

CONTENTS	PAGE
I. Secretariat	5
II. Opening hours and keys.....	5
III. Secretariat office hours	5
IV. Your office.....	5
V. Mail service	6
VI. Telephone	6
VII. Kitchen	6
VIII. CRM visitors	6
IX. CRM publications.....	6
X. Library.....	6
XI. Payments and legal issues.....	7
XII. Campus UAB map	7
XIII. Restaurants on campus.....	7
XIV. Athletics and recreation	7
XV. Computer equipment at the CRM	7
a. Software.....	7
b. Username & password	8
c. E-mail account.....	8
d. Automatic forwarding of your messages.....	10
e. Checking your e-mail from away.....	11
f. Printers.....	11
g. Linux.....	13
h. Storage of files	14

i.	Connecting a laptop	14
	Cable net connection	14
	CRM wireless net connection	14
	Use of the CRM storage from your laptop.....	14
	Other wireless connections.....	14
j.	Connecting to an outside server.....	15
XVI.	Leaving the CRM	15
a.	Office and computer system	15
b.	Apartment	16
c.	Mail	16
d.	CRM Preprints	16
e.	Grants	16
f.	Things to remember before leaving	17
XVII.	CRM web site: (further information).....	17
XVIII.	Safety.....	18
XIX.	Emergency numbers	18
XX.	Contact information	18

I. Secretariat

The CRM staff, Consol Roca, Neus Portet, Ana García-Donas, Núria Hernández, and Mari Paz Valero are prepared to assist you during your visit. Their addresses and phone numbers are the following:

- | | | |
|--------------------|---------------------------|--------------------|
| • Consol Roca | <i>croca@crm.cat</i> | 93 581 2953 |
| • Neus Portet | <i>nportet@crm.cat</i> | 93 581 4086 |
| • Ana García-Donas | <i>agarcia@crm.cat</i> | 93 581 1081 |
| • Núria Hernández | <i>nhernandez@crm.cat</i> | 93 581 1081 |

Please, check their open office hours next to their doors.
(For calls within the University premises, dial the last four digits only. For outside calls dial zero before the number).

II. Opening hours and keys

The University premises are open at regular office hours during working days. During holidays the only door that remains open to the Science Building is the left-hand side door of the main entrance (eix-central). Ring the bell if this door is locked too.

The CRM doors are open between 8 am and 5 pm, Monday to Friday. At your arrival you have been given a set of keys containing the key to your office and the key to the CRM's main entrance which gives free access to the CRM at all times.

You may access the CRM at any time using your keys. Please note that the CRM main entrance will be locked while the Secretariat is closed. To exit the CRM premises when locked press the green button located on the right hand side of the door. The door will stay open for just a few seconds and will lock automatically by itself. Please, make sure not to unlock the door during weekends.

III. Secretariat office hours

The CRM Secretariat office hours are from Monday through Friday from 8:30 to 13:30 and 15:30 to 17:30. We would like to ask you try to make your inquiries within these times only.

IV. Your office

For security reasons you should leave your office locked at all times when you leave and should not leave valuable items unattended. Please, refrain from moving the furniture around in your office. If you have a special need, please talk to one of the Secretaries and we will try to help you. When leaving the office please leave the windows closed and turn off your computer and air-conditioning.

V. Mail service

We provide mail service to our research visitors. Please, leave your outgoing post mail in the "mail-box" located in the Secretariat's front room. You can find your incoming post mail in the shelves for that purpose that are located in the Secretariat front room.

VI. Telephone

The telephone in your office is to be used for business calls only. To get an outside line dial 0 before the number. Your telephone is not prepared to make long-distance calls. If you need to place a long-distance business call (or emergency personal call) ask one of the Secretaries. Please, note that some offices share the same telephone number. Ask the caller to call again if the call is not for you. Thank you!!

VII. Kitchen

The kitchen is available for your use. Feel free to use the coffee machines, hot plate and refrigerator. Dishes are available for your use; however, as there are no kitchen staff, staff and visitors are responsible for cleaning up after themselves.

VIII. CRM visitors

You can find a list of the CRM visitors and their office and telephone numbers as well as their e-mail addresses at the CRM web site *www.crm.cat*.

IX. CRM publications

There is a list of publications at the CRM web site at the address: *www.crm.cat/publications/publications.htm*. The CRM has a series of preprints where you are encouraged to publish the results of the research carried out during your visit. Please, send your work to Mrs. Núria Hernández at *nhernandez@crm.cat*. You can check the submission information at the CRM web site, under "Information for Visitors".

X. Use of the UAB Library

To borrow books from the UAB Library you need to get a Library card. Please, find the appropriate form in the folder that you have been given at your arrival, fill it in and show it at the Library front desk

together with your CRM Visitor's card. You can also visit the virtual library at *www.bib.uab.cat*.

XI. Payments and legal issues

Long-term visitors receiving stipends will be required to open a local bank account and will receive their payments through a bank transfer at the end of the month, retroactively. Short-term visitors will receive a check at the beginning of their visit. In any case, please check with the Secretaries.

Non-Spanish visiting researchers who will be receiving research stipends may require applying for a NIE (Foreigner Social Security Number) while in Spain. Please, contact Mrs. Neus Portet to make the necessary arrangements. Moreover, let her know if you have entered the country with a visa. She will help you if further steps are necessary.

XII. Campus UAB map

You will be given a campus map at your arrival. You can also check the online map at the CRM web site, under "information for visitors".

XIII. Restaurants on campus

You can check the document "Restaurants on campus" that you can find on our web site, under "Information for Visitors".

XIV. Athletics and recreation

The SAF (Servei d'Activitat Física) of the UAB offers a wide range of sport activities. CRM visitors can enrol at a special price by showing the Certification of visit that is given to you at your arrival. If necessary, ask the Secretaries for assistance.

XV. Computer equipment

a. Software

The CRM computers have the following software installed: Windows 2000 Workstation English, Skype (necessary accessories available at request) PuTTY, LeechFTP, Secure Shell, Acrobat Reader, International Correctors for Microsoft Word, Gaps, Microsoft Office 2003 premium English: Microsoft Word, Microsoft Outlook, Microsoft Power Point, Microsoft Excel, Microsoft Access, Microsoft Frontpage, Maple, Mathematica, Norton AV, Star_TeX_UP,

GhostView + Complements, Microsoft Virtual PC, InfraView, Winzip, X-Win Client.

Please, talk to the Secretaries if you need to install additional software.

b. Username & password

At your arrival you will be given a **username** and **password** to allow you to log in. To change your password press Ctrl+Alt+Supr and choose the "Change password" option.

c. E-mail account

The e-mail programme that we recommend you to use is the Microsoft Outlook (make sure not to get mixed with the Outlook Express programme also available but not pre-set to receive your messages), which is pre-configured when you first logon at any CRM computer.

The CRM Secretariat will send all their notices and messages to you to your CRM address (given to you on your first day at the CRM and also written in the list of visitors, at the CRM web site <http://www.crm.cat>).

To start the Outlook programme for the first time:

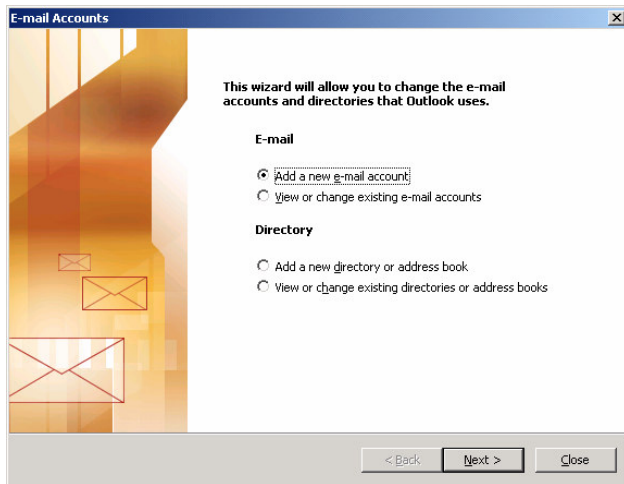
- i. Start "Microsoft Outlook" by clicking on the yellow icon next to the "Start" button:



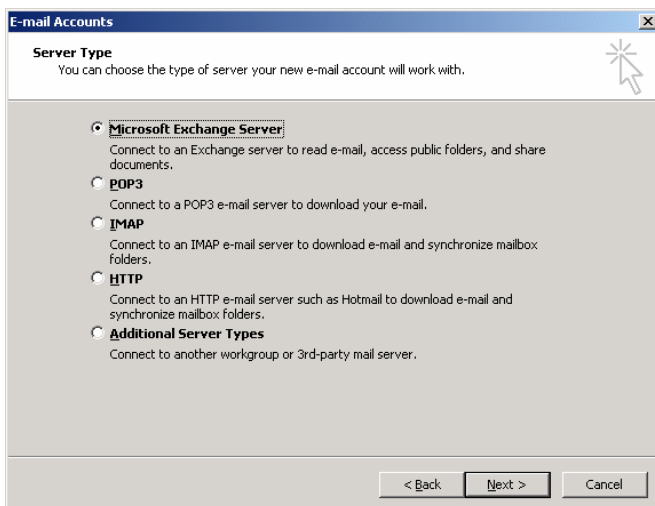
Outlook first asks to name your profile:



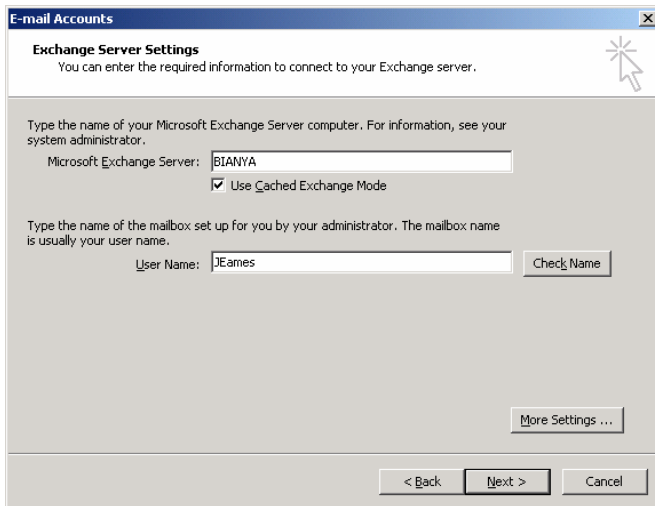
- ii. Just type your username and press "OK"



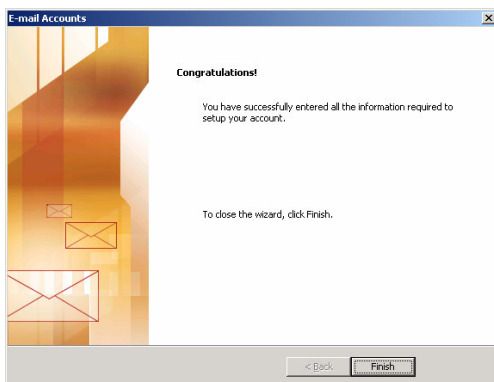
iii. On the next screen select "Add a new e-mail account" and press "Next".



iv. On the next screen select "Microsoft Exchange Server" a press "Next".



- v. On the next screen, you must type "BIANYA" on the first text box and **your username** on the second one. **Press "Check Name"** to make sure you have typed both correctly and if the username becomes underscored then you can press "Next" and follow to the next screen.



That's it! Press "Finish" and Outlook is now fully configured.

d. Forward your messages from the CRM address to your home address

To forward your mail from the CRM account to an external address, take the following steps:

1. Open the Microsoft Outlook programme
2. Open the Tools on your upper menu and find Rules Wizard.
3. In the Rules Wizard window, press the New Rule button
4. Click Start from a blank rule. You will read "Which type of rule do you want to create?". Answer: Check messages when they arrive. Go to next.
5. You'll get a "Which condition do you want to check?" and should answer "Where my name is in the To box". Go to next.

6. You'll read "What do you want to do with the message?" and should answer "Forward it to people or distribution list". Go to Next.
7. You'll be in New Entry window and should mark a "Dirección de Internet", OK and write the name and address of the forwarding name and address. Press OK.
8. Go back to Rules Wizard and, when clicking "Forward it to people or distribution list" make sure that the forwarding address appears in the bottom window. Make any additional rules that you need.

e. Checking your CRM mail away from the CRM

You can connect remotely to the CRM server. Go to the address: <http://www.crm.cat/exchange> and log in with your CRM username and password. You will access an e-mail programme and get your CRM messages.

f. Printers

The general visitor's printer is located in the Secretariat's front room. The printer's name is: HP Laserjet 4250 PCL 6. Your PC should have it as default printer.

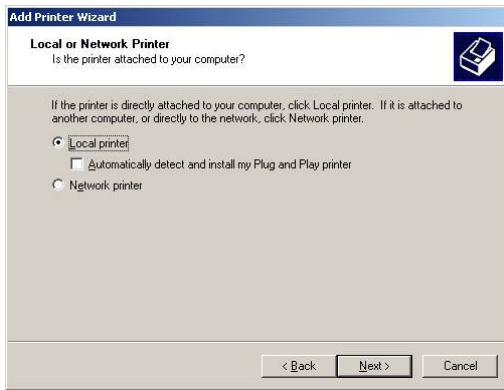
Printing from your laptop will only be possible if you are connected to the CRM net either through the wall switch or through the CRM wireless system. You will have to manually install the above printer as a TCP/IP printer. Most operating systems from Windows 2000 support this type of network printing, but the configuration procedure may differ from one to another.

IMPORTANT NOTE: If you have **Windows 98** or **Windows 95** installed you should go to the following Internet address and install specific software:

http://h20000.www2.hp.com/bizsupport/TechSupport/DriverDownload.jsp?pnameOID=19656&locale=en_US&taskId=135&prodTypeId=18972&prodSeriesId=27908

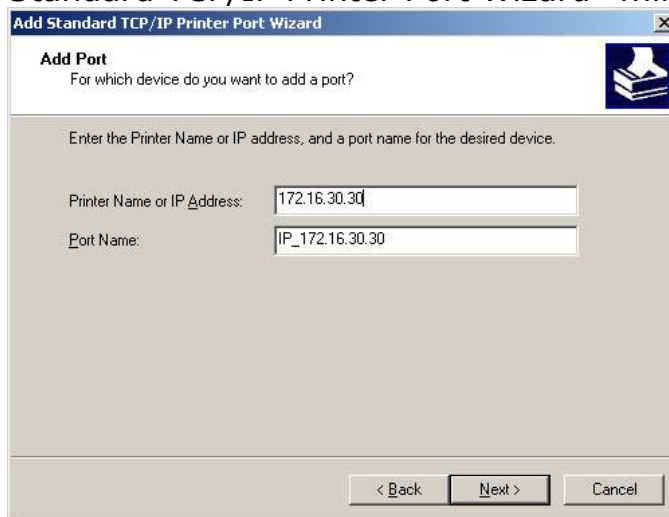
Under **Windows 2000** the setting procedure would be as follows:

- a. Start/Settings/Printers/Add printer and press Next. This screen will come up:



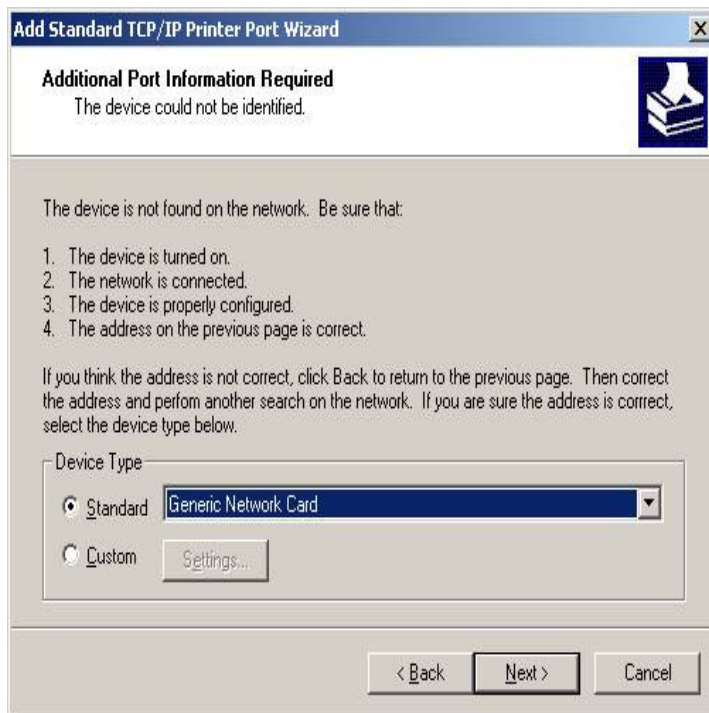
b. Select "Local printer" and untag the "auto-detect printer". Press Next.

c. Select "create new port" and "Standard TCP/IP Port". "Add Standard TCP/IP Printer Port Wizard" will popup. Press Next:



d. Type in "172.16.30.30". That's the HP Laserjet 4250 IP address.

e. Select "Next"



- f. If this screen comes up, just select "Generic Network Card" and press "Next" and then finally press "Finish".
- g. Now you are back to the "Add Printer Wizard". Here you have to choose the right driver for the HP Laserjet 4250dtn. This printer is compatible with an HP Laserjet 4MP which most OS support by default, but if you would like to use all the extended features that this printer supports, you will have to download the right driver from Internet, at the HP support website.
- h. The next few questions can all be answered by default, so just keep pressing "next" until the wizard is finished.

You can ask for assistance if you need to use a colour printer.

g. Linux access

All CRM computers have an emulated Linux machine installed. This means that once you have logged in your CRM computer you can start a virtual Linux computer as if you launched any other programme. This "virtual computer" has a standard image of Mandrake v10 Linux distribution with most popular packages included. This operating system will start and login automatically with administrative rights over the local computer, so feel free to use it as you wish; but keep in mind that the CRM staff are not responsible for what you do or rather "undo" with this software and in case something goes wrong the complete computer will be restored with the initial image (overwriting any data stored on the local hard drive).

h. Storage of files

For the safety of your files, you should keep them all in your personal G: disk. The CRM Computer Administrator makes daily back-up copies of those disks.

Each visitor has a part of the Server for his/her use. In your CRM computer you can access that part two ways. At the "My Documents" folder or by going to the G: folder. Check item XV.i below for access to the CRM storage from your laptop.

i. Connecting a laptop

Cable net connection: If you wish to use your laptop during your visit to the CRM and you have been assigned a desk with net connection, please take the following steps:

Plug in the network cable to your laptop and set IP configuration to automatic. How to set the IP configuration to automatic may differ depending on the operating system used. If you have problems ask your Computer Administrator for assistance.

CRM wireless net connection: If you have no wall net connection assigned to your desk you can use the CRM Wireless connection. To do it you need the following information:

Password: crmwifikey

Security: WPA-only

Cipher Type: TKIP

Authentication mode: PSK

The CRM's wireless network uses the highest encryption levels available to avoid the exposure of usernames and passwords. Unfortunately, most Windows XP machines are not capable of using these encryption protocols (WPA2) and need to be updated with a patch that Microsoft has published on its webpage. For links to download the update and more information please refer to the following links: <http://support.microsoft.com/kb/893357/en>

The CRM Secretaries have the Spanish, English and French versions of the patch.

Use of the CRM hard disk storage from your laptop (with either type of connection):

- Go to the start menu.
- Click on Run and write: \\pedraforca\Users. Press OK
- Write: crm-network\username where username is you crm username
- Write your crm password.

Then you can access the folders for which you have security permissions like your home folder that is named after your username.

Connecting a printer to your laptop: To access the CRM printer from your laptop, please check the XV. f item.

Other wireless connections: There are two additional wireless connections available at the CRM. One is the UAB wireless net which you can also access as a visitor with restricted access to web pages and the Eduroam network.

The CRM technical computer staff will help you with problems concerning the connection of your laptop to the net and the CRM printer. The CRM will not be able to help you with software and hardware problems in your laptop.

To set a printer on your laptop, please see the item **f** above.

j. Connecting to an outside server

If you need to connect to an outside server or connect by ftp, take the following steps:

- Find out the name of your server and remember your username and password.
- Use any ftp client (like Leechftp or <ftp://ftp.exe> ftp.exe for standard ftp servers, or Secure Shell or Putty if your server uses SSH) and use the server name, username and password to setup whatever program you have chosen and connect to the foreign ftp server.

If you still cannot connect to your ftp server, please contact your systems administrator to ask if there are any further parameters needed.

To access your files on the CRM net, use the gFTP programme and connect to ftp://ftp.crm.es/username (your personal login information).

XVI. Leaving the CRM

a. Office and computer system

1. Return your CRM office keys to us.
2. Your CRM net account will be active for one month after you leave. During that time, you will still be able to access your CRM e-mail account remotely by using your CRM username and password. One month after you have left, your account

will be cancelled and your remaining files (in the G: disk) and messages will be erased.

3. Please, leave the office empty of books and other documents and let us know if there is anything that needs to be replaced or fixed in it.

b. Apartment

1. Unless agreed differently, we need you to leave the apartment before 10 am on the day that you are scheduled to leave.
2. You do not need to clean your apartment before you leave. However, a few basic things will be appreciated: if you have moved the furniture around, please put it back in its original place. Turn off the heater/air conditioner, lights, and all the appliances. Leave the dirty laundry piled up in the bathroom floor, the kitchen and refrigerator empty of leftover food, and the dishware clean. We have a cleaning service that will prepare the apartment for the next visitor. Please, inform us if anything needs to be replaced or fixed in it.
3. Please, make sure to leave all windows closed and if existing the shades down.
4. As for your apartment keys, please arrange with us the best way to return them to us
5. In case you had telephone connection in your apartment, we need to clear the bill before you leave.

c. Mail

1. Before you leave, please give us your forwarding addresses (home, office and e-mail) so that we can update our database and keep in touch with you.
2. Also, remember to inform your regular mail senders (journal subscriptions, loan offices, bank, etc.) of your change of address. The CRM will forward your incoming mail to your new address only for a while.

d. CRM Preprints

We remind you that the CRM has a series of preprints where you can publish the results of the research done during your visit. You can send your pending work to Mrs. Núria Hernández at nhernandez@crm.cat.

e. Grants

If you have been on a grant during your visit at the CRM, please talk to Mrs. Consol Roca. She might need you to sign a document or to fill in a report before you leave.

f. Things to remember before leaving

1. Cancel your bank account.
2. Sign our visitor's signature book.
3. Remind us to take a picture of you if, for some reason, we did not do it at the beginning of your visit.
4. Fill in our Visitor's questionnaire: Following the directions of the CRM Governing Board, we give a questionnaire to all the research visitors in order to assess their level of satisfaction. The questionnaire is anonymous and not mandatory, but we would greatly appreciate it if you could answer the questions and put it in the mail box located in the front Secretariat room. Thank you!

XVII. CRM web site

On the CRM web site you can find extended practical information about some of the issues discussed in this booklet and new ones. Following is the list of issues addressed there some of which, given their changing nature, are better updated as web site:

General CRM Information	How to get to the CRM UAB Campus map General information for CRM Research List of visitors Computer equipment How to publish a CRM preprint CRM Pictures
Legal/Medical issues	Taxation of Non-Residents NIE number (EX-14 Form) Legal steps to take after your arrival Health Insurances in Spain
CRM lodging	Lodging information Vila Universitària map Sant Cugat city map Barcelona city map Internet connection in your apartment
Miscellanea	Catalan courses Tourism in Catalonia

Restaurants on Campus

XVIII. Safety in Barcelona

With your well-being in our minds, we feel that we should tell you that there is a pick pocketing and bag snatching problem in Barcelona.

It is mostly restricted to tourist places (La Rambla, Plaça Catalunya, Barcelona Airport, Sants train station, famous buildings, etc.) and the target are tourists. Our advice is:

- Keep your belongings with you at all times.
- Be alert.

XIX. Emergency numbers

Medical emergency campus number	1800 / 1900 during office hours 061 at other times
UAB Science Faculty reception desk	1055
General emergency (police, fire-fighters, ambulances)	112

XX. Contact information

Centre de Recerca Matemàtica
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E-08193 Bellaterra
Tel.: + 34 93 581 10 81
Fax : + 34 93 581 22 02
E-mail: crm@crm.cat
www.crm.cat

