

# Hello and Welcome to Spojená Škola Pankúchova in Bratislava!

Here are some details to get you started with IT here :)

Please read this document thoroughly a few times, and save it for later reference.

## 1- School Account:

You have been given a **School Account** consisting of your unique (short) **ID** and **Password**.

Your **ID** is usually X + surname + First Letter of your name (e.g. Adam Novak - xnovaka)

Your personal **e-mail** address is [ID@gympaba.sk](mailto:ID@gympaba.sk) (this is also called a Full ID)

1. You will always use your (short) **ID** and **Password** to **log in to all devices** in the school- all PCs, WIFI...
2. You will use your **e-mail** (Full ID) only in special cases- to log in to Microsoft Teams

## 2- Password policy:

You are required to protect your password and do not let anyone else to know it. Memorize it. It is forbidden to “note it down” anyplace accessible by others.

You will be asked periodically to change your password by the system. Password must be 8+ characters long, contain letters, numbers and can't contain dictionary words.

If you suspect someone else knows your password, you can always change it yourself by pressing **CTRL+ALT+DEL** once logged on any computer and selecting “Change Password”.

Report any suspected abuse to [IT@gympaba.sk](mailto:IT@gympaba.sk)

## 3- School WiFi:

To connect to school WIFI from your personal cell phone / tablet, join **Gympaba** WIFI hotspot, type in your ID and password, select **Advanced Settings** and in **Phase 2 Verification** select **MSCHAPv2**.

If you're asked to trust a certificate issued by **ULTRA CA**, trust it and save it in your phone.

Please keep in mind that WIFI is here for educational purposes, to maintain QoS, you can be disconnected automatically at any time.

## 5- School Server and PCs:

All settings, files... **are synchronized across** entire network.

Logging to any PC in school will result in you having all your documents, browser settings and other stuff “there for you”.

**Please be patient** during login process, it can take up to 1-2 minutes to complete. To keep this time as low as possible, avoid saving files on your desktop and use the [U:\](#) network drive instead.

After logging on **any PC in the school** you’ll have couple of network disks available:

**U:\ - Your private storage**, save all your documents here to have them accesible from any PC. **Only you have exclusive access to it.** The content of the folder is backed up on a regular basis and accessible for you only from any PC within school or from your home using your school laptop.

Avoid using USB flash drives for “saving” your files.

*FYI, Existing folders on U:\ named “Desktop, Documents, Downloads” hold the content of like-named folders. Folders Profile\_V2, Profile\_V5 holds your personal settings, so don’t erase them for your own sake.*

**P:\ - Public disk**, teachers and students alike can store and erase data from there, used primarily for students to upload materials from classes that teachers can then download. Anyone can delete content there, and the entire disk is being erased on a regular basis.

**N:\ - Software share**, contains education programs, audio books, education videos and so on.

**Rule 1 - Always LOG OFF any PC in classroom or cabinet once your class has ended.**

**Rule 2 - Never be logged on 2 or more PCs/laptops at the same time (e.g in cabinet and in classroom), always log off first and only then log back on different device.**

If you don’t obey by these 2 rules, you will loose your work, your settings will not get synchronized properly, your profile will get corrupted causing long logon times, errors and headaches.

## 6- Classroom and Cabinet PCs:

**Every classroom** is equipped with **PC** that is connected to whiteboard, beamer and speakers.

**Do not disconnect cables in the classrooms in order to connect whiteboards, beamers, speakers...** with your personal devices for e.g. listening to music, **this is strictly forbidden!**

## 10- Self Service and FAQ:

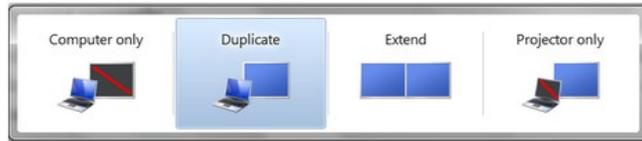
There are many common issues you can quickly fix yourself, here are some of the most common:

### → No picture displaying on the dataprojector / Whiteboard

Press



and select



For certain scenarios, Extend mode can be preferred and you can use it if you want, however please understand that whiteboard calibration may not be correct in Extend.

To use interactive features, always switch to Duplicate mode.

### → Video not showing (classrooms in Tract A Only)

Some classrooms in tract **A** have a special video converter at the back of the PC (as seen on the picture) plugged in the rear of PC that has a LAN cable leading from it to the wall.

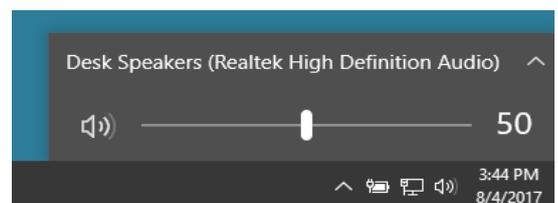
If you see no picture, please pull this converter from the back of the PC and plug it back in, picture should appear on the projector.



### → Sound not working (classrooms with soundbar only)

Power on the soundbar with Remote Controller. **Azure**-colored led has to light up on the speaker. If the led is **Blue** or any other color, please keep pressing Source Select on the RC (the button has an arrow on it) until Azure led illuminates.

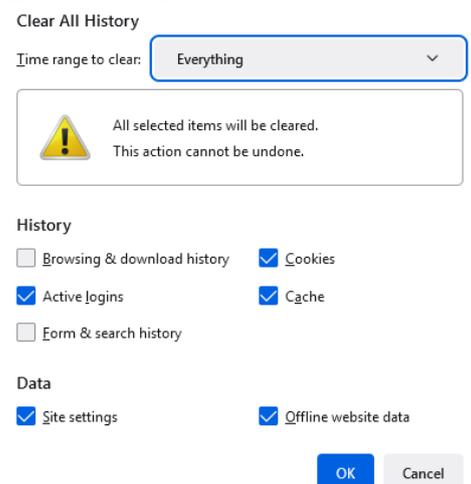
Next power on the projector and click on Speaker icon, click arrow next to the output name and select Vivitek DS. The soundbar will not work without projector powered on.



### → Some websites not loading, buttons, menus not working correctly...

If you experience unexpected and strange behavior on some webpages, please try erasing cookies by pressing: **CTRL+SHIFT+DELETE**.

Set all options according to this picture and click **OK**.



## **11- Contacting support:**

If you have any questions, ideas, or technical problems, just send me an e-mail to [it@gympaba.sk](mailto:it@gympaba.sk)

**Always include these informations:**

**Subject-** state key words describing the problem, e.g:

**HPED21 not starting** or **Please publish EDU videos to N:** or **Printer VersAlink low on toner**

*Avoid generic subjects like „Help“ or „Urgent“ that do not provide any informational value.*

**Body-** Describe your request and always include **PC/Laptop NAME** and **ID of the classroom or cabinet.**

Kind regards,

**Ing. Martin Šimko**

**Network Administrator**

**Spojená Škola Pankúchova**

[it@gympaba.sk](mailto:it@gympaba.sk)