

## HOW TO ACCESS A NETWORK DRIVE TO UPLOAD OR DOWNLOAD GI DATA (For internal use only)

Use servers to transfer data from or to GI; no USB sticks or external hard drive because of risks of virus infections.

### NAS (GI)

The Network Attached Server (**NAS**) of General Instrumentation is meant to transfer data produced at GI to the own workstation. Data will be kept for 2 months. After that time data may be deleted without further notification.

Users should first register with help of the device manager in charge. They will receive permission to a certain sector of the NAS. Registered users can connect from any place to the sector of interest on the NAS to which they have received access rights by

- typing "quickconnect.to/giserver" in the window of a browser

Inside the domain of the GI department, these users can also get a connection by adding a network drive to their local PC/MAC/Linux machine; e.g. in Windows: press together Windows key + e key. Go to network drive. In folder, type one of the following lines:

- <\\GIServer\elementanalyse>
- <\\GIServer\EM>
- <\\GIServer\lightmicroscopy>

### CNCZ servers

Users (students, employees, guests) of the science faculty can connect to the following **cncz servers** with their science web-account login (science.ru.nl; explanations are provided here below), by adding a network drive to their local PC/MAC/Linux machine (works only inside Huygens building):

- A cncz server of **your own group**
- **geminstr** GI server: \\geminstr-srv.science.ru.nl\geminstr
- **geminstr2** GI server for EM work: \\geminstr2-srv.science.ru.nl\geminstr2  
Note that users of the faculty can read and retrieve data from the common folders on the geminstr and geminstr2 servers. However, they do not have writing permission (only the technicians of the GI are allowed to write data), nor can they delete data. Ask Geert-Jan (for geminstr 2), or the other GI members for further help/cleanup, if necessary
- **home1** and **home2**: \\home1.science.ru.nl\loginname or \\home2.science.ru.nl\loginname : Any student/employee of the science faculty and a science web-account (login name and password) is entitled to about 5 GB of disc space on one of these two cncz home servers. More at <http://wiki.science.ru.nl/cncz/Diskruimte>
- **Temp network share**:  
For the transfer of files bigger than a few tens of MBs, CNCZ offers a temp network share to above mentioned users for within the faculty. Note that this service is explicitly meant for temporary storage; no backups of this share are made and data older than 21 days are removed every day. Please, liberate the space on the temp soon after concluding a transfer. More at <http://wiki.science.ru.nl/cncz/TempDisk>

### SUFFilesender

To transfer data to outside the Huygens building (e.g. between the Huygens building and the RIMLS) employees and students of a Dutch university or Academic Hospital can use the free and safe **SURFilesender service**.

- Browse to [www.surffilesender.nl/en](http://www.surffilesender.nl/en)
- Choose the entries for the Radboud University or the RadboudUMC
- Login with your personnel, student, or guest number (e.g. u12345) and accompanying password.
- Follow the instructions for up- or download.

## HOW TO ACCESS CNCZ SERVERS WITHIN THE SCIENCE FACULTY? (For internal use only)

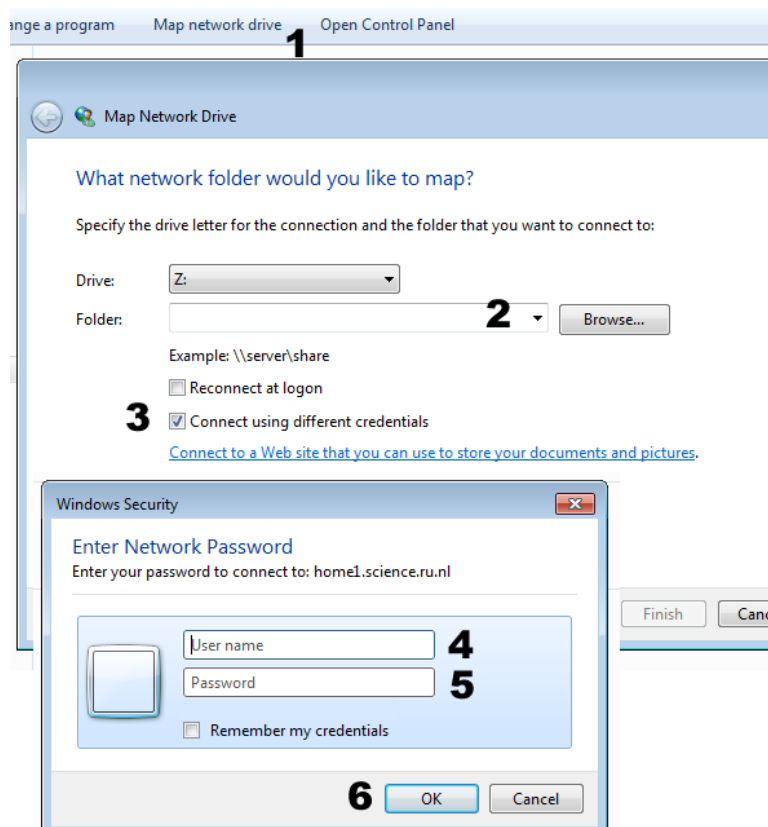
### Under Windows

1. Open windows explorer (my computer, or shortcut keys Windows +e, which is valid for all

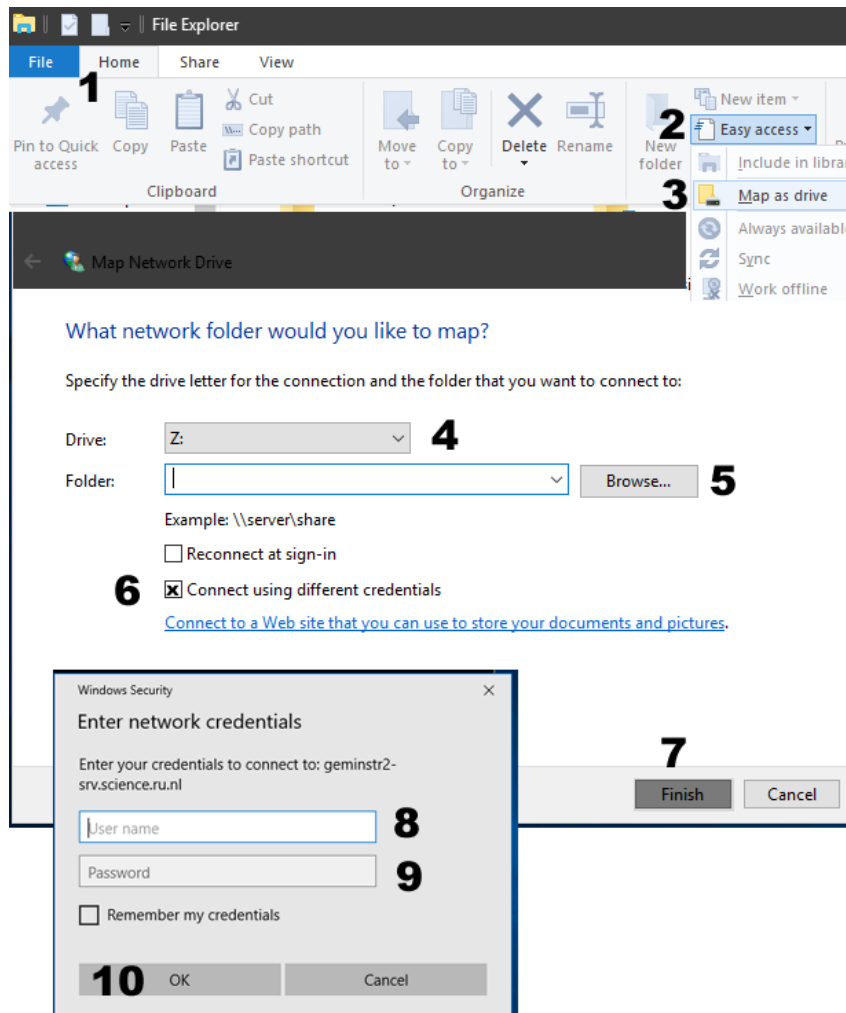


Windows versions).

2. Depending on the Windows version
  - **Windows 7:** Select on “Tools” in the upper menu bar . A pull-down menu opens. Select “Map Network Drive”. A new pop-up window opens. Under Folder type the path of the desired server, e.g. \\geminstr-srv.science.ru.nl\geminstr (or choose this folder name from a menu, when already registered earlier on this PC). Select “different user name”. A “Connect as...” pop up window opens. Enter your CNCZ web-account login name and password (same as for science.ru.nl email).
  - **Windows 8:** Select Map Network drive (1). Enter the desired path in Folder (2), e.g. [\\geminstr-srv.science.ru.nl\geminstr](http://\\geminstr-srv.science.ru.nl/geminstr). Select Connect using different credentials. Click Finish. A popup called “Windows Security” opens. Enter your cncz web-account name (4) and corresponding password (5) and confirm with OK (6)



- **Windows 10:** Select in Home (1), Easy access (2). A pull-down menu opens. Select Map as drive (3). A popup windows called “Map Network Drive” opens. Take the default available drive (4) and enter the desired path in Folder (5), e.g. \\geminstr-srv.science.ru.nl\geminstr. Select Connect using different credentials (6). Select Finish (7). A popup called “Windows Security” opens. Enter your credentials. For cncz servers, enter your cncz web-account login name (8) and corresponding password (9) and confirm with OK (10)

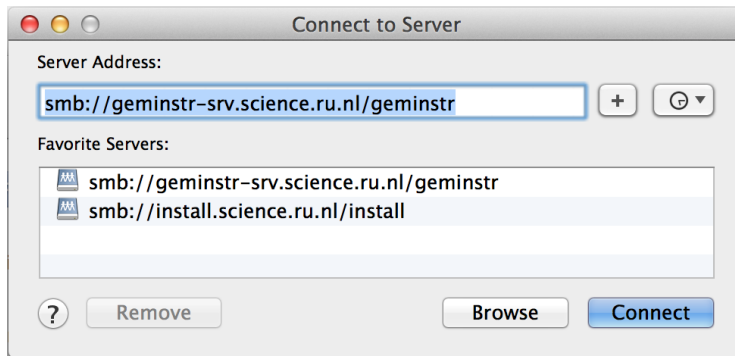


3. Upload or download your data like on a normal drive.
4. Do not forget to Disconnect once ready, otherwise anybody can access your drive/files.

## Under MAC



1. Open Finder
2. Use "CMD + K" combination to open
3. Server Address : `smb://geminstr-srv.science.ru.nl/geminstr`



4. Connect and fill in your cncz username and password (the credentials for your science account email)
5. Upload or download your data like on a normal drive.
6. Do not forget to Disconnect once ready, otherwise anybody can access your drive/files.