THE URZ OFFERS YOU

- **The URZ Infoservice**
  The URZ Infoservice is the drop-in point for all your questions. Our opening hours are Monday to Friday 10-12 am and 1-5 pm (Fr 1-3 pm). Here you can pick up your CampusCard, activate your Uni-ID, top up your printing accunt or browse through the latest IT literature. We also sell software-scripts – you'll find the updated list in our course schedule which is republished every semester. Please visit our website http://infoservice.uni-hd.de. By the way: you can also find the URZ Infoservice in Heidelberg Altstadt. It is located in the University Library building and has similar opening hours. So you don't have to take long ways to Neuenheimer Feld!

- **Uni-ID**
  At the beginning of the semester you will receive a CampusCard with your Uni-ID. Students of other institutions, such as the Pädagogische Hochschule, may register with the URZ. To make use of our services (for study purposes), you can activate your Uni-ID at http://freischalten.uni-hd.de. Here you can create a password which must be kept secret. A separate URZ leaflet on Uni-ID (in German language) is available.

- **E-Mail**
  Your university email address is generated through your Uni-ID and then disclosed to you. You can organise your emails using an email-editor of your choice. We offer access via a web browser at http://mail.uni-hd.de.

- **Personal Homepage**
  You want to set up a personal homepage? No problem! The URZ offers you the necessary storage space on the web server http://www.rzuser.uni-heidelberg.de.

- **Saving**
  In addition to the storage space for emails and homepages, the URZ provides you with a home folder. This home folder is backed up on a file server and equipped with what is called a snapshot function, which allows accidentally deleted or altered data to be restored. You'll find more information at http://www.urz.uni-heidelberg.de/datenhaltung.

- **Computer Workstations**
  Four workrooms are accessible during the URZ's opening hours, comprising around 100 linked-up PCs, each with Windows XP, CD- or DVD-drive and USB port. In addition to the standard office software, Microsoft Office, SAS, SPSS, EndNote and Adobe Photoshop are also installed. You'll find a complete list of the installed programs at http://urz.uni-hd.de/windows/software.html. Via these computers, and from outside the URZ, you can access the terminal servers Windows 2003, AIX und Linux. Programs such as Maple, Mathematica, Open Office or Acrobat run on these servers.

- **Scanning and Burning**
  In PC-room 006 there are two Windows computers with scanners, graphics programs and DVD writers. In room 118, computers with the optical disc authoring software Nero are available. Additional scanners and writers can be found in the media centre.

- **Laptops and WLAN**
  Students with a laptop can connect to the Internet at the university via a LAN connection. Workstations for laptop use can be found in the URZ, in other institutes at the Im Neuenheimer Feld campus, in the Altstadt and in the University Clinic Mannheim. With a WLAN enabled laptop you can also access a wireless connection. In order to do this you require a VPN-Client which we provide you with free of charge. Be sure to protect your operating system from viruses (the URZ offers the SOPHOS software free of charge) as the university has an open, i.e. non-secure, network. More information is available at http://laptoplan.uni-hd.de or in our leaflet „Mit dem Notebook ins Internet"(Connecting to the Internet with your laptop).

- **Printing**
  In addition to the printers in the PC rooms, the URZ runs a pool of central printers under the supervision of operators. The pool permits chargeable printing in black and white and in colour, from DIN-A4 up to DIN-AO. Study-related printing jobs can be sent to our printer pool from outside the URZ via the terminal server or a web page. The current location of the printing job is shown at http://printer.urz.uni-heidelberg.de. Current printing prices can be found on information sheets displayed in the URZ Infoservice.

- **Online Study Portal LSF**
  You also require your Uni-ID to register in the portal for teaching, studying and research. Here you can sign up for courses online, create your timetable, manage your personal data, re-register and print out your study certificates.

WHAT WE OFFER YOU

- **Media Centre**
  On the second floor of the URZ you will find our "Medienzentrum" comprising nine Apple computers with the operating system Mac OS X. All workstations are equipped with scanners, video recorders and DVD writers. The focus of the software is picture and video editing.

- **Courses & Meetings**
  For students of Heidelberg University the URZ offers free computer courses and also organises meetings of user groups for the exchange of ideas and for further training. More information can be found at http://www.urz.uni-heidelberg.de/aus-bildung/kurse.html.

- **Our Publications**
  Our URZ newspaper UPDATE is published twice annually, containing all the URZ related news. You can pick up UPDATE free of charge at the URZ Infoservice. Copies are also displayed in the URZ entrance and within the university. In addition we offer the electronic publication "Aktuelles (news), Tipps und Tricks" (ATT), a monthly newsletter offering advice and assistance on IT issues. At http://www.urz.uni-heidelberg.de/aktuelles/att.html you can subscribe to the ATT mailing list and browse through the recently published ATTs. In addition to this leaflet „What we offer students", some more leaflets on topics of special interest are available (in German language).

FURTHER INFORMATION

- For all questions or problems please contact Infoservice@urz.uni-heidelberg.de, Tel. 06221 / 54-4509.

- Visit the URZ-Infoservice either in the URZ building, Im Neuenheimer Feld 293, room number 015, oder in Heidelberg Altstadt in the University Library. Opening hours for both: Mo-Fr 10-12 am, Mo-Do 1-5 pm, Fr 1-3 pm.

- For more information students are invited to browse through our leaflets „Ihr Zugang zum URZ mit der Uni-ID", „Mit dem Notebook ins Internet" und „Unsere Empfehlungen für Ihre IT-Sicherheit". (Currently they are only available in German). You can find the leaflets in the URZ entrance area as well as in many central places of Heidelberg university.

- Reaching the URZ building: The Computing Centre (URZ) is situated at Im Neuenheimer Feld 293, 69120 Heidelberg. The number 21 and 24 trams run every five minutes from Heidelberg main station, the number 31 bus leaves every ten minutes from „Universitätsplatz". You can alight at either „Technologie-Park" or „PH".

www.urz.uni-heidelberg.de

Heidelberg University

Computing Centre (URZ)

What we offer Students
English Version

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HEIDELBERG UNIVERSITY
UNIVERSITY OF EXCELLENCE