



## Introduction IT@MATH - *Institute*

IT Support group	<b>www.math.uzh.ch/support</b> <b>Email: support@math.uzh.ch</b> office: Y27-K30	Phone Benj: <b>55896</b> Phone Daniel, Dario: <b>55866</b> Phone Carsten: <b>55847</b>
Paper for printer	Floor J&K: metal cabinet near the printer	
Print and disk quota	<b>www.math.uzh.ch/my</b>	
Information (IT)	<b>www.math.uzh.ch &gt; Local Info &gt; Information</b> or <b>wiki.math.uzh.ch</b>	
WLAN	<b>wiki.math.uzh.ch/public/wireless_WLAN</b>	
LAN	Use a port with a <b>yellow</b> point. Register your device with your IMATH account by trying open a website.	
Saving power	Please switch off light and computers at the evening. Use the <b>remote power switch</b> on your desk combination.	
USB Stick access	~/thindrives	



## UZH - Accounts

### ZI – Zentrale Informatik

[www.zi.uzh.ch](http://www.zi.uzh.ch)

#### Accounts:

Collaboration (=Mail)

VPN

**WebPass**

**WLAN**

AAI

SAP

Active Directory

### MNF - Dekanat

[www.mnf.uzh.ch](http://www.mnf.uzh.ch)

### I-MATH

Institut für Mathematik

[www.math.uzh.ch](http://www.math.uzh.ch)

#### Accounts:

I-MATH

#### Services:

[math.uzh.ch](http://math.uzh.ch)

[mail.math.uzh.ch](mailto:mail.math.uzh.ch)

[hello.math.uzh.ch](mailto:hello.math.uzh.ch)

[www.math.uzh.ch/li](http://www.math.uzh.ch/li)

[www.math.uzh.ch/my](http://www.math.uzh.ch/my)

[wiki.math.uzh.ch](http://wiki.math.uzh.ch)

[project.math.uzh.ch](http://project.math.uzh.ch)

[tl.math.uzh.ch](http://tl.math.uzh.ch)

[ssh.math.uzh.ch](http://ssh.math.uzh.ch)

[git.math.uzh.ch](http://git.math.uzh.ch)

[drive.math.uzh.ch](http://drive.math.uzh.ch)

Institutes Homepage

Mail & Webmail

(Video-)Chat (aka WhatsApp)

Intranet

For students

Wikis

Ticketing, News (RSS)

User Sessions (thinlinc)

SSH & SFTP

Version Control

Cloud Storage

1. Change your ITIM passwords on <https://www.identity.uzh.ch/>

\* Respect the password requirements.

2. Change your IMATH password <http://www.math.uzh.ch/newpw>



## Issues

For any issue, please send a mail to [support@math.uzh.ch](mailto:support@math.uzh.ch). Often, the IT staff makes a ticket from the email on the issue tracking system under <http://project.math.uzh.ch>. You can track your own issues there.

## Backup

- Central 'homes' server.
  - Backup: every night and the last 4 hours in 15 minutes intervals.
  - Your Backup is available under: `~/zfs/snapshot` ('~' means your home directory)

## Computations

- **Small and short:** start locally in your terminal session.
- **Big or long:** contact the IT support first - there are different compute servers available.

## Windows

- There are several Windows PC: three are accessible in H52, J11 and K49 (scanning, **CD/DVD burning**, ...), or accessible via your terminal.
- Log-in with your regular user-name/password for the institute.
- Your files are available under 'My Documents'.
- Change language under Start > Control Panel > Regional and Language options
- You can access Windows also from a Terminal by: Applications > Remote Desktop > Windows 2016 (opens a Remote desktop Session on our Windows Server 2016 with Office 2016)
- Default printer under Windows: 'k49'

## Scanning

- G25: Printer/Copy Machine
- Floor J: Color Scan (Copy Machine)
- Floor K: Color Scan (Copy Machine)

## Fax

- Fax devices are in the secretary offices J14 and K16

## Mail

- Server: IMAP/POP=**mail.math.uzh.ch** SMTP= **mail.math.uzh.ch**
- **Calendar:** organize your dates in the Zimbra Calendar (multiple calendars are possible) and synchronize them with your mobile phone by CalDav protocol.



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- **Contacts:** Import business contacts in your Zimbra address book. For members of the institute: on each personal page there is a QR Contact code. Just take your mobile phone, open a QR app, and import such an address in your phone.

### Phishing Mails

- New phishing mails are posted on the intranet. Please refer to them if you want to check a suspicious email. If the suspicious email isn't listed there, please forward such a mail to [support@math.uzh.ch](mailto:support@math.uzh.ch).  
If you provide your credentials on a malicious website, often just a few minutes later it will be misused to send spam. As a consequence the institute will be automatically black listed by the ZI mail server and no one of the institute can send mails anymore. Please be careful.
- We're monitoring the amount of sent mails and in case of misuse we will lock a hacked email account.

### Printing

- Printers are named according to the office number: The name of the printer in room Y27H52 is 'h52'.
- All public printers are duplex printers and will print duplex by default - which can be turned off.
- You can change the default printer under „System -> Administration -> Printing“, right click on a printer, choose „Set as Default“.
- Cancel print jobs
  - On the upper right corner you will a printer symbol as long as a print job is active.
  - Click on the icon to open the print queue, select the job and choose **CANCEL**.
- Color printing is expensive: Assistants have a print quota of 1000 credits per semester on colored pages. If a print job is not accepted, you'll be informed by email. If you need more print credits, please contact IT support.
- Paper empty: help yourself - paper should be located in the metal cabinets on floor J & K next to the printer.
- The Printer '**pdf**' is a **virtual printer**, that creates a PDF file out of a print job. This file is stored under `~/output.pdf`. *Warning: an existing output.pdf will be overwritten without asking!*
- Toner empty: contact IT support.

### hello.math.uzh.ch - Rocket Chat

- Like *WhatsApp*, but hosted at I-MATH.
- Via a) Browser (<https://hello.math.uzh.ch>) or b) *Applications > Internet > Rocket Chat*.
- Audio Call & Desktop Sharing (like Skype).
- Create own groups
- Send Attachments (better than by email)
- User: a) I-MATH user by default , b) self registration



## Remote Access

- Thinlinc Session@HOME: **tl.math.uzh.ch** (the second character is a lowercase 'l')
- Access to your data:
  - SSH: **ssh.math.uzh.ch**  
copy files, text applications
    - Linux: Places (caja) *integrated, type **sftp://<user>@<host>**:*
    - Windows: WinSCP <http://winscp.net>
    - Mac: Filezilla <http://filezilla-project.org>

## Git

Offers file version control and acts as a collaboration place: <http://git.math.uzh.ch>.

Create new private / work group or public projects via the web interface. It will show the first git commands individual adjusted to your project. Give it a try and be impressed how easy it is to use git and work with multiple persons on the same project & files. See also [wiki.math.uzh.ch/public/Git](http://wiki.math.uzh.ch/public/Git).

## /scratch/

'/scratch/' is a shared folder of the whole institute, with private subsections for work-groups, teaching and employees.

## /scratch/share

Students do not have access to '/scratch/share'.

[/scratch/share/<work-groups>](#)

[/scratch/share/seminare/<module number>/<semester>](#)

[/scratch/share/vorlesungen/<module number>/<semester>](#) (*veranstaltungen* is a symlink)

## Lecture exercise sheets

PDF files under

[/scratch/share/vorlesungen/<module number>/<semester>/web/](#)

will appear automatically on the corresponding lecture homepage.

## Private Notebook

- In general there is **no** Support from the support group for private stuff – but ask ...
- Internet
  - LAN: Plug in a cable and a network port with a yellow point.
    - The first time you have to register the notebook with your I-Math password.
    - For a cable ask the IT support.
  - WLAN:



- Net: 'UZH' or 'eduroam'
- Authentication: use your UZH 'shortname'

## Thinlinc - Desktop Session: Ubuntu (Gnome/Mate)

### ● Thinlinc

- Don't **log-out** - to pause work, press: **F8** > **Disconnect**
- Switching a terminal on/off don't affect your session.
- By log in on a second terminal, the session will be moved from the first terminal.
- Activate screen-lock by pressing **Ctrl-ALT-L**
- USB Sticks connected to a Terminal (behind the screen) will automatically be mounted under **~/thindrives**. If not:
  - Start 'Applications > System Tools > Clean USB Stick Umount/Mount'
  - or try a windows station on the floor J (Room J11) or K (Room K49) .
- **Trouble** with your session? Quit the session.
  - Before log in, mark the check-box '**End Existing Session**'



### ● Applications:

- Please check the 'Applications' menu.
- Don't hesitate to contact the IT group, if you need further applications to be installed.
- The servers are rebooted about once every 4-12 weeks (during the night). After a reboot, you have to log-in again.
- If a server fails (crash, ... ) your session and any unsaved data are lost.
- Email: use the standalone email application **Thunderbird** or the **Zimbra web-interface**.
- **Alt-Tab**: switching between the applications on the current workspace.
- Quick Start: **Alt-F2** command line / terminal, a.e. firefox, xterm, xpdf, ...
- Workspaces
  - Number, size & name are configurable.
  - Switch workspace: **Ctrl-Alt-LEFT | RIGHT**
  - Application windows can be moved between workspaces.
- Create a bookmark in the file manager, f.e. for */scratch/scan* .
- **Tomboy Notes** = small yellow slips
- Typing umlauts (ö,ä,ü): **compose + vowel + accent** (release each key after pressing)
- **Mendeley**: free reference manager and academic social network
- The panels can be moved, changed, customized. You can also add applets: right click, choose „Add to panel...“
- Trouble with Firefox, Thunderbird, Skype, Gnome or USB Sticks?  
Please check '**Applications > System Tools > Clean ...**'



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- **Tech-news:**  Applet in the upper right corner & *Local Info*
- **Dropbox:** 'Applications > Internet > Dropbox'. See: <https://wiki.math.uzh.ch/public/dropbox>
- **Drive (nextCloud):** 'Applications > Internet > Drive(nextCloud,OwnCloud)'.
  - <https://drive.switch.ch>: 50GB, Registration via AAI
  - <https://drive.math.uzh.ch>: I-MATH Account
- **KeepPassX:** Store all your username/passwords locally (one encrypted file).  
Hint: Save the file in a cloud synced folder (drive.math.uzh.ch) and install a Keepass App on your notebook (<https://keepass.info/>), Android (*KeepassDroid*) and/or iOS (*Keepassium*) device.
- **Flameshot** (Screenshot): 'Applications > Graphics > Flameshot', or key 'prt sc'.
- **Clipboard:**  upper right corner, last 20 entries.
- **Desktop Sharing** (via Thinlinc)
  - Offer own desktop: *Applications > Remote Desktop > Desktop Sharing*
  - Connect to another desktop: *Applications > Remote Desktop > Remmina*
    - New > Name it like your partner username > Server: [...] > Choose your partner > Save & Connect.
- **Firefox**
  - Open a link in a new tab by pressing the **middle mouse button** (scroll wheel).
  - Copying rows or columns in a table: hold down CTRL.

## Homepage

- Each member of the institute is mentioned on the homepage (Name, Office, Tel, ...) = *personal homepage*.
- Each member of the institute can maintain an additional *private Homepage* (please ask IT for setup).
- Professors & assistants have sub-pages: *events / research / vita* (curriculum vitae).
  - Events are assigned *automatically*.
  - Entries in research and vita have to be created *manually* (by themselves) under 'Local Info'.
- The data of your homepage are maintained mainly by the people directly responsible. a.e.: The exercise trainer uploads the scripts concerning the lecture via the web interface to the homepage under 'Local Info'.
- All events (seminars, lectures, ...) are already on the homepage, so that you should only exceptionally create your own homepages for a lecture/seminar (**please consult the IT first**).

## Intranet: Local Info (LI)

<https://www.math.uzh.ch/li> > Log-in

- edit personal homepage,



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- edit seminars, lectures, exercises which are published on the Institutes homepage,
- manage exams,
- display latest tech-news.

## Links & Lists

<https://www.math.uzh.ch/li/index.php?id=linkslists>

Collection of all I-MATH mailing lists (including who is subscribed to a mailing-list), as well as some useful links for the UZH Campus, like the Mensa menu.

### Public Wiki

<https://wiki.math.uzh.ch/public>

The public wiki covers all the basic topics and is for general information that are important for students as well as the whole staff. You can access it without a log-in. For editing, you have to log-in with your IMATH Account.

### Institute Wiki

<https://wiki.math.uzh.ch/math>

Here are information that only can be accessed by employees of the math institute. You find information about our internal section of the website, shares and other services. For example how to handle exams, how to set up your personal homepage, etc.

You need to log-in with your IMATH account to view or edit this wiki. Students can't access the institute wiki.

## Using the library collection of the Institute of Mathematics

The library collection of the Institute of Mathematics is part of the Main Library of the University of Zurich (HBZ) - you will find it in the Forschungsbibliothek Irchel (Y15) on floor K.

### Access

As a member of the Institute of Mathematics you can request a 24/7 access to the library using this application form: [http://www.hbz.uzh.ch/images/Benutzng\\_FBI/antragsformular\\_24hzutritt.pdf](http://www.hbz.uzh.ch/images/Benutzng_FBI/antragsformular_24hzutritt.pdf)

### Lending services

For lending books you must be registered as a library user. Please check the information desk and bring your UZH card with you. The lending period lasts 28 days. You can prolong it twice for further 28 days. A supplementary prolongation is possible on your personal library account in the Rechercheportal: <http://www.recherche-portal.ch>

### Journals in print

The math journals from the current year are available in the Forschungsbibliothek Irchel on floor K. The members of the Institute of Mathematics have also access to the math journal archive which is placed in the building of the institute (Y27) on floor G.



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### *E-media*

The HBZ offers numerous digital documents and databases. You have access to them at the computer stations at the Institute of Mathematics. For the access from outside the university please observe the following instructions:

<http://www.hbz.uzh.ch/> > Access Information E-Media

### *Interlending*

Media which are not at the HBZ you can order by interlending at the information desk or using this the HBZ website.

### *Further information*

You'll find further and detailed information in German and English on the HBZ website:

<http://www.hbz.uzh.ch>

For any questions do not hesitate to contact us at the information desk, by e-mail [fbi@hbz.uzh.ch](mailto:fbi@hbz.uzh.ch) or by phone: 044 63 54151.