

# PAC 212 Music Theory Computing Lab Rules

- This lab is available for work in music theory, composition and ear training specific to coursework at the University at Albany. The labs are exclusively designed for musical notation, score scanning and optical recognition, ear training and limited digital audio replay and editing. Write papers, surf the web, and check your e-mail at another campus facility or on your own computer.
- ONLY students who are currently registered in a course listed in the Music Department or who are working with a Music Theory tutor may use these facilities and then only during hours when a proctor is present.
- Do not, under any circumstances, permit someone you do not know to have access to this lab.
- **Please be very conscious of sound, especially if classes or meetings are taking place in PAC 210 or PAC 213. You must work with headphones – and you will need to bring in your own (see below)\*.**
- Food, drink or smoke are prohibited in the labs.
- The lab door must be closed and locked when the last authorized student or staff member leaves the room. You cannot leave the door propped open without any authorized person remaining in the room, even if you wish to briefly leave the lab.
- Do not install any software on these machines. Violation of this will result in your loss of lab privileges. There are no exceptions.
- Do not modify system settings, except as specifically permitted by an authorized faculty member.
- Data files must reside in folders. You may store locally on the "Workspace" (sometimes called "Extras") drive, but you must make a folder with your name on it inside your class folder. Files found in the applications folder or left stray on the desktop will be routinely deleted. This includes files with clever names such as "Do Not Delete Me!"

- Always "log out" of the computers when you are done working. Please do not shut these computers down. Do not share the codes or passwords for computer log-in or server access with anyone not in your class.
- Your use of this facility constitutes an agreement to these rules. If problems arise, stop work and send a detailed note to [Professor Gluck](#).
- Have fun. Do brilliant work, but please be gentle with our computers and peripherals.

- **Notes: \*Headphones, printing and Internet access**

\*Headphones: to listen to sounds on the computer, you must use headphones. You will find next to the computer an extension cable into which you can connect your headphones' mini plug – or a 1/4 inch to mini plug adapter, if your headphones have a 1/4 inch plug.

Printing: at present, the only computer from which you can print is #4 (computer furthest on the right). The printer is located in PAC 311, next door to the Music Department office.

Internet: also, at present, the only computer connected to the internet is #4.

Summary: thus, to print, you must either use computer #4 or move your data to #4 from the computer on which you are working. You can do this by burning a CD or saving your data to a zip drive cartridge. One may be found by each workstation. Hopefully, we will have additional internet – and thus printing – access soon.