ECCS

Educational Campus-wide Computing System Users' Handbook

April 2017

Campus-wide Computing and Communications Division
Information Technology Center
The University of Tokyo
http://www.ecc.u-tokyo.ac.jp/

Index

1. INTRODUCTION

1.1 Purpose of this handbook

The University of Tokyo's Information Technology Center (abbreviated as "Center" in the rest of this handbook) operates the ECCS as a basic environment for accessing information relating to education and research, for the benefit of the University's students (including graduate students and researchers) and academic and administrative staff.

This handbook collects together various features that users should particularly be aware of when using this system and features that are characteristic of the system. Academic and administrative staff should note that further information is posted for reference at:

http://www.ecc.u-tokyo.ac.jp/teacher.html   (in Japanese only)

Features that are common to other systems are not described in this handbook.

This handbook mainly focuses on how to access this system from computer terminals or from users' own mobile computers.

1.2 Notation used in this handbook

The notation used in this document is described below. Displays and entries that appear as texts are as follows:

- return means the Return key (or Enter key). This notation is also used for keys that are not the usual alphanumeric keys, such as control.
- control + u means press the u key at the same time as the control key. Conversely, esc   x means press the esc key then the x key in sequence.

For operations done by using a mouse in a window system, the descriptions are as follows:

- When you move the mouse from side to side or up and down, the arrow that moves correspondingly on the screen is called the "mouse cursor". This can take other forms, such as a bold I-bar for character insertion or an "x".
- Pressing a mouse button then releasing it is called "clicking". Many operations are done by moving the mouse cursor onto a little picture (icon) that represents that operation, then clicking the button.
- Clicking twice in quick succession is called "double-clicking".
- There are three buttons on the mouse, with actions that differ depending on which button you click. Using the left button is called "left-click", using the right button is called "right-click", and using the center button is called "center-click". Depending on the context, "click" or "clicking" usually means clicking the left button.
- Holding a mouse button down while you move the mouse, then releasing the button, is called "dragging". In a similar manner to clicking, dragging with the left button is called "left-drag" or "left-dragging". (And similar with the right and center buttons.)

- Items that are to be selected in sequence from menus, such as the operation of selecting "print" from the "file" menu of a browser, are displayed like this: file → print.
- Rotating the center button (scroll wheel) of the mouse up and down or tilting it from side to side is called "scrolling". This enables you to move the display area by scrolling it when the contents cannot be displayed on the screen or in a window, depending on the application. Note that the scrolling is in opposite directions in the Mac environment and the Windows environment, but this is set as default as part of the standard environment settings for that OS.

1.3   HyperWorkBook

- This is created as part of the HyperWorkBook project, as a teaching aid for self-study with the "Information" lectures that are held for first-year students. Access it from:

   http://hwb.ecc.u-tokyo.ac.jp/

  The contents are updated frequently at the moment, and we recommend that you refer to it because it not only gives information concerning the use of the ECCS, it also enables self-study in Computer Literacy which gives the basic "Reading, Writing, and Arithmetic" skills for accessing the Internet.

2. System overview and notes on usage

2.1 System overview

The "ECCS" provides terminals that are set up in the Information Education Building of the College of Arts and Sciences (abbreviated as "Information Education Bldg." in the rest of this handbook) and in the Komaba Library on the Komaba Campus. On the Hongo Campus, there are terminals at 20 locations in the Center Building and the Fukutake Hall, as well as the General Library, the Division of International Affairs, and in various departments and research labs. There are also terminals set up in the Kashiwa Library of the Kashiwa Campus. These terminals provided in places other than the Information Education Bldg., the Center Building, and Fukutake Hall are called "distributed setup" in the rest of this document. For details of this distributed setup, please refer to Section 16.1 "Terminal locations".

The terminals are iMacs. Users can select either the Mac OS or Windows at startup.

In addition to these terminals, we also provide a mobile user connection environment that users can use to connect portable devices such as notebook PCs.

There are also various servers (such as servers for use with the above terminals, mail servers, and web servers) located within the Hongo Center and in Komaba's Information Education Bldg.

Some of those servers can be accessed through UTNET (the University's internal network) and over the Internet from devices within the various departments and research labs, and also from users' personal computers at home.

・System configuration image
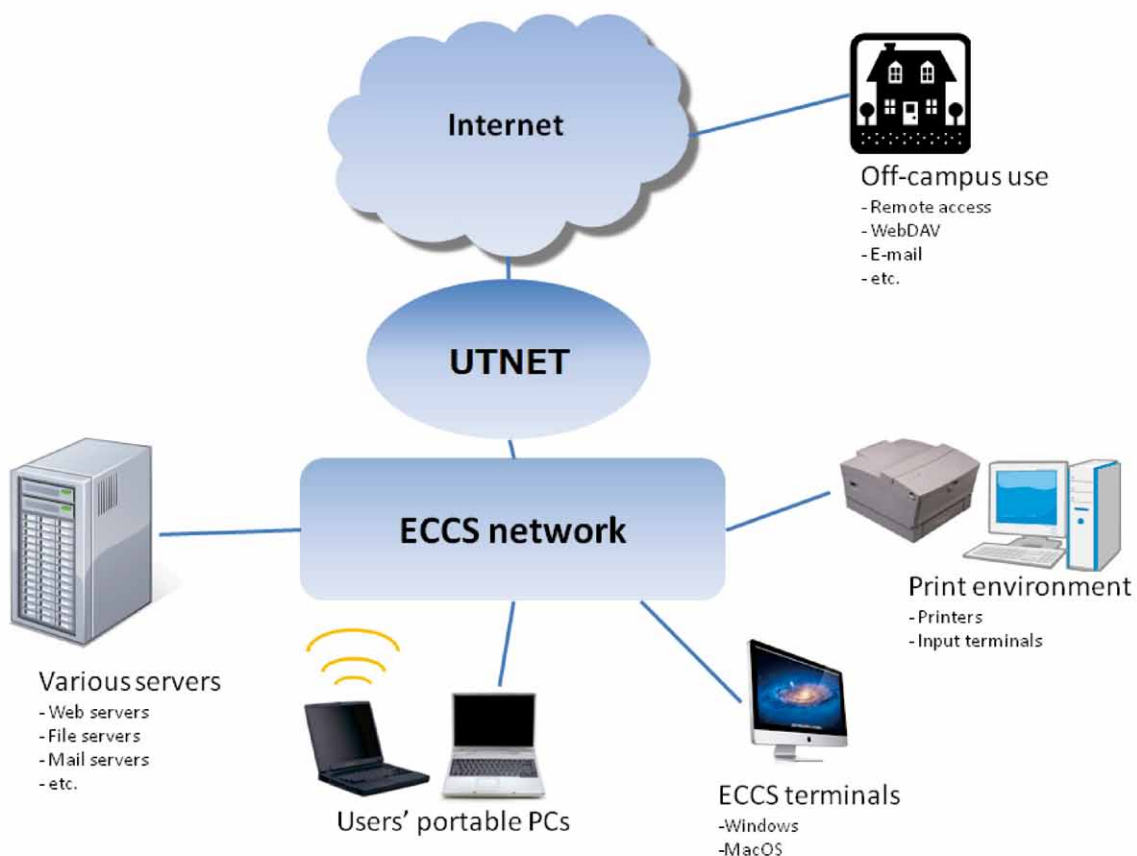
2.2 Notes on usage

Please note the following points when using the ECCS:

- We recommend that you make backup copies of all files you save on the servers, because they could be lost if a problem such as a failure occurs.
- Follow the terms and conditions of use laid out in Section 19 "Related Regulations".

2.3 ECCS Tutors (System Support Assistants)

ECCS tutors consist of students of the University of Tokyo. They answer questions about the system, and work as a part time job. For more details, please refer to the following website.

http://www.ecc.u-tokyo.ac.jp/system/sodan.html (currently available only in Japanese)

3. Accounts

3.1 Account

The right to use information system or information services is called an "account". There are various ways of checking whether or not someone attempting to use a system has the right to use that system, but the ECCS uses the combination of:

- Username

   The username is a unique name, which is assigned to each user (and which computers can comprehend). This is called an "account", and also "account name" or "login name".

- Password

   This is the key to access the account, similar to the PIN of a credit card. Only the authorized user and the system know it.

The process of verifying this usage right and the mechanism of verifying it are called "authentication". In a narrower sense, the paired username and password can also be called an "account".

The username and password are issued as proof that the user has the right to use the system, and any loan or transfer of that username and password to someone other than the authorized user is a breach of the Terms of Service. Using the account of a registered user without authorization is also against the law.

The ECCS account is associated with the UTokyo Account, which activates after the right to use the ECCS is granted to the UTokyo Account, subsequently each ECCS services will be available with the UTokyo Account.

Please note that academic and administrative staff, researchers, etc. need to bear the cost (each organization is asked to bear the cost) for the use of ECCS..

3.2 UTokyo Account

The UTokyo Account is the account service for both academic and administrative staff, and students to use information system related to education of the University of Tokyo such as ECCS. Information system that supports the UTokyo Account allows users to use the same username and password. For details including services available with the UTokyo Account, please visit the following website for Division for Information and Communication Systems (abbreviated as "UTokyo Account website" in the rest of this handbook)

   http://www.u-tokyo.ac.jp/ja/administration/dics/service/account.html

3.3 Registering a new account

Those who are eligible to have a UTokyo Account are as follows.

- Academic and administrative staff, and students enrolled at the University of Tokyo
- Researchers affiliated with research institutes within the University of Tokyo
- Part-time lecturers
- Emeritus Professors

3.3.1 Students who have a UTokyo Account

The UTokyo Account will be provided to many students when they enter the university. Those who have the UTokyo Account and wish to use the ECCS should attend "the New User Information Seminar" held by the Center during departmental guidance at the time of entrance of the university or the "New User Information Seminar" held by the Center during the semester, or take the ECCS Online New User Information Seminar by themselves.

Note that new first year students in the junior division of the College of Arts and Sciences receive instructions smilar to those of the New User Information Seminar during departmental guidance held at the beginning of April, and accounts will be issued after they are verified as authorized users. Students who miss this guidance must attend the above-mentioned New User Information Seminar to receive accounts.

If the newly entered students take the New User Information seminar at the departmental guidance, etc., the right to use ECCS will be granted to the UTokyo Account the next day (if the next day is Saturday, Sunday or National Holiday, it will be the first weekday after that) and ECCS services become available with the UTokyo Account username and password.

When students attend the regular New User Information Seminar and fill in the necessary items in the application form, then submit it at the end of the seminar, ECCS services become available two business day after the seminar. Moreover, academic and administrative staff can attend the seminar.

ECCS Online New User Information Seminar will be available after accessing the ITC-LMS (Learning Management System: https://itc-lms.ecc.u-tokyo.ac.jp/portal/login?language=en). Take "ECCS Online New User Information Seminar which is displayed after logging in to the ITC-LMS using the UTokyo Account.

Please note that the "ECCS Online New User Information Seminar" is not available if students already have taken the above-mentioned seminar and have the right to use the ECCS. ECCS services will be available one hour after the online seminar. For more details on the online seminar, please refer to "How to take the "ECCS Online New User Information Seminar" (http://www.ecc.u-tokyo.ac.jp/onlineseminar.html).

Students can take this online seminar from their home or using a mobile terminal as the ITC-LMS is accessible from on and off campus. If they do not have a network environment, they can log in to a ECCS distributed setup terminal (refer to 8. Terminal) placed on campuses as a guest user and take the online seminar.

The schedule of the New User Information Seminars is posted on the ECCS's webs. Pease check it on regular basis.

http://www.ecc.u-tokyo.ac.jp/en/

3.3.2   Academic and administrative staff who have a UTokyo Account

Academic and administrative staff must select "ECCS 利用申請書"(ECCS application form) from the "申請書作成"(create an application form) window to apply for the use of ECCS from the Utoyo Account Application Menu (ID Workflow, https://utacm.adm.u-tokyo.ac.jp/idworkflow/servlet?login).

When part-time staff log in to the application menu, "ECCS 利用申請書"(ECCS application form) is not displayed. Those staff need to ask a full-time academic or administrative staff to make your application by proxy.

For more details on the procedure, please refer to the announcement "New "Application by Prosy" Function Added to the Online Application System (http://www.ecc.u-tokyo.ac.jp/en/announcement/2017/01/19_2433.html) on the ECCS website.

3.3.3 Students, academic and administrative staff who do not have a UTokyo Account

Even if you do not know whether or not you have a UTokyo Account, you may be able to obtain an account depending on the affiliation. If you are an academic or administrative staff, confirm with the administrator of the personal information system of your affiliation. If you are a student, confirm with the office for academic affairs of your faculty/graduate school.

The ECCS Limited Account can be issued for an academic and administrative staff, and students who wold like to use ECCS services even though they do not have a UTokyo Account. When they apply for the ECCS Limited Account, they need to make application by the applicant (full-time academic and administrative staff) and submit a copy of their ID card.

Please refer to the announcement "ECCS Limited Account" (http://www.ecc.u-tokyo.ac.jp/announcement/2016/06/20_2222.html - currently available only in Japanese)

The ECCS account cannot be issued for the member of the University of Tokyo whose ID card is not issued by the University of Tokyo (e.g. "permit to enter" issued by some affiliation, etc.)

3.4 Continued use of account

In principle, the period of use of the account (validity period) expires at the end of the academic year (the end of March). However, the way of extending the account differs from students and staff. Students' account will be automatically extended as long as they have the UTokyo Account. On the other hand, academic and administrative staff must apply for continued use of ECCS.

Aside from the period of use of the account, the password for the UTokyo Account has an expiration date, and the same password can be used for one year (the password expiration date will be extended another one year from the date that the password is changed). You must be careful because you will no longer be able to log in to the system after the expiration date. Please refer to the UTokyo Account website for the latest information,

- Student users

    Students can use the ECCS account continuously without taking any renewal procedures as logn as they are enrolled at the university. Even if they advance to the senior division from the junior division or the graduate school, their account will be continued. It is not necessary for them to retake the New User Information Seminar mentioned in the section 3.3.1 Students who have a UTokyo Account.

- Academic and administrative staff, and other users

    Academic and administrative staff who wish to continue using ECCS for the following academic year must complete the procedure for the continued use of ECCS by the end of the current academic year.

They must apply for continued use as well as new application from the UTokyo Account Application Menu based on "the procedure for continued use of ECCS" sent from the center.

Until the 2015 academic year, the center had sent the document by internal mail, and the dead line was the end of May, 2016. However, from the 2017 academic year the center had decided to send out an email regarding the procedure to users' ECCS Staff Email or email address registered in the personnel information system instead of sending the document by internal mail.

If you have any questions, please contact the person in charge of ECCS of the center.

3.5 Loss of account

The ECCS is a service that is provided only to members of the University of Tokyo, so any change in status such as graduation, course completion, withdrawal, transfer, or retirement, even though it is in the middle of the academic year, will result in the loss of user rights, and account will be stopped immediately.

This is due to specification of the UTokyo Account.

Note that services are not provided to ex-students who have graduated or completed their courses. Similarly, services are not provided to academic and administrative staff who has moved from the University to another university, except for emeritus professors.

3.6 Student accounts during a leave of absence

Accounts on the ECCS will be suspended during leave of absence.

- ECCS related services (terminals, mobile device connection, etc.) excluding some of them will be unavailable.
- Home directory will not be deleted although unable to access ECCS services.
- Account will be reactivated after returning to the university.

In principle, students cannot use ECCS accounts during a leave of absence, but if the leave of absence is for reasons such as academic purpose, etc., an account can be used only if the student have a permission from your academic supervisor, etc. In such a case, the student's academic supervisor needs to apply for the use of ECCS during a leave of absence to ITC. For more details, please refer to the announcement "Use of ECCS During a Leave of Absence"

http://www.ecc.u-tokyo.ac.jp/en/announcement/2016/06/14_2216.html

3.7 Accounts for training sessions

Temporary accounts can be issued for the training sessions assuming the use of ECCS.

For more details, please contact the ECCS Help Desks.

3.8 Available systems using the UTokyo Account

As of April 2016 the following systems excluding the ECCS are available using the UTokyo Account. If you become unable to use those systems, it is possible that your ECCS account has expired. However, some systems impose conditions, such as being a member of a certain organization or entering a password when using. Please refer to the following contact information for more details on each system.

- ITC-LMS (Learning Management System of Information Technology Center)

  - URL: https://itc-lms.ecc.u-tokyo.ac.jp/
  - Contact: lms-support@itc.u-tokyo.ac.jp
  - Remarks: Academic and administrative staff who have an online system account for academic affairs can use ITC-LMS.

- SSL-VPN

  - URL: http://www.dl.itc.u-tokyo.ac.jp/sslvpn/service.html
  - Contact: sslvpn-soudan@itc.u-tokyo.ac.jp
  - Remarks: SSL-VPN is available for students only, Authentication GW Service is for academic and administrative staff only.

- Online System for Academic Affairs: UTask-Web, UT-mate

  - URL: http://www.c.u-tokyo.ac.jp/zenki/index.html (UTask-Web)
  - URL: http://www.c.u-tokyo.ac.jp/fas/index.html (UT-mate)
  - Contact: Student Affairs Group of each Faculty/Graduate School
    Remarks: Please refer to the above contact information.

- Wireless LAN System

  - Campus-wide Wireless LAN System (utroam)
    + utroam will be changed over to the UTokyo WiFi, officially starting in March, 2017. Please use the UTokyo WiFi after March, 2017.
  - UTokyo WiFi
    + Users who have a UTokyo Account will be able to use this service after completing the application. The right to use the ECCS is not required, and apply on the application page of the UTokyo WiFi website. For more details, please refer to the announcement on the UTokyo WiFi website (search "UTokyo WiFi" on the Internet).

In addition to the above, there are other on-campus information systems available using the UTokyo Account. Please contact the administrator of the appropriate system for details. On the other hand, if you find suspicious information systems asking you to enter information on your UTokyo Account, please contact the Division for Information and Communication System (regarding the ECCS, contact Information Technology Center) immediately.

4. Change of password

The passwords has an expiration date, and the same password can be used for one year. (as of January, 2017). You will not be able to log in to the ECCS services after the expiration date, so please make sure to change the password before the expiration date. Even if you cannot log in to ECCS because of password expiration, your data will not be missing as long as your account is active.

The password expiration date complies with a regulation made under UTokyo Account, please refer to UTokyo Account website for the latest information.
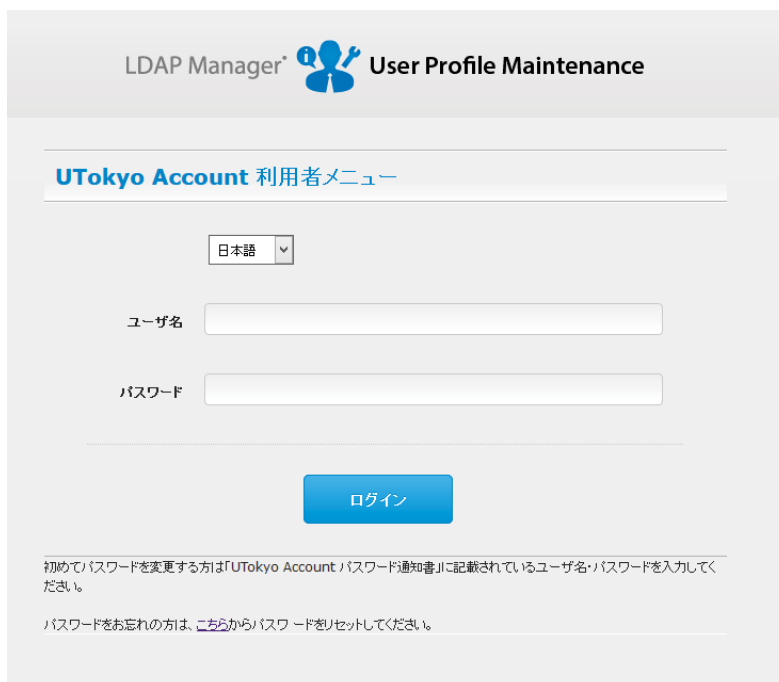
To change your password, you need to see the user menu in your UTokyo Account. Please confirm the details on the following website.You cannot use ECCS with the password that was provided at the time, when UTokyo Account has newly issued. Please change the password to your own password. (Similarly, the password reissued at help desk doesn't work, too.)

http://www.u-tokyo.ac.jp/ja/administration/dics/service/account.html

Guest account is provided to make your own password (necessary to set up password yourself) in the ECCS terminal. Guest account is usable with only Mac environment (does not work with Windows environment).

【How to change the password with your guest account. 】

1. First, turn on the ECCS terminal and display the login screen. The power button is left side on the back of the machine.
2. Enter the username and password displayed on the login screen, then login to the Mac environment. Restart the terminal when the Windows environment is displayed.
3. After login, Standard web browser Safari starts, and display the following screen "LDAP Manager User Profile Maintenance". Then please enter your user name and password printed on your notification, and login to the "LDAP Manager".

LDAP Manager® **User Profile Maintenance**

UTokyo Account 利用者メニュー

日本語

ユーザ名

パスワード

ログイン

初めてパスワードを変更する方は「UTokyo Account パスワード通知書」に記載されているユーザ名・パスワードを入力してください。

パスワードをお忘れの方は、こちらからパスワードをリセットしてください。

4. Select the "ユーザパスワード変更" from menu on left (if you change the language as English, you can see "Password Change"), and change your password to own one. Please confirm the notice ("注意事項").

5. After the work completes, logout from "LDAP Manager User Profile Maintenance" certainly, and logout from Mac environment, too. When you logout from Mac environment, please choose "ログアウト" from Apple mark on the upper left.

   If you have forgotten your password, online password reset enabling you to reset the password is available only if you register your email address in advance. If you are an academic and administrative staff, you can register your email address on the Personnel Information MyWeb. If you are a student, you can register on the UT-mate/UTask-Web. Please refer to the UTokyo Account website for more detail. If you have not registered your email address, cannot access your email account or cannot reset your password online, please visit the service counter for academic affairs of your faculty/graduate school to reset your password．You can also go to the following Help Desks/Service Counters to reissue your password.

   Hongo Area   : Information Technology Center, 1st floor Help Desk
                       Fukutake Hall, Basemant floor 1 Service Counter
   Komaba Area   : Information Education building, 1st floor Help Desk
   Kashiwa Area   : Kashiwa Library 2nd floor Counter

5. Email

Email is one of the most important services provided by the ECCS. The description below deals with the main differences between ECCS's own email service and email services provided by ordinary Internet service providers or other providers such as the departments and research schools, faculties and special departments, and research labs within the University.

5.1 Email System of ECCS 2016

The email system of ECCS 2016 which was started operation in April 2016 consists of two email services: "ECCS Cloud Email" and "ECCS Staff Email". ECCS Cloud Email is a system using G Suite for Education provided by Google Inc. ECCS Staff Email is using MailSuite which is an email appliance server provided by QUALITIA.

5.2 ECCS Cloud Email

The operation of ECCS Cloud Email was started in April 2016.   The outline of the service is as follows.

・The emailing service uses gmail which is one of the function of G Suite for Education
  (https://www.google.co.jp/intl/ja/edu/).

・Email domain is g.ecc.u-tokyo.ac.jp, and initial setting of the local part (the part of the email address before @) consists with first name, last name and numbers. The local part can be changed by using the UTokyo Account User's Menu by yourself.

・The password for ECCS Cloud Email can be changed from UTokyo Account User's Menu. However, users cannot set the same password as the UTokyo Account due to the security reasons.

・All students and academic and administrative staff who have the right to use ECCS are able to use ECCS Cloud Email.

・Basic use are based on Gmail. Please first visit the Gmail Help Center for any questions about how to use it.

The emailing service uses gmail which is one of the function of G Suite for Education

Information screen image of ECCS Cloud Email of UTokyo Account.

5.3. ECCS Staff Email

Academic and administrative staff who have the right to use ECCS are able to use ECCS Staff Email which is a system that uses an email server installed in the university

The email address of each user is:

username@mail.ecc.u-tokyo.ac.jp

For academic and administrative staff who are using the email account continuously from ECCS 2012 system, the email account name was taken over and you can use same account as before.

Please make sure that you enter this address correctly when using the mail server function of the ECCS from mail clients set up on the computer terminals in the university or research labs, and personal computers at home.

A number of inquiries that "unable to receive emails" are caused by "entering the From (source) email address incorrectly. This is like sendng mail to wrong address, so reply does not reach you and is returned to sender. If this happens to you, check your settings.

5.3.1 Webmail

ECCS Staff Email is a system designed to be able to send and receive email by accessing through a web browser. Users can send, receive and read email without installing any email application on their own pc if their PC has a web browser. ECCS recommends and encourages users to use this system..
The Web address for using webmail is as follows.

https://ms.ecc.u-tokyo.ac.jp/

Webmail screen image (when "ENGLISH" is chosen)

5.3.2 Email protocols and how to access messages

Each user can read email that is addressed to themselves by using client software (such as Thunderbird, Apple Mail, etc.) to import the contents stored on the mail server. There are a number of different methods (protocols) for reading this email. The ECCS Staff Email is supported IMAP4-TLS and POP3-TLS, which encrypt the contents of email. For sending email, it is supported SMTP-TLS (with authentication) that encrypts the contents.

With a conventional POP3 mail server and client, the server is set up so that once the mail client has accessed the server and finished downloading the email; the downloaded email is saved in the client but is deleted from the server. With an IMAP4 mail server and client, on the other hand, email that has been downloaded can be saved either on the server or in the client.

To enable the use of a wide variety of environments with the ECCS Staff Email, it is recommended that IMAP4 is used so that read email is also saved on the mail server, to ensure that email can be read in the same way no matter how the mail server is accessed. For details of the specific addresses for sending and receiving email, please refer to Section 17 "Server host names (URLs and IP address)".

5.3.3 Check for viruses and spam

The received emails in the system's mail server will be checked for viruses before reaching the users' mailboxes, and suspicious email will be rejected at that point. However, it is always necessary to be careful, particularly about opening email from unknown users because the system may not be possible to deal with the latest virus email. The system also has a spam check function that automatically rejects the reception of spam email, such as mass-mailings of unsolicited email adverts. However, this function does not always succeed in preventing all such mail from reaching users' inboxes.

5.3.4 Multi-Factor Authentication and Country Authentication Restriction

Two functions were added and be able to use in addition to the usual security functions from ECCS 2016.

Multi-Factor Authentication is designed so that you cannot log in to your email account without authentication using a one-time password (OTP) valid for only one login session along with the regular login authentication. In case a password leaks, any third party who trying to access illegally cannot log in by using the leaked password. This will be applied when you log in to webmail. This function is disabled in the default setting. Each user need to select to enable or disable the function from the settings. ECCS recommends and encourages users to use this system.

Country Authentication Restriction is designed to block access from terminals with IP addresses excluding Japan by using whois information of IP address. Sending and receiving emails using POP or IMAP is enabled in the default setting and cannot be disabled. It is possible to change countries which you wish to permit access from the webmail setting page. Log in to the webmail is not applied. Please note if the actual server is located in other country or the service provider provides the IP address registered in another country, the place that you are actually using and the country that the function recognizes may be different. If you cannot access, please check which country your IP address is registered using whois service information and change the setting to allow access from that country.

5.4. Transition from ECCS 2012 email system

After the system transition, the usage environment for the email address of ECCS 2012 (user name @ mail.ecc.u-tokyo.ac.jp) has been changed as follows.

・Students

   For students who have obtained ECCS account after 2016, ECCS Cloud Email address will be issued. For students who have been enrolled in the university since 2016 or earlier and have been using email address for ECCS 2012 (common ID@mail.ecc.u-tokyo.ac.jp), emails delivered to the old email address will be forwarded to ECCS Cloud Email account. Please be aware that this service will end at the beginning of 2017 academic year.

・Academic and administrative staff who have a UTokyo Account

   ECCS account was integrated with the UTokyo Account with the start of ECCS2016. However, a username when using the ECCS email system is the same username of ECCS 2012. In addition, ECCS Cloud Email will be available by setting the password through UTokyo Account User's Menu.

・Academic and administrative staff who do not have a UTokyo Account

   Username and password will be the same as for ECCS2012, and it is also possible to use ECCS Cloud Email. However, academic and administrative staff who have been issued a UTokyo Account after the 2016 academic year will be asked to integrate a ECCS account with a UTokyo Account as soon as it is ready because a ECCS account must be issued in cooperation with a UTokyo Account as a general rule.

6. Personal file limit

Personal files such as correspondence, reports, and source programs are stored on file servers.

A huge amount of file storage space has been set up in the ECCS to cope with the large number of users, but this does not mean that every user can have as many files as he wants, so limits have been set.

For details of these limitations, see Section 18. "Limits".

You can check how much file space you are using by clicking on the link of "The amount of your file usage" of the following "Secure WWW server".

https://secure.ecc.u-tokyo.ac.jp/

If you go over the limit, it is likely that various problems will occur in your use of the ECCS, so you must check your usage space frequently and backup your files, particularly important ones.

Besides, if you try to save a file when your space is close to the limit, the following warning will appear after logging in to iMac terminal (please refer to section 9 "How to use a terminal (Mac environment)"). In such a case, organize your files promptly.

あなたのディスク使用量は以下の通りです。

ディスク使用量 : 7807644 Kbyte
リミット　　　 : 8388608 Kbyte

不要なファイルは削除するようにしましょう。
ディスク使用量がリミット値を超えるとファイルの書き込みが出来なくなる等の制限が発生します。

OK

7. Using the system environment

In the ECCS, the following environments are supported:

- Mac environment: Selected at terminal startup
- Windows environment: Selected at terminal startup
- Remote access environment: Enables to use the Mac environment from off-campus using dedicated software.
- WebDAV environment: Enables to access ECCS files from home, lab, etc.
- Users' own portable connection environment: Available for notebook PCs, etc.
- Print environment: Enables printing of documents, images, and other files

The main user file areas in the Mac and Windows environments are as follows:

Mac environment	Windows environment
Home	Z:¥
Desktop	Z:¥Profiles¥Desktop
Documents	Z:¥Profiles¥Documents

The Mac and Windows environments have different home directory hierarchies, but you can use the WebDAV environment to access the home directory of the OS that was not selected when you started up the ECCS terminal.

The remote access environment and WebDAV environment can be accessed from outside the University provided there is an environment that can connect to the Internet through a browser.

8. Terminal

8.1 Overview

The external appearance and configuration of the terminal are shown below.

- Main unit (with integrated 21.5" liquid-crystal display, USB extension cable, and stereo mini-jack)
- Apple Keyboard
- Three-button laser mouse (a central button is part of the scroll wheel)

8.2 Turning the power on

Before turning on the power, make sure that the terminal really is turned off. The screen can be blank even if the power is on, so operate the mouse or keyboard and check that nothing appears on the screen in response.

To turn the power on, press the round power button on the left side of the back of the main unit, as shown below:
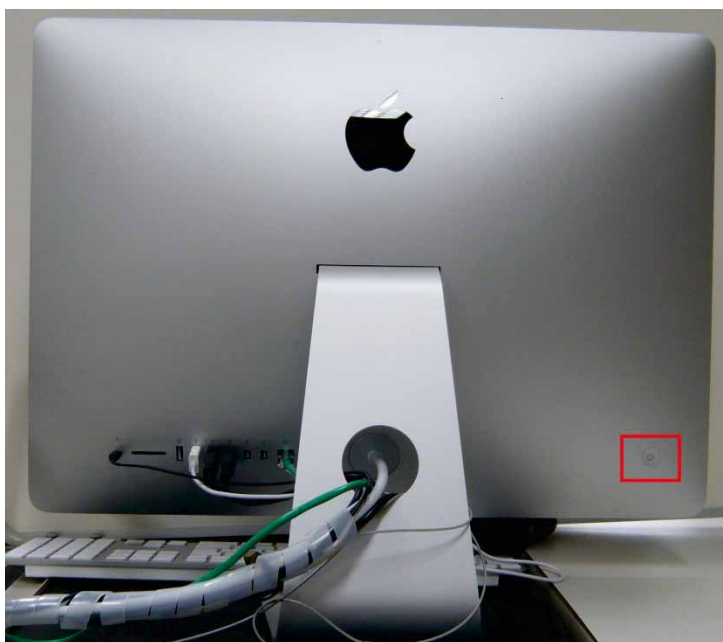
When you press the power switch, the following OS selection screen will appear first:

Select OS with → ← on the keyboard then press "return key", the selected OS will start up and the login screen will appear after about one minute.   Note that you cannot use mouse on this screen.

8.3 Keyboard

Apple keyboard is attached to each terminal.

8.4 Input-output environment

Each terminal has a USB port that you can use to connect your own input-output equipment. In practice, connect your device to the USB extension cable (in the picture, there's a USB extension cable on the left, an input mini-jack in the center, and an output mini-jack on the right).
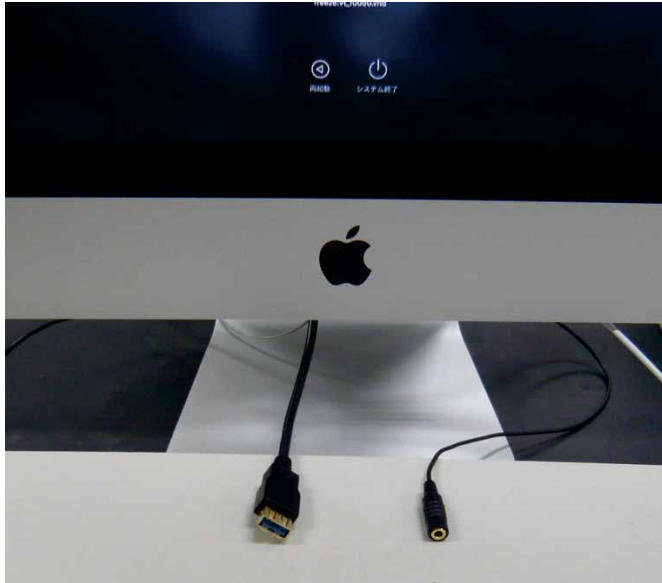
There is a vertical long slot on the lower right back of the main unit, which is an SDXC card slot. It must be used for cards that conform to the SD memory card specifications (32 mm long x 24 mm wide x 2.1 mm thick) or adapters of that size. These adapters are not provided by the Center, so if you need one you must provide it yourself.
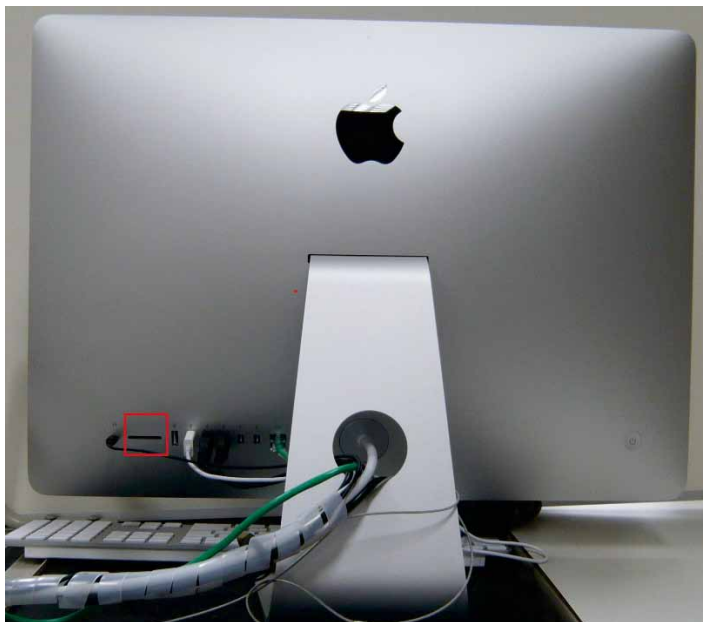
Some of the terminal rooms have terminals with attached card readers and scanners.

For specific details of locations, see Section 16.1 "Terminal locations".

9. How to use a terminal (Mac environment)

9.1 Logging in

Use the keyboard to enter your username in the "Name" field. If you mistype a letter, use the mouse to place the cursor to the right of it, then hit the delete key to delete it. After entering your correct username, enter your password in the "Password" field. Use the return key or tab key to move from the "Name" field to the "Password" field, or use the mouse to click into the "Password" field.

When you enter your password, each character is displayed as a dot ("•"). This is to reduce the danger of someone stealing your entered password. Even so, it is considered impolite to stand behind someone who is typing in a password, even if that password isn't displayed. That is because it is possible to steal a password by watching the movements of fingers on the keyboard.

When you have entered the password, either hit the return key or use the mouse to click the "→" button on the rightmost of "Password" field. If the username and password have been entered correctly, the following desktop screen appears after a few seconds:

If the login window shudders from side to side, it means that the username or password is incorrect. In that case, please enter them again.

9.2 Language setting

The iMacs are set to start up in Japanese as the default, but you can change the environment to a different language.

Click on the Apple icon at the top left to get this menu:

Select システム環境設定 (System Preferences), → 言語と環境 (Language & Environment) to open the following window:

Select the language you want to switch to from the list of languages, and drag it to the top of the list, as shown below (in this example, English is selected).

If you log out then log back in again in this state, you'll see that the language environment has been switched.
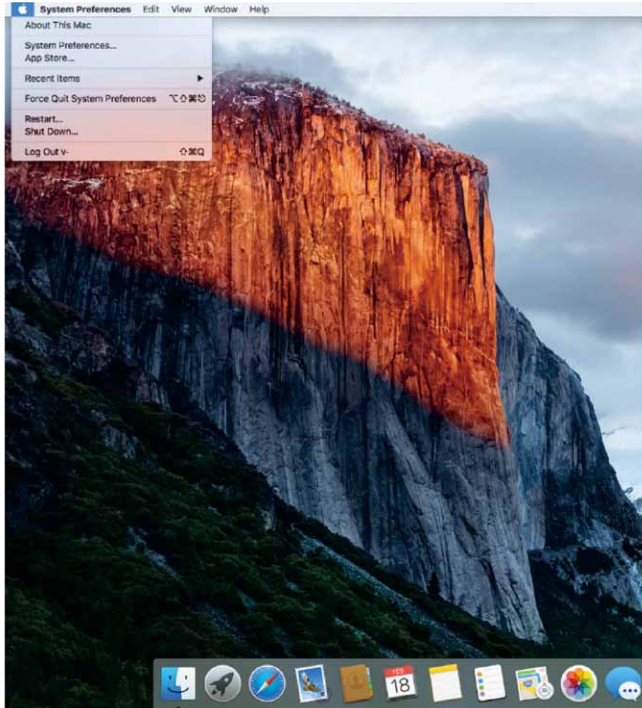
Note that with some languages, the environment might not be switched correctly. If this problem occurs, please contact the center (contact details are given in Section 20 "Notices, enquiries, and fault reporting for ECCS").

9.3   Japanese language input

You can switch between inputting Japanese and English by pressing the conversion key (かな) and the non-conversion key (英数) on either side of the space bar.

When you do that, a mark in the top right corner of the screen switches between the following icons, so you can check which state the computer is in:

This is the window that appears if you click on this "あ" (or "A", etc.) icon, to enable you to set the input in more detail:

9.4   Logging out

The operation of notifying the system that you have finished using it is called "logging out". You can't just turn off the power as soon as you've finished using it. When you log out, first close all the windows on the iMac, and then click on the Apple icon in the top left corner of the screen to get this menu:

Select "(username)をログアウト…" (Log Out) from the bottom of the menu, and the following confirmation window will appear:
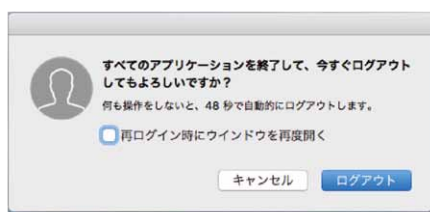
Either click on the "ログアウト" (Log Out) button or wait until the displayed time counts down to zero out after a couple of minutes, and the login screen will appear.

9.5 Shutting down

Once you have finished using the iMac, we ask that you turn it off, unless someone else is going to use it immediately after you. To shut down the computer, select "システム終了" (Shut Down), which is the second option from the bottom, from the window that appears when you click on the Apple icon, and a confirmation screen will appear. At this point, the computer will shut done when you click on the "システム終了" (Shut Down) or after two minutes after the displayed time has counted down.

If you click "Shut Down" on the login screen, the power will be cut approx. ten seconds later.

On rare occasions, a program error could result in no response to inputs from either the mouse or the keyboard, making it impossible to shut down normally. Only in such a case, press and hold the power switch (hold it for about five seconds) to cut the power. After the power is cut, wait at least another five seconds before turning the power on again.

Note that the iMacs in some of the terminal rooms in the Hongo Center, the labs in the Komaba Information Education Bldg., and in the distributed setup have been configured to shut down at the same time as those rooms close. We resorted to this measure because many users were not leaving the rooms even after closing time. Please leave the terminal rooms quickly as soon as requested by announcement or by one of the members of staff, even if the terminals can still be used.

9.6   Inhibiting duplicate login, and screen lock

To prevent fraudulent use (such as another passing an account on to another person for his use), the ECCS inhibits "duplicate login", which is the same account logging into a number of terminals simultaneously. This measure is configured to automatically shut down the terminal a few minutes after a duplicate login occurs, except for a few terminals. Since this would destroy any ongoing work that hasn't yet been saved, there should be sufficient warning.

If you work at a terminal for a long time without leaving it or go home without logging out, your username could be used by another person, which is extremely dangerous. For that reason, the screen saver is launched automatically and the screen is locked if the mouse or keyboard has not been used for 15 minutes continuously. You will have to enter your password to return to the original state.

10. How to use a terminal (Windows environment)

10.1 Logging in to Windows 10
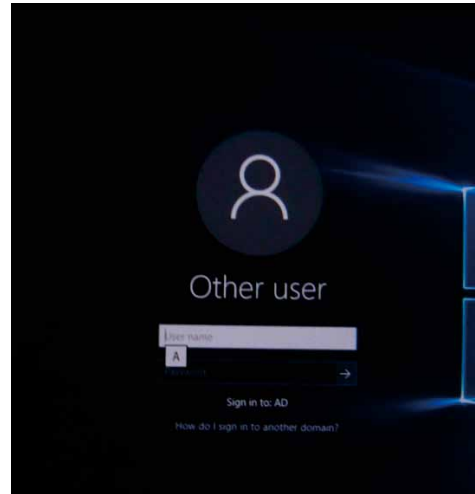
Select Windows environment with $\boxed{\rightarrow}$ $\boxed{\leftarrow}$ on the keyboard then press "return key", the login screen will appear after about one minute. Please note that you cannot use the mouse to select OS.

Make sure to select within 20 seconds or it will automatically go to login page for Mac.

Enter your username and password on the initial screen. To move to the password entry field after entering your username, either press the $\boxed{\text{tab}}$ key or click into the password field with the mouse. Don't use the $\boxed{\text{return}}$ key. After entering your password, press the $\boxed{\text{return}}$ key or click on the "→" button.

- If logon succeeds, the following screen appears:

- If login fails, the following screen appears:
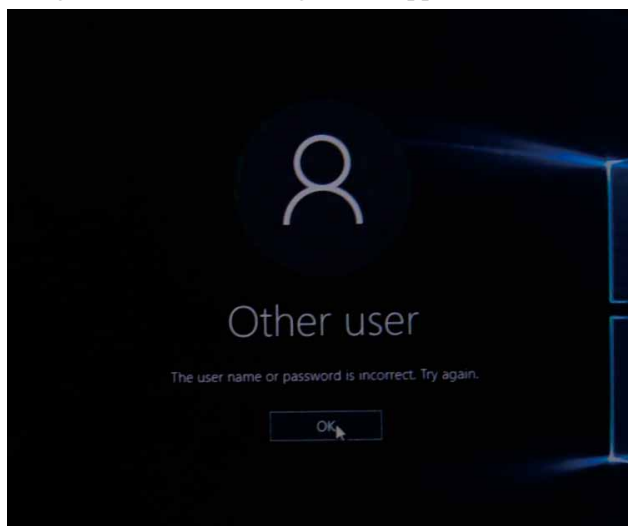
- When you launch an application, a screen similar to this appears:
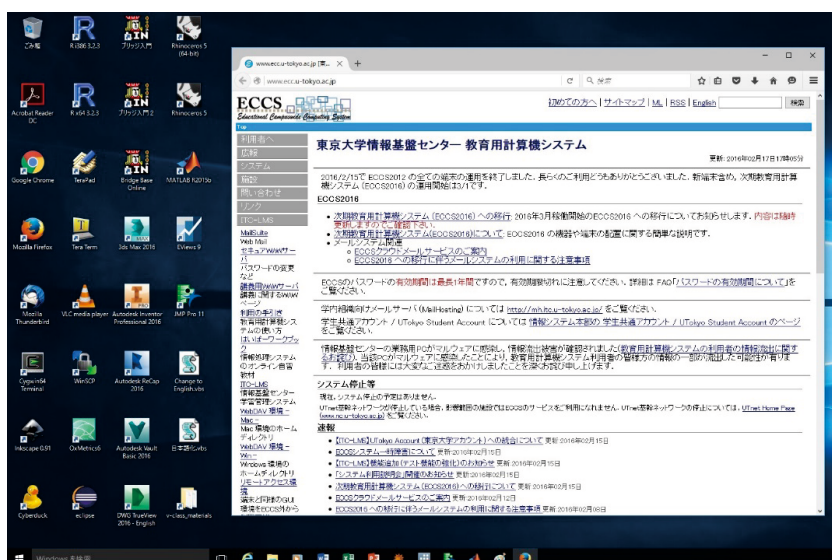
10.2   Logging off from Windows 10

If you select "ログオフ" from the スタート menu (lower left button), you can end your use of Windows 10.
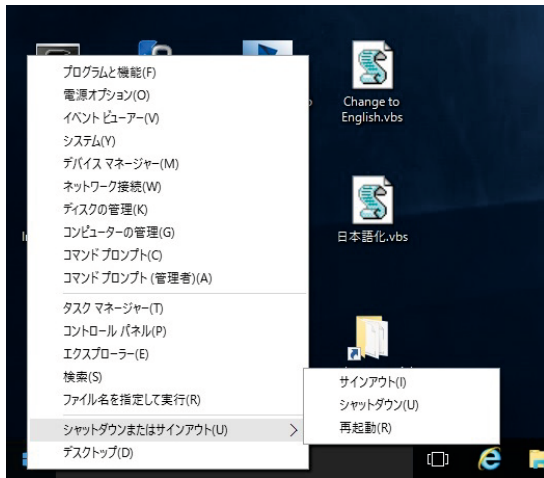
10.3   Shutting down

Once you have finished using the terminal, we ask that you turn it off, unless someone else is going to use it immediately after you. Shut down the terminal as described below.

If you select "Shut down" from the start menu (on the bottom left), the power will be turned off in a few seconds.

On rare occasions, a program error could result in no response to inputs from either the mouse or the keyboard, making it impossible to shut down normally. Only in such a case, press and hold the power switch (hold it for about five seconds) to cut the power. After the power is cut, wait at least another five seconds before turning the power on again.

11. Use of ECCS From Off-campus

ECCS2016 provides the remote access environment and SSH server to access ECCS environment from off-campus.

11.1   Remote Access Environment

ECCS2016 provides the remote access environment using Splashtop Enterprise. Also provides the system that enables to use the same GUI environment as Mac environment of the ECCS terminal by using an exclusive client. It should be noted, however, that the remote access environment has certain limitations due to factors such as licensing and computing resources, as follows:

- A maximum of 15 users can be connected at the same time
- Part of the remote access is set to make available only for the academic staff as the coursework preparation
- Some sofftware are not available due to liceising restrictions
- The continuous connection time is four hours (sessions are automatically disconnected after four hours from login)

This is the procedure for using remote access:

1) Login "UTokyo Account User Menu and apply for the use of remote access environment. After logging in, select "リモートアクセス環境利用申請(apply for the use of remote access environment)" from the menu on the left.

In "UTokyo Account User Menu", select "利用する" (use) for the remote access environment, then click the "保存" (save).

All user registration will be deleted at 12 noon each day regardless of registration time or usage situation.   Reapply for the use from the above mentioned "UTokyo Account User Menu" by selecting "利用する" (use) for the remote access environment.

Please note that it takes about an hour to actually start using the remote environment due to cooperation of the system although your registration is automatically accepted.

2) Download and install the Splashtop Enterprise software on your Windows computer or Mac, etc. from the download site.

Download "Splashtop Enterprise" from the following URL.

http://www.splashtop.com/downloads

3) After activating Splashtop Enterprise, enter the following information, then click "login"

o   Splashtop Center: **ras.ecc.u-tokyo.ac.jp**

o   Adderss: **Username for your UTokyo Account + @utac.u-tokyo.ac.jp**

  ▪   Notice: **the above character string cannot be used as an actual email address**

o   Password: password for your UTokyo Account

- After a while, the selection window will appear, then click "eccs2016"
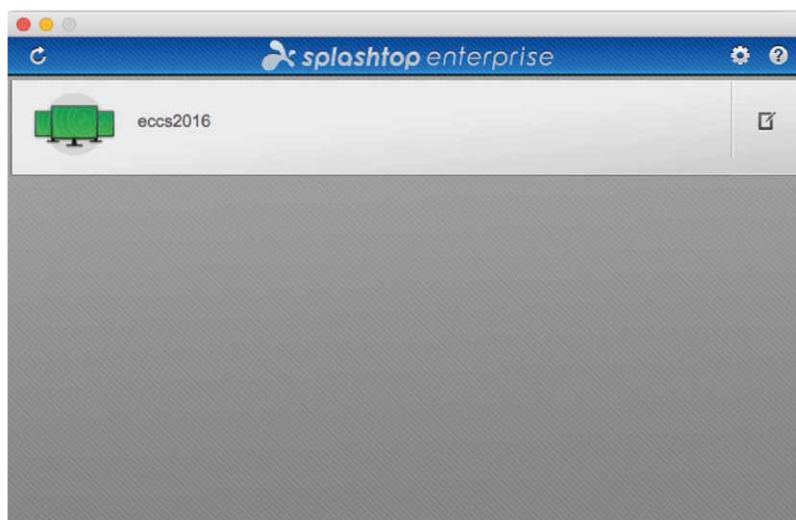
  o It might take a while to login due to server congestion.
4) Login to Mac OS

   Enter your username and password for UTokyo Account after login window appears

Important notice

   An error message will be displayed when the license limit is exceeded.

   Up to 15 users can be connected at the same time.

11.2   SSH Server

There are three servers that you can login with SSH from off-campus and use OS X environment.
The host names are as follows.

- ssh0-01.ecc.u-tokyo.ac.jp / 192.51.223.234

- ssh0-02.ecc.u-tokyo.ac.jp / 192.51.223.235

- ssh0-03.ecc.u-tokyo.ac.jp / 192.51.223.236

11.2.1   Preparation

   Only public key authentication can be used to login. Create a pair of public key and private key
in advance on the computer that you wish to connect. The compatible public keys are
RSA1(1024bit or higher), RSA2(20148bit or higher), DSA and ECDSA.

   Save the public key as **a file with an appropriate name "$HOME/.ssh/authorized_keys" in
the ECCS home directory**. Or you can upload the public key from "Upload your SSH key" for
SSH server in the Secure WWW Server

11.2.2 Connection

Connect to the SSH host server mentioned above using an appropriate SSH client. For example, if you are going to connect ssh0-01.ecc.u-tokyo.ac.jo with SSH using Linux or Mac OS X terminal software, enter as follows.

ssh ECCS username@ssh0-01.ecc.u-tokyo.ac.jp

Please refer to the manual of the SSH client you use, etc. for how to specify username and host name.

When you connect to the server for the first time, the fingerprint of the public key on the server will be displayed. Please make sure that this fingerprint match up with any of fingerprints in a website of Center (https://secure.ecc.u-tokyo.ac.jp/ssh_fingerprint_2016-03.txt).

Please select the server which is not crowded, because many users use it at the same time.

11.2.3 How to Check Your Home Directory in the Windows Environment

Only home directory in the Mac environment is available at login. Enter the following command when you check the home directory (files) in the Windows environment.

Windows_mount .sh

The home directory in the Windows environment will be mounted under "~/mnt" with read/write permissions. This function allows users to exchange files between the Mac environment and the Windows environment without using WebDAV server.

11.2.4 Important Notice

- SSH server is rebooted in the early morning everyday.

- The home directory in the Windows environment is mounted until the above early morning reboot.

- Please use a UTokyo Account as your username instead of email address if you are an academic and administrative staff whose ECCS account was integrated into UTokyo Account.

12．WebDAV environment

In ECCS, the users' home directory is independent in the Windows environment and the Mac environment. ECCS provides a WebDAV environment as a mechanism for using files in home directories of different environments.

There are two methods of using the WebDAV environment: a method of access using Windows Explorer or web browser.

However, in Mac environment, accessing to WebDAV environment using "connect to the server" in the Finder may cause problems. Make sure to use WebDAV clients such as Cyberduck, etc. or web browser when you access.

12.1 Using the WebDAV environment through Explorer (in the Windows environment)

Use this method of access when you want to manipulate files by the GUI of Windows on the ECCS2012 terminal.

Click on "コンピュータ" from the Start menu to open Explorer, then double-click on the Proself Client → Machome icons in sequence.

The following login window is displayed, so enter your ECCS username and password then click "OK".
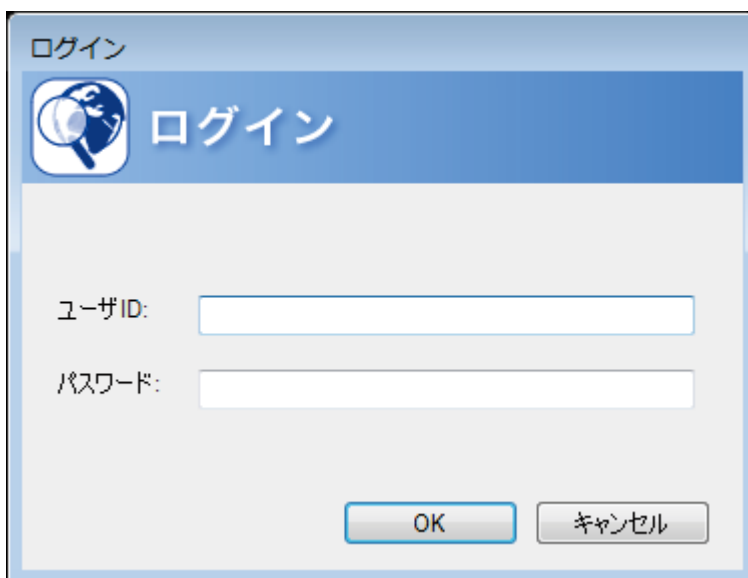
If the login succeeds, files under the Mac OS are displayed in Explorer, so you can then perform the tasks you want to do such as copying files.

Note that if the correct information is not entered, maybe because of a typo, the message "認証に失敗しました.ユーザ ID またはパスワードが間違っていないか確認してください" will appear and login will fail.

12.2   Using the WebDAV environment through a web browser

If you wish to access ECCS files from the outside of the university, it is possible to access files via web browser if the internet access is available.

The method is described below.

1) Connect by entering the following URL in the address field:

As the web address varies depending on the file's environment you wish to access, enter the corresponding web address.

Access to Windows environment: https://dav**w**.ecc.u-tokyo.ac.jp/

Access to Mac environment: https://dav**m**.ecc.u-tokyo.ac.jp/

2) Once the login screen is displayed, enter your ECCS username and password.

For example, the login screen when connecting through Safari looks like this:
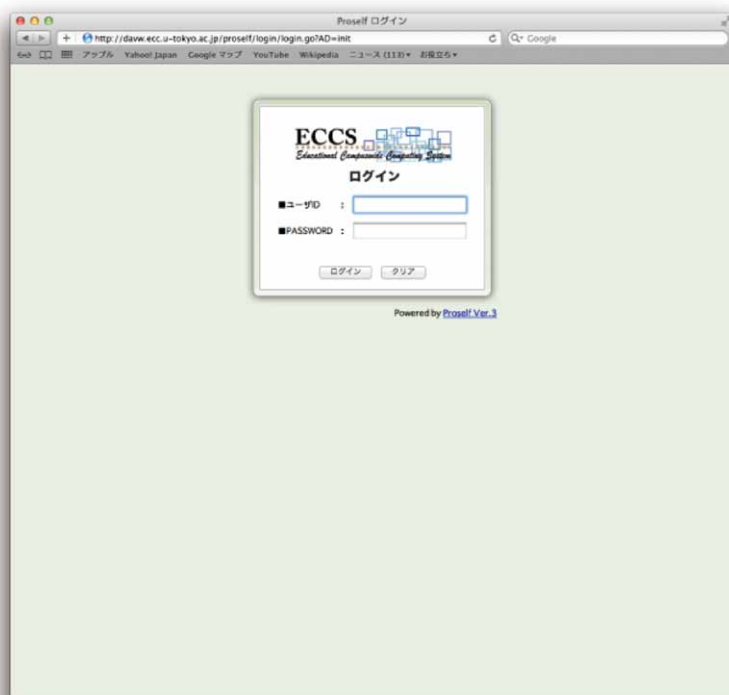
3) Once authentication has succeeded, the Proself usage screen is displayed.

Note that if the correct information is not entered, maybe because of a typo, the message "ユーザ ID または PASSWORD が間違っているか,アカウントが停止されています." will appear.

12.3   Publish the file on the web

The WebDAV environment has the following functions for the exchange of files with others. Please use this function effectively as needed. If you publish folders or files on the web, URL is generated randomly for each folders or files. It is possible to download the files on the web by accessing the URL with or without ECCS account. It is also possible to set a disclosure time period and a password at the time of setting for publishing on the web.

12.4 Setting of "Received folder"

If it has a function that is capable of receiving files even from people who do not have ECCS account. Creating a new folder first, and after that it will be available by setting of "Received folder".

12.5 Email authentication

It has a function that is capable of sending a file that is updated on Proself to a recipient who does not have ECCS account. Publishing on the web is able to send a URL that has been randomly generated along with the password. Please set the downloadable number, publishing date and time, and password by checking box of the usage of the email authentication when you publish files on the web. Who received can receive the file by using the URL and password in the mail text.

13. Applications that can be used

The applications that can be used in each environment are listed below.

The Mac OS environment on terminals is abbreviated to "Mac" and the Windows environment is abbreviated to "Win".

Application	Mac	Win	Remarks
Firefox	○	○	Web browser
Chrome	○	○	Web browser
Thunderbird	○	○	Mail Client
Microsoft Office	○	○	General office tools (※1)
Acrobat Reader DC	○	○	PDF viewer
Google Earth	○		Virtual globe
Remote Desktop Connection	○		Remote desktop
dviout		○	DVI Viewer
Emacs	○	○	Text Editor
mi	○		Text Editor
TeraPad		○	Text Editor
Cygwin		○	GNU Devalopmant Tool
Cyberduck	○	○	FTP Client
Eclipse	○	○	Integrated Development Environment
Visual Studio community		○	Integrated Development Environment (※2)
Visual Studio Code	○		Integrated Development Environment
Xcode	○		Integrated Development Environment
Java	○	○	Programing Language
Ruby		○	Scripting Language
VLC media player	○	○	Multimedia player
GIMP	○	○	Graphics Editor
Inkscape	○	○	Graphics Editor
Mathematica	○	○	Numerical calculation software
MATLAB	○	○	Numerical calculation software (※4)
FreeMat	○		Numerical calculation software
JMP Pro	○	○	Data visualization software
IHS Eviews		○	Data visualization software (※5)
R	○	○	Statistics processing software
Stata/SE	○	○	Statistics processing software (※6)
TSP		○	Quantitative analysis
Paraview	○		Data analysis, visualization software
MODELLER	○		Homology Modeling Software

Inventor		○	CAD software (※7)
3ds Max		○	3D data processing software (※7)
Rhinoceros		○	3D design software (※3)
Write-N-Cite		○	RefWorks plugin
Lean to Play Bridge (ブリッジ入門)		○	Costract bridge
X264vfw		○	Video compression software

(※1): For licensing reasons, this cannot be used in the remote access environment.

(※2): To use "Visual Studio Community", you need to get Microsoft account and sign in to Visuial Studio as you use it.

(※3): The number of licences (The number of user who can use the software at the same time.): 60

(※4): The number of licences: 100 (Total of Mac and Windows)

(※5): The number of licences: 50 (Available in only Hongou Campus)

(※6): The number of licences: 70

(※7): For licensing reasons, this cannot be used for the purpose of research (for educational purpose only).

Freeware

   Apart from the applications listed in the table above, a large amount of freeware is installed

   For more information, please visit http://www.ecc.u-tokyo.ac.jp/system/software.html

   In particular, a package system called MacPorts is used in the Mac environment to enable the installation of large amounts of freeware.

   You can obtain a list of the installed packages by executing this in terminal: port installed

14．Printing environment

RICOH MP C4503 multifunction printers are installed in the ECCS as printers (these are called ECCS multifunction printers below).

Complete installation of ECCS multifunction printer
and input terminal

ECCS multifunction printer

Input terminal and billing equipment
(private card or e-money card)

You can use the ECCS multifunction printers to print from:

    (1) ECCS terminals (refer to Section 14.1)

    (2) PCs other than ECCS terminals (refer to Section 14.2)

    (3) USB memory devices (refer to Section 14.3)

and you can also use them for scanning and copying (refer to Section 14.4).

For functions associated with billing, you can use RICOH Japan private cards (copy cards) or e-money. Copy cards are sold from vending machines in the Library, Information Education Building at Komaba or the Co-op.

As of March 1, 2016, the following e-money cards can be used:

    Suica, PASMO, Kitaca, TOICA, ICOCA, SUGOCA, nimoca, Hayakaken

Output sizes are, and the charges are:

B&W (A4, A3, B5 and B4)	10 yen/page
Color (A4, A3, B5 and B4)	50 yen/page

14.1   Printing from an ECCS terminal

(1) Sending the print job

① Sending a print job from the Mac environment

• Select ファイル → プリント in the application.

• You must select one of the following as the printer:

Main_Mono

Main_Color

• The paper size is set to A4 as standard. If you want to output other sizes other than A4, change the paper size

by a method that will depend on the application.

• Click on the "プリント" button to send the print job.

② Sending a print job from the Windows environment

• Select ファイル → プリント in the application.

• You must select one of the following as the printer:

Main_Mono

Main_Color

• The paper size is set to A4 as standard. If you want to output other sizes other than A4, change the paper size

by a method that will depend on the application.

• Click on the "プリント" button to send the print job.

(2) Operation in the ECCS multifunction printer

Select [コピー] from the menu of the print job operating terminal.
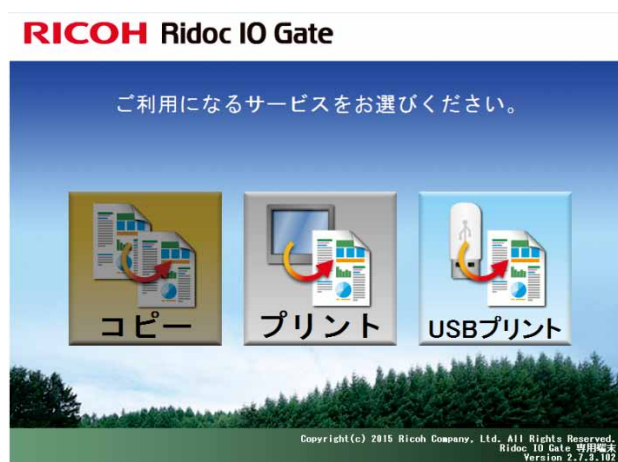
Enter the user ID of the ECCS account at the touch panel display or keyboard, and press [確定].

Enter the password of ECCS account in the same way, and press [確定].

The list of print job is displayed.

Please select the print job you want to print out.

Setting a prepaid card or e-money card to the billing device, and then please press [印刷]. Printing will be started after you pressed [はい] on the print confirmation screen.

Once the printing has been finished, the billing amount to be displayed on the screen below. Please check the amount and press [精算] to pay.

14.2 Printing from other computers other than the ECCS terminal

You can send a print job directly to an ECCS multifunction printer from another PC that is connected to the portable terminal connection environment, such as a notebook PC, a laboratory PC, or your own PC at home. When printing from a PC that is not an ECCS terminal, you will need to install the following driver:

Windows: You can use the printer driver published on the RICOH website.

Mac: After installing the printer driver published on the RICOH website, you need to replace it with the PPD file dedicated to IPP printing, which is linked from http://www.ecc.u-tokyo.ac.jp/announcement/2016/03/03_2137.html

.

Please refer to the http://www.ecc.u-tokyo.ac.jp/system/printing.html for more details.

The differences between printing from a PC and printing from an ECCS terminal are listed below.

Output destination		ECCS terminal	Other PC
ECCS multifunction printer	Printer driver installation	Unnecessary	Necessary
	"ユーザ情報" entry	Unnecessary	Necessary
	IPP Printing	—	Necessary
	Size limitation on print job	1,000 MB	100 MB

14.3   Printing from USB memory device

With an ECCS multifunction printer, you can print directly from data in a USB memory device.

The data formats you can print from are: Microsoft Office documents (.doc, .docx, .xls, .xlsx, .ppt, and .pptx), PDFs (.pdf), images (.jpg, .jpeg, .tif, and .tiff), and XPS (.xps).

The printing method is described below

Select [USB プリント] from the menu of the print job operating terminal.
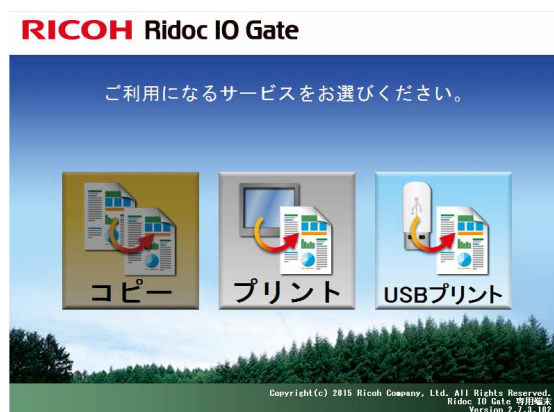
Plug in USB memory device into the USB port of ECCS multifunction printer.
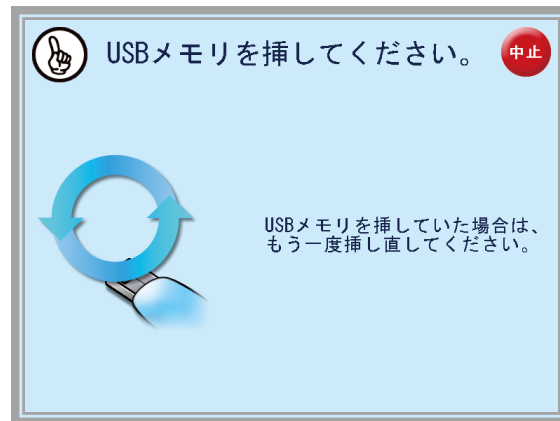
USB port is located on the front of the operatinon terminal..

(1) List of files

The files in the USB memory device are displayed as a list. Select the file you want to print by press [次へ]

・The maximum number of files displayed is 999.

・You can select the type of file (distinguished by extension) to display by choosing " 表示ファイルの変更"

a：(2)Print settings

b：(4)Changing the displayed file

(2) Print setting（印刷設定 Tab）

Set the number of copies you want to print or the color designation.

c：(5)To print preview

(3) Page settings（ページ設定 Tab）

Set a size of paper and the print area.

(4) Changing the displayed file

You can narrow down the files are which displayed on the list.

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(5) Print preview

It will be displayed the first page of the specified file. (If you designate the area, the start page of the specified area will be displayed.)

d：(1)List of files

e：(2)Print setting（印刷設定 Tab）

(6) Setting a prepaid card or e-money cards to the billing device, and then please press [印刷]. Printing will be started after you pressed [はい] on the print confirmation screen.

(7) Remove the USB memory device after finish printing.

14.4　Other uses of ECCS multifunction printers

Some of these printers can be used for scanning and copying. For details of how to do so, look at the manual that is placed close to the relevant ECCS multifunction printers.

14.5　Maintenance management

Maintenance of the ECCS multifunction printers is administered not by the Information Technology Center but by the University of Tokyo Co-op. If a problem such as running out of paper tearing or an error has occurred, you must contact the University of Tokyo Co-op (contact details are attached to each ECCS multifunction printer). Other contacts such as at the Center do not handle this.

14.6　Restrictions in printing environment

14.6.1 Common items

(1) Use of manual-feed tray forbidden

You cannot use a manual-feed tray with an ECCS multifunction printer. Only the A4, A3, B5 and B4 size papers that are set in the multifunction printers can be used.

(2) Display of estimated charge

　The estimated charge that is displayed on screen for on-demand printing and printing from a USB memory device is a calculation done before the printing. If the color mode of the printed document that is actually output is different from the estimate, the charge for the actually output color mode is charged.

Example: The estimated charge before the printing was displayed as: color, 1 page: 50 yen. However, what was actually printed was one B&W page.

　　　　In that case, the user is billed 10 yen for one B&W page.

　　　　If a page is specified as being color data, it is processes as it if is color, even if it is a B&W page, or a page that looks like a B&W page. When printing B&W data, you must specify explicitly that it is B&W.

(3) Combined use of a number of cards not possible

　Private cards and e-money cards cannot be used simultaneously. If two cards are set simultaneously, only the card that was set first can be used.

(4) Job cancelation when balance is insufficient

　If the balance remaining in a private card or e-money card falls too low during printing, the currently executing job is automatically canceled. You cannot use a number of cards to extend the session when there is insufficient money in the card.

(5) Warning when color printing

　In MacOS or Windows, the default setting of the printer driver may be changed by displaying the printer driver settings window (such as "詳細設定(Preferences)") or the settings saved in application data folder (file itself).

　Make sure the output color in "詳細設定" is set to "カラー(color)" when you print in color using Main_Color, Sub_Color and NetPrint,

(6) Warnings and restrictions when card balance falls below 50 yen

　If all of the following conditions apply during USB memory device printing, the system will judge there is insufficient balance for printing the file, even if it is B&W data, and printing will be disabled.

• The balance in a private card is below 5 times, or the balance in an e-money card is less than 50 yen

• "カラーモード:カラー自動判別" is selected in the print settings

　　If these conditions apply, you must select "カラーモード:白黒" as the print setting.

14.6.2 Warnings and restrictions relating to on-demand printing

(1) Restriction relating to change in number of copies

　The number of copies on the "ジョブ詳細確認" screen can only be changed when printing from Windows. The number of copies cannot be changed when printing from the Mac OS.

(2) Restriction relating to print job size

When a print job is sent from a terminal, the print job is automatically canceled if the amount of data that is sent exceeds the limit. When printing to a multifunction printer within the University, this is 1,000 MB; for printing to Net Print, this is 2 MB.

*Since the amount of data that is compared with the limit is data generated by the printer driver, it will differ from the application's file size.

(3) Automatic cancelation of print job after specific period of time

After a print job has been sent from a terminal, the print job is automatically canceled if there is no output from the multifunction printer after 72 hours has elapsed.

14.6.3 Warnings and restrictions relating to USB memory device printing

(1) Warning when inserting USB memory device

If a number of USB memory devices are inserted, only the USB memory device with the smallest drive letter is recognized.

(2) Warnings when forcibly removing USB memory device

After a USB memory device is inserted, data in the USB memory device could be damaged if you remove it without pressing the "USB メモリーの取り外し" button. If a USB memory device is removed during a search of files within the USB memory device, the file search might not end immediately.

(3) Warning about encrypted USB memory devices

If a USB memory device itself is encrypted, files within the USB flash memory cannot be read so it is not possible to use that USB memory device's print and scan functions.

(4) Warning when searching PDF files

Files that meet the following conditions cannot be printed with USB memory device and also will not be displayed in the job list.

Data Format	Extension	Condition
Word	.doc .docx	• Broken files • Files unable to open • Files opened in protected view • Password-protected files • Files with printing restriction
Excel	.xls .xlsx	
PowerPoint	.ppt .pptx	
PDF	.pdf	• Password protected files • Files with printing restriction • Files unable to open in AdobeReader • Out of PDF language specification (out of standard ISO32000-1 specification) • Using JPEG 2000 as internal data format • Low on memory

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		(Examples)
		-Use of many layers (e.g. transparent function, etc.)
		-Includes images in large display area (e.g. high resolution scanning images, etc.)　and also created by rotation
		-Use of gradation
		-Use of many big patterns
		-Use of many images within one page
		-Includes Complicated (or many drawing commands) external object (XObject)
TIFF	.tif .tiff	• Frame sequential images • Tiling images • LZW compression images • 16 bits, Packbits compression in Bit arrangement of big endian • Subsampled Packbits compressions • Alpha channel images
JPEG	.jpg .jpeg	• 8 bits without coding and 4 channels • Coded except for the base line sequential coding • Files in Adobe JPEG format (created by Adobe Photoshop, etc.)

(5) Time taken by file search

By default, printable files that are saved in the root folder of the USB memory device are retrieved, but if there are a large number of files, this search will take some time. If that happens, reduce the search time by saving only the files that are to be printed in the root folder.

(6) Warning about paper size selection

Some images such as TIFF or JPEG do not have a specific paper size, so you must select the paper size as either A4 or A3. The image is output either expanded or compressed to fit the selected size.

(7) Excel files that cannot be printed

If an Excel file has an embedded object in Word format, and that embedded object is positioned at the edge of a page, the file cannot be printed.

14.6.4 Print driver use

Printing to ECCS multifunction printer

• Output can only be at the paper sizes that can be selected at printing. In addition, the print data is compressed or enlarged to fit the specified output paper size.

• Up to 100 MB can be sent per job. Larger files will cause an error.

• The maximum number of pages is 999 and the specification of the number of copies is 999.

• With a Windows application, if a number that is greater than the maximum value is specified; the maximum value of 999 is applied. However, an unintended number could be displayed when the application opens or a printer error could be displayed. If that happens, you must enter a number from 1 to 999.

• The print attributes (number of copies, color mode, double-sided /single-sided) cannot be changed when instructing output at the output terminal.

• There is no cover sheet printing function.

14.6.5 Others

• If printing is ordered without the entry of user information, the user information entry screen is displayed. If print halt is selected, printing can be halted but that screen might be displayed again, depending on the application. If that happens, you must select halt again.

• If the computer logs off or shuts down during printing, normal printing might not be possible (the file cannot be registered).

• When printing from Adobe products under the Mac environment, you must select "プリンター..." from the print screen and execute printing after the print settings screen has opened. If you select "OK" for printing at the print screen, a "不正なジョブ" error will occur.

• If printing is done under Windows without the entry of user information, the user information entry screen is displayed. If you select print halt from that screen, a printer error set by the application may be displayed. The user information entry screen might also be displayed in the background of the application window.

• The print settings, such as the number of copies of the printer driver specified by the application, may become invalid.

• Depending on the application, print data corresponding to the specified number of copies is generated. If that happens, the specified number of copies could be printed twice.

• The system or application might create blank sheets of paper. Those pages will be billed too.

15. Users' portable computer connection environment

We provide an environment that enables users to connect their own notebook PC or other devices to the wired Internet, and it is available at the locations where there are RJ-45 connecter (LAN cable, UTP cable and twist pair cable), and involve using a LAN cable to connect*2 a RJ-45 connector to the Ethernet interface*1 of the user's device. For details of these locations, refer to Section 16.2 "Locations of wired LAN cable". If it is not authorized, the user will be directed to the authentication page when trying to access to any websites. It becomes available for use after user's own account is verified. We would like to warn people using this portable computer connection environment that file-sharing and similar features should be configured to ensure that the contents of their computers cannot be accessed from the outside through the network. Please make sure you have the latest OS security patches and pattern files for anti-virus software.

*1 When connecting a terminal without Ethernet interface to the wired Internet, it is necessary to prepare a USB-connected Ethernet adapter.
*2 In some locations, the RJ-45 connections are sockets (female). In that case, users should provide LAN cables (straight cables) for connecting.

15.1 Cable connections

In the case of general setting (obtaining IP address from DHCP), it is available when you access to the login page of your mobile terminal environment that is automatically redirected and displayed after connecting the terminal and opening the web browser. If you cannot connect it, please refer to the following connection procedure.

15.1.1 Windows

Set the Internet protocol from Properties. Examples of this procedure are given below.

Example of procedure with Windows 10

Right-click the start button, select "コントロールパネル", and choose "ネットワークの状態とタスクの表示", then in the next window, click "アダプターの設定の変更". Right-click the network device that set up the IP address, and click the "プロパティ" and choose the "インターネット プロトコルバージョン 4 (TCP/IPv4)" from central list, then click the "プロパティ" button.

The procedure is in common from this point

In the "全般" tab, select "IP アドレスを自動的に取得する" and "DNS サーバのアドレスを自動的に取得する". Finally, click the OK button.

インターネット プロトコル バージョン 4 (TCP/IPv4)のプロパティ

全般　代替の構成

ネットワークでこの機能がサポートされている場合は、IP 設定を自動的に取得することができます。サポートされていない場合は、ネットワーク管理者に適切な IP 設定を問い合わせてください。

◉ IP アドレスを自動的に取得する(O)
◯ 次の IP アドレスを使う(S):
　IP アドレス(I):
　サブネット マスク(U):
　デフォルト ゲートウェイ(D):

◉ DNS サーバーのアドレスを自動的に取得する(B)
◯ 次の DNS サーバーのアドレスを使う(E):
　優先 DNS サーバー(P):
　代替 DNS サーバー(A):

詳細設定(V)...

OK　キャンセル
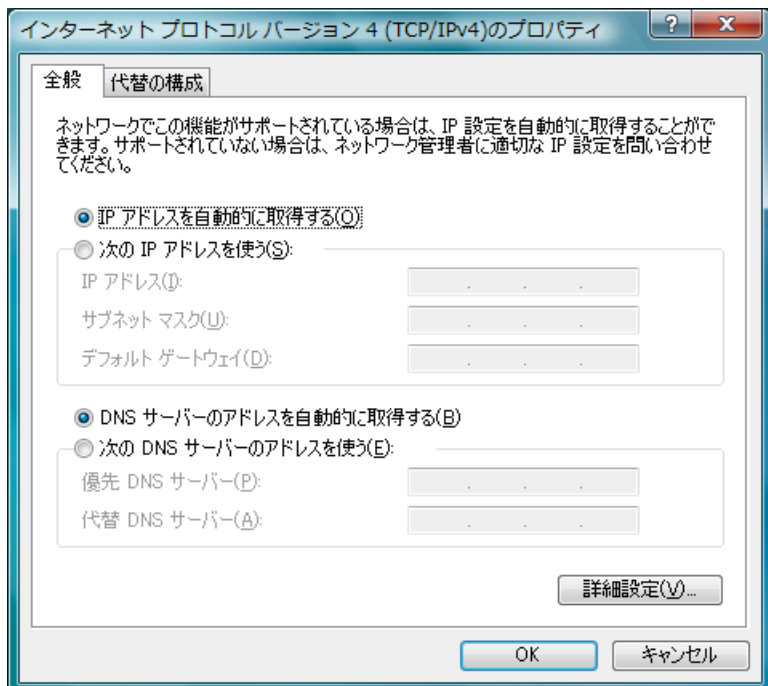
Next, right-click the start button, choose コマンドプロンプト , and launch terminal, enter "ipconfig" in it, and hit the return key.

Check that the "デフォルトゲートウェイ" address is one of the cable LAN gateway server addresses listed in Section 17 "Server host names (URLs and IP addresses)".

コマンド プロンプト

Microsoft Windows [Version 6.0.6001]
Copyright (c) 2006 Microsoft Corporation. All rights reserved.

C:\Users\admin>ipconfig

Windows IP 構成

Wireless LAN adapter ワイヤレス ネットワーク接続:

　メディアの状態. . . . . : メディアは接続されていません
　接続固有の DNS サフィックス . . . . :

イーサネット アダプタ ローカル エリア接続:

　接続固有の DNS サフィックス . . . : ecc.u-tokyo.ac.jp
　リンクローカル IPv6 アドレス. . . . : fe80::4c8c:ce85:1028:c9f6%10
　IPv4 アドレス . . . . : 192.168.43.179
　サブネット マスク . . . . : 255.255.224.0
　デフォルト ゲートウェイ . . . . . : 192.168.48.252

Tunnel adapter ローカル エリア接続*:

　メディアの状態. . . . . : メディアは接続されていません
　接続固有の DNS サフィックス . . . : ecc.u-tokyo.ac.jp
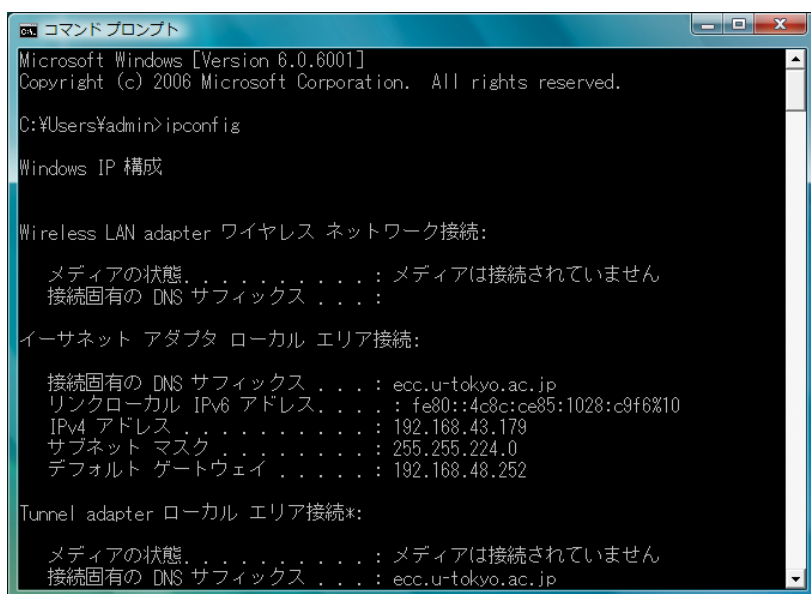
If you open a web browser in this state, you will be prompted to enter your username and password. If the authentication is successful, you can launch an application such as a web browser, mail client, or SSH client and connect to and use servers on the Internet.

15.1.2 Mac OS

First of all, select "システム環境設定" from near the top of the Apple menu, and click on the "ネットワーク" icon in the window that appears. Then click "Ethernet".
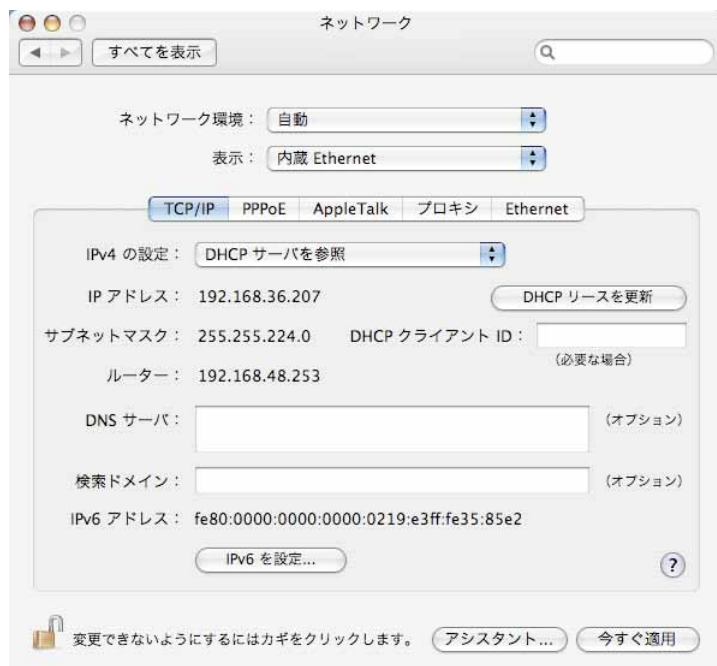
If "IPv4 の設定:" is set to "DHCP サーバを使用", check that details such as the IP address for DHCP have been acquired. Once you have checked that the "ルータ:" address (which becomes the gateway address) is one of the cable LAN gateway server addresses listed in Section 17 "Server host names (URLs and IP addresses)", close the window.

If you open a web browser in this state, you will be prompted to enter your username and password, so do so. If the authentication is successful, you can launch an application such as a web browser, mail client, or SSH client and connect to and use servers on the Internet.

15.2 Warning concerning using a cable connection environment

In locations where you can use a cable connection environment, please make sure that you never connect the male and female pins of the Ethernet cables that are provided, nor connect the same pins to cables that you have brought in. Under certain conditions, this could lead to a communications failure over the entire University.

15.3 Wireless connection environment

Wireless connection environment will change from April 2017. Campus-wide wireless LAN service (utroam) is planning to change to UTokyo WiFi.

For details on how to use and available locations, please visit the UTokyo WiFi website (please search "UTokyo WiFi" on the Internet).

Also see section "16. Terminal Locations, etc." for wireless connections provided by the ECCS.

Please note the right to use the ECCS is not required for using UTokyo WiFi.

16. Terminal locations, etc.

16.1 Terminal locations

In the tables below, the items that show the numbers of positions provided with RJ-45 connectors that enable users to connect portable computers are called "Cable Connections" and the locations marked with "○" where wireless LANs (UTokyo WiFi) can be used are called "Wireless Connections". The symbols in parentheses after the numbers of terminals indicate terminals that are provided with input-output devices. For terminals with memory card reader / writer and scanners, this is "*".

Komaba Information Education Bldg.

Location	Terminals	DVD Drive	Cable Connections	Wireless Connections	Printers
1st floor Study Room	124(*)	12	15	○	3
2nd floor Large PC class room 1	162(*)	15		○	1
(For instructors/TAs)	3	1	1		
2nd floor Large PC class room 3	106(*)	9	12	○	1
(For instructors/TAs)	2	1	1		
2nd floor Small PC class room 1	24	1		○	
(For instructors/TAs)	1	1	1		
3rd floor Large PC class room 2	144(*)	13		○	1
(For instructors/TAs)	3	1	1		
3rd floor Medium PC class room 3	42	3		○	
(For instructors/TAs)	2	1	1		
3rd floor Small PC class room 2	24	1		○	
(For instructors/TAs)	1	1	1		
3rd floor Small PC class room 3	27	2		○	
(For instructors/TAs)	1	1			
3rd floor Aisle space					1
4th floor Medium PC class room 1	60	5		○	
(For instructors/TAs)	2	1	1		
4th floor Medium PC class room 2	60	5		○	
(For instructors/TAs)	2	1	1		
4th floor Aisle space					1
Total	790	75	36		8

Hongo Information Technology Center

Location	Terminals	DVD Drive	Cable Connections	Wireless Connections	Printers
1st floor Large PC class room 1 *1	83(*)	7	72	○	
(For instructors/TAs)	1	1	2		

Location	Terminals	DVD Drive	Cable Connections	Wireless Connections	Printers
1st floor Large PC class room 2	54	4	46	○	
(For instructors/TAs)	1	1	2		
1st floor Study Room *1	11(*)	3	9	○	1
1st floor Tutor's room	1	1	1	○	
1st floor Aisle space					1
Total	151	17	132		2

Fukutake Hall

Location	Terminals	DVD Drive	Cable Connections	Wireless Connections	Printers
Basement floor 1 Practice Room	20	2	21	○	1
Total	20	2	21		1

Distributed setup terminals

Map Ref.	Faculty/Department	Location	Terminals	DVD Drive	Cable Connections	Wireless Connections	Printers
Hongo 1	General Library	Gen.Lib.:2nd floor Media Plaza 2	51(*)	5	32	○	3
		Gen.Lib.:3rd floor Media Plaza 3	18	2			2
Komaba 1	Komaba Library	Komaba Lib.:1st floor Media Park	58(*)	5		○	3
Kashiwa 1	Kashiwa Library	Kashiwa Lib.:1st floor Learning Support Service	12(*)	2		○	1
Hongo 2	International Center	Administration Bureau Bldg.2:1st floor	2	2			
Hongo 3	Law	Law/Letters 1:1st floor PC room	10	2	10	○	1
Hongo 4	Engineering	Engineering 6:2nd floor Room 200	13	2			1
Hongo 5	Letters	Law/Letters 2:1st floor Faculty of Letters Student Hall	15	2			1
Hongo 3		Law/Letters 1:1st floor Room 111	37	4			1
Hongo 6	Science	Science 1:3rd floor Room 317	16	2			
Hongo 7	Agriculture	Agriculture 7B:1st floor Room 133	28	3			1
Hongo 8		University Library for Agricultural and Life Sciences:3rd floor PC Room 2	16	2			1
Hongo 9	Economics	Economics:1st floor Room 101	28	3	6	○	1
		Economics:4th floor Room 407	31	3			1
Hongo 10	Education *1	Educarion:2nd floor Roon 261					
Hongo 11	Pharmaceutical Sciences	Pharmaceutical Sciences Lib.:4th floor Information Processing Room	21	2		○	1
Hongo 12	Medicine	Medical Lib.:1st floor	5	2			
	Total		361	43	48		18

*1 5 terminals and a printer in the Study Room and two terminals in the Large PC class room of the Information Technology Center will be transferred to Room 261 on the 2nd floor of Faculty of Education after the constriction work at the Faculty of Education is over.

Hongo Campus

情報基盤センター
Information
Technology Center

福武ホール
FUKUTAKE HALL

Komaba Campus

情報教育棟
Information
Education Building

Kashiwa Campus

柏図書館
KASHIWA Library

16.2   Locations of cable LANs

Komaba Campus

Map Ref.	Location
1	Information Education Bldg.: 1st floor Study Room, 2nd floor Large Seminar Room
2	Komaba Library: Basement floor 1 Reading Room, 2nd floor Reading Room, 3rd floor Reading Room, 4th floor Reading Room
3	College of Arts and Sciences Bldg.2: 6th floor 606B
4	College of Arts and Sciences Bldg.18: 2nd floor Graduate Study Room
5	Communication Plaza North Bldg.: 2nd floor Performing Arts Practice Room, 2nd floor Performing Arts Practice Preparation Rooms 1 to 3, 2nd floor Music Practice Room, 2nd floor Music Practice Preparation Rooms 1 to 3, 2nd floor Multi-Purpose Classrooms 1 to 4, 2nd floor Multi-Purpose Classroom Reception, 3rd floor Physical Exercise Practice Rooms 1 to 3, 3rd floor Physical Exercise Practice Preparation Rooms, 3rd floor Physical Exercise Practice Room Reception
6	Komaba Communication Plaza South Bldg.: 3rd floor Lounge
7	Komaba Communication Plaza Japanese-Style Bldg.: 1st floor tatami room 1 to 6
8	Research Center for Advanced Science and Technology Bldg.4: 2nd floor Reading Room

Hongo Campus
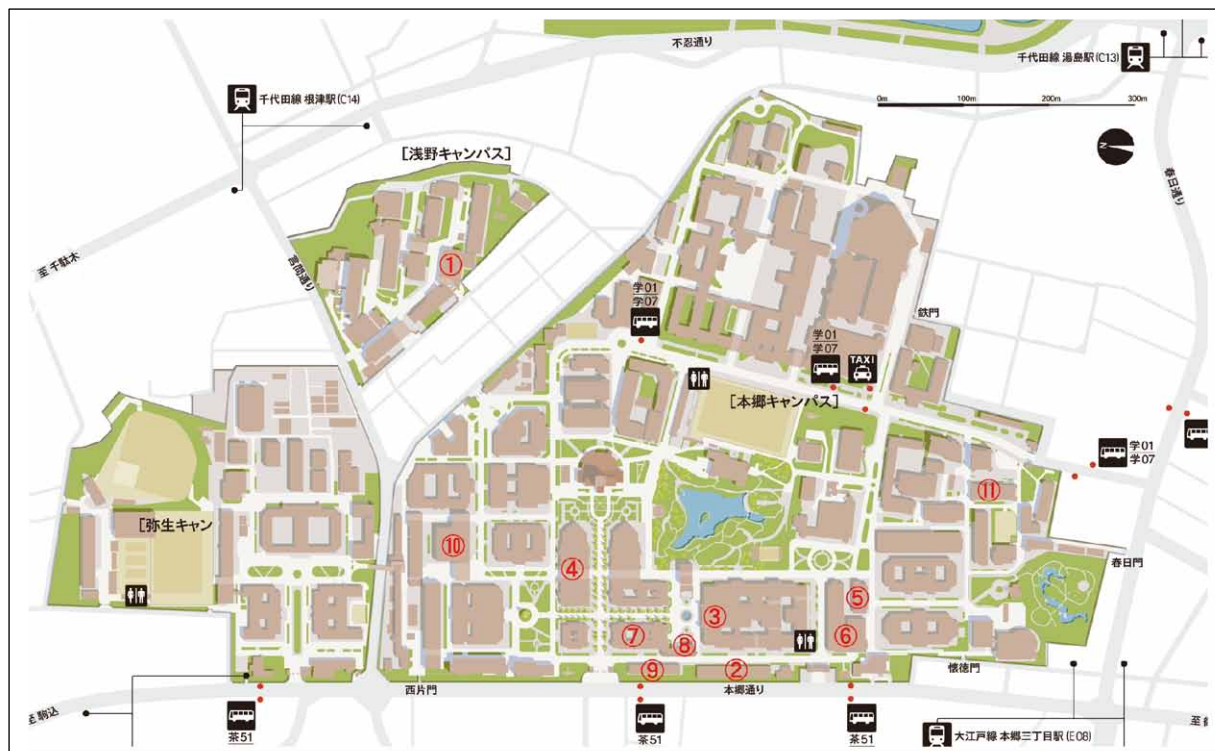
Map Ref.	Location
1	Information Technology Center: 1st floor Study Room, 1st floor Large Seminar Room 1/2, 1st floor Tutors' Room
2	Fukutake Hall: Basement floor 1 Practice Room
3	General Library: 2nd floor Media Plaza 2
4	Faculty of Law & Letters Bldg.1: 1st floor PC room,
5	Economic Research Bldg: 1st floor Room 101
6	Akamon General Research Bldg: 3rd floor Room 338, Basement Room 8
7	Faculty of Law Bldg.3: 1st floor Rooms 105/114/115, 2nd floor Rooms 201/202/208, 3rd floor Rooms 304, 4th floor Rooms 401/403/407
8	Faculty of Law Bldg.4: 4th floor Rooms 455/456, 5th floor Rooms 557/558/559/560, 6th floor Rooms 657/658/659/660, 7th floor Rooms 757/758/759/760
9	Low & Politics Sogo Bldg.: 2nd floor Room 201, 3rd floor Room 301, 4th floor Room 401
10	Faculty of Engineering Bidg.8: 5th floor Roomes 536
11	Administration Bureau Bldg.2: 4th floor Rooms 404, 6th floor Rooms 611/626/630, 7th floor Rooms 719/725

Kashiwa Campus
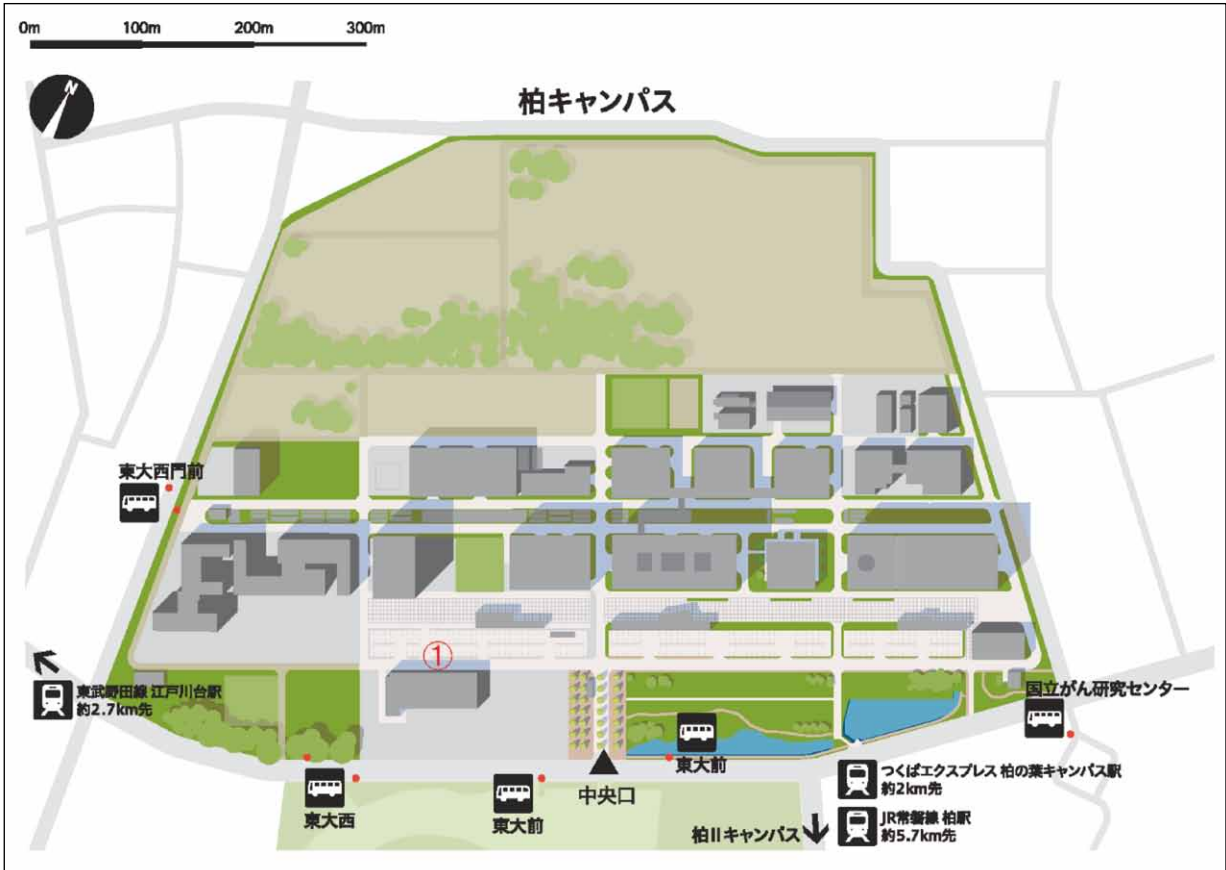
Map Ref.	Location
1	Kashiwa Library: 1st floor Conference Room, 1st floor Seminar Rooms 1 and 2, 2nd floor Reading Room, 2nd floor Private Reading Room

17. Server host names (URLs and IP addresses)

- WWW server for announcement: http://www.ecc.u-tokyo.ac.jp/
- Mail servers
  - ECCS Cloud Email: http://mail.google.com/a/g.ecc.u-tokyo.ac.jp
  - ECCS Staff Email :
    - Webmail and various settings: https://ms.ecc.u-tokyo.ac.jp/
  - POP/ IMAP/ SMTP server: mail.ecc.u-tokyo.ac.jp
  - Various settings: https://ms.ecc.u-tokyo.ac.jp/
- Secure WWW server: https://secure.ecc.u-tokyo.ac.jp/

  This is a server for enabling secure connections for actions such as confirming password changes and various personal settings.
- Remort: ras.ecc.u-tokyo.ac.jp
- WebDAV:

  Access to Windows environment: https://dav**w**.ecc.u-tokyo.ac.jp/

  Access to Mac environment: https://dav**m**.ecc.u-tokyo.ac.jp/
- ssh server: ssh0-01.ecc.u-tokyo.ac.jp

  ssh0-02.ecc.u-tokyo.ac.jp

  ssh0-03.ecc.u-tokyo.ac.jp
- WWW server for coursework: http://lecture.ecc.u-tokyo.ac.jp/

  This server is used by the instructors who administer the coursework to publish materials for the coursework on the website.
- WWW server for user information transmission: http://user.ecc.u-tokyo.ac.jp/

  This server enables users of the ECCS to transmit information using the Internet. It differs from normal services in that it is provided as an experiment so there are certain constraints relating to usage. For details, refer to: http://www.ecc.u-tokyo.ac.jp/guide/web/web1.html along with Section 19.4 "Guidelines for the publication of information online"
- Cable LAN gateway servers
  - Komaba Campus: 192.168.48.252, 192.168.48.253
  - Hongo Campus: 10.4.1.252, 10.4.1.253
  - Kashiwa Campus: 10.12.1.252, 10.12.1.253
- ITC- LMS server: https://itc-lms.ecc.u-tokyo.ac.jp/

  This is a learning management system that has functions of course material distribution, submission of assignments, online quiz, etc. UTokyo Account or ECCS Limited Account (please refer to section 3.3 "Registering a new account".) are required to use the ITC-LMS. In principle, UTokyo Account must have the right to use ECCS. However, academic and administrative staff are able to use ITC-LMS as long as they have an account which can access the online system for academic affairs even without the right to use ECCS.

18. Limits

- Maximum file capacities

  - Home directory (total of Mac and Windows): 8 GB (18 GB for academic and administrative staff)
  - Mail storage capacity (total): 1 GB
  - ECCS Cloud Email storage capacity (total): Unlimited
  - Mail transmission/reception capacity (per message): Approx. 100 MB
  - ECCS Cloud Email transmission/reception capacity (per message): Follow the rules of Gmail system.
  - WWW server for issuing user information: 100 MB

- Timing at which screen lock occurs on a terminal
  - When there has been no mouse or key input for 15 minutes

- Time until automatic logout on a terminal
  - When there has been no mouse or key input for:
    - 60 minutes in Mac environment
    - 90 minutes in Windows environment

- Limit of remote access
  - Consecutively available time: 4 hours

19. Related regulations

19.1　Terms of Service of Educational Campus-wide Computing System

Outline

Article 1 The purpose of these regulations is to clarify necessary items concerned with using the Educational Campus-wide Computing System (hereafter called "ECCS") that is operated and managed by the University of Tokyo's Information Technology Center (hereinafter called "the Center").

User entitlement

Article 2 A person who is entitled to use the ECCS (hereinafter called "the User") is one of the following persons:

(1) A full-time faculty member of the University of Tokyo

(2) A student or graduate student of a faculty of the University of Tokyo

(3) A part-time instructor who is responsible for taught subjects in the faculties and graduate schools of the University

(4) In addition to the previously mentioned persons, a person authorized by the Director of the Center

Application for use

Article 3 To apply for permission to use the ECCS, an applicant should submit the separately provided application form to the Director of the University of Tokyo's Information Technology Center (hereinafter called "Director of the Center") and be accepted thereby.

Acceptance for use

Article 4 On determining that the application of the previous clause is appropriate, the Director of the Center will accept that application.

Usage period

Article 5 The period of usage of the ECCS shall be from April 1 of that year to March 31.

Scope of usage

Article 6 The scope of usage of the ECCS is as follows:

(1) Usage relating to lectures using information devices

(2) Usage of basic applications as a foundation for education and research activities within the University

(3) Issue, acquisition, and exchange of information relating to education and research within the University

2. The User shall not exceed the capabilities of the ECCS and act in a manner that interferes with the usage by another user, even within the scope of the objectives stipulated in the above items.

Management of usage right

Article 7 The User shall not loan or transfer the right to use the ECCS (hereinafter called "account") to a third party.

2. The User must manage the account properly so as not to be stolen.

3. The User cannot have multiple accounts except in the case where the director of the center deems it necessary.

Usage of premises and equipment, etc.

Article 8 The User can use the premises, equipment, or goods managed by the Center within the scope of the usage objectives, except where otherwise provided.

Notification of changes

Article 9 The User must notify the Director of the Center promptly when any change occurs in an item concerning the usage agreement.

Cancelation of usage agreement

Article 10 The Director of the Center can cancel the usage agreement with the User or terminate the User's usage if the User does not follow the rules set out by the Center or if the User uses the ECCS for other than the agreed purposes.

Usage of computer system or network other than the ECCS

Article 11 When accessing another computer system or network through the ECCS, the User must observe all the regulations provided by the administrators of that computer system or network.

Costs

Article 12 The burden of costs relating to use of the ECCS is laid out separately.

Miscellaneous rules

Article 13 If it should become necessary to provide for matters that are not covered by these regulations, the Director of the Center shall decide upon such matters after discussion with a Committee of the University of Tokyo's Information Technology Center.

Additional clauses

1. These regulations came into effect from August 6, 1999 and apply from April 1, 1999.

2. These regulations came into effect from December 24, 2004 and apply from April 1, 2004.

3. These regulations came into effect from July 22, 2012.

19.2 Distributed setup terminal operating bylaws

Installation and operating bylaws for distributed setup terminals of Educational Campus-wide Computing System

Outline

Article 1 The purpose of these regulations is to establish items necessary for the operation and management of partial systems that are distributed and installed in various departments of the University (hereinafter called "distributed setup terminals"), of the installations of the Educational Campus-wide Computing System (hereafter called "ECCS") that is operated and managed by the University of Tokyo's Information Technology Center (hereafter called "the Center")

Purpose of distributed terminal installation

Article 2 Distributed setup terminals are installed with the objective of improving convenience for all users of the ECCS.

Installation of distributed setup terminals

Article 3 Distributed setup terminal shall be installed in classrooms and other locations in each of the departments (hereinafter called "distributed setup terminal rooms").

2. The Center reviews the re-location of distributed setup terminals, based on usage statistics and the like, with the aim of ensuring more efficient usage thereof.

3. Matters relating to the installation of distributed setup terminals are reviewed and decided upon by the Information Media Education Committee of the Information Technology Center (hereinafter called "Information Media Education Committee").

Operation and management of distributed setup terminals

Article 4 The operation and management of the distributed setup terminals shall be done by the Center.

Management of distributed setup terminal rooms

Article 5 The management of each distributed setup terminal room shall be done by the relevant department.

2. The locations of the distributed setup terminals are such that all users of the ECCS can access terminals. It should be noted, however, that while these terminals are being used for lectures, users other than students attending those lectures could be asked to refrain from using them.

3. The locations of the distributed setup terminals are intended to provide usage for all users, excluding periods that would hinder the management thereof, such as during examinations, vacations, and night-time.

4. Operation during examinations, vacations, and nighttime is determined by the individual departments.

Department Chief Administrators, etc.

Article 6 To overview the management of the distributed setup terminal rooms, distributed setup terminal administrators (hereinafter called "Chief Administrators") have been appointed.

2. To assist the Chief Administrators, assistant distributed setup terminal administrators (hereinafter called "Assistant Administrators") have been appointed.

3. The Chief Administrators have the responsibility of working with the Center and/or Assistant Administrators to ensure that the distributed setup terminal rooms are used appropriately and efficiently.

4. The Chief Administrators shall coordinate with the Center and classroom administrators of each department in the operation of the distributed setup terminal rooms.

5. The Assistant Administrators shall post messages from the Center in the distributed setup terminal rooms, instruct users, and report any faults in the distributed setup terminals to the Center.

Others

Article 7 If it should be necessary to provide for any matter that is not covered by these regulations, Information Media Education Committee shall decide.

Additional clause

These regulations came into effect from February 23, 2000 and apply from April 1, 1999.

19.3 Directions for use

Please note the following points when using the Educational Campus-wide Computing System (hereafter called "ECCS") of University of Tokyo's Information Technology Center (hereafter called "the Center"). These notes have been compiled by the Center to ensure the robust operation of the ECCS and safeguard the Center's social responsibilities as a system provider. Before using the System, please read these notes thoroughly and bear them in mind while using the System, to ensure that you do not violate any regulation.

- Obey the Terms of Service

  Please follow the rules laid out in Section 19.1 "Terms of Service of ECCS" when using the system.

- Obey the law

  A law relating to computer-related crimes such as unauthorized access to computer systems was implemented on February 13, 2000 (recent amendment was May 31 in 2013), with the possibility of imprisonment for any violation. For example, using a password to log into an account without the express permission of a manager or the account holder may result in a prison sentence, even if the password of that account has been made publicly available. In addition, please make sure you are not infringing copyright laws when using file exchange software or the like.

- Education and research purposes

  Being registered, as a user does not mean that you have the right to do whatever you want with ECCS's facilities. When posting to Internet bulletin boards, please do not post anything unsuitable.

- You are responsible for managing your own account and password.

  User registration on the ECCS is based on the assumption that only that user will use the account.

  - Do not loan or transfer your account to a third party.

  - Take good care of your password--do not lose it or forget it

    Losing a password or inadvertently allowing a third party to learn of that password will be considered gross negligence on the part of the User. If you lose your password or through carelessness allow a third party to learn it, please change it immediately or go through the procedure for the issue of a new password at Help Desks. A reissued password is a temporary password and needs to be changed to activate your ECCS Account. Do not leave a terminal while still using the system (while still logged in)

- Do not use the system for commercial purposes

  It is not permitted to use an ECCS account for commercial activities.

- Do not misuse the functions of the system

  Various functions are provided by ECCS. It is not permitted to misuse those functions, create "loopholes" in those functions, steal another person's account (password), or exceed the file capacity limit when saving files.

- Exercise responsibility when using the system

  We cannot guarantee there will be no problems with the ECCS service. Please be aware of that possibility and back up your own files.

- Obey the guidelines for the publication of information online

  When using web site to publish information, observe the rules as laid down by the Center and given in Section 19.4 "Guidelines for the publication of information online". Please also observe these guidelines for the publication of information online in bulletin boards and chat rooms on the Internet.

- Do not eat, drink, and smoke in the terminal rooms.

- The uses of mobile phones are prohibited in the terminal rooms.

- Others

  Notices to the User from the Center are generally issued through web page. Since other important notices such as reports on the start of new services, power cuts, and service interruptions due to equipment problems are also posted on that website, make sure you check it regularly. (http://www.ecc.u-tokyo.ac.jp/)

Be sure to observe these rules when you use ECCS. If you break the rules, you are judged by Committee for Information Ethics The University of Tokyo and your account would be stopped. In addition, be careful that there is some possibility of being punished by your department or with social penalty depending on your violation.

19.4 Guidelines for the publication of information online

In today's climate in which more people are using networks to disseminate information, the problems of etiquette in information publication are becoming more obvious. Network news and webpages are extremely powerful media for the publishing of material worldwide. When we consider the features of the World-Wide Web in particular, which not only make it easy to publish but also provide interactive functions, it is no exaggeration to say that this is a medium with capabilities that exceed those of other mass-media such as radio, TV, and newspapers. With conventional mass media, voluntary guidelines have been created and mutual checks are in place to ensure that the influence of such media is applied correctly. With the World-Wide Web, however, such methods are not yet sufficiently established and thus we are in a state in which publishers must exercise "self-discipline" in the publication of information, which means it is necessary to be cautious in publishing information. The guidelines given below were created as hints in that direction. Note that these guidelines are not exhaustive, so they do not imply that "we are permitted to do anything that is not in the guidelines".

We would like users to be well aware that the ultimate responsibility relating to information that a user has published lies with that user.

Please also follow the directives of Section 19.5 "The University of Tokyo's information ethics regulations" and Section 19.6 "The University of Tokyo's information ethics operating policy", which give more general regulations.

When using an account on the ECCS to publish information by email, in network news, or on webpages, please act under the following conditions:

- As a member of an educational or research institution
- As a member of the University of Tokyo
- As a person living in an international society

We would like users to bear in mind they should consider these points and publish such information only after thoroughly reviewing whether or not it is appropriate. Some examples of infringements of those conditions are as follows:

- Publishing under a pseudonym or false name
  It is not permitted to publish information under any name but your own (even a pen name). This is intended to clarify the responsibility of the person who publishes such information. With webpages, the name of the person who is responsible for the contents of those pages must be given clearly.
- Invasion of intellectual rights (copyrights) or portrait rights
  Actions that infringe on intellectual rights, copyrights, or portrait rights are not permitted. For example, the scanning of a page from a purchased book for publishing without any modification on the web is a violation of the copyright law. Similarly, publishing a photo of another person without permission infringes that person's portrait rights.
- Defamation of character
  It is not permitted to publish anything that is defamatory of any person.

- Invasion of privacy

  It is not permitted to publish anything relating to the privacy of another person. For example, disclosing the contents of email without the permission of the sender of that mail is not permitted, as an infringement of privacy. Do not even quote such material.

- Discriminatory usage

  Discriminatory expressions relating to characteristics such as physical appearance, door, gender, academic history, origin, race, religion, or medical condition are not permitted.

- Obscene usage

  It is not permitted to publish any obscene material. It is necessary to take particular care here even though there are already strong constraints, because these sites are also seen by minors.

- Obstruction of education and research

  It is not permitted to publish any materials that obstruct education and research activities.

- Political and religious activities

  It is not permitted to publish any materials that either support or condemn specific political activities or religions.

- Unilateral publishing of information

  A limited number of people are able to publish information on the World-Wide Web. From the viewpoint of social fairness, it is not permitted to unilaterally publish contents that people who cannot publish information in this manner would be unable to refute in the same forums.

19.5 University of Tokyo Rules Pertaining to Information Ethics

Section 1 General provisions

Purpose

Article 1 By providing rules relating to the use of computer resources that are managed and operated by the University of Tokyo (hereinafter called "the University"), in accordance with the principle of respect for basic human rights including academic freedom, freedom of thought and conscience, and freedom of expression, these regulations are intended to promote the harmonious and fair usage of those resources and strive to enhance the education and research performed at the University.

Definitions

Article 2 The meanings of terminology employed in these regulations is as provided in the following items:

(1) Computer resources

These are the information network system and computers that are managed and operated by the University, the data-related devices that are connected thereto, and the software that runs therein.

(2) Users

These are the people who are entitled to use the computer resources of the University.

(3) Departments

These are the institutions provided in Sections 3 and 4 of the basic institutional regulations of the University of Tokyo, together with affiliated schools and affiliated hospitals.

Section 2   Information Ethics Committee and Information Ethics Board

Committee establishment

Article 3 In order to achieve the objectives laid out in Article 1, the University has established the University of Tokyo's Information Ethics Committee (hereinafter called "the Committee").

2. Necessary matters relating to the Committee are designated in separate regulations.

Departmental Information Ethics Board

Article 4 An Information Ethics Board (hereinafter called "the Board") is placed in each department.

2. The Board is commissioned with the task of checking and investigating infractions relating to computer resources that are managed and operated by that department. It should be noted, however, that the Board can delegate this checking and investigative procedure to the Committee if necessary.

3. The organization, operation, and checking and investigative procedure of the Board shall be provided in the department in accordance with the Committee.

4. If any action relating to an infraction has been decided upon by the checking and investigative procedure, the Board must present a summary to the Committee without delay.

Section 3   Information ethics standards

   Guidance for user behavior

Article 5 The User must be aware of his or her responsibility as a user of the computer resources, based on an awareness and consciousness of being a faculty member or student of the University of Tokyo, and use the computer resources in accordance with the purpose stipulated in Article 1.

2. The User must consider the entitlements and benefits of other users who are using the computer resources, and respect them.

3. The User shall base all actions on the principle of self-discipline in the usage of the computer resources.

4. The User must cooperate in the management and operation of the computer resources and follow all directions that are necessary for the management and operation thereof.

   User obligations

Article 6 The User must observe the following points in using the computer resources:

(1) The User shall not act in a manner that attracts penalties provided in criminal law and other statutes.

(2) The User shall not act in a manner that incurs civil responsibilities such as damages as provided in civil law and other statutes.

(3) The User shall not act in a manner that is limited or prohibited by other statutes.

(4) The user shall not act in a manner that impedes the functions of the computer resources or interferes with the use of the computer resources by other users.

(5) The User shall not act in a manner that interferes with education and research at the University of Tokyo.

(6) The User shall not act in a manner that maliciously destroys the benefits of other people or society.

2. In using the computer resources, the User must act in accordance with the these regulations and the information ethics operating policy laid out in the next section, together with the provisions relating to the usage of the computer resources provided by the University over all and the individual departments. Furthermore, when the User has signed the statement of mutual agreement relating to the use of computer resources, the User must conform to the contents of that statement of mutual agreement.

3. Specific details of the obligations of users relating to information ethics are provided by the Committee in the information ethics operating policy.

   Actions with respect to infractions

Article 7 One or more of the actions listed below may be taken concerning any infraction against the obligations of users as stipulated in the previous article (hereinafter called "infraction"), based on an investigation by the Committee or the Board. Enforcement of that action is done by the person who gave the user the right to use the computer resources involved in that infraction.

(1) Forfeit of usage entitlement

(2) Termination of usage entitlement

(3) Restriction of usage scope

(4) Disclosure of user's name and infraction

(5) Counseling and re-education

2. Actions against infractions may also be applied in the case of negligence or failed attempt.

3. Details of the actions shall be decided on consideration of the entire set of circumstances relating to the infraction, such as the presence/absence and degree of criminal intent or negligence, whether or not the attempt was successful or a failure, the degree of severity of damage or danger generated thereby, the presence or absence of a sense of contrition in the offender, and the possibility of rehabilitation of the offender.

4. A user who has forfeited entitlement to usage can request the Committee for restoration of the usage entitlement, after one year has elapsed since the enforcement of the action. Investigation (re-investigation) of this request shall be done on consideration of the circumstances stated in the previous item. The procedure for re-investigation is provided separately by the Committee.

   Usage environment

Article 8 The User is not restricted or prohibited from using the computer resources without due cause.

2. Confidentiality concerning contents such as of e-mail and the usage state is protected, unless in accordance with the provisions of statutes or for other due cause.

3. Details of major system changes will be notified beforehand, except when urgency is necessary from the system management viewpoint.

Section 4   Checking and investigative procedure

   Checking

Article 9 If some doubt of an infraction relating to the use of computer resources should arise and a corresponding request from the department that manages and operates those computer resources is received by the Committee, based on Article 2, Paragraph 5 of the University of Tokyo's Information Ethics Committee regulations, the Committee will strive to verify the facts rapidly, and secure or preserve evidence if necessary.

2. If the user suspected of that infraction (hereinafter called "the Suspect User") is not specified, the Committee can take appropriate actions to determine the identity of the Suspect User.

3. During the process of the previous Paragraph 2, the Committee can request clarification of the circumstances or further resources from people affected by that infraction.

4. During the securing or preservation by the Committee of evidence or the like possessed or managed by a user, the consent of that user must be obtained in principle. However, if it is deemed urgent for reasons such as a danger of the destruction of evidence, the Committee can take measures to secure or preserve such resources without the consent of the user. The Committee must strive to notify that user concerning those measures.

5. Evidence that is secured or preserved during that check must be returned to the owner of that material after the completion of the check or the investigative procedure stipulated by Article 12 onward. It should be noted, however, that this is does not apply if the contents or method of acquisition of that evidence are illegal. If evidence has been duplicated, the duplicated copy can be destroyed or deleted instead of being returned.

Emergency provisions

Article 10   If an infraction is suspected and it is deemed necessary for preventing further spread of the damage or checking the facts, the Committee can make emergency provisions within the minimum scope necessary.

2. If an infraction is suspected and it is deemed necessary for preventing further spread of the damage or checking the facts, the Information Technology Center can also make emergency provisions within the minimum scope necessary, irrespective of the provisions of the previous article and the previous paragraph. If such provisions have been taken, the Information Technology Center must report promptly to the Board or Committee that is supposed to have jurisdiction over that infraction, to obtain consent therefrom.

3. If emergency provisions have been taken based on paragraph 1 or 2, the authorities shall strive to promptly notify the Suspect User and the person most likely to be affected.

4. The provisions of paragraphs 1 and 2 do not hinder any emergency response by the University of Tokyo Computer Emergency Response Team (UTokyo-CERT) and departmental CERTs, based on the regulations of UTokyo-CERT.

Warnings

Article 11If the possibility of an infraction has been acknowledged, the Committee can issue a warning to the Suspect User.

2. When the warning of the previous paragraph is issued, the Committee can give the Suspect User the opportunity to make a statement or present an explanation.

Start of investigative procedure

Article 12   If the Committee determines this to be appropriate, it starts the investigative procedure to determine the action to be taken with respect to the Suspect User.

2. The investigative procedure is not published.

Simplified procedure

Article 13   If the Suspect User admits the infraction himself in the statement, and the abandonment of the investigative procedure is prompted by that user in correspondence, the case can be handled as a simplified procedure and the Committee will verify the facts and determine the action stipulated in Article 7, instead of going through the procedure of the previous article.

Investigative procedure

Article 14   During the investigative procedure, the Suspect User is given the opportunity to affirm the facts himself and submit evidence for the necessary defense.

2. The Committee can admit assistants or witnesses for the Suspect User, based on the request of the Suspect User or its own authority, or apply for expert opinion.

3. The Committee can give the persons harmed by the infraction and related persons the opportunity to submit statements of opinion or evidence.

Determination of action

Article 15   When the Committee has completed the investigation necessary for clarifying the case, it will close the procedure, authorize the facts, and decide upon the action to be taken as stipulated in Article 7.

Concerning disciplinary measures, etc.

Article 16   If it is possible that an infraction by a faculty member falls under the category of requiring disciplinary measures as stipulated by Article 38 of the faculty member employment regulations of the University of Tokyo or if provisions are necessary concerning supervision as a violation of duty-related obligations, or if it is possible that an infraction by a student falls under the category of requiring disciplinary measures as stipulated by Article 25 of the general faculty rules of the University of Tokyo or Article 42 of the graduate school regulations of the University of Tokyo, the Committee must report on the case to the head of the department to which the Suspect User belongs. In such a case, the investigative procedure can be cancelled.

Explanation to related parties

Article 17   The Committee shall strive to provide suitable explanations at a suitable opportunity concerning the progress of the checking and investigative procedure together with the results thereof, to the person who notified the Committee concerning the infraction, people harmed by the infraction, and related persons.

Supplementary Provisions

Article 18   Other than matters provided in these regulations, necessary matters relating to information ethics standards and checking and investigative procedures are provided by the Committee.

Additional clauses

This regulations came into effect from September 17, 2002

Additional clause

These regulations came into effect from April 1, 2005.

Additional clause

These regulations came into effect from March 17, 2006, and the provision of the University of Tokyo's information ethics regulations after the amendments by these regulations applies from April 1, 2005.

Additional clause

These regulations came into effect from March 26, 2015.

19.6　University of Tokyo Operational Rules Pertaining to Information Ethics

(Outline)

Article 1 This policy gives specific examples of the obligations of users relating to information ethics, based on Article 6, paragraph 3 of the University of Tokyo's information ethics regulations (hereinafter called "the Regulations").

Restrictions on use

Article 2 The usage of the computer resources provided under Article 1, paragraph 1 of the Regulations (the information network system and computers that are managed and operated by the University of Tokyo, the data-related devices that are connected thereto, and the software that runs therein) is restricted to education and research.

Observation of statutes

Article 3 The User must observe the statutes in the use of computer resources.

Management associated with usage

Article 4 The User must not allow another person to use the computer resources and account that he has been allocated for use. In addition, the User must manage that account in a manner to ensure that the password and other sensitive information is not stolen or copied.

Prohibition of dishonest usage

Article 5 The User shall not perform any of the following actions in using the computer resources:

(1) Access another person's correspondence (such as mail)

(2) Steal or falsify another person's information

(3) Attack, invade or interrupt another person's computer or information network

(4) Create or circulate malware such as virus, etc.

(5) Use information that violates intellectual properly rights such as bootleg, or portrait rights

Limitation on the transmission and disclosure of information

Article 6 While using the computer resources, the User shall not publish or disclose any of the following information:

(1) Information produced by anonymous or alias other than a person's real name

(2) Information that violates intellectual property rights or portrait rights

(3) Information that is discriminatory or defamatory

(4) Information that violates another person's privacy

(5) Information that is obscene

(6) Information that obstructs education or research

(7) Information that obstructs another person's affairs or work

(8) False information

(9) Information regarded as violating confidentiality

(10) Any other information that the University of Tokyo's Information Ethics Committee deems unsuitable

Thorough protective measures

Article 7 The User must perform any of the following basic protective measures in using the computer resources:

(1) Check viruses

(2) Update security-related software

(3) Protect classified information with encryption or access control

(4) Perform other basic protective measures judged to be necessary by the Committee

2. The User shall not perform any of the following actions in using the computer recourses:

(1) Share files or information unnecessarily

(2) Disclose service port unnecessarily

(3) Perform other actions judged to be inappropriate by the Committee

19.7 Warning about illegal copying or publishing of software

• Some of the material that is distributed over the Internet (such as programs, movies, and data) has been copied illegally. Even if such material has been made publicly available, it is not appropriate to use or further distribute it. Before using or distributing such software, you must check thoroughly that the software is not illegal.

• You must take good care about security when using a computer, to ensure that your computer is not a storage place for illegally copied software. Be particularly careful when connecting your own computer to the Internet to exchange files or chat.
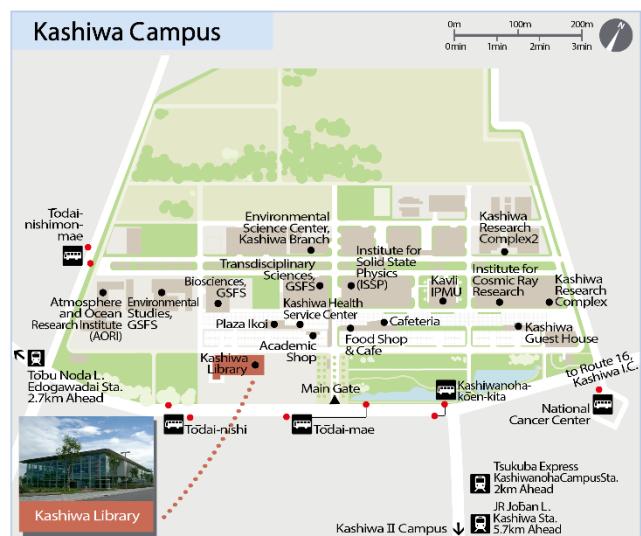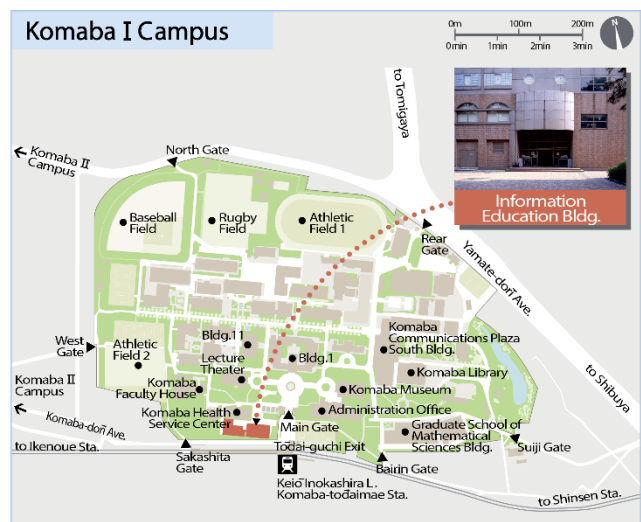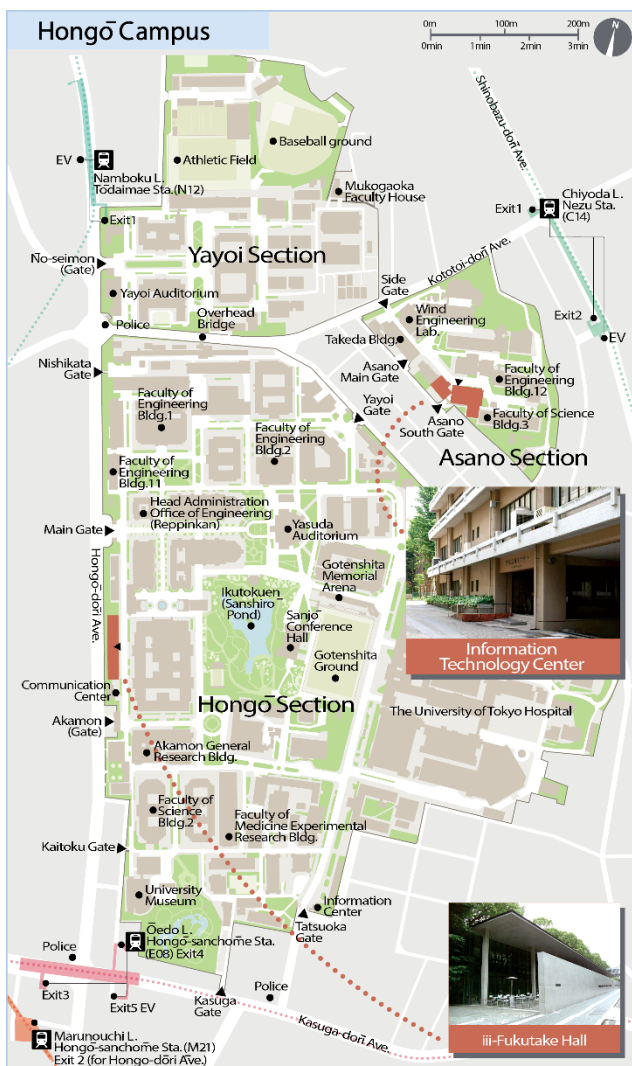
19.8　Microsoft School Agreement

The Microsoft products of the ECCS were installed on the basis of the Microsoft School Agreement so must be used in accordance with the conditions of that Agreement.

For details of the Microsoft School Agreement, refer to:

https://www.microsoft.com/ja-jp/education/license/school/default.aspx

20. Announcement and General Inquiries for ECCS

- Announcement   http://www.ecc.u-tokyo.ac.jp/
- Email   ecc-support@ecc.u-tokyo.ac.jp
- General Inquiry

Hongo Campus:	Information Technology Center, 1st floor Help Desk	03-5841-3004 Ext: 23004
Komaba Campus:	Information Education Bldg., 1st floor Help Desk	03-5454-6140 Ext: 46140

- Inquiries including passwords

  Hongo Campus: Fukutake Hall, Basement floor 1 Help Desk

  Kashiwa Campus: Kashiwa Library, 2nd floor Service Counter

- ECCS assistant

  Hongo Campus: Information Technology Center, 1st floor ECCS assistant Room

                           General Library, 2nd floor Media Plaza 2

                           Fukutake Hall, Basement floor 1 Practice Room

  Komaba Campus: Information Education Bldg., 1st floor Study Room

                           Komaba Library, 1st floor Media Park

Users' Handbook for
Educational Campus-wide Computing System