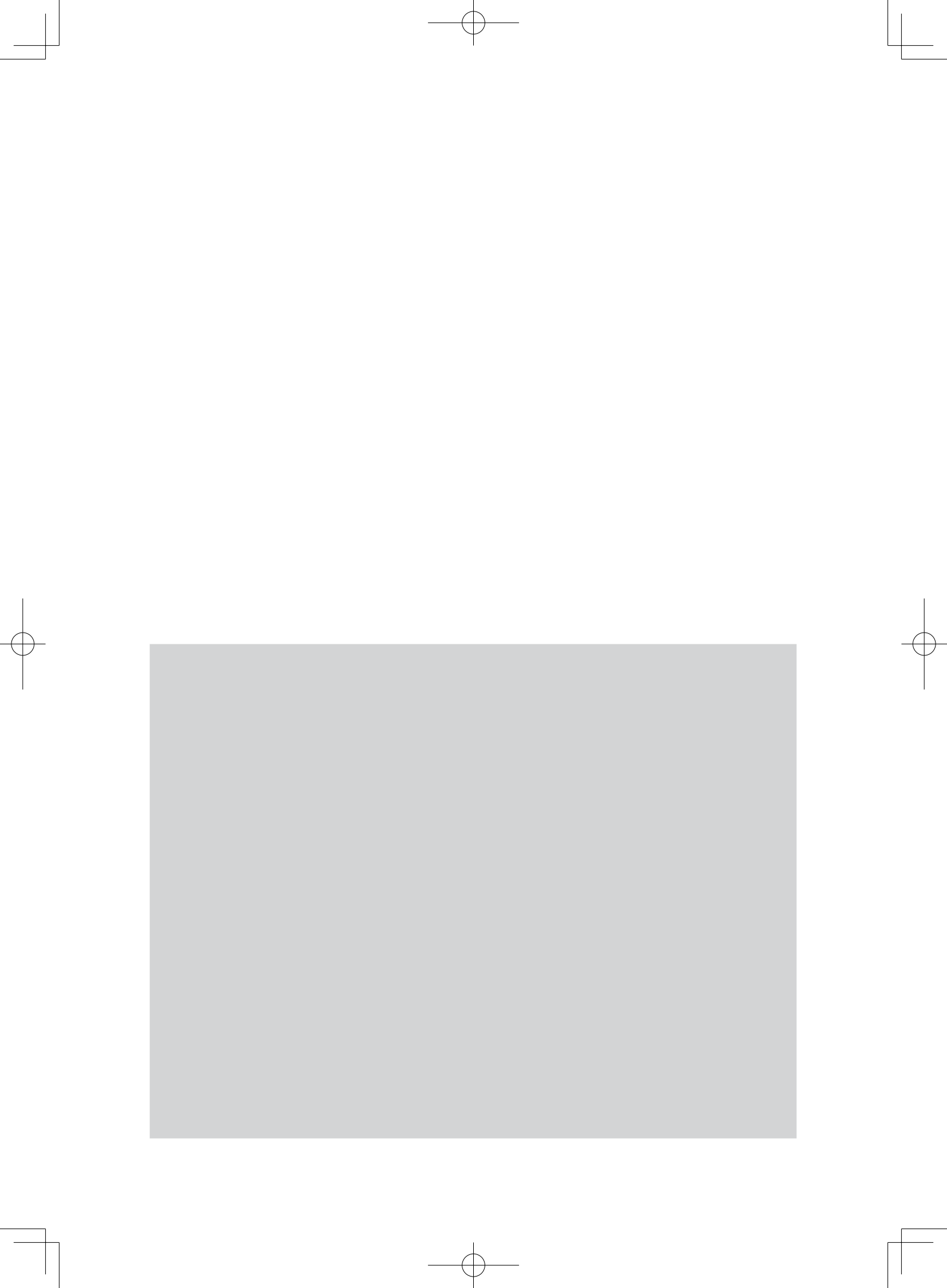
Antivirus 5

COLUMN vol.2

Threat on the Web

The Internet is one of the notable inventions in the field of computer science. It became so essential in our lives that numbers of machines are connected and operating over the network. Essential does not mean it is secure rather to say it is vulnerable to threat on the web.

For example, malicious third parties can create sites to load exploiting codes and programs and run on users' computers without approval, that results in harming your computers and other computers on the same network. You must be careful on which websites to access.



6

Online Storage Service

Explaining About SFC-CNS Online Storage Service for Students and Faculty Members by Using CNS.

About SFC-CNS Online Storage Service	106
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Using SFC-CNS Online Storage Service from Android Devices	121

1

About SFC-CNS Online Storage Service

What is SFC-CNS Online Storage Service ?

“SFC-CNS Online Storage Service” is one of the online storage services, and used for students and faculty members in SFC by using CNS. Online storage services let you bring your files anywhere and access them easily just if you are connected to the Internet.

Shonan Fujisawa ITC operates the service with “ShareFile” from Citrix Systems, Inc. “ShareFile” allows you to create a folder to share with others in the same domain by the unit of group(s) and user(s). All the network connections are encrypted with TLS connections and uploaded files are stored in the SFC servers. In this way, you can ensure that your files are stored in the cloud safely.

SFC-CNS Online Storage Service can be used not only on a web browser, but also with clients for Windows and Mac OS X, and apps for iOS and Android. You can access your files from anywhere on any devices. How to register SFC-CNS Online Storage Service and use it on a web browser, and instructions to install it on your computer(s) (Windows 8.1 / Mac OS X) and your smartphone(s) (iOS / Android) are given in the following pages.

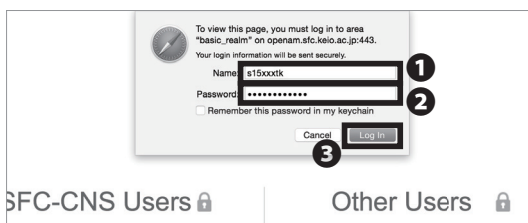
Basic Use of SFC-CNS Online Storage Service

01 Registering

To use SFC-CNS Online Storage Service, you have to register on the system. Open a web browser and go to the URL.

⇒ <https://keio-sfc.sharefile.com/>

Click ❶ “Log In” on the left side of the window.



02

For example on Mac OS X, type your CNS login name in ❶ “Name” and your CNS login password in ❷ “Password.” Next, click ❸ “Log In.”

Login Information

Important: Keep your account login credentials in a safe place and don't share them with others.

Username: s14000k@sfc.keio.ac.jp
 Password: 1RE480x7
 Login URL: https://keio-sfc.sharefile.com/

Please confirm your personal information.

First Name: ① Taro
 Last Name: ② Keio
 Company: ③ Keio University
 Time Zone: UTC +09:00 Japan Time
 Always Use Standard Time (No Daylight Saving)
 Display date as year/month/day
 Display time in 24-hour format

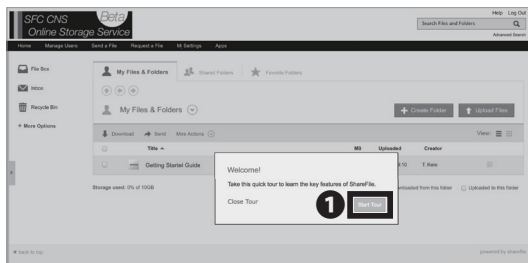
④ Save

Any use of your personal information is governed by the terms of our [privacy policy](#).
 We do not sell, trade, or rent your personal information to third parties.

03

When you access SFC-CNS Online Storage Service for the first time, you will see the initial setup page. Type your first name in ① "First Name" and your last name in ② "Last Name." Make sure ③ "Company" is set to "Keio University" and click ④ "Save."

If you have typed information incorrectly, please go to "My Setting" on the top of the window later on and click "Edit Basic Info" to edit.



04

Once logged in, you will see a tutorial. Click ① "Start Tour" and check the basic use of SFC CNS Online Storage Service.

① Your Own Files and Folders, Shared Folders with other users, and Your Favorite Folders.

② You can download, send, copy, delete files you checked.

③ Download a Client Software.

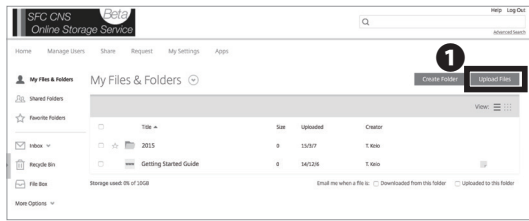
④ Click ☆ to favorite folder(s).

⑤ Copy, Move and View Activity Log of folder(s).

⑥ Create a new Folder.

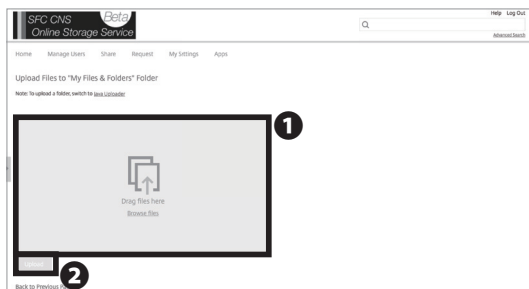
⑦ Upload new File(s)

6 Online Storage Service



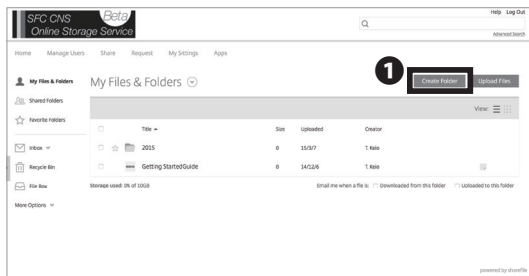
01 Uploading Files

Click **1** "Upload Files."



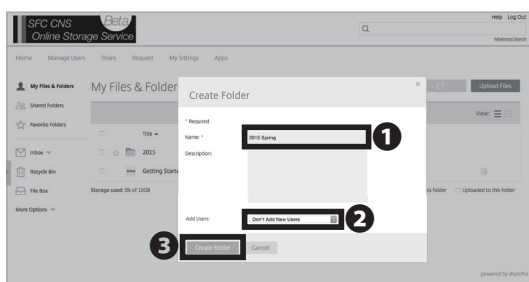
02

Drag and drop file(s) you want to upload onto **1**. Next, click **2** "Upload Files."



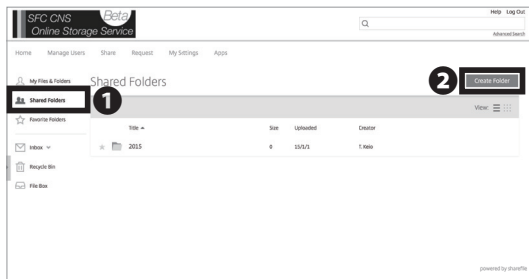
03 Creating a New Folder

Click **1** "Create Folder."



04

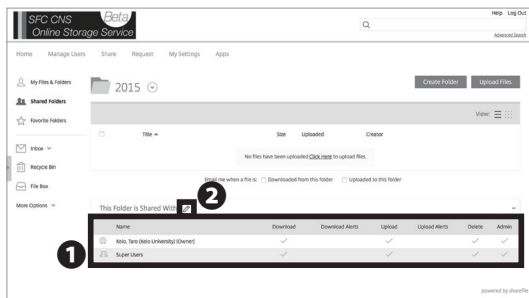
Type a name you like in **1** "Folder Name" and select the range of user privileges from **2** "Add Users" (Please refer to the list below). Next, click **3** "Create Folder."



05 Creating Shared Folders

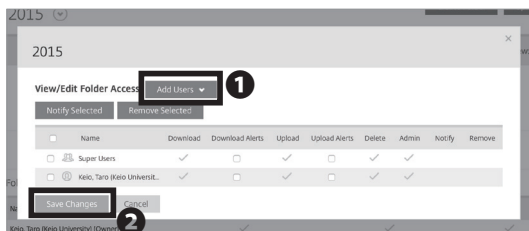
Click **1** "Shared Folders" to see the list of shared folders. Next, click **2** "Create Folder" and create folder(s) following STEP 03-05.

On "Shared Folders", check your own shared files as well as other users' shared files are listed.



06

Check the list of shared folders and their permission levels on **1**. If you see the **2** icon, you are allowed to change enlisted users permission, add, and delete users from the shared folder.



07

You can add a new user to a shared folder by clicking **1** "Add Users." On the window to add users, user permissions can also be altered. Once your input is done, click **2** "Save Changes" and close the window.

2

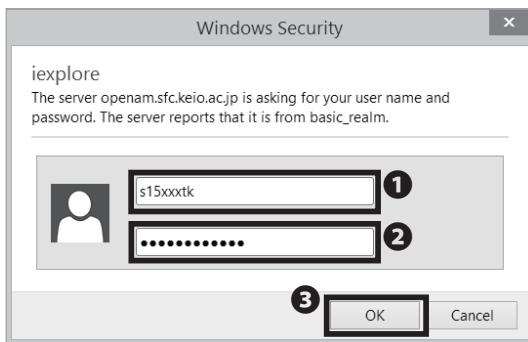
Using SFC-CNS Online Storage Service
from Your Own PC (Windows 8.1)

01

Open a web browser and go to the URL.

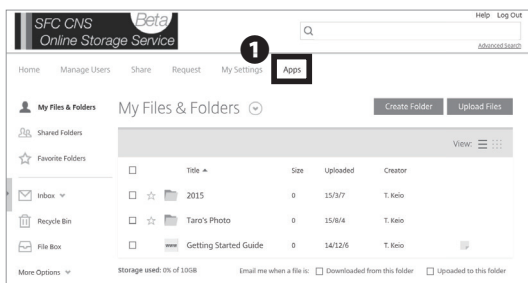
⇒ <https://keio-sfc.sharefile.com/>

Click **1** "Log In" on the left side of the window.



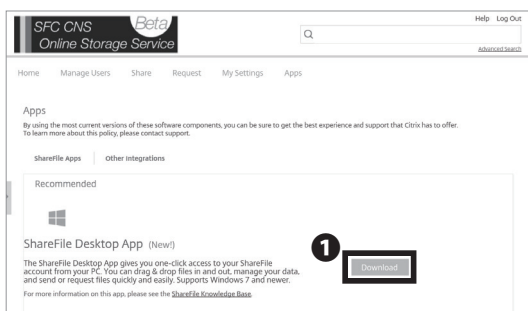
02

Type your CNS login name in **1**, and your CNS login password in **2**. Next, click **3** "OK."



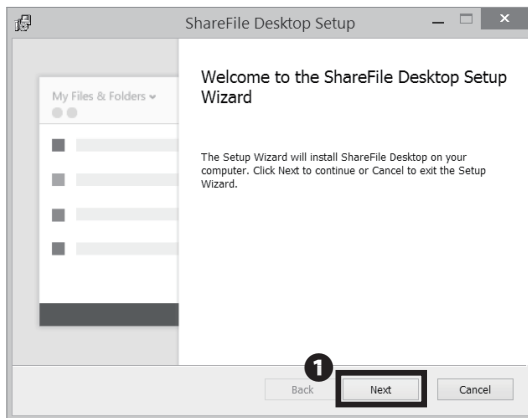
03

Once logged in, click **1** "Apps."



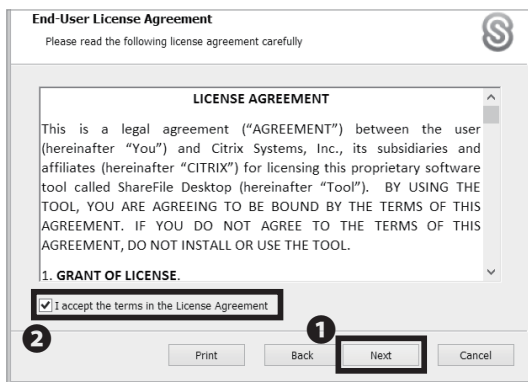
04

Click **1** "Download" next to "ShareFile Desktop App."
Your download will begin.



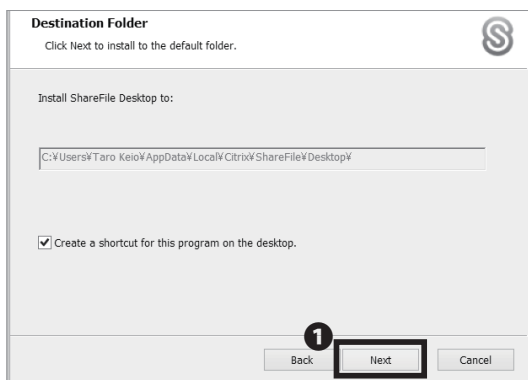
05

Open the file you just downloaded. If you see the window shown on the left side, click **1** "Next."



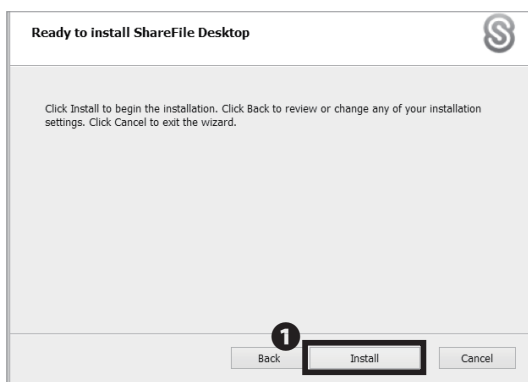
06

Please read the Citrix ShareFile Sync License Agreement carefully. Only if you agree, check **1** "I accept the terms in the License Agreement" and click **2** "Next." If not, you may not use this software.



07

Click **1** "Next."



08

Click **1** "Install".

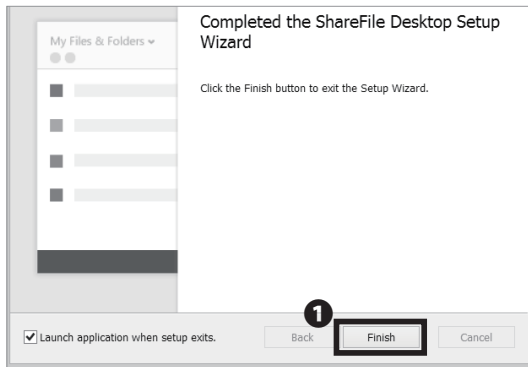
Online Storage Service 6

CNS Servers 7

FAQ 8

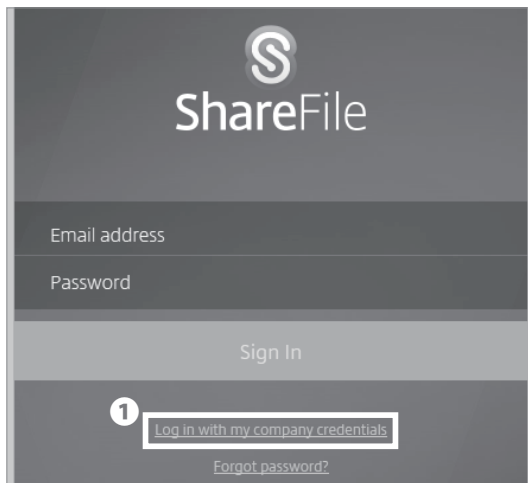
Appendix 9

6 Online Storage Service



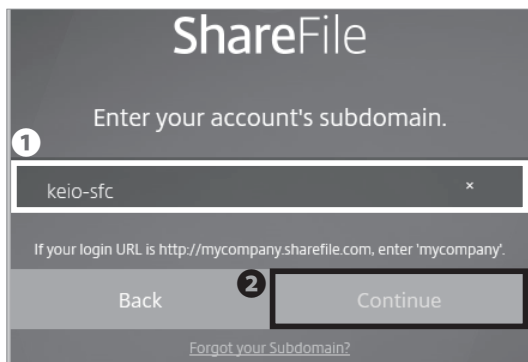
09

Click **1** "Finish."



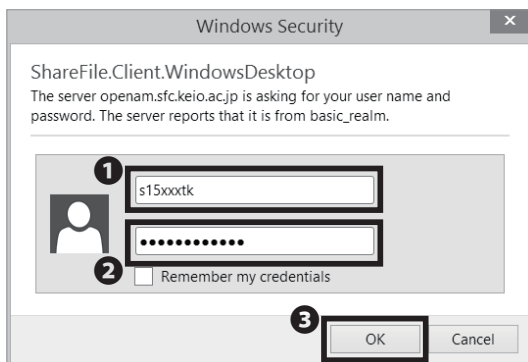
10

Application will launch automatically. Click **1** "Log in with my company credentials."



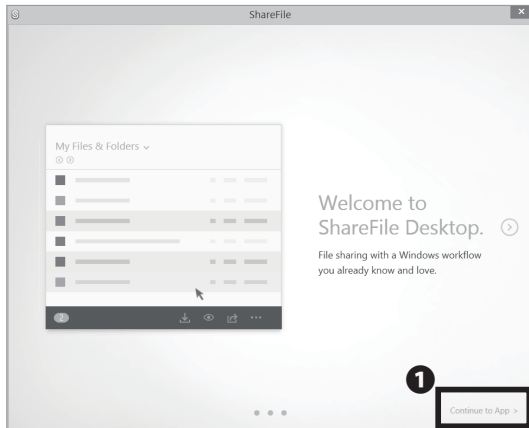
11

Type "keio-sfc" in **1** "Subdomain" and click **2** "Continue."



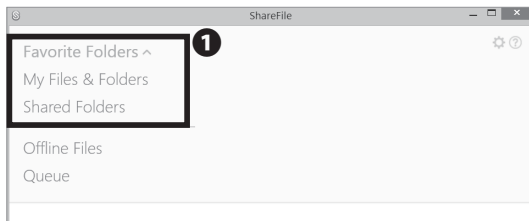
12

Type your CNS login name in **1** and your CNS login password in **2**. Next, click **3** "OK."



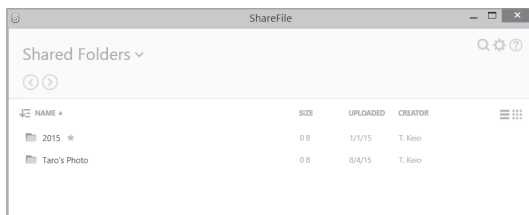
13

A tutorial will begin. Click ❶ "Continue to App."



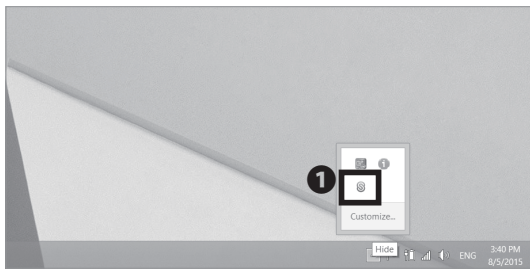
14

When clicking ❶, you will see Your Favorite Folders, Your Own Files and Folders, and Shared Folders with other users.



15

You can open Sharefile from ❶ ShareFile icon on your taskbar.



Using SFC-CNS Online Storage Service from Your Own PC (Windows 8.1) is completed.

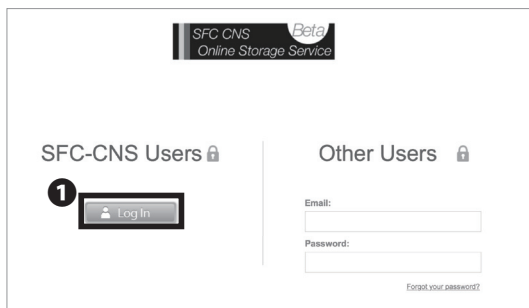
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3

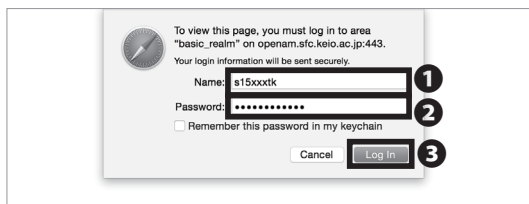
Using SFC-CNS Online Storage Service
from Your Own Mac (Mac OS X)

01

Open a web browser and go to the URL.

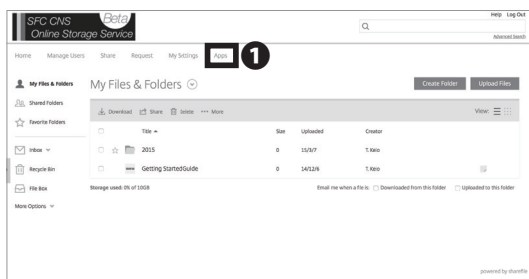
⇒ <https://keio-sfc.sharefile.com/>

Click ❶ "Log In" on the left side of the window.



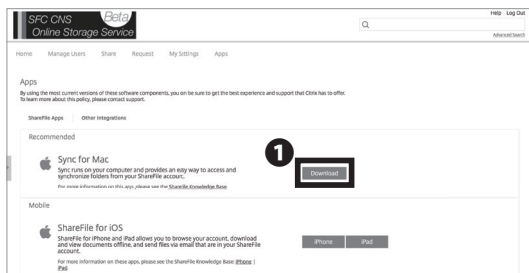
02

Type your CNS login name in ❶ "Name" and your CNS login password in ❷ "Password." Click ❸ "Log In" to proceed.



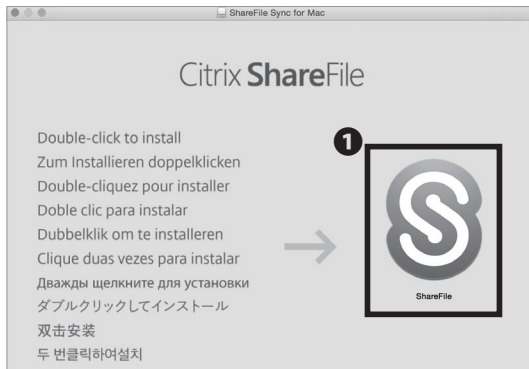
03

Once logged in, click ❶ "Apps."



04

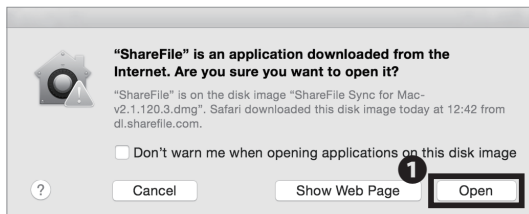
Click ❶ "Download" next to "Sync for Mac." Your download will begin.



05

Open the file you just downloaded. Next, double click

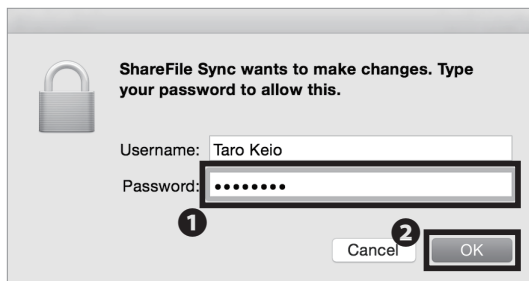
① "ShareFile."



06

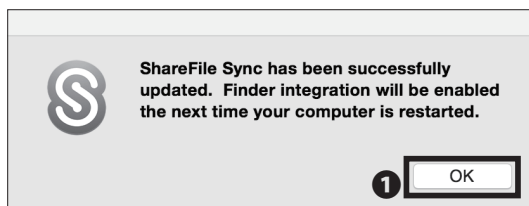
If you see the window shown on the left side, click

① "Open."



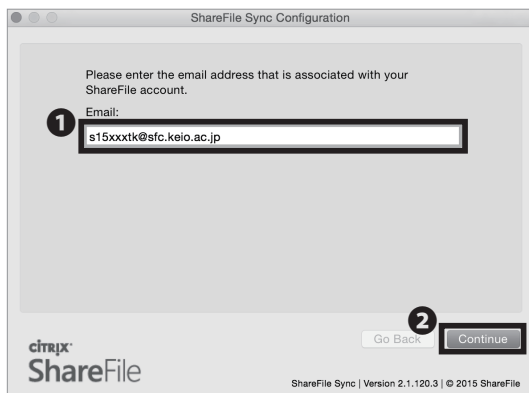
07

Type your Mac OS X account password in ① "Password" and click ② "OK."



08

Click ① "OK."



09

Type "[your CNS login name]@sfc.keio.ac.jp" in ① "Email" and click ② "Continue."

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6 Online Storage Service

ShareFile Sync Configuration

As an additional security measure, please enter the ShareFile subdomain you wish Sync to use.

If you do not know your ShareFile subdomain, click the link to send instructions to your email address.

1 Subdomain:

Example: mycompany
Enter mycompany if your login URL is https://mycompany.sharefile.com

[Send Instructions](#)

2 Go Back Continue

citrix
ShareFile

ShareFile Sync | Version 2.1.120.3 | © 2015 ShareFile

10

Type "keio-sfc" in 1 "Subdomain" and click 2 "Continue."

ShareFile Sync Configuration

The ShareFile account that you have specified requires a web-based authentication to be used. Click the button below to begin the authentication process in a separate browser window.

Email: s15xxxtk@sfc.keio.ac.jp
Subdomain: keio-sfc
Company: Keio University

1 Begin Browser Login

Go Back Continue

citrix
ShareFile

ShareFile Sync | Version 2.1.120.3 | © 2015 ShareFile

11

Click 1 "Begin Browser Login."

Login to ShareFile

To view this page, you must log in to area "basic_realm" on openam.sfc.keio.ac.jp:443. Your information will be sent securely.

1 Name:

2 Password:

☐ Remember this password in my keychain

3 Cancel Log In

12

Type your CNS login name in 1 "Name" and your CNS login password in 2 "Password." Next, click 3 "Log In."

ShareFile Sync Configuration

You have been successfully authenticated to your ShareFile account shown below. Click Continue to proceed with Sync configuration.

Email: s15xxxtk@sfc.keio.ac.jp
Subdomain: keio-sfc
Company: Keio University

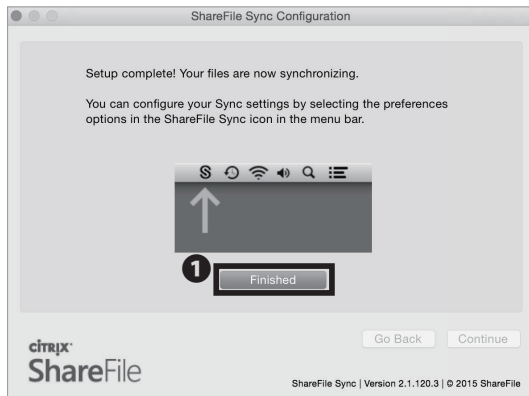
1 Go Back Continue

citrix
ShareFile

ShareFile Sync | Version 2.1.120.3 | © 2015 ShareFile

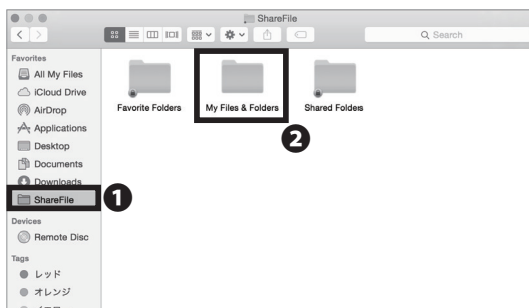
13

Click 1 "Continue."



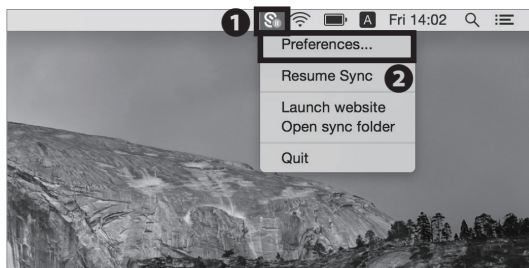
14

Click ① "Finished."



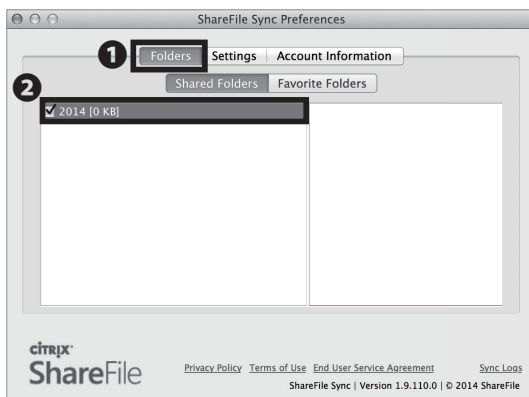
15

Open Finder and click ① "ShareFile" on the left side of the window. ② "My Files & Folders" is already synced automatically to the server.



16

Click ② "Preferences..." from the list of ① ShareFile icon.



17

Here you can select local folder(s) you want to sync. Click ① "Folders" tab and check ② folder(s) to automatically sync your folder(s) to the server.

Using SFC-CNS Online Storage Service from Your Own Mac (Mac OS X) is completed.

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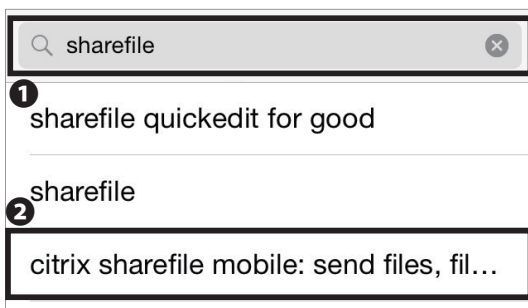
4

Using SFC-CNS Online Storage Service from Your iOS Devices



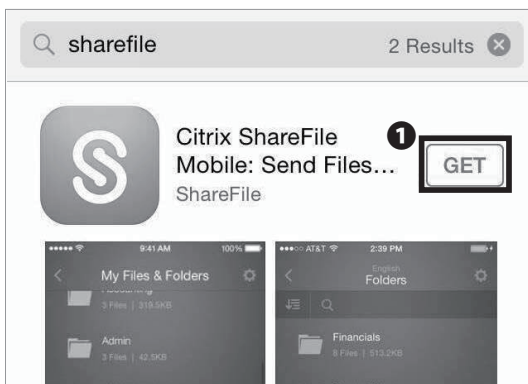
01

On your home screen, tap **1** "App Store."



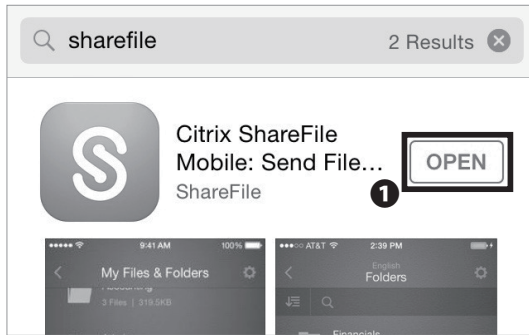
02

Type "sharefile" in **1** search box. In search results, find the application **2** "Citrix ShareFile Mobile: Send Files, File Transfer & Sharing" and tap it.



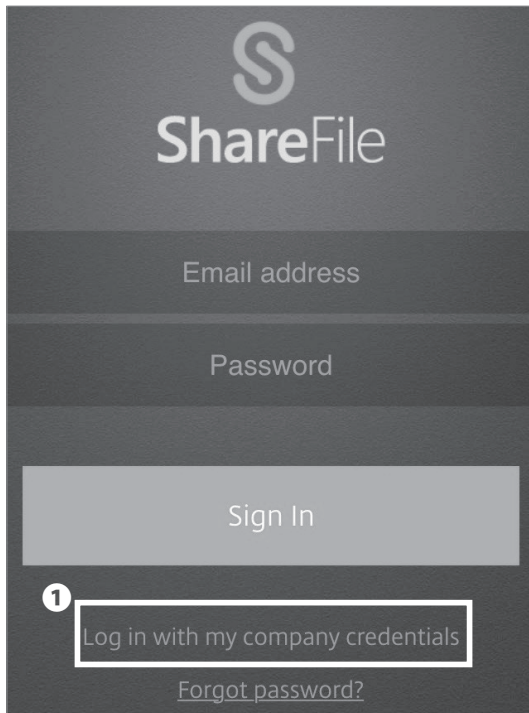
03

Tap **1** "GET" to start the installation.



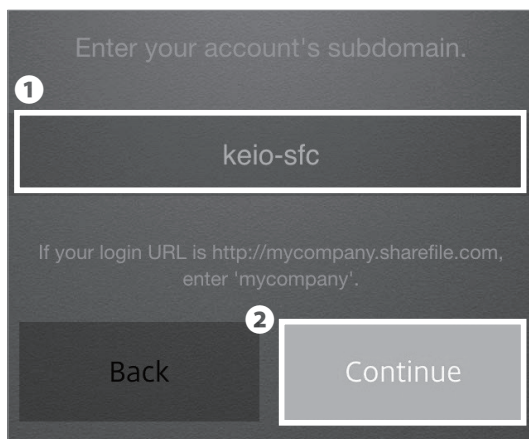
04

Tap ❶ "OPEN" and open the app.



05

Tap ❶ "Log in with my company credentials."



06

Type "keio-sfc" in ❶ and tap ❷ "Continue."

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Appendix

1 Username:s15xxtk

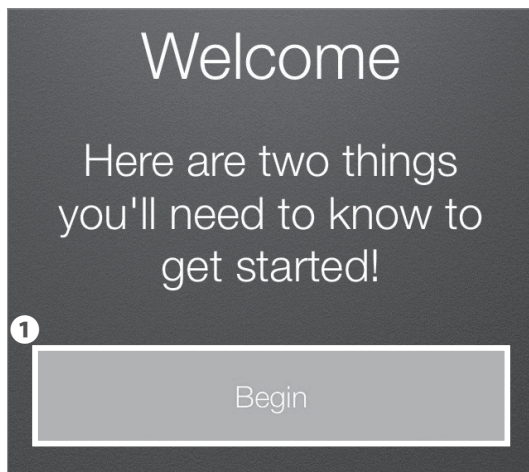
2 Password:.....

3 Submit

Cancel

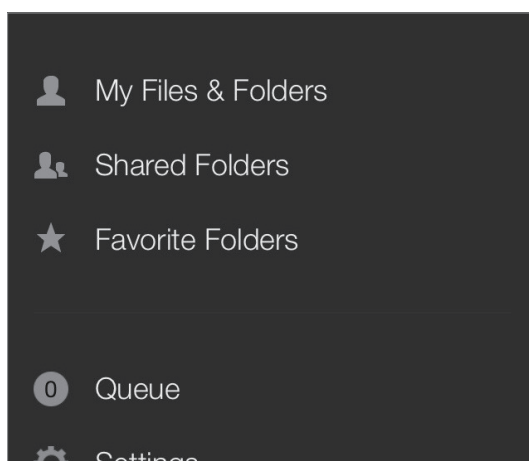
07

Type your CNS login name in ❶ "Username" and your CNS login password in ❷ "Password." Next, tap ❸ "Submit."



08

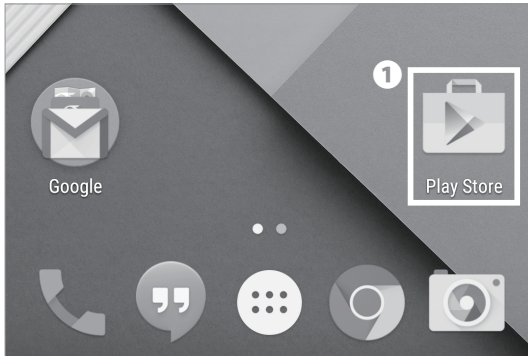
A tutorial will begin. Tap ❶ "Begin."



09

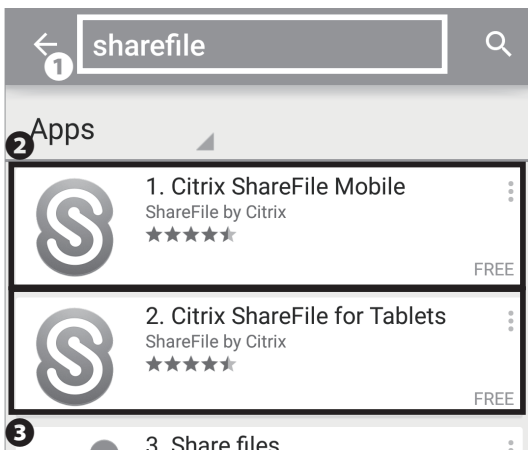
Using SFC-CNS Online Storage Service from Your iOS Devices is completed.

5

Using SFC-CNS Online Storage Service
from Your Android Devices

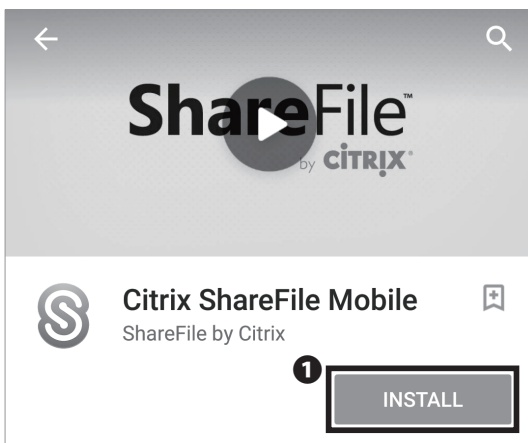
01

On your home screen, tap **1** Google Play icon.



02

Type "sharefile" in **1** search box. From search results, choose the application that is applicable to your device. If you use a smartphone, tap **2** "ShareFile Mobile." If a tablet, tap **3** "ShareFile Tablet."



03

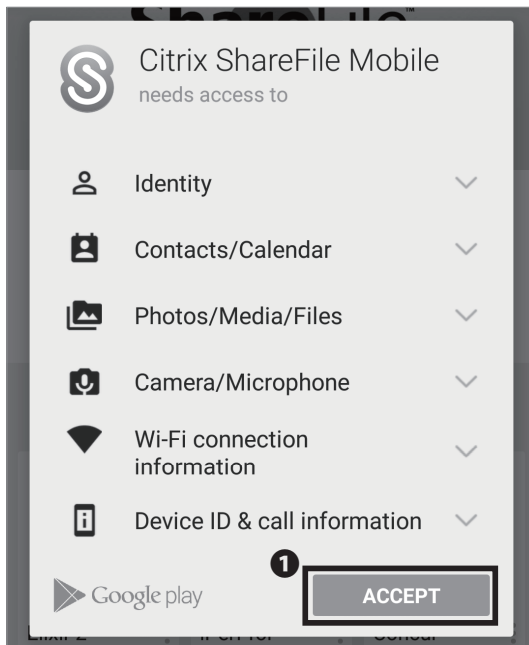
Tap **1** "Install."

6
Online Storage Service

7
CNS Servers

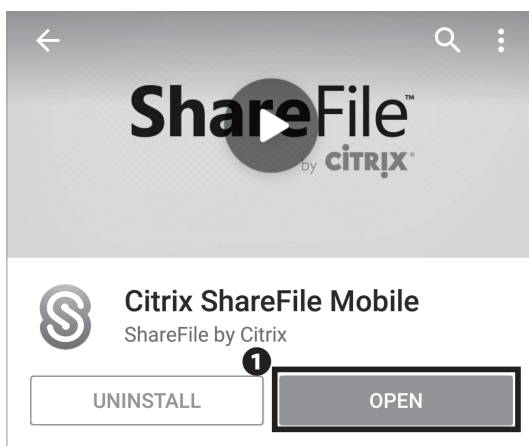
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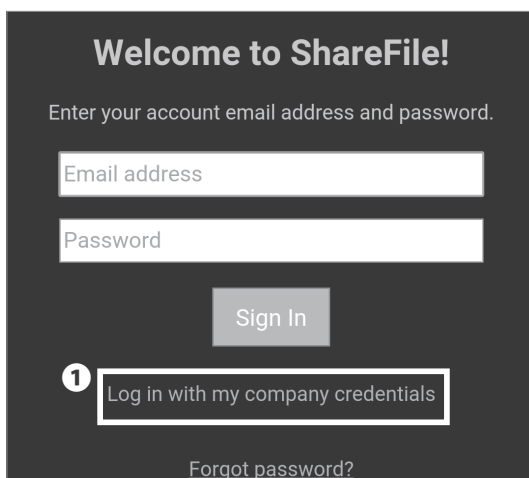
04

Tap ❶ "ACCEPT."



05

Make sure the app is installed. Tap ❶ "OPEN" to open "ShareFile."



06

Tap ❶ "Log in with my company credentials."

Enter your account's subdomain.

1

If your login URL is <http://mycompany.sharefile.com>, enter 'mycompany'.

2

[Forgot your Subdomain?](#)

07

Type "keio-sfc" in ❶ and tap ❷ "Continue."

ShareFile

1

2

3

08

Type your CNS login name in ❶ and your CNS login password in ❷. Next, tap ❸ "OK."

My Files & Folders

Name▲	Date	Size	Type
File Box			
2015		0KB	
Getting Started Guide			LINK

09

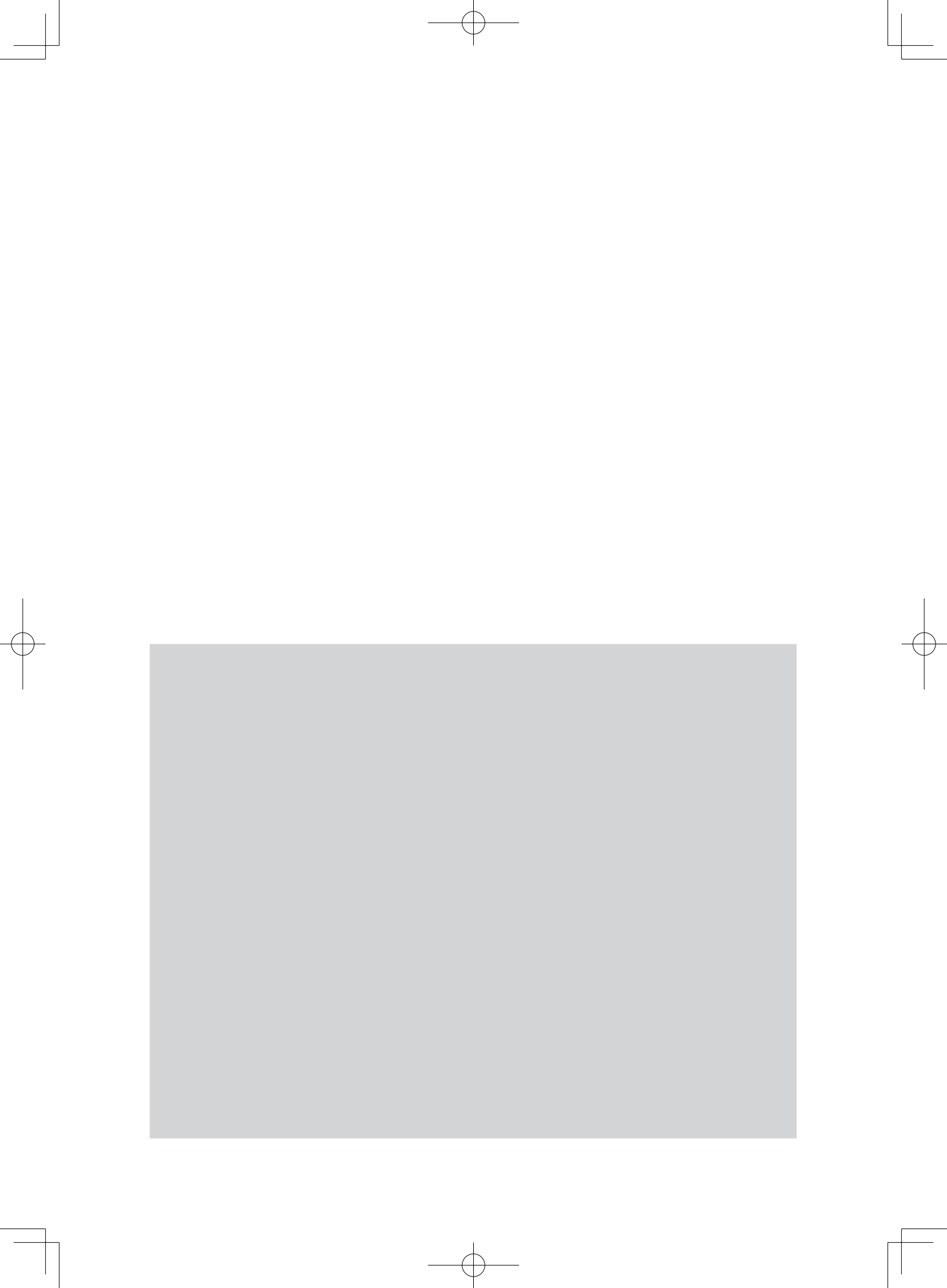
Using SFC-CNS Online Storage Service from Your Android Devices is completed.

6
Online Storage Service

7
CNS Servers

8
FAQ

9
Appendix



7

CNS Servers

Explaining How to Upload Files to CNS Servers and Publish Files on the Web.

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Access Remotely from Your Own PC (Windows 8.1)	137
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1

Using CNS Servers

What are CNS Servers ?

01 What is "Server" ?

Technically, servers are computers or software that provide services and data to other computers on network(s). CNS mail and other CNS services are brought to you from internal CNS servers. This section explains you about the personal storage on the CNS.

03 Upload Using SSH

You have direct access to the storage on on-campus computers. However, if from your computer, you have to use SSH connection to upload files to the CNS servers. Instructions for this are given in [p.137 : Remote Access to CNS Servers (Command Line Interface).]

02 Storage Assigned to You

Every one of the students at SFC is assigned 40GB of storage on the CNS network. The storage is also allocated for e-mails services and the rest of the space can be used for personal purposes; storing report(s), photo(s), a backup and so forth. However it means that your e-mail service will no longer work when your storage is full. Be sure to make some space for e-mails on your storage.

Please refer to the list below to find paths of your user data directories.

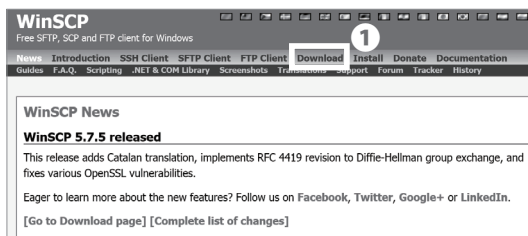
04 Upload Using SCP/SFTP

You can upload files to the CNS servers with SCP or SFTP connection. Instructions to use WinSCP on Windows, and Cyberduck on Mac OS X will be given in this section.

Directory	Path on CNS Servers
Mac OS X Home directory	/home/ [your CNS login name]/CNSiMac
Windows 7 Destop directory	/home/ [your CNS login name]/7DataCNS/CNSDESKTOP
Windows 7 Document directory	/home/ [your CNS login name]/7DataCNS/Documents

2

Transferring Files to CNS from Your Own PC (Windows 8.1) with WinSCP



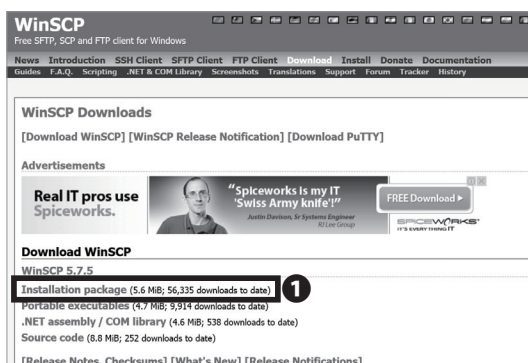
01

This section explains how to use the file transfer software "WinSCP."

Open a web browser and go to the URL.

⇒ <http://winscp.net/eng/docs/start>

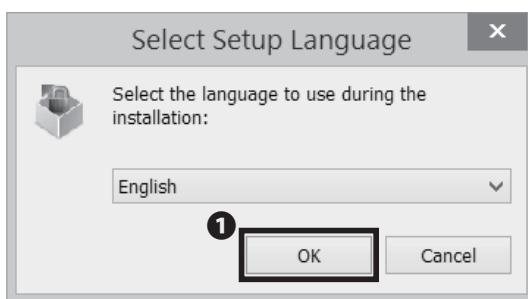
Click ❶ "Download."



02

Click ❶ "Installation package." Your download will begin.

Although downloading WinSCP 5.7.5 as shown on the left, you are supposed to download the latest version of WinSCP.



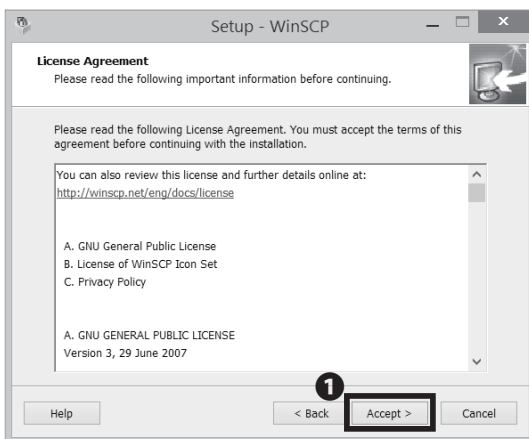
03

Open the file you just downloaded. Click ❶ "OK."



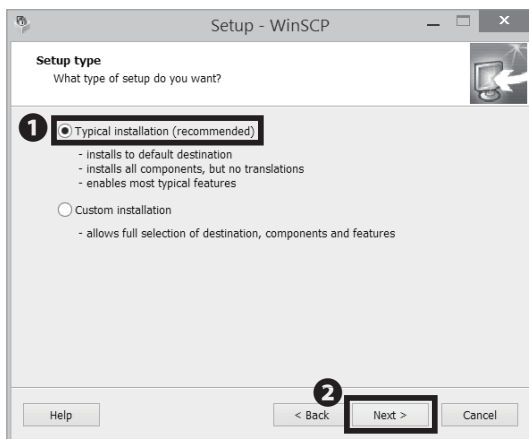
04

Click ❶ "Next>."



05

Read through the license agreement carefully. Only if you agree, click ❶ "Accept>." If not, you may not use this software.



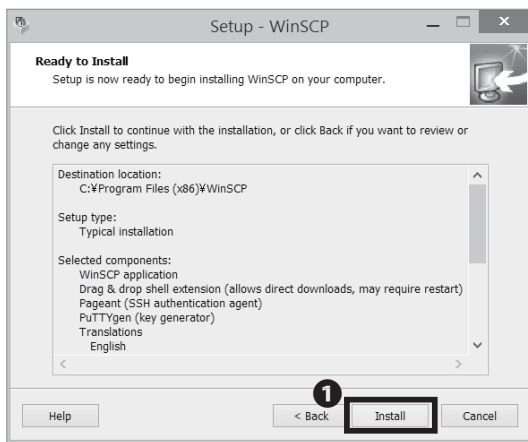
06

Make sure ❶ "Typical Installation(recommended)" is checked and click ❷ "Next >."



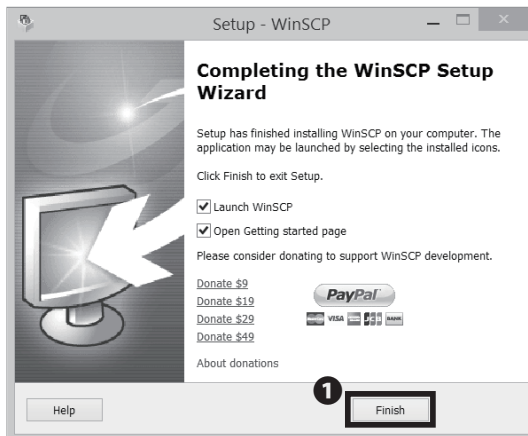
07

This is a selection screen for "User interface style." "Commander interface style" will be used as an example for instructions in this book. You can also change the interface style after the setup. Make sure that ❶ "Commander" is checked. Next, click ❷ "Next >."



08

Click ❶ "Install."



09

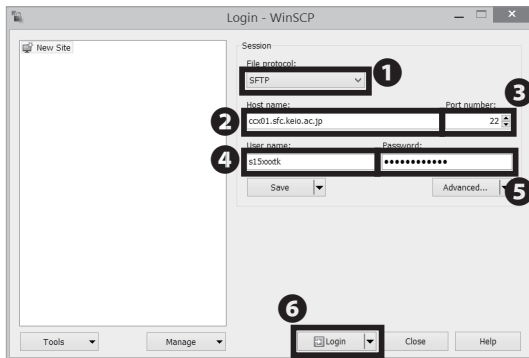
Installation for WinSCP is completed. Click ❶ "Finish" and close the installation wizard.



10

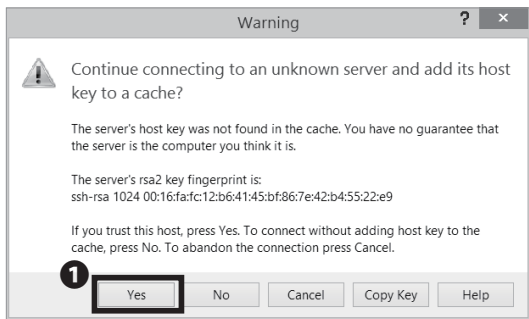
After installation, a shortcut to WinSCP is created on your desktop. Double click ❶ "WinSCP" and launch.

7 CNS Servers



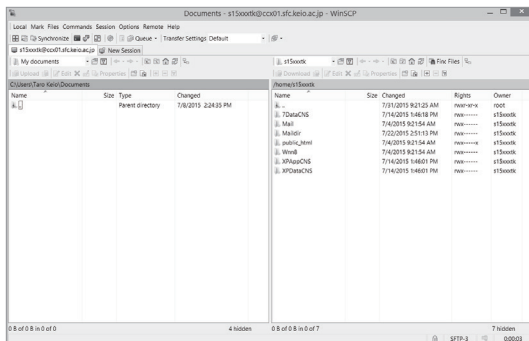
11

Select "SFTP" from ① "File protocol" and type "ccx00.sfc.keio.ac.jp" in ② "Host name", "22" in ③ "Port number", your CNS login name in ④ "User name," and your CNS login password in ⑤ "Password." Next, click ⑥ "Login."



12

Click ① "Yes."



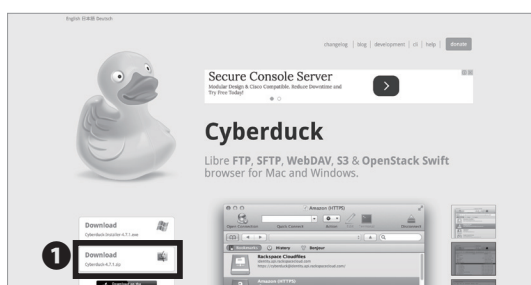
13

Transferring Files to CNS from Your Own PC (Windows 8.1) with WinSCP is completed. If connected properly, your screen should look like the left image.

Local computer's files on the left side, and remote computer's files on the right side are displayed in this screen. You can upload files easily by drag and dropping local files to remote file's screen.

3

Transferring Files to CNS from Your Own Mac (Mac OS X) with Cyberduck



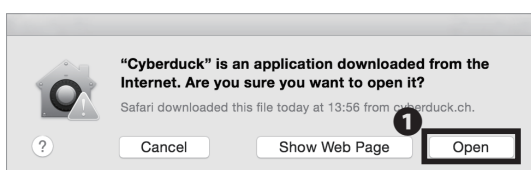
01

This section explains how to use the file transfer software "Cyberduck."

Open a web browser and go to the URL.

⇒ <http://cyberduck.io/>

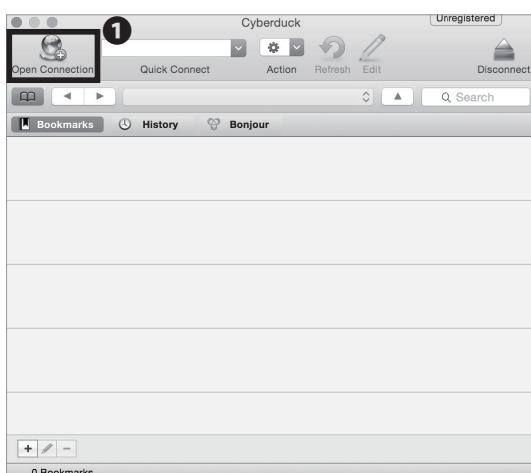
Click ❶ "Download."



02

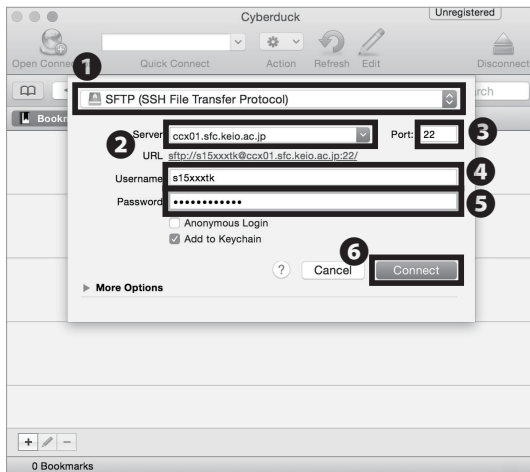
Copy the file you just downloaded and open it. Click

❶ "Open" if you see the window shown on the left side.



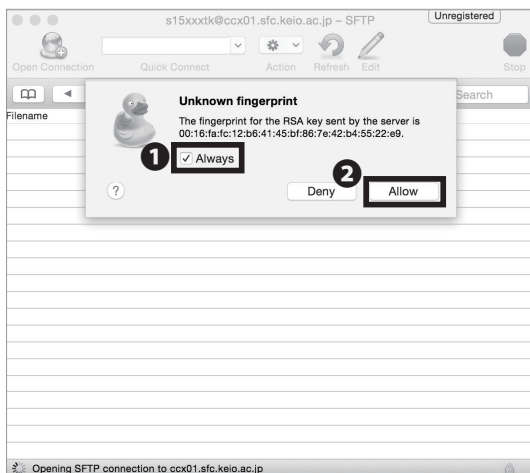
03

Click ❶ "Open Connection."



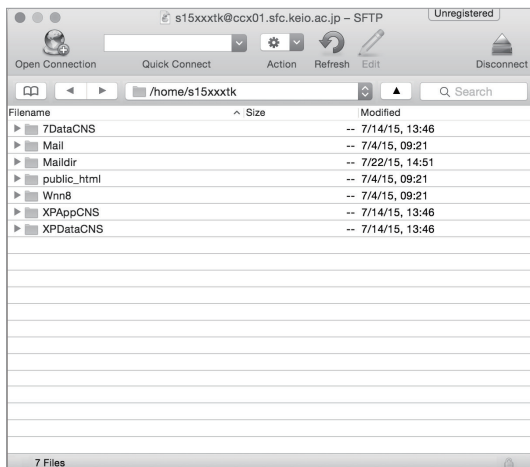
04

Select "SFTP" from the ❶ list and type "ccx00.sfc.keio.ac.jp" in ❷ "Server", "22" in ❸ "Port", your CNS login name in ❹ "Username," and your CNS login password in ❺ "Password." Next, click ❻ "Connect."



05

If you see the window shown on the left side, check ❶ "Always." Next, click ❷ "Allow."



06

Transferring Files to CNS from Your Own Mac (Mac OS X) with Cyberduck is completed. If connected properly, your screen should look like the left image.

In this screen, remote computer's files are displayed. You can upload files easily by drag and dropping local files to remote file's screen.

4

Publishing Files on the Web

You can publish your files on the web by uploading them to the directory that is specified on the CNS servers ("public_html" under home directory) in three ways: from on-campus computers, by remotely accessing via the CLI, and with any file transfer software. Files in this directory will be open to the public unconditionally except if you set either.

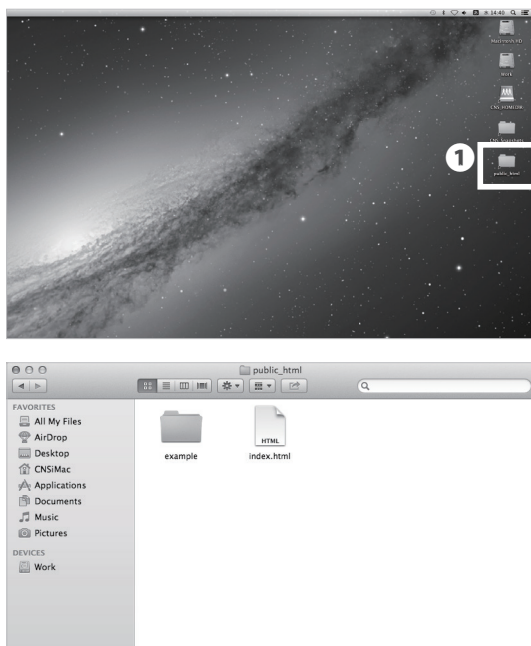
- Limiting access with Basic Authentication or Digest Authentication
- No read, write, and execute permission on "other" class of files.

Correspondence between URLs and files under "public_html" is as below. If you need more details, please refer to **【p.136 : Correspondence between URL and File Location.】**

[http://web.sfc.keio.ac.jp/~\[your CNS login name \]/\[relative path from public_html to the file \]](http://web.sfc.keio.ac.jp/~[your CNS login name]/[relative path from public_html to the file])

As a way to upload and publish files on the web, instructions to publish files from on-campus computers, using each of file transfer software on each computers, and remotely accessing via the CLI (Please refer to **【p.137 : Remote Access to CNS Servers (Command Line Interface)】**) will be given in this section.

Publishing Files on the Web from On-Campus Computers (Mac)



01

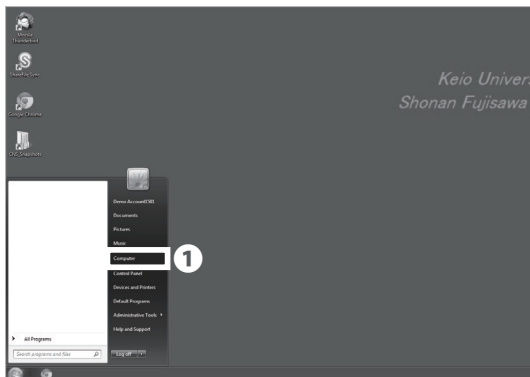
Open ❶ "public_html" from the desktop.

02

By drag and dropping your files into "public_html," you can publish them on the web.

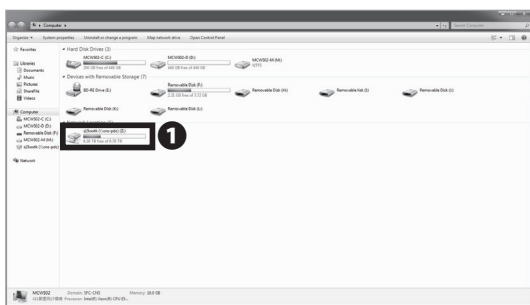
If you want to know the URL of the uploaded file, please refer to **【p.136 : Correspondence between URL and File Location.】**

Publishing Files on the Web from On-Campus Computers (Windows)



01

Click ❶ “Computer” from the desktop.



02

Click ❶ “[your CNS login name](Z:)” under “Network Location.”

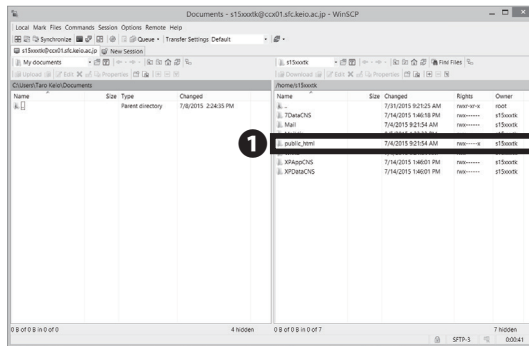


03

By drag and dropping your files into ❶ “public_html,” you can publish them on the web.

If you want to know the URL of the uploaded file, please refer to **[p.136 : Correspondence between URL and File Location.]**

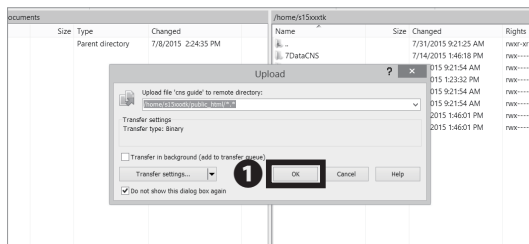
Publishing Files on the Web from Your Own PC with WinSCP (Windows 8.1)



01

Launch WinSCP and connect to your CNS home directory. Please refer to [【p.127 : Transferring Files to CNS from Your Own PC \(Windows 8.1\) with WinSCP】](#) for instructions to install WinSCP.

From local files (on the left side) to ❶ “public_html” directory (on the right side), drag and drop the file or the directory that you want to publish on the web.

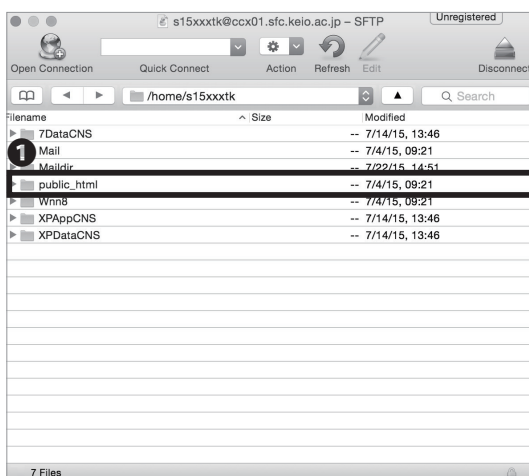


02

Click ❶ “OK.”

Publishing Files on the Web from Your Computer with WinSCP (Windows 8.1) is completed. If you want to know the URL of the uploaded file, please refer to [【p.136 : Correspondence between URL and File Location.】](#)

Publishing Files on the Web from Your Own PC with Cyberduck(Mac OS X)



01

Launch Cyberduck and connect to your CNS home directory. Please refer to [【p.131 : Transferring Files to CNS from Your Own Mac \(Mac OS X\) with Cyberduck】](#) for instructions to install Cyberduck.

From your computer to ❶ “public_html” directory, drag and drop the file or the directory that you want to publish on the web.

Publishing Files on the Web from Your Computer with Cyberduck (Mac OS X) is completed. If you want to know the URL of the uploaded file, please refer to [【p.136 : Correspondence between URL and File Location.】](#)

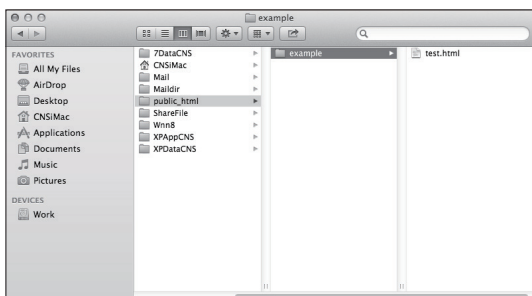
Correspondence between URL and File Location

Correspondence between the URL and the file being placed in “public_html” under home directory is as below. After putting files, you can access the files on the web by launching a browser and typing the below URL into the address bar.

[http://web.sfc.keio.ac.jp/~\[your CNS login name\]/\[relative path from public_html to the file\]](http://web.sfc.keio.ac.jp/~[your CNS login name]/[relative path from public_html to the file])

A relative path is a way to specify the location of a directory relative to the current directory.

For example, when there is a file “test.html” under the directory “example” that is located under the directory “public_html,” the relative path to “test.html” from “public_html” will be “example/test.html.”



01

When a user, who has a CNS login name “s15xxxtk,” makes a directory “example” under “public_html” that is located on home directory, then create a file “test.html” into there, the directory structure should look like the left image.



02

When you access the files on the web, open a web browser and type the URL into ❶ “Address bar” to access. The format of the URL is as below.

⇒ [http://web.sfc.keio.ac.jp/~\[your CNS login name\]/\[relative path from public_html to the file\]](http://web.sfc.keio.ac.jp/~[your CNS login name]/[relative path from public_html to the file])

In this example, since the CNS login name is “s15xxxtk” and the relative path from public_html to the file is “example/test.html/”, the URL should be as follows.

<http://web.sfc.keio.ac.jp/~s15xxxtk/example/test.html>

If you cannot access the files on the web, make sure the following points.

- The file is placed properly under “public_html” on home directory.
- The URL is typed correctly (Especially whether “~” is typed exactly before your CNS login name).

5

Remote Access to CNS Servers (Command Line Interface)

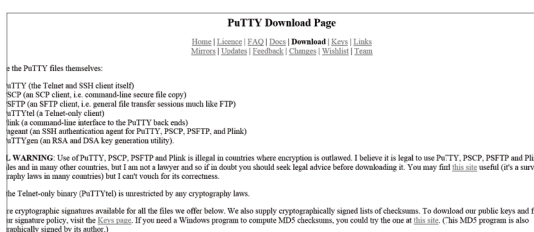
What is Remote Access ?

Even if you cannot physically access on-campus computers, you can remotely access the service. In CNS environment, you can use SSH protocol to login to the server(s) remotely.

In this section, instructions for Remote Access both on Windows8.1 and Mac OS X are given. For more information about CNS servers, please refer to the URL.

⇒ http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Access Remotely from Your Own PC (Windows 8.1)

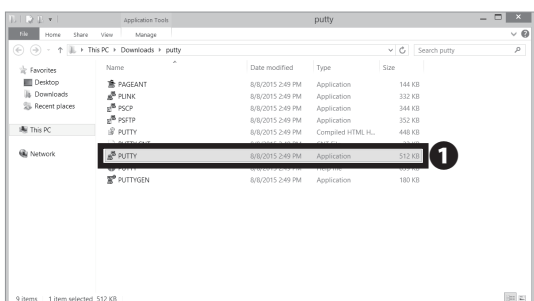


01

As Microsoft does not offer a SSH client for Windows, you have to install one yourself. In this section, "PuTTY," one of the SSH clients, will be used for instructions.

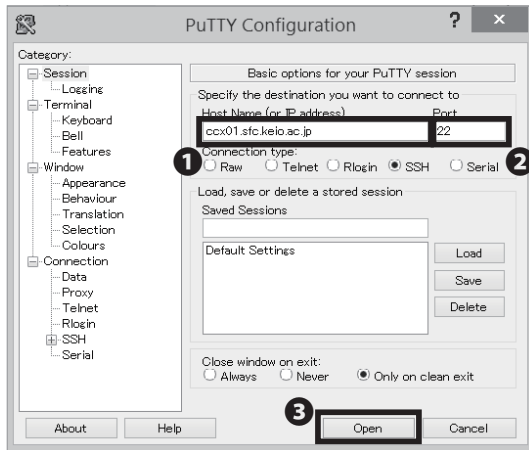
Open a web browser and go to the URL, and download "PuTTY."

⇒ <http://the.earth.li/~sgtatham/putty/latest/x86/putty.zip>



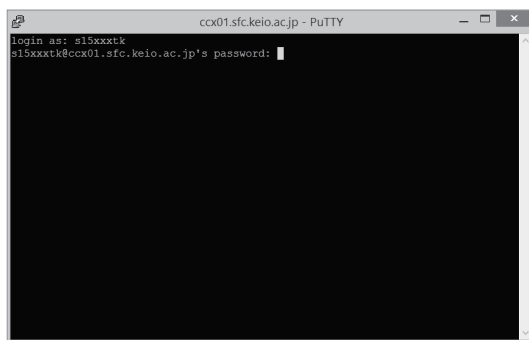
02

Extract the file you just downloaded to an arbitrary directory on your computer and double click ❶ "PuTTY" in that folder.



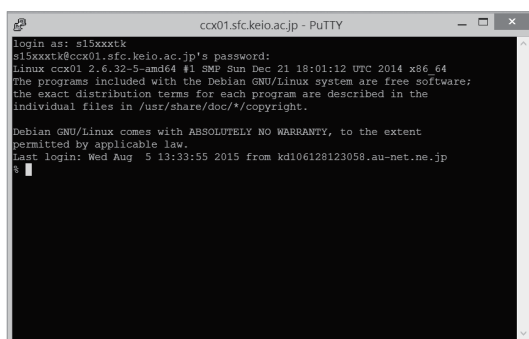
03

Type "ccx01.sfc.keio.ac.jp" in ❶ "Host Name(or IP address)" and "22" in ❷ "Port." Next, click ❸ "Open."



04

First you need to type your CNS login name and your CNS login password when you are asked to do so. Do not forget to hit the Enter key for each time. Be careful that the cursor will not move.



05

If your keyboard cursor stays at %, then you logged in successfully.

Access Remotely from Your Own PC (Windows 8.1) is completed.

Access Remotely from Your Own Mac (Mac OS X)

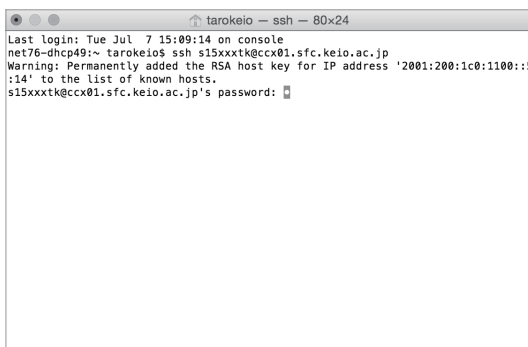


```
tarokeio — bash — 80x24
Last login: Tue Jul 7 15:09:14 on console
net76-dhcp49:~ tarokeio$ ssh s15xxxtk@ccx01.sfc.keio.ac.jp
```

01

Open Terminal from Utility folder in Application folder.

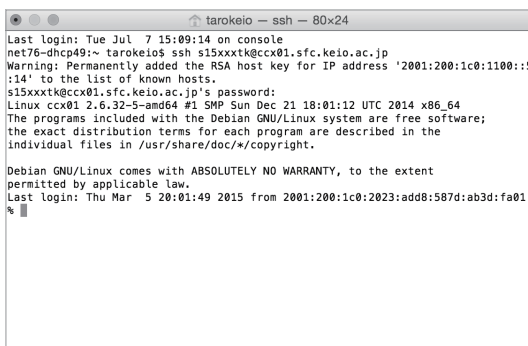
Type "ssh [your CNS login name]@ccx00.sfc.keio.ac.jp" and hit the Return key.



```
tarokeio — ssh — 80x24
Last login: Tue Jul 7 15:09:14 on console
net76-dhcp49:~ tarokeio$ ssh s15xxxtk@ccx01.sfc.keio.ac.jp
Warning: Permanently added the RSA host key for IP address '2001:200:1c0:1100::5:14' to the list of known hosts.
s15xxxtk@ccx01.sfc.keio.ac.jp's password: 
```

02

You will be asked to type your password. Type your CNS login password and hit the Return key. Be careful that the cursor will not move.



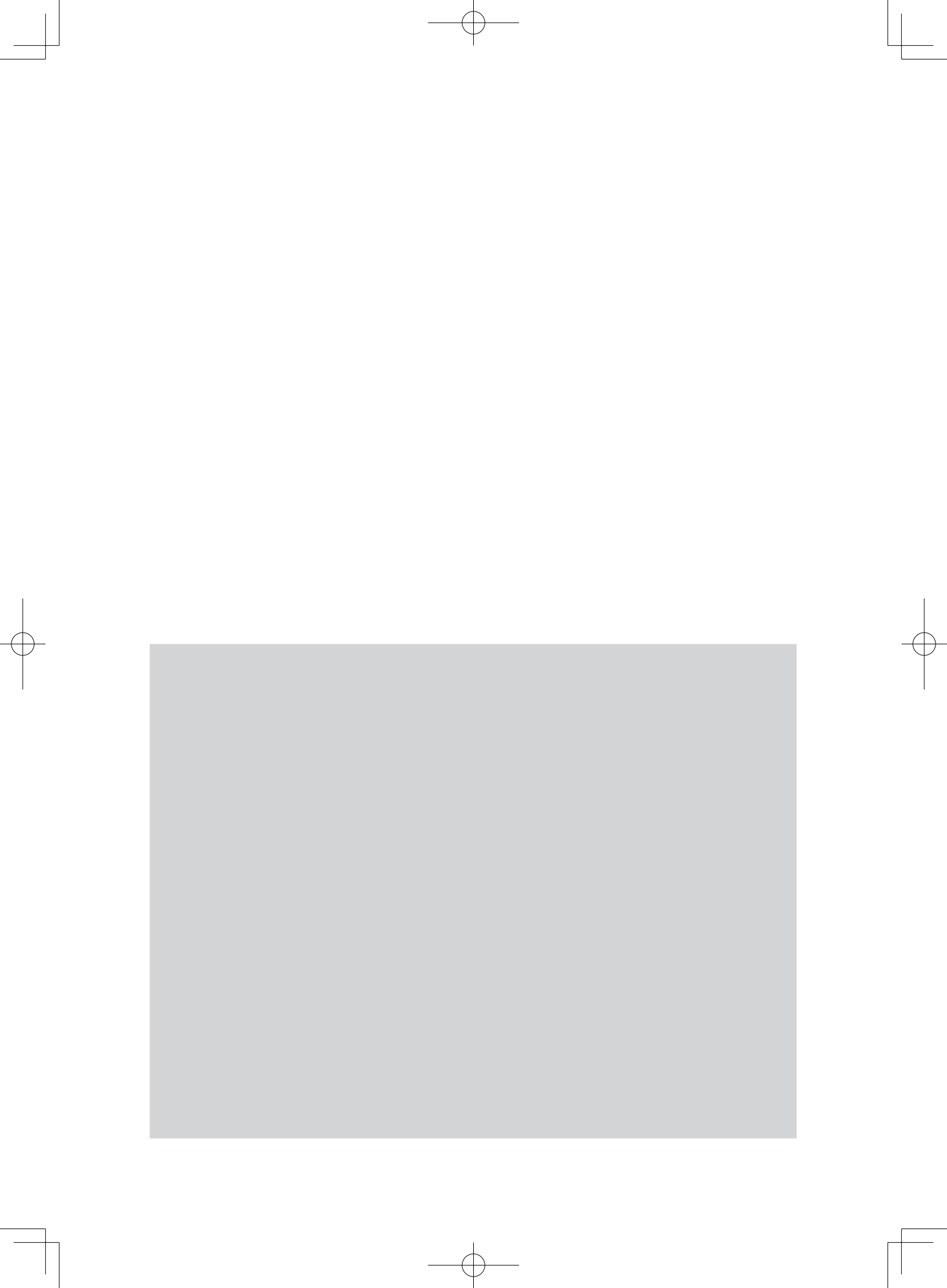
```
tarokeio — ssh — 80x24
Last login: Tue Jul 7 15:09:14 on console
net76-dhcp49:~ tarokeio$ ssh s15xxxtk@ccx01.sfc.keio.ac.jp
Warning: Permanently added the RSA host key for IP address '2001:200:1c0:1100::5:14' to the list of known hosts.
s15xxxtk@ccx01.sfc.keio.ac.jp's password:
Linux ccx01 2.6.32-5-amd64 #1 SMP Sun Dec 21 18:01:12 UTC 2014 x86_64
The programs included with the Debian GNU/Linux system are free software;
the exact distribution terms for each program are described in the
individual files in /usr/share/doc/*/*copyright.

Debian GNU/Linux comes with ABSOLUTELY NO WARRANTY, to the extent
permitted by applicable law.
Last login: Thu Mar 5 20:01:49 2015 from 2001:200:1c0:2023:ad8:587d:ab3d:fa01
%
```

03

If you see the window shown on the left side, you are logged in successfully.

Access Remotely from Your Own Mac (Mac OS X) is completed.



8

FAQ

Explaining how to Reset Account Passwords and Common Troubleshooting

Services that Require Pre-registration	142
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1

Services that Require Pre-registration

CNS Services that Require Pre-registration

Application is needed for using specified network services of CNS. Access the Applications page of Shonan Fujisawa ITC from the following URL.

⇒ http://www.sfc.itc.keio.ac.jp/en/application_sfc.html

Select a service to apply, and download the application form. Fill in the required items and turn it in at the counter of Shonan Fujisawa ITC. Some application can be done online.

Services that requires application are as follows.

Name of Services	Eligible Users	Notes
Registration for using Outside SMTP Server	Student, Faculty and Staff	You can send e-mails from the network inside the campus via mail server outside the campus.
Registration for using P2P File Sharing Softwares	Student, Faculty and Staff	You can use file sharing software inside the university campus for research purpose(s).
Registration for CNS Mailing Lists	Faculty and Staff	You can create a mailing list for "Circle" activities (university clubs and societies) and lectures.
Registration for CNS Shared Workspaces	Faculty and Staff	You can use a shared workspace on CNS.
Registration for renting Remote Conference System	Faculty and Staff	You can use the video meeting system for having discussions with people from remote locations.
Registration for connecting devices to CNS	Fulltime Faculty and Staff	You can connect devices to CNS with static hostnames and IP addresses.
Registration for Sub-Domains	Fulltime Faculty and Staff	You can obtain sub-domains for laboratories.
Registration for Sub-Networks	Fulltime Faculty and Staff	You can obtain sub-networks for laboratories.

Software Licensing Center

Site-Licensed Software is a software that Keio has package purchased for Staff and Students. Some of the software can be installed into a personal PC for research and education purpose(s) while the user is in tenure. Some applications can be done by online, and others must turn in the filled form to Shonan Fujisawa ITC and install on the spot.

As of September 2015, the available softwares is as follows.

For latest information, please confirm at the Site-Licensed Software's Detail / Application page.

⇒ https://secure.itc.keio.ac.jp/c/a/sfc/en/software_license_sfc.html

Name of Software	Description	Eligible Users
JMP	Statistical Analysis	Student, Faculty and Staff
Mathematica	Technical Calculation Software	Student, Faculty and Staff
SAS	Statistical Analysis	Student, Faculty and Staff
SPSS	Statistical Analysis and Data Mining	Student, Faculty and Staff
Amos	Analysis of Covariance Structure Software	Student, Faculty and Staff
Microsoft Softwares	Office, Windows OS(Upgraded)	Faculty and Staff
Becky! Internet Mail	Mail Client for Windows	Student, Faculty and Staff
MATLAB	Math Analytic Program	Faculty and Staff
ChemBioOffice	Chemistry-Oriented Analytical Program	Student, Faculty and Staff
ESET Smart Security / Cyber Security	Security Software	Student, Faculty and Staff
ArcGIS	Gepgraphical Information Analysis Software	Student, Faculty and Staff

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Appendix 9

2

How to Reset Account Passwords

Checking and Changing SFC-CNS Passwords

01

Open a web browser and go to the URL.

⇒ <http://itcsecure.sfc.keio.ac.jp/form/password/>

Passwords to Change Here:

- CNS Login Password
- IMAP/SMTP-AUTH Password
- IPP Password
- Web Database Password
- CNS WiMAX Password

Type your CNS login name in ❶ "CNS login name" and your CNS login password in ❷ "CNS login password." Next, click ❸ "Login."

If you have lost your current CNS login password, formalities are needed in Shonan Fujisawa ITC to reissue. Bring your student ID card or campus card to the "CNS/ERNS Service Counter" of Shonan Fujisawa ITC. (Please refer to 【p.153 : SFC-CNS Technical Support Services.】)

02

You will see the list of password you can change on the left side menu ❶. Click one you want to change.

SFC-CNS Passwords

CNS Login Password
IMAP/SMTP-AUTH Password
IPP Password
Database Password
CNS WiMAX Password

CNS Login Password

現在のパスワード
Current Password

新しいパスワード
New password

確認
Confirmation password

パスワードの強さ
The strength of password

Submit

新パスワードには以下の条件が必要です

03 Changing CNS Login Password

Type your current CNS login password in ❶ “Current Password” and your new CNS login password in ❷・❸. Next, click ❹ “Submit” to apply changes.

SFC-CNS Passwords

CNS Login Password
IMAP/SMTP-AUTH Password
IPP Password
Database Password
CNS WiMAX Password

IMAP/SMTP-AUTH Password

新しいパスワード
New password

確認
Confirmation password

パスワードの強さ
The strength of password

Submit

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
- 小文字、大文字、数字を含むこと
- CNSログイン名と同じ文字列は使用しないでください

Requirements for new password

04 Changing IMAP/SMTP-AUTH Password

Type your new IMAP/SMTP-AUTH password in ❶・❷, and click ❸ “Submit.” IMAP/SMTP-AUTH password must be longer than 10 letters, include lower and upper case letter and numbers, and be different from CNS login password.

SFC-CNS Passwords

CNS Login Password
IMAP/SMTP-AUTH Password
IPP Password
Database Password
CNS WiMAX Password

IPP Password

パスワードの確認
(Confirm password)

パスワードの作成/変更
(Create/Change password)

Confirm

Create/Change

IPP印刷について (About IPP printing)

- 日本語
- English

05 Checking IPP Password

Click ❶ “Confirm” to check IPP Password.

SFC-CNS Passwords

CNS Login Password
IMAP/SMTP-AUTH Password
IPP Password
Database Password
CNS WiMAX Password

Web DB Password

パスワードの確認
(Confirm password)

パスワードの作成/変更
(Create/Change password)

Confirm

Create/Change

個人用 Webサーバについて (About Web Service)

- 日本語
- English

06 Checking Web Database Password

Click ❶ “Confirm” to check Web Database Password.

SFC-CNS Passwords

CNS Login Password
IMAP/SMTP-AUTH Password
IPP Password
Database Password
CNS WiMAX Password

CNS WiMAX用 パスワード

UQ WiMAX2+を利用するにはUQコミュニケーションズとの契約が別途必要です

パスワードの作成/変更
(Create/Change password)

Create/Change

UQ WiMAX 2+ について (About UQ WiMAX 2+ service)

- SFC-CNS利用者専用WiMAXサービスについて

07 Confirm CNS WiMAX Password

To change or confirm password for CNS WiMAX, click ❶ “Create/Change.”

Separate contract with UQ Communications will be needed to use UQ WiMAX2+.

Changing Login Password of keio.jp Account

keio.jp
Keio University CALAMVS GLADIO FORTIOR

2014年11月11日よりkeio.jp の変更点があります。詳細
keio.jp renewal on November 11, 2014 [Detail](#)

ログイン対象/Log in to :
keio.jpポータル / keio.jp Portal ?

1 ID:
t.keio@keio.jp

2 Password:
.....

☐ : ワンタイムパスワードを利用する/ Use One-Time Password

3 Login

[利用者ガイド \(User's Guide\)](#) [サポート \(Support Desk\)](#)
[ワンタイムパスワードについて \(About One-Time Password\)](#)

01

Open a web browser and go to the URL.

⇒ <http://keio.jp/>

Type your keio.jp ID (or "[your CNS login name]@sfc.keio.ac.jp") in ① "ID" and your keio.jp password (or "your CNS login password") in ② "Password." Next, click ③ "Login."

Welcome to keio.jp! Last login: 2015/08/04 11:02:04 with Keio-App (C)

keio.jp
Keio University CALAMVS GLADIO FORTIOR

Application Information

1 Change Password

02

Click ① "Change Password" on top of the page.

keio.jp
Keio University CALAMVS GLADIO FORTIOR

1 Password menu

keio.jp ITC Account

SFC-CNS Mail soft/Smartphone apps

Feature phone Keio Mail EX

03

Click ① "keio.jp."

keio.jp
Keio University CALAMVS GLADIO FORTIOR

1 How to decide a password

- Password length: Your password must contain 8-16 characters.
- Rules for password characters:
 - Lowercase letters (a-z)
 - Uppercase letters (A-Z)
 - Numbers (0-9)
 - Symbols (_ , - , . , @ , # \$ % ^ * + =) *You can use the ambe symbols only.
- A password must contain at least 3 different types of characters, including letters.
- Example : Jk02f1515%

2 New password

3 Confirm password

4 OK

04

Type your current keio.jp password in ① "Current password" and your new keio.jp password in ② • ③. Next, click ④ "OK" to apply changes.

Have You Forgotten Your Password ?

If you have forgotten your current CNS login password, formalities are needed in Shonan Fujisawa ITC to reissue. Please bring your student ID card or campus card to the “CNS/ERNS Service Counter” 【p.153 : SFC-CNS Technical Support Services】 of Shonan Fujisawa ITC.

If you have forgotten your IMAP/SMTP-AUTH password, refer 【p.144 : Checking and Changing SFC-CNS Passwords】 and set a new password

If you have forgotten your ID or password for keio.jp, please bring your student ID card or campus card, and fill out an application form at the “CNS/ERNS Service Counter.”

Furthurmore, keio.jp can be logged in by CNS account and CNS login password since November 11, 2014. To login by your CNS account, type in “[CNS Login Name]@sfc.keio.ac.jp” on the “ID” column, and type your CNS login password on the “Password” column.

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Tips for Creating a Stronger, More Secure Password

Nowadays, with computers, you must make and remember passwords to protect your security and information. Follow the steps below to make a strong and secure password.

Step01. Deside Basic String for Password

Refrain from using your telephone number, name, birthday, and any other words that a third party may easily obtain or guess.

Step02. Replace Letters with Characters and Numbers

Replacing letters with characters and numbers strengthens the security of passwords.
(e.g. word -> w0rd, / internet -> !nternet / queen -> 9ueen)

Step03. Do NOT Use the Same Password More than Once

Repeatedly using the same password on different services decreases the security of passwords, so please make a new password for each services. However, remembering all the different passwords would be quite a burden. You may combine existing passwords and use similar expressions to make new ones.
(e.g. w0rd -> cw0rdns [CNS Password] / !nternet -> ma!nternetil [Mail Password])

Refer other websites for more creative tips for making strong and secure passwords.

3

Troubleshooting

Problems with Wireless LAN Connection01 **Check Your Physical Switch**

Your computer may have a physical switch for Wireless adapter(s). Please look for a Wi-Fi switch around your computer and also access the system configuration to check that your wireless adapter is set to ON.

02 **Reconfigure Wireless Network**

In some cases, your wireless network setting might not have been set correctly. Please reconfigure the device. Please refer to **【p.15 : Wireless LAN.】**

Problems with CNS Printers01 **Check Wireless LAN Connectivity**

Printing out requires you to be connected to the Internet, please check your network connectivity and try again.

03 **Check Printers Status**

Printers might show errors such as shortage of papers and toners time to time. If CNS printers have shown you these errors, please contact Shonan Fujisawa Campus ITC or CNS Consultants immediately.

02 **Check File Size of Printing Jobs**

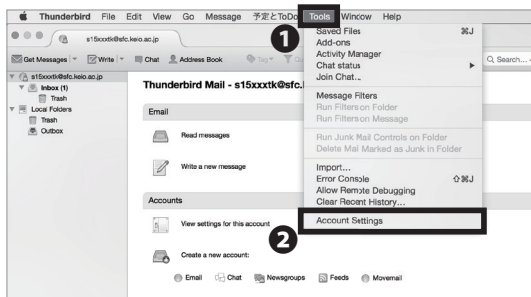
Downsize the file you are trying to print. If your file size is too big, it may take a while to be sent to the CNS printers.

Changing file format might help making the file smaller.

04 **Check Setting for Printers**

Your computers might not be properly configured if you are having problems with printing. Please setup printer profile again by following the instruction from **【p.67 : CNS Printers.】**

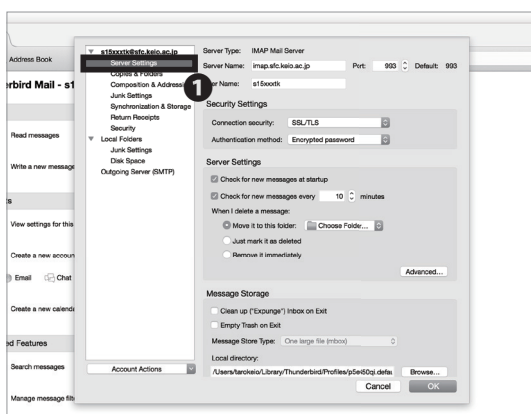
Problems with Sending / Receiving Mail



01

If your e-mail cannot be sent to receivers although your sending and receiving e-mail address are both correct, your configuration might have to be fixed.

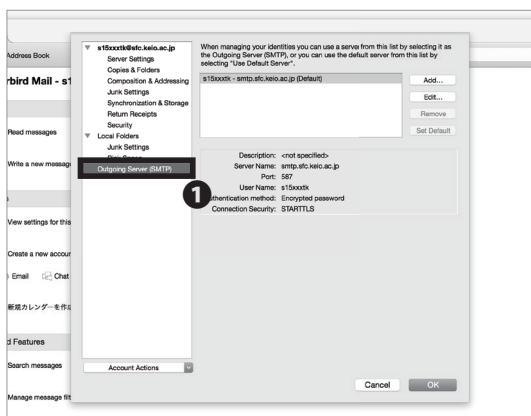
Please refer to 【p.43 : CNS Mail】 and setup the mail client again. To change the setting here, click ② "Account Settings" from ① "Tools."



02

Incoming Servers

Click ① "Server Settings" to check the current setting of incoming servers.



03

Outgoing Servers

Click ① "Outgoing Server (SMTP)" to check sending server settings.

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Troubleshooting of On-Campus Mac

Quick Fix with CNS Tool



01

CNS Tool will let you change your CNS login password, reset all the configurations and file system of your personal CNS space, and delete locked files.

You can open ② "CNS Tool" folder from ① "Application" folder in your dock.



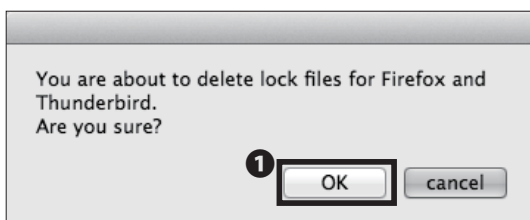
Unable to Launch Firefox or Thunderbird



01

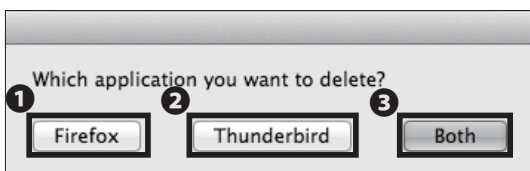
If your Firefox or Thunderbird show an error “already activating” and cannot be launched, you can fix this problem with “Unlock Firefox Thunderbird.app.”

Click **1** “Unlock Firefox Thunderbird.app” in “CNS_Tool” folder.



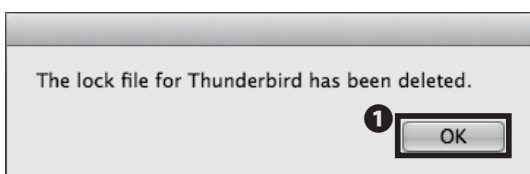
02

Click **1** “OK.”



03

Click **1** “Firefox” or **2** “Thunderbird” or **3** “Both.”



04

Click **1** “OK.”

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Resetting Your CNS Personal Space



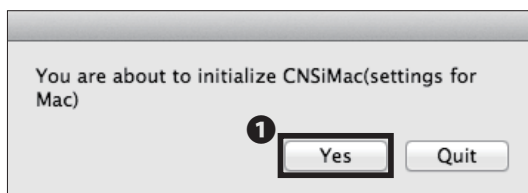
01

When having serious problems with your CNS personal space when you are using computers on campus, you may reset your all configuration of your CNS personal space and format the data to fix the problems.

This action will result in deletion of all of your files listed below.

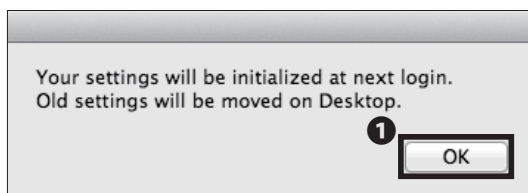
- Files on Desktop
- Files in Documents folder
- Files in Music folder
- Files in Pictures folder
- Bookmarks on Firefox and Safari

Your CNSiMac directory will be backed up and stored in a new folder "Previous_CNSiMac." However, it will only store backup from previous time. Please make a backup of the folder if you need. If you have understood the risk and want to proceed with resetting, click ❶ "Renew CNSiMac.app" from "CNS_Tool" folder.



02

Read again the caution on STEP 01 and if you have no objection, click ❶ "Yes."



03

Click ❶ "OK." Resetting of your personal space will begin at login next time.

5

SFC-CNS Technical Support Services

Please ask any questions about SFC-CNS to Shonan Fujisawa ITC or CNS Consultants. You can also check our website for further and up-to-date information.

⇒ http://www.sfc.itc.keio.ac.jp/en/top_sfc.html

Shonan Fujisawa ITC (Information Technology Center)		
Location	Media Center North CNS/ERNS Service Desk	
E-mail Address	cns-request@sfc.keio.ac.jp	
Website	http://www.sfc.itc.keio.ac.jp/en/top_sfc.html	
Opening hours	9:15 - 17:00 (Saturdays, Sundays, public holidays, and holidays set by Keio are closed.)	
Hotline (Weekdays)	9:15 - 22:50 (Spring/Fall semester) 9:15 - 17:50 (Summer/Winter break period)	Tel. : 0466-49-3423 Extension : 52512
Hotline (Saturday)	9:15 - 18:50 (Spring/Fall semester) 9:15 - 15:50 (Summer/Winter break period) (Sundays, public holidays are closed.)	

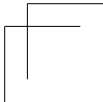
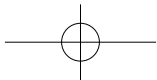
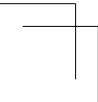
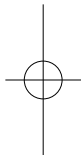
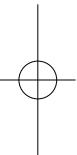
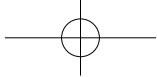
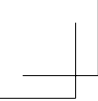
CNS Consultant Desk	
Location	Media Center First Floor CNS Consultant Desk
E-mail Address	cns-consultant@sfc.keio.ac.jp
Tel.	0466-49-3425
Extension	52519
Websites	http://cnscon.sfc.keio.ac.jp/en/
Opening Hours	9:20 - 22:30 (Saturdays, Sundays, public holidays, and holidays set by Keio are closed.)

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Appendix

Contact addresses in case you have any trouble, list of centers at SFC, and about copyrights are written.

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1

Terms of Use

To Users of CNS and ERNS

Shonan Fujisawa Campus

Shonan Fujisawa Campus - Campus Network System Terms of Service

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

- a. SFC-CNS users acknowledge that the SFC-CNS is a network for academic purpose(s).
- b. Individuals using the network for non-educational or non-research purpose(s), such as any examples listed below, may have their SFC-CNS accounts terminated or temporarily suspended. Users should understand that such termination or suspension could result in inability to earn course credits or other significant disadvantages.
- c. Profit making activities
- d. Actions or activities that violate public order and decency
- e. Actions or activities that invade the privacy of others
- f. Actions or activities that interfere with the normal operation of the network
- g. Actions or activities that infringe on copyrights or other intellectual property rights
- h. Actions or activities which could damage the reputation of Keio University
- i. Other actions or activities that violate laws and regulations or rules of Keio University
- j. Individuals found to be operating devices that could interfere with the normal operation of the network may have their access to SFC-CNS terminated.
- k. These rules may be revised at any time. Revised rules shall take precedence over previous versions.
- l. 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

Other Support Services

Shonan Fujisawa ITC (Information Technology Center)	
Location	Media Center First Floor North CNS/ERNS Service Desk
E-mail Address	cns-request@sfc.keio.ac.jp
Tel.	0466-49-3423 <ext. 52512>
Website	http://www.sfc.itc.keio.ac.jp/en/top_sfc.html
Service Hours	9:15 - 17:00 (Saturdays, Sundays, public holidays, and holidays set by Keio are closed.)

CNS Consultant Desk	
Location	Media Center First Floor CNS Consultant Desk
E-mail Address	cns-consultant@sfc.keio.ac.jp
Tel.	0466-49-3425 <ext. 52519>
Website	http://cnscon.sfc.keio.ac.jp/en/
Service Hours	9:20 - 22:30 (Saturdays, Sundays, public holidays, and holidays set by Keio are closed.)

AV Consultant Desk	
Location	Media Center First Floor AV Consultant Desk
E-mail Address	av-staff@sfc.keio.ac.jp
Website	http://avcon.sfc.keio.ac.jp/web/ (Japanese only)
Service Hours	Regular Hours 9:15-22:30 (Until 15:30 on Saturdays) Shorter Hours 9:15-17:30 (Until 15:30 [11:30-12:30 Lunch Break] on Saturdays) (Saturdays, Sundays, public holidays, and holidays set by Keio are closed.)

Database Consultant Desk	
Location	Media Center Second Floor Database Consultant Desk
E-mail Address	dbconsultant@sfc.keio.ac.jp
Service Hours	16:30 - 19:40 (Saturdays, Sundays, public holidays, and holidays set by Keio are closed.)

NMC Factotum	
Location	Faculty of Nursing and Medical Care Multimedia Support Counter
E-mail Address	factotum-support@sfc.keio.ac.jp
Service Hours	http://nmcfact.sfc.keio.ac.jp/ (Japanese only)

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Who are CNS Consultants ?

01 **CNS Consultants**

CNS Consultant Desk is a resource intended to provide students with information and support with computers, and a service on the campus. The purpose of CNS Consultant Desk is to troubleshoot problems and lend devices such as laptop computers, USB DVD Drives.

Support Hours : 9:20 - 22:30 (Weekdays only)

Location : First Floor of Media Center

In case of a natural disaster or event, support hours may change accordingly.

Please refer to the URL for further and up-to-date information.

⇒ <http://cnscon.sfc.keio.ac.jp/en/>

For more information on schedule of Media Center, refer to the URL below.

⇒ <http://www.sfc.lib.keio.ac.jp/eng/>

02

Rules and Fines

- Show current Student ID card of your own. CNS Consultant will review the Application form and checklist with you.
- Laptop must be returned by closing time on the same day of borrowing. (When CNS Consultant Desk is open the next day, you may return the devices the next day, closing time of CNS Consultant Desk.)
- When failed to comply with the agreement, you are suspended from the borrowing service for six months.

Equipment for Rental	Model	Note
Laptop	Panasonic CF-B11	CD / DVD-ROM / BD Readable CD / DVD-R / DVD-RW Writable
	Apple MacBook Pro 13inch	CD / DVD-ROM Readable CD / DVD-R / DVD-RW Writable
External DVD Drive	BUFFALO BRXL-CSPI6U2	USB2.0 Compatible CD / DVD-ROM / BD Readable CD / DVD-R / DVD-RW /BD Writable

4

Rules of Using On-Campus Computers

01

You may not use CNS for inappropriate purpose(s) and must respect other users on the network and refrain from ungenerous acts especially of those listed below. For in-detailed terms of use, refer to 【p.156 : Terms of Use.】

03

Fair Use

As only limited number of computers are publicly available, the demand for equipment exceeds availability at times. You are asked to be respectful, and sensitive to the needs of others and limit use during times of heavy demand.

02

Do Not Drink or Eat

Liquid and food can cause severe damages to public equipment. No beverages and wet objects (with exception of bottled drinks) are allowed to be placed nearby computers.

04

Log Out All the Time

Make sure to log out when you are finished. If you do not, your account will be vulnerable to a third party use, which may result in your profile being exploited for illegal means and put risks on the CNS network.

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What is "Zanryu"?

"Overnight stay on Campus" is commonly endeared with the term "Zanryu." Officially speaking, Zanryu is from 23:00 to 8:00. Number of students "accidentally" do Zanryu during their college life at SFC. Zanryu must be done at one's will and club activities may not be conducted over night(s).

Some constantly put themselves in this situation and enjoy the vacant campus in the morning with sun light welcoming hard work one has done the previous night.

"Zanryu" might help making your work done. However, Zanryu has a potential harm to your health and well-livings. You may do so at your will. The university is, however, not recommending the act.

You have to submit a Zanryu form online or fill in the paper form when a watchman (who is called Zanryu-Ojisan) comes and asks you. The link for online registration is placed on the top of each lecture class webpage of SFC-SFS.

5

List of Centers on Campus

01 Equipment at Media Center

Computers, which Audio/Visual equipments are installed, allow you to make a copy of VHS and edit video materials. Service Hours are from 9:15 to 23:00 on weekdays, from 9:15 to 19:00 on Saturdays. On Sundays and National holidays, the center is closed. To enter into the Media Center, your Student ID card is required. You may refer to the website for further information.

⇒ <http://www.sfc.lib.keio.ac.jp/eng/>

02 Equipment at PC Rooms

PC Rooms are available to use 24 hours a day unless a lecture is conducted in the room. On New Years' holidays and summer holidays, the rooms will be closed. To enter into the room, your Student ID card is required. You have to submit an "Zanryu-Todoke" to stay overnight in the room.

Location		Use	Model and Operating System	#	Hostname
Media Center	Open Area (First Floor)	Walk-by	HP Compaq Pro 6300 (Windows 7)	3	mcsupc01-03
		Scanning	HP Compaq Pro 6300 (Windows 7)	4	mcvspc01-04
		Video Editing	Mac Pro (OS X 10.8)	11	mchdmac01-11
		Music Composing	iMac 27 inch (OS X 10.8)	7	mcdamac01-07
		General Use	DELL PRECISION T3600 (Windows 7)	2	mcws01-02
			iMac 21.5 inch (OS X 10.8)	4	mczmac01-04
			iMac 27 inch (OS X 10.8)	13	mcmac01-13
		Printer	RICOH IPSiO SP C831 PS	2	-
	Multi Media Multi Lingual Room (Second Floor)	General Use	HP Compaq Pro 6300 (Windows 7)	3	mmlswpc01-03
PC Rooms	ITC Entrance	Printer	RICOH IPSiO SP C831 PS	3	-
	κ 18	General Use	iMac 21.5 inch (OS X 10.8)	40	zmac000-039
		Printer	RICOH IPSiO SP C831 PS	1	-
	ε 17	General Use	iMac 21.5 inch (OS X 10.8)	40	zmac040-079
		Printer	RICOH IPSiO SP C831 PS	1	-
	ι 18	General Use	iMac 21.5 inch (OS X 10.8)	40	zmac080-119
		Printer	RICOH IPSiO SP C831 PS	1	-
	ο 17	General Use	iMac 21.5 inch (OS X 10.8)	40	zmac120-159
		Printer	RICOH IPSiO SP C831 PS	1	-
	λ 11	CG/CAD	HP Z400 Workstation (Windows 7)	45	ws00-44
			RICOH IPSiO SP C831 PS	1	-
	λ 18	Video Editing	Mac Pro (OS X 10.8)	40	hdmac00-39
			RICOH IPSiO SP C831 PS	1	-
	λ 21	Music Composing	iMac 27 inch (OS X 10.8)	40	damac00-39
			RICOH IPSiO SP C831 PS	1	-

(As of September 2015)

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About Keio ID and Keio Apps ID

Besides a CNS account for students and faculty members at SFC, a Keio ID will be distributed to all students and faculty members at Keio University. In the case when it is issued over March, 6, 2015, Keio ID should be formatted as follows. This will also apply to Keio Apps ID mentioned below.

[The character string you set when in activation] @ keio.jp

By authenticating "keio.jp" with Keio ID, you can use the various services provided by Keio University. For example, you can use a licensed software and KOSMOS My Library, and browse a database, electronic journals, grade reports, and official information of class cancellation and make up class.

Also, for those who have Keio ID already, please login keio.jp and check for Keio Apps ID. Keio apps ID should be formatted in default as follows (It is displayed on the upper right of the screen after "Keio Mail" is launched).

[your Keio ID] @ keio.jp

By using a Keio Apps ID, you can make better use of the services of Google Apps for Education. These services will be usable in collaboration with other members; for example, "Drive," "Group," "Calendar," etc. You can also use Gmail by using your Keio Apps ID as an e-mail address.

Keio Apps ID can be used as a Google account, which means that you can download apps and digital contents in Google Play. It is, however, not recommended. If your Keio Apps ID expired after graduating while you're using your Google account to pay for apps, your payment or settlement will be invalid. Keio University will not provide a guarantee against such a loss.

Also, the data of "Drive," "Group," and "Calendar" will not be saved on the Keio servers; therefore, the loss using these services (e.g. data saved on the drive suddenly disappeared) will not be guaranteed. When saving important data, you can use "SFC CNS Online Storage Service," which is able to share data easily between CNS users.

If you want more details about SFC CNS Online Storage Service, please refer to 【p.106 : About SFC CNS Online Storage Service.】

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6

Copyright Rules and Claims

01 Copyright

Redistributing someone else's copyrighted materials such as music, movies, and software without prior consent or legal agreement often results in infringement of copyrights. For those who have acted against the law will be disciplined by the University and face consequences.

02 Restriction on Use of P2P Softwares

University will not tolerate any act of sharing copyrighted materials over the CNS network in accordance with amendment of Japanese Copyright Law in 2012. For educational and research purpose(s), you may use P2P software(s) if your registration form is given to and accepted by Shonan Fujisawa Campus.

For in-detailed information of "Use of File Sharing Software on Campus" and up-to-date information of peer-to-peer software regulation, visit

⇒ http://www.sfc.itc.keio.ac.jp/en/software_fileshare.html

03 Plagiarism

All the reports, submissions by students to professors or staff must be results of one's creation of his or her own. You may not write words taken from others work as if these are originally your thoughts and are expected to clearly credit the source of document(s) or reference(s) and its amount of references is significantly small to your writings.

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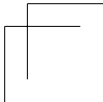
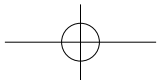
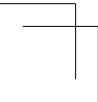
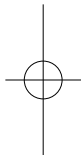
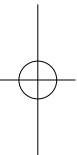
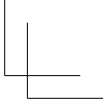
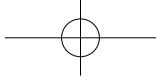
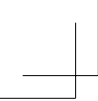
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