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1 Rules with reference to the use of the university IT infrastructure in studenthomes

The network connections in the studenthomes of the VUB are part of the services offered to students by the university and are therefore regulated by the VUB regulations. The general rules concerning the use of the university IT infrastructure can be found on http://www.vub.ac.be/tools/policy-uk.html.

To avoid misunderstandings, this additional document, that applies specifically to the studenthomes, was made.

- Every student is responsible for the security of his or her own computer. A guideline to what is necessary to protect your computer can be found on http://vubnet.vub.ac.be/en/new-computer.html in the topic Securing your computer.
  Essential to the security of your computer is the installation and updating of antivirus software and the updating of your operating system. As student of the VUB, residing in studenthomes of the VUB, you can use the VUB licence of McAfee antivirus. Once your registration at the university is processed, you can follow the procedure on http://vubnet.vub.ac.be/en/antivirus.html.
- There is one and only one IP-address for every network connection. It is forbidden to connect more than one computer or network device on these network connections. It is also forbidden to use another IP address than the one mentioned for your network connection!!.
- Every IP address is tied to a studenthome and can not be used at another location or studenthome. The exception to this rule are the studentrooms at Nieuwelaan, where IP addresses are distributed by a DHCP server (see point 2B)
- It is forbidden to connect to peer-to-peer networks or to install other software that has as goal to distribute illegal software or copyright-protected material (Kazaa, eMule, Bittorrent, ...)

Every transgression of the rules above will result in the disconnection of your network connection and may be followed by other sanctions as described in the general document concerning the use of the university IT infrastructure.

If you have problems with your network connection or some of your network applications, you can consult the VUB webnotes http://webnotes.vub.ac.be/\&keyword=kot for more information. This information is kept up to date on a regular basis.

All network connections in the studenthomes are configured in a so-called “client-only mode” to protect the end-users from attacks from outside the VUB. We have noticed in the past that computers that are not sufficiently protected are the victims of hacking within minutes.

The client-only mode has as side-effect that you cannot run any server-software on your machine. If you think you should be able to do so for your studies at the VUB, have a responsible of your faculty or your promotor send a motivated request to the head of VUBnet.

More information concerning the network connections in the studenthomes, the client-only mode and it’s limitations can be found in the webnotes. All student connections are 10mbit half duplex connections.

If you experience problems, please visit http://helpdesk.vub.ac.be.
2 General setup information

This document explains the connection and configuration of a PC with Windows XP or Vista on the VUB network.

We advice you to be very careful in following the guidelines. Most of the problems we were faced with in the past were the result of not applying these instructions in a correct way.

A Configuration of the TCP/IP protocol for all studenthomes except Nieuwelaan, Schoofslaan and Triomflaan

All the information you will need during the installation, is mentioned on the tab next to or above your network connection. If this tab is missing or damaged, the people of the Student Housing can provide you with these settings.

!!! If you've changed from one room to another, it is very important to change your TCP/IP settings as well. These settings are unique and slightly different for every room !!!

Use of the wrong IP address will be followed by a disconnection of your network contact. If your IP address is in use by another person, visit http://helpdesk.vub.ac.be from another computer instead of changing your address. Please mention that your IP address is in use by someone else and enter your name, location and IP address.

Example of what the tab on your network connection looks like:

```
134.184.118.1    tr101
SM 255.255.255.0  02-6292111
GW 134.184.118.100
```

This information has the following meaning:

<table>
<thead>
<tr>
<th>IP-address</th>
<th>Computer name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subnet Mask</td>
<td>Telephone number</td>
</tr>
<tr>
<td>Default Gateway</td>
<td></td>
</tr>
</tbody>
</table>
B Configuration of the TCP/IP protocol for studenthomes in Nieuwelaan, Schoofslaan and Triomflaan

In the studentrooms of Nieuwelaan, Schoofslaan and Triomflaan we use DHCP to distribute IP addresses. This means your network card should be configured to automatically receive an IP address. If you’ve used your computer on another network, typically at home, your computer is most likely configured correctly. In that case you can skip the configuration as explained in point 3.

The connections at Nieuwelaan, Schoofslaan and Triomflaan are located behind extra firewalls that require user authentication. This means that before you can do anything like checking your mail, use instant messaging, … you must open a browser (Internet Explorer, Firefox, …) and authenticate using your NetID and password.

3 Configuration of the TCP/IP protocol

Configure the TCP/IP protocol for windows

- Press the Windows key + R (press the Windows key between Ctrl and Alt bottom-left together with the R key)
- Type ncpa.cpl and press the Enter key – the Network Connections panel pops up
- Right-click Local Area Connection and select Properties
- Select Internet Protocol (TCP/IP) and click Properties
- Students at the Nieuwelaan, Schoofslaan and Triomflaan should put/leave this on Obtain an IP address automatically.
  All others select the option Use the following IP address
  - Enter your IP address in the IP address field, as noted on the reminder above your connector
  - Change the Subnet Mask to 255.255.255.0 (instead of 255.255.0.0)
  - Enter the IP address of your gateway in Default Gateway field, as noted on the reminder above your connector
- Students at the Nieuwelaan, Schoofslaan and Triomflaan should put/leave this on Optain DNS server address automatically.
  All others select the option Use the following DNS server addresses
  - Enter 134.184.250.7 in the Preferred DNS server field
  - Enter 134.184.015.13 in the Alternate DNS server field
- Click OK to close the Internet Protocol (TCP/IP) panel
- Click OK to activate your new settings and to close the Local Area Connection Properties panel
Configure your Network Identification:

- Press the Windows key + R (press the Windows key between Ctrl and Alt bottom-left together with the R key)
- Type sysdm.cpl and press the Enter key – the System Properties panel pops up
  - Select the Computer Name tab
  - click Change – the Computer Name Changes panel pops up
- Enter the name of your machine in the Computer Name field, as noted on the reminder above your connector. If you don’t have this information, enter your student room number.
- Click More – the DNS Suffix and Netbios Name panel pops up
- Enter ‘vub.ac.be’ in the Primary DNS suffix of this computer field
- Click OK to close the DNS Suffix and Netbios Name panel
- Click OK to close the Computer Name Changes panel
- Click OK to activate your new settings and to close the System Properties panel

Windows will ask you to reboot the machine.

Configure the TCP/IP protocol for MacOSX:
- use the ‘apple menu’ and select ‘Internet Preferences’
- Select ‘Network’ panel in ‘Internet & Wireless’
- Select ‘Built-in Ethernet’ interface
- If needed click the lock to allow changes to the settings
- Select the method with which the IP address is configured by going to the ‘Configure IPv4’ menu
- At Nieuwelaan, Schoofslaan and Triomflaan leave the ‘Configure IPv4’ menu on ‘DHCP’
- All others select in the ‘Configure IPv4’ menu the option ‘manually’
- type your IP address in the field ‘IP address’
- change the subnet mask to 255.255.255.0
- type the IP address of your gateway in the ‘Router’ field
- If at Nieuwelaan, Schoofslaan or Triomflaan leave the ‘DNS server’ field empty. If not fill out the following data: “134.184.250.7, 134.184.15.13” (including the comma and the space)
- the ‘Search Domains’ field can remain empty
- Click ‘Apply’ to activate settings