Law IT Staff and Contacts

Brandon Tubinis
Department Manager

John Christensen
Systems Administrator

Tedros Teklzghi
Help Desk Manager

Offices: (Mon-Fri, 9am to 5pm)
Law Library Service Desk, 221 O'Brian Hall

For Ticketed Law-IT Assistance:
Call 716-645-7393
Email law-it@buffalo.edu
Submit a request via Law IT's Ticket Support Center

For Live Law-IT Assistance: (Mon-Fri, 9am to 5pm)
Live Zoom Support https://buffalo.zoom.us/j/95845496130

Law IT and the Law IT Webpage

- Answer or resolve common questions and requests
  - Wi-Fi access
  - Email access
  - Cloud storage access
  - Software download, installation and operation
  - Distance learning Zoom, Panopto and UBLearns
- Law Lab related issues
  - Printing troubleshooting (jams, reprints, reimbursements)
  - Computer access and troubleshooting
- Provide guidance on how to best proceed with a problem
- Visit our webpage for answers and resources https://www.law.buffalo.edu/law-it.html
- **Ask us anything!**

University IT and the UBIT Webpage

- UBIT controls many of the broader University-wide services and systems

- Visit the UBIT website for answers and resources https://www.buffalo.edu/ubit.html

- Hardware at discounted rates

- Software
  - Office
  - VPN
    - *Can be used to access licensed databases off campus*

- Guides, policies and technical documentation

- Helpdesk

- Alerts pertaining to current security concerns or service outages

School Information Portal (SIP)

- Weekly emails pertaining to events and opportunities

- Vitally important information pertinent to all law students
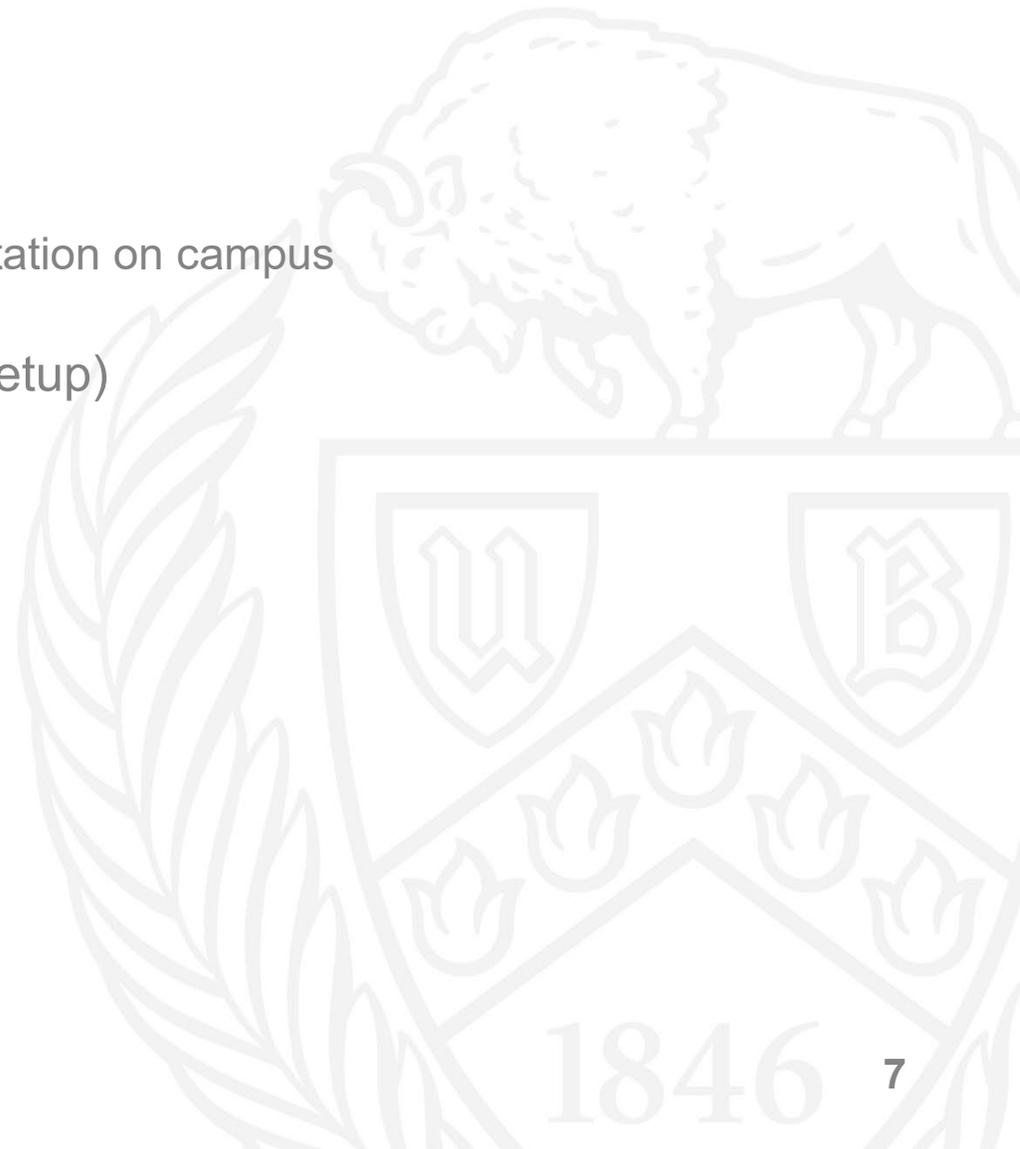
- No required login to view the messages
  https://www.law.buffalo.edu/sip

UB Zoom

- **Claim your Zoom Pro account by logging into https://buffalo.zoom.us with your UB credentials**

- Install the client for your computer from the same site

- Always join or host meetings from the client software which is logged in with your UB account by clicking SSO
  - Certain features of Zoom meetings can only be performed when done through the software.
  - Joining meetings from the website: https://buffalo.zoom.us

UB File Systems

- University at Buffalo File System (UBFS)
  - UB housed file storage
    - Default save location when working on any Lab Workstation on campus
  - Follows you wherever YOU are logged in
  - Can be accessed from personal devices (moderate setup)
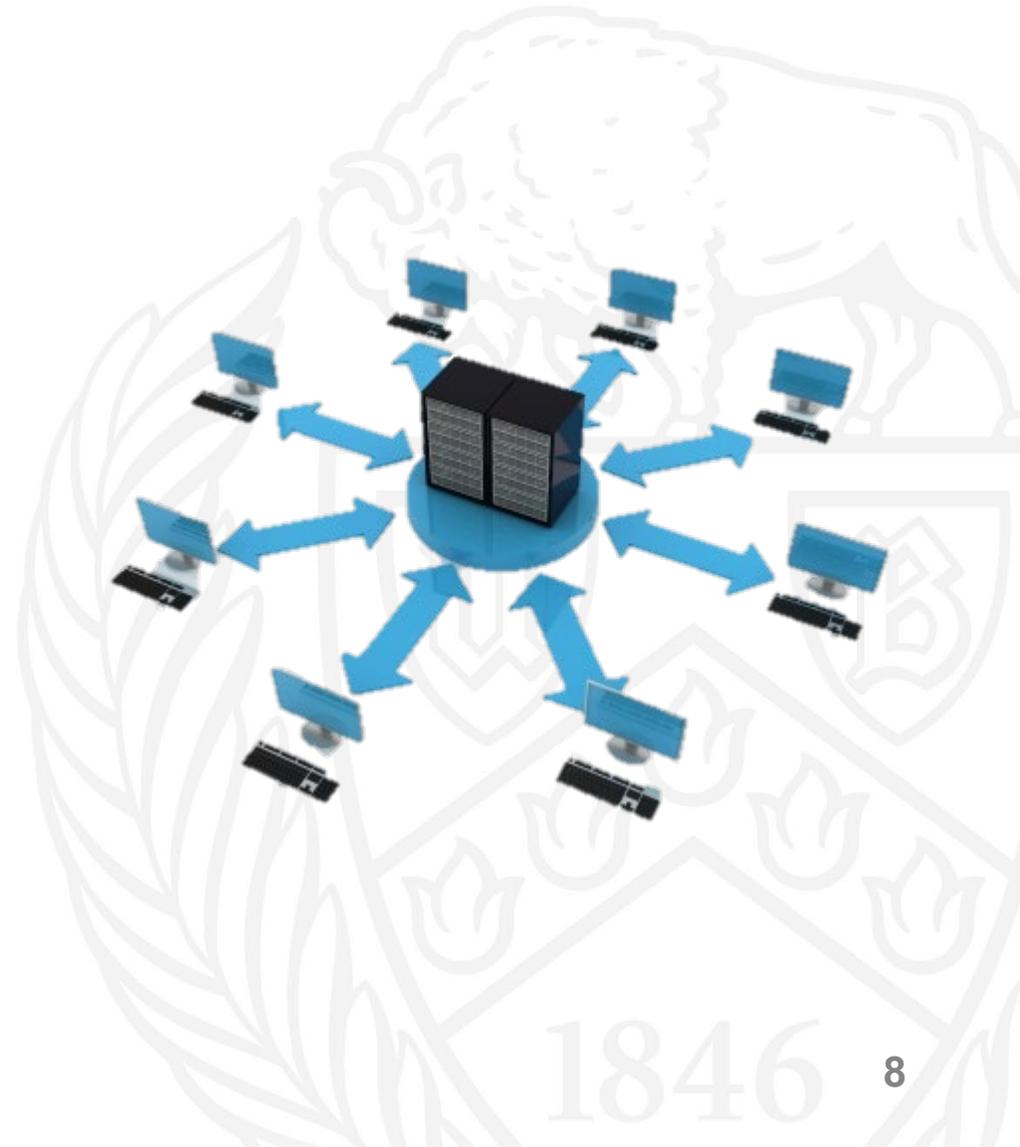 - Limited space (256MB)
  - Strict privileges

- OneDrive and UB box
  - Third party cloud storage
  - Follows you wherever YOU are logged in
  - Can be accessed from personal devices (easy setup)
  - 128GB space
  - Customizable privileges

Law Lab Hardware Information

- All workstations are VDI (Virtual Desktop Infrastructure) devices
  - Virtual instance of a computer from a server
  - Slow login as each attempt counts as your first
  - Quick performance once logged in
  - All changes made to computer are reverted at logoff
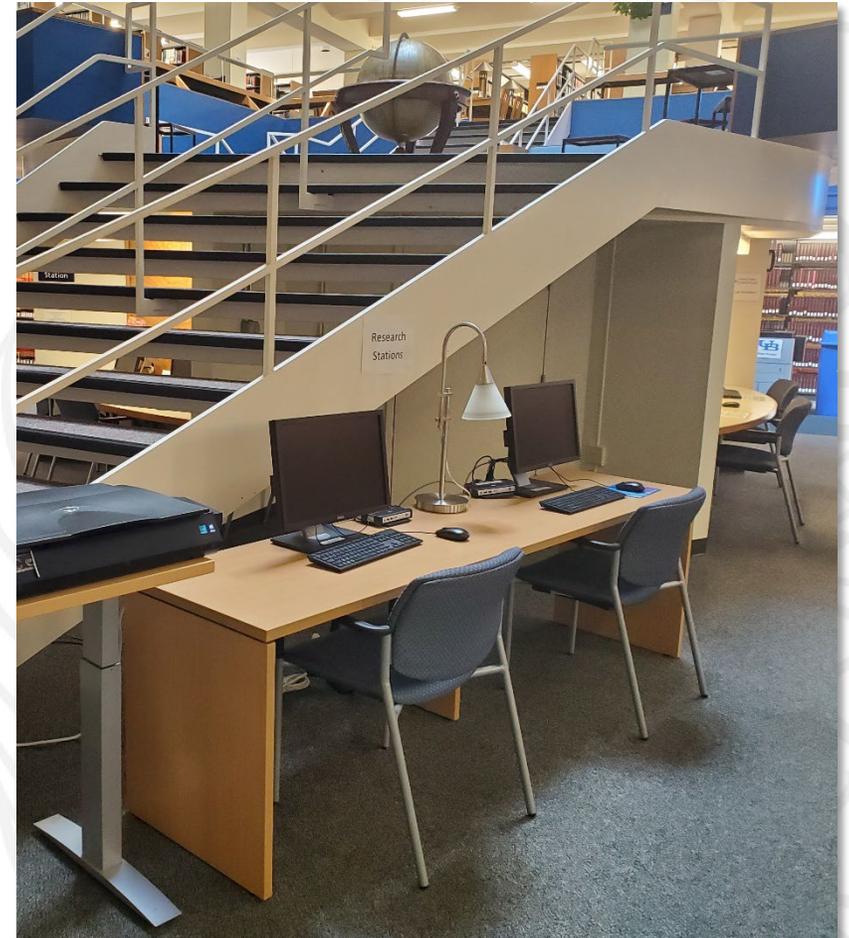 - Internet dependent (if network is down devices will not function)

Workstation Identification

- Cybrary Workstations
  - Universally accessible by any UB student, capable of all the standard functions of a UB Lab Computer
  - Five stations located on the 3rd floor, south wall
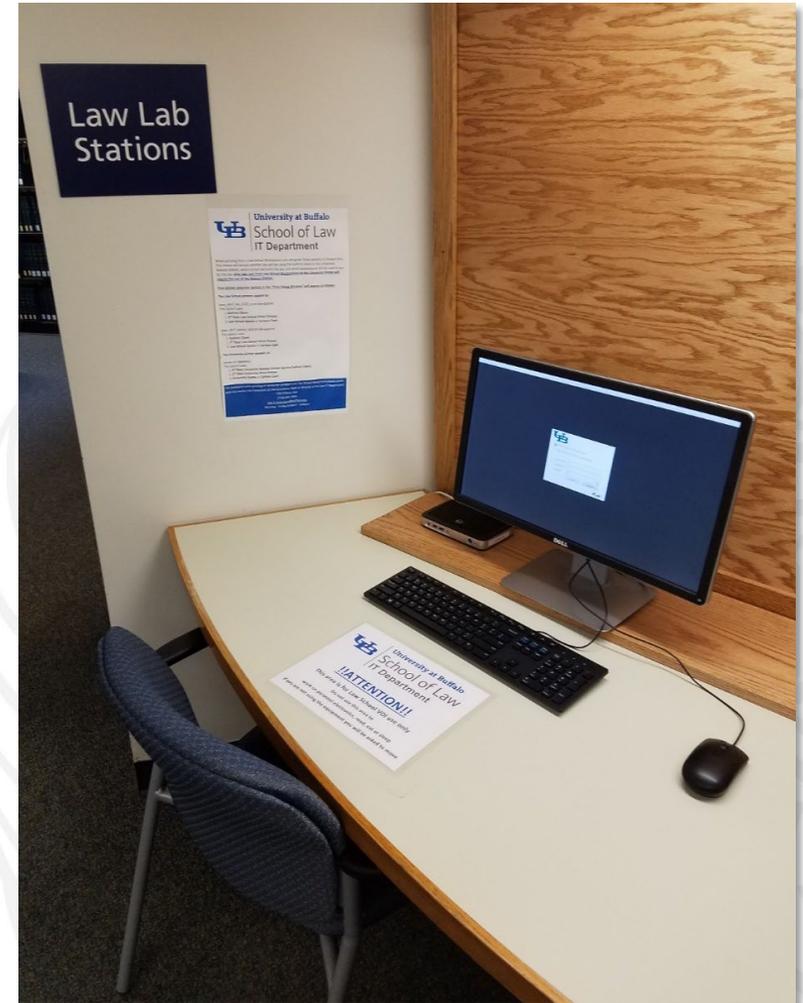 - Can print to WEPA system

Workstation Identification

- Research Workstations
  - Universally accessible by any UB student or individuals who are granted access, has no document creation / editing capabilities
  - Located throughout the Law Library
    - Two located on the 2nd floor, to the right of the stairs
    - Two located on the 3rd floor, north wall
  - Printing and Office software are not available

Workstation Identification

- Law School Workstations
  - Accessible by UB Law students only, capable of all standard functions of a UB Lab Computer
  - Located throughout the Law Library
    - Ten located on the 2nd floor around stairs
    - Five located on the 5th floor
    - Six located on the 7th floor
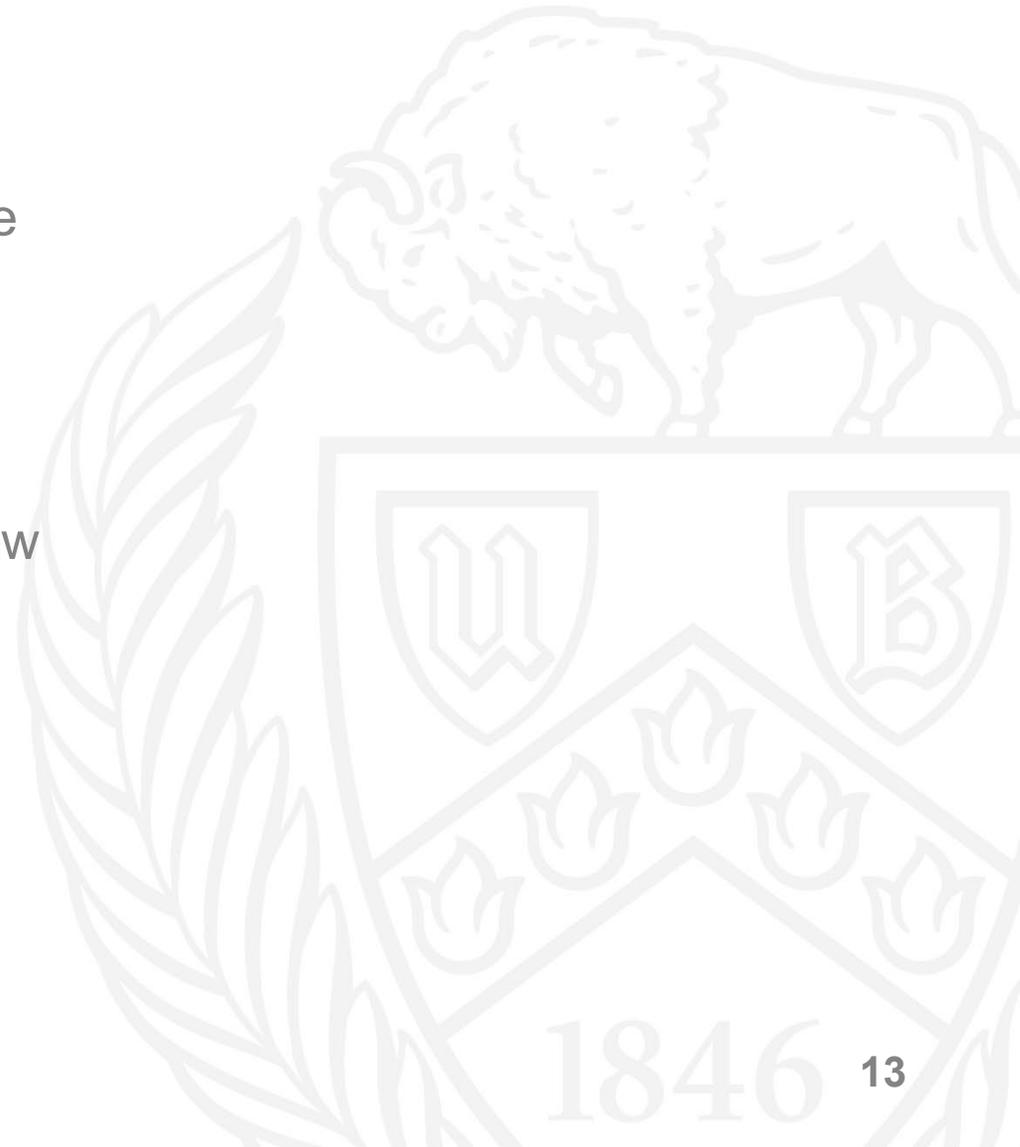 - Can print to WEPA system

UB Print Anywhere (powered by Wepa)

- UB students receive a semesterly quota of pages to print at any of 40 print station kiosks throughout the campus.
  - 500 pages for Spring and Fall
  - 200 pages for Summer (if enrolled)
  - 100 pages for Winter (if enrolled)
  - Add more pages through Campus Cash

- Two kiosks are located in O'Brian Hall
  - 1st Floor Lobby
  - 2nd Floor Outside the Library Entrance

- Flexible printing options (mobile device, personal computer, computing site, email, USB)

- Information and resources can be found on the UB Print Anywhere site http://www.buffalo.edu/ubit/services/print-anywhere.html

School of Law Mobility Print

- UB students receive an annual quota of pages to print on the 2nd and 5th floor of the Law Library.

  - 500 pages per year

- Print from your personal computer only

- Information and resources can be found on the School of Law Mobility Print site https://mobilityprint.law.buffalo.edu/

  - Mac users be sure to use the proper credentials

School of Law Lexis Print

- UB students receive unlimited printing through the Lexis Nexis website

  - https://www.lexisnexis.com/lawschool

- Tutorial Video from Lexis Rep Celine Murphy can be found here

- Find your articles on other research websites if preferred, but then find those same articles in Lexis for free printing if a hard copy is required

Print   ✕

Document Structure   **Formatting**   **Print Specs**

Cases (1) ⌃   Font   Size   ◯ Attached Printer
                            Arial ▾   10pt ▾   ● Lexisnexis Printer
◉ Full documents
    Include   701550 5th floor law library ▾
    ☐ Shepard's Signal™   Line Spacing   Column   701550 5th floor law library
    ☑ Headnotes   ◉ Single Spaced ◯ Single Column   701571 7th Floor Law Library
    ☑ Core Terms   ◯ Double Spaced ● Double Column
    ☑ Case Summary
◯ Case Summary Only   **Bold Search Terms**   ⬤
Include   **Italicize Search Terms**   ⬤

Kwic™   ◯   **Underline Search Terms**   ⬤
☐ Attachments, if available **Bold Reporter page number**   ⬤
☐ Cover page   **Page numbering**   ⬤
☐ LexisNexis® logo
☐ First and last name on cover page and

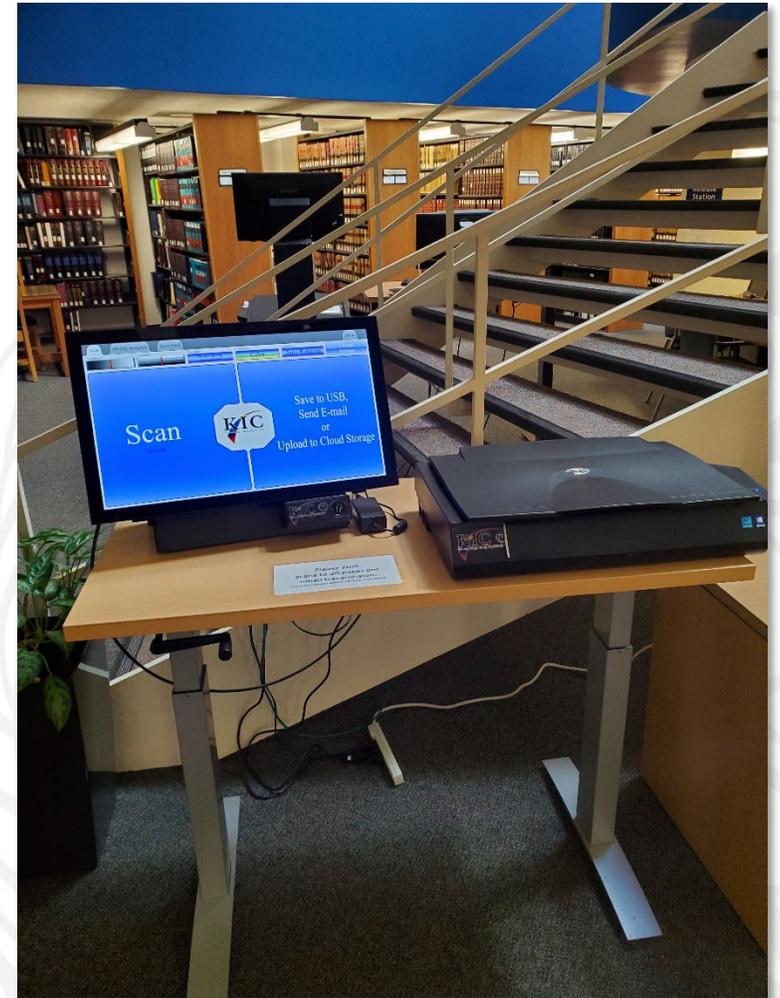Distribution is subject to Terms & Conditions   **Print**   Cancel

Scanning on 5th Floor

- The printer on the 5th floor is capable of scanning single and multi-page documents. Scan custom sizes for books or non-standard documents.

- Book scan and single scans can be cumbersome, these types of scans are best suited to the scan stations on the 2nd or 5th floor.

- Requires a valid email address

- Defaulted file type is PDF

- Directions are available at the printer itself and online

- Cannot make copies

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Scanning on Scan Stations

- Scan Stations on the 2nd floor are capable of scanning single page documents. Can scan custom sizes for books or non-legal documents very easily.

- Multiple outputs
  - Scan to email, USB, barcode, cloud
  - Can scan as many file extensions

- Cannot make copies

Exams using Examplify

Examplify is an exam delivery software licensed by ExamSoft Worldwide Inc. The program serves as a simplified word processor that enables students to take an examination on a laptop computer. Examplify provides instructors the ability to lock down all Windows applications thereby providing exam security.

If you are taking an exam through Examplify, you are expected to provide your own Examplify capable device.

Information and resources can be found on the Law School Records and Registration site: https://www.law.buffalo.edu/registrar/exam-policies-procedures/taking-exams/examplify-information.html

Topics to review

Where to Find IT Resources
        Visit Law IT website https://www.law.buffalo.edu/law-it.html
        Visit UBIT website http://www.buffalo.edu/ubit.html
                Alerts
                Security – phishing
                Software
Zoom Best Practices
        Claim your account https://buffalo.zoom.us
        Always login to Zoom software or website fully before joining a meeting
        Requirements

Printing

        UB Print Anywhere https://www.buffalo.edu/ubit/services/print-anywhere.html
        Law Mobility Print https://mobilityprint.law.buffalo.edu/
        Allow time for printing
Lab

        https://law.lib.buffalo.edu/use/computers-scanners/
Exams

        Examplify Download Link – https://examsoft.com/buffalolaw