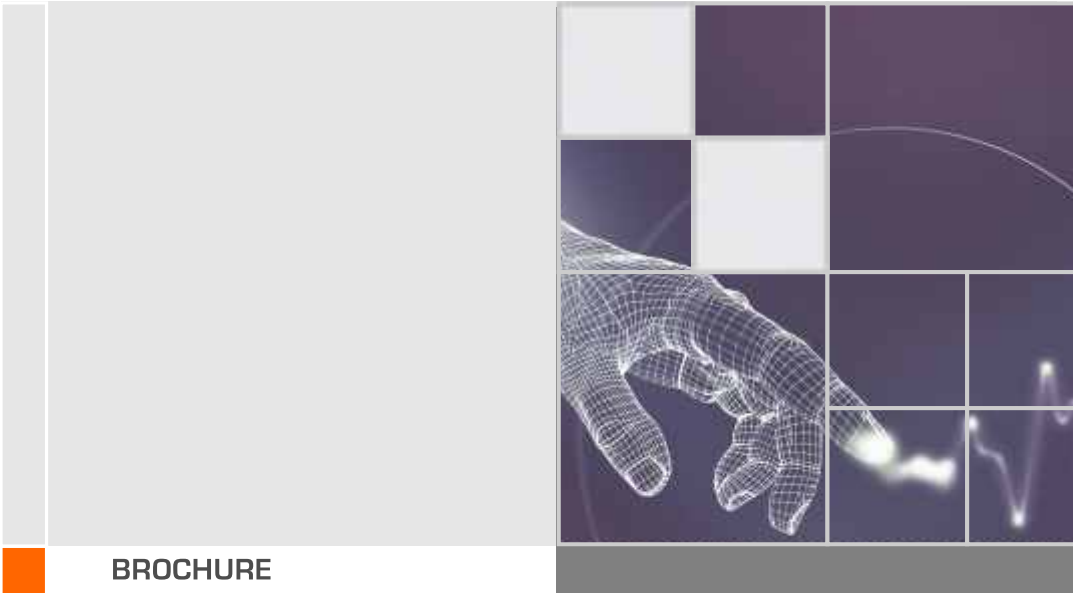




Disha Education Society



BROCHURE

Information Technology Enabled Services



Disha Education Society



Information Technology Enabled Services

B | R | O | C | H | U | R | E

Contents

Introduction	3
Disha Mail	4
Video Conferencing	7
Desktop Conferencing	9
Smart Board	10
Outlook Messenger	14
IMS & Wi-Fi Network	15
Kiosk & Surveillance	16
Public PC	17
DISHA Net & Roaming Profile	19
Digital Library	21
Access Control	23
FAQ's	24
DES Websites	31
Contact Numbers	32

We take great pleasure in introducing you to the cutting edge Information Technology Enabled Services of Disha Campus. Our endeavour is to provide an effective & empowered working environment with easy yet secure availability of all technical facilities. These ITES are some of the best in the country & at par with International Campuses. We urge you to go through this manual to understand the various critical technology practices & equipments.

This small manual will assist you in understanding & thereafter using these services. For your benefit we have given step by step photo manual instead of a write-up approach. By keeping this manual handy, you can easily use these services on need basis. This manual has been created with a novice user in mind. If you wish to understand & use further functions, you can visit the online manuals on <http://www.desindia.in/links/manual.html> or email at ites@dishamail.com.

"Any sufficiently advanced technology is indistinguishable from magic."

Arthur C. Clarke

Configuring Disha mail in MS Outlook

Using Disha mail in MS Outlook becomes a lot more beneficial as this enables you to send group mails, have unlimited emails of heavy sizes, have your address books etc. To know how to do it follow these simple steps...

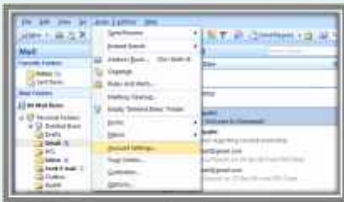
Step 1

Open MS Outlook



Step 2

Go to *Tools Menu*, and click on *Account Settings*



Step 3

Window as shown will appear



Step 4

Click on New button, and fill in the relevant details as shown. Put your name, Dishamail User Id & Password. Thereafter, click on the 'Manually configure server settings.' checkbox shown at the end of the page. Then, click on Next Button



Step 5

Select the POP3 option as shown in the adjoining figure. Then click on Next



Step 6

The window as shown will appear



Step 8

Click on Finish Button. You have successfully configured your account.



Step 7

In Incoming Mail Server write mail.dishamail.com, in Outgoing mail server (SMTP) write mail.dishamail.com. In Logon Information, enter your Dishamail User Name & Password. Click on Remember Password option only if you do not want to enter password every time you open outlook. Click on Next Button



How to Forward your Dishamail Emails on Gmail, Yahoo, Hotmail etc.

Step 1

Go to www.dishamail.com and enter your user name & password as shown.



Step 2

The adjoining window will appear. Click on Forwarding Options.



Step 3

Window as shown in the figure will appear, enter the email Id on which you want to forward your mails



Step 4

Click on Add Forwarder and you'll get a confirmation message that all your mails will be sent to the desired email address

How to use Video Conferencing

Our advanced video conferencing rooms enable our students & faculty to stay in touch with specialists & peers to get a unique exposure. Another unique benefit is the ability for students to apply for outstation interviews using our robust video conferencing solution. In order to know on how to make use of this state of the art technology, please go through the step below.

Step 1

Switch on the power button.



Step 2

Switch on the Monitor's power



Step 3

Press the power button of camera as shown



Step 4

To open the shutter of the camera, press the button on its top.



Step 5

After opening the Shutter, the image will be visible on the monitor



Step 6

Press Green Button on the remote, the displayed window will appear



Step 7

In order to make call to a new user enter his IP address, and press green "Call Button"



Step 9

To check recent calls click on "Recent Calls" button as shown in the picture



Step 8

To check the directory for existing details click the Up and Down arrows on the remote. The window as shown will appear. Press green "Call Button" to start conversation



Step 10

Once the conversation is complete, press red button of remote to end communication. Then switch off the power of Camera & lastly switch off the main power switch.



How to use Desktop Conferencing

Step 1

Click on Polycom PVX in the start Menu



Step 2

Enter the IP address of the user in the box, as shown in the figure



Step 3

Click on the "Call" button as shown



Step 4

Once you press the "Call" button, your call receiver will get the following window on his computer screen. If he accepts the communication will start else the call will get disconnected



Step 5

After the receiver accepts the call, you will be able to see him through his camera and so would he be able to see you. With the help of Headphone & Mic you may start talking to him



Step 6

Once the conversation is complete, press the "Hang Up" button and end the call. Thereafter, press the "close window" icon (x) as indicated in the picture



How to use SmartBoard

Step 1

Connect USB cable between Smart board & Laptop and switch on the projector

Step 2

Go to Start Program Webster 3.0.1 & Click.



Step 3

Point all Corner points as shown in Figure for calibrating the screen



Step 4

Select the Synchronization button for Screen if Screen alignment is not proper, and follow the above steps (as shown in Point 3)



Step 5

Select the various pen Color to write via marker as shown below



Step 6

Write the content over the Smart board as shown in the picture below



Step 7

For erasing use the following options

(I) Narrow Erase



(II) Wide Erase



(III) Snapshots Erase All



Step 8

To get Snapshot of whole screen, Click on Snapshot



Step 9

To get the printout, Click on Print



Step 10

To move other Snapshots
(Back/Forward)
Click on Back/Forward



Step 11

To get onboard Toolbar, Click
on Toolbar



Step 12

To get the projection over the
smart board, Click on Projection



Step 13

To use Slider Option, Click on
Slider Button over the on Board
Toolbar.



Step 14

Click on ESC button, to get full screen back.



Step 15

To get spot highlight, click on Spot button over the onboard toolbar.



Step 16

To get On-board Keyboard option, Click on Keyboard button over the onboard toolbar.



Step 17

To Save all the tasks in your desired folder,
Click on File- Save As (Select your desired location, give file name) & Click Save button.



Outlook Messenger

In order to have Quick Conversation and leave Offline Messages for your Fellow Colleagues when they are not on their seats we use the Outlook Messenger. Find below how to use it with all its features.

Step 1

Click on Start
All Programs Outlook
Messenger & fill in your
Display Details in the window.



Step 2

Select the User you want to
message or share a file with
from the list and double click
on it.



Step 3

The Window as shown in
the adjoining figure will
appear. Type your message
and click on Send.



Step 4

Once the conversation is
complete, click on close icon
(X) at the top of the
window

IMS

Dimat IMS(Institute Management System) is a comprehensive system that enables smooth working of the large campus & provides a cohesive structure within various departments. Some of the macro IMS control & automation areas include Access Control, Student & Staff Infobase, Surveillance & Video Analytics . Auto Generating Time Table, Advanced HR Modules, Performance & Analytics, among other various micro management systems.

The IMS has been created in a modular structure based on the .NET platform, a SQL Server RDBMS & advanced AJAX interactivity enabling it to be compatible with three tier server systems to autonomous Internet Browser systems.

The most important part of the Institute Management system is it's pre-emptive & predictive input simulation that transcends into more meaningful report & action systems. By making the system on real time flow it resists invalid data enabling a smoother operation. For e.g. the Time Table system automatically generates the attendance system the moment the time table is created or modified.

The IMS has been created on proprietary DIMAT system enabling it to interface with various hardware units present in the campus like conferencing, automated mailing & more. On students front the IMS runs a live portal system including a blog site, interactive chat system, auto news propagator, detailed forums, alumni infobase etc.

Wi-Fi Network

In the era of Laptops & Smart Phones, Wi-Fi can be a very good tool for anytime anywhere Internet access. We have incorporated a campus wide Wi-Fi network that allows you to utilize the Internet for your educational & management needs. The Wi-Fi network is fully backed by dual leased lines allowing us to offer a high speed broadband that allows you to exploit the full potential of the Internet at your convenience.

Touch screen kiosk

Time Saved is Time Gained- an old proverbial saying finds new meaning in the Campus area, thanks to the Info-Kiosks. Rather than seek and travel to notice boards of concern, students now have the advantage of being constantly connected at the touch of a button. Life thereby becomes smoother and simpler. The Touch Screen mechanism gives the relevant information across at a mere touch. These kiosks are particularly helpful for Lecture Schedules, Exam Schedules, Event Notifications, Forth Coming Interviews and Fresh Information Updates.



Surveillance

State-of-the-art security and surveillance systems allow us to maintain a constant watchful eye over the entire campus. Our digital color cameras provide unbreakable security. Our advanced network transmissions and a 24 hour video recording system helps us to maintain an eagle eye on all security issues- as a means of providing enhanced security.



Public PC

Public PC's are the latest state of the art computing systems with high speed Internet Access, Multi Format Input system, CD/DVD Writers, high quality laser printers that are provided throughout the campus. The purpose of these Public PC's are to:

- Provide visitors with an unrestricted access to Internet & a PC without restrictions.
- Provide staff members with a platform to do unhindered research work.
- Provide a secure platform for importing & exporting information, from the DishaNET.
- Provide instant print access for important documents
- Provide a backup in case of unavailability of primary staff system

To ensure that these Public PC's are always available, they are properly secured from viruses, failures, software corruptions etc. Moreover they are checked on a biweekly basis to ensure smooth & uninterrupted operations. We encourage all staff members & visitors to utilize these Public PC's for relevant workings.

Dept	Count	Block	Floor	Building
HR	1	1st	Ground	Sona Tower
T & P	4	1st	Second	Sona Tower
Civil	1	3rd	Ground	Sona Tower
E & TC	1	3rd	Second	Sona Tower
E & TC	1	3rd	Third	Sona Tower
Maths	1	4th	Ground	Sona Tower
EEE	1	4th	Second	Sona Tower
Physics	1	5th	First	Bhagirathi
				Bhawan Tower

Mech	1	6th	First	Bhagirathi Bhawan (Workshop)
Computer Science	1	7th	Second	Vasudev Sadan
Accounts	1	NA	Ground	ESS Building
DSM	1	NA	Ground	NA
DSME	1	NA	Ground	NA

Note

Due to public access to these systems, no data is saved on these machines. You are suggested to either copy your data in a pen drive or email it to your account for permanent storage.

DishaNET

DishaNET is the backbone network for all IT & ITES in the Disha Campus. Not only does it act as a bloodline for our high tech systems but also provides a redundant communication platform. Through our three-tier DishaNET system we are able to provide you a virtual non-stop working environment with negligible down-time. The system has run successfully through the entire 2008 without any apparent failure.

One of the core facility provided by the DishaNET is the ability to activate roaming profile. This allows you to use any computer in the campus (except Public PC's) using your own roaming username / password. This allows all your files & desktop settings to be available at any computer throughout the campus to allow you to proceed seamlessly with your work.

How to effectively use your Roaming Profile

Step 1

Enter your User name & Password



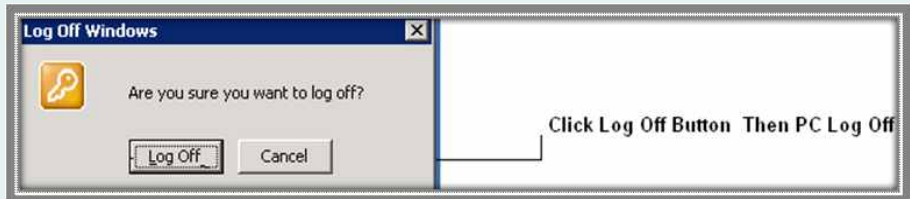
Step 2

After logging in , all your previously made documents would be available in your Profile to work on



Step 3

Once you have completed your work, click on the Log Off Button



Step 4

Let the Synchronization complete as stopping it in between may cause loss of data



Our state-of-the-art Digital Library is equipped with

Dual Monitors

To help you do your research work, note making etc. This facilitates you to open your research pages on one monitor & make notes on the other as shown in the picture:-



Take Notes

To help you make notes of your researches while surfing the sites & having a digital copy of it saved forever even if you discard the paper. In future you may take the Digital Copy by writing it in a CD, or saving it in your Card Memory, or may be by printing it.



Digital Tablets:-

It helps you make notes and have a simultaneous copy of the same created in the computer.

Whatever you'll write or draw on the paper will get saved in the computer and you can take along a copy of the same in a CD, in a Memory Card or on Printouts.

You may also put your signature or comments directly on documents in your handwriting.



Memory Card Reader

You may use Mini SD or Micro SD cards in the computer, with the help of our multi purpose card reader. You can store your notes or research work in the computer and take a copy of it in your Memory Card.

DVD Read / Write

The DVD Writer may be helpful in again carrying the data along with you while going, so that you have a protected copy of your data with you.



DIMAT campus is SMART technology enabled, allowing students to use specially given cards for attendance, access to campus facilities, interact and transact at the library, laboratories, canteen, examination halls and other mandatory usage areas. The usage of these cards has also eliminated the need for carrying cash inside the campus; as everything is possible through these individualized Smart Cards.

How to mark attendance via Smart Card

Step 1

Bring your card close to the reader



Step 2

Wait 1-2 seconds for the light to go green.



Step 3

Remove the card your attendance has been marked.



Some Frequently Asked Questions (FAQS)

Video Conferencing FAQS

1. What is Video Conferencing?

A video conference is a set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously.

2. I want to do Video Conferencing (VC), whom should I contact for it?

In order to do a Video Conferencing you can give a call at Extension No.190 & 193 and after checking the availability of the VC Room you can get your time slot booked.

3. What all do I require to do a Video Conferencing?

In order to do VC you require a high speed internet line, a superior quality Video Conferencing Hardware, speaker, mic and sound network lines which is all available in our campus. Apart from this all you require is another person to talk to and his IP address to call upon.

4. How do we connect to another person?

In order to connect to another person all you require is the IP address of another to call and for more details on how to do VC visit www.desindia.in/links/manual.html.

5. The Video Conferencing looks too complex to operate, we need a specialist to operate it ?

Operating VC is as simple as making a phone call, all you require is an IP address instead of phone number, enter it in the relevant box and press Green Button to make call and Red Button to end call.

6. Where all do we have VC in our Campus?

We have VC in Room No. 125, IInd Floor of Sona Tower I of the Campus.

7. I want to conduct VC for my whole batch but the room is very small?

In case you want to conduct VC for a larger batch size, kindly confirm the no. of attendants and after checking the availability of AV Room, Conference Room or Seminar Hall from Extension No. 190 & 193 place the request for shifting of VC Unit and the same will be handled by the ITES Department. Kindly give minimum of a day's notice for the shifting.

8. For what all purposes can we use VC?

The VC can be used for conducting Interviews outside Raipur, making our students attend interviews, taking lectures, making other renowned Faculties give lectures to our students and a lot more.

Desktop Conferencing FAQs

1. What is Desktop Conferencing?

Desktop conferencing allows real time conversation between you and your fellow staff member so that you may have personalized discussion over any topic you desire.

2. Why do we need Desktop Conferencing (DC)?

With the increasing size of campus and increasing no. of staff members, DC enables us to have a quick conversation with a fellow member & his team without wasting any time in going from one place to another.

3. My call gets disconnected after 5 minutes?

In the initial implementation stage of Desktop Conferencing we are targeting an average time of 5 minutes between 2 users. In case you wish to speak longer, you may press the Call button again and resume the conversation.

4. What are the basic requirements to start a Conference?

All you require to start a Desktop Conferencing is a Computer that has Desktop Conferencing Software installed in it, a camera, a Headphone & Mic and another person with all these things to interact to.

5. What is the advantage of Desktop Conferencing?

The advantages are immense but to name a few, it saves time, makes you more efficient, gives you an instant access to your colleagues, allows you to share files and discuss simultaneously.

6. How is it different from Video Chat?

There is a huge difference in the quality of picture & voice transmission. Desktop Conferencing is a very superior and sophisticated form of Video Chat which is used in all good Corporate Chains and Global Groups.

7. Can I do Desktop Conferencing with anybody in the campus?

You can do it with only those people who have the Desktop Conferencing Kit installed with them.

8. Can I do Desktop Conferencing from my Laptop?

No, currently we are providing DC feature on Desktops only.

9. What is the difference between Desktop Conferencing & Video Conferencing?

Desktop Conferencing is a mini version of Video Conferencing, it does not require Public IP's and can run on local network only.

Dishamail FAQ

1. I have not received my Dishamail Id?

Please make a call on extension no.190 &193 or send a mail to ites@dishamail.com or take the "Resource Allocation Form" from HR Department & submit it to ITES Department.

2. I have forgotten my Dishamail Password?

Please send a mail to ites@dishamail.com with the Subject Heading "New Password required" and a reply will be sent to you in 24 – 48 hrs with your new password.

3. How should I access my Dishamail Id in Internet Explorer?

Please go to the URL www.dishamail.com , and enter yourname@dishamail.com in User Name Field & Password in password field & press Log In.

4. Why should I configure my account in MS Outlook?

Configuring your account in MS Outlook, enables you to have unlimited data size mails, create groups, create address book etc.

5. If I configure my Dishamail Id in MS Outlook then I can't access my mails from outside campus?

You can do that, all you need to do is forward your Dishamail Mails to your Gmail / Yahoo / or other Email Service Provider and have a copy of all your Dishamail mails on that as well. To know how to do this please visit the link www.desindia.in/links/manual.html and click on the option "Forwarding Dishamail"

6. Can I forward my Gmail, Yahoo or Rediff mails on my Dishamail?

If Gmail, Yahoo, Rediff etc. are blocked in the campus then even if you forward your mails on Dishamail, you won't be able to access them. If there is some very important email that you want to check and work on then you can go to a nearby Public PC and access it and if required also forward it in your Dishamail Id. To know the location of Public PCs in the campus, please visit <http://www.desindia.in/links/manual.html> and click on "Public PC" option.

7. My Disk Space is very low?

There is a standard Disk Space allocated to everybody, which can run down after some time so it's best to configure your Dishamail in MS Outlook so that you can manage unlimited number of mails without any obstruction. To know how to configure Dishamail in MS Outlook please visit the page, <http://www.desindia.in/links/manual.html> and click on "Configuring Dishamail" Option.

8. How to configure Dishamail in Outlook?

Please find its step wise guide on <http://www.desindia.in/links/manual.html>

9. Whom should I report the problems I'm facing in Dishamail?

Please make a call on extension no.190 & 193 or send a mail to ites@dishamail.com for all kinds of problems regarding Dishamail.

10. My mails are bouncing?

This means your Disk Space is full so please configure your account in MS Outlook and download all your files.

11. All mails being received by me demand a White List verification from the senders?

You have by mistake enabled the White List option by clicking on Box Trapper option available on first page of Dishamail. Please click on Box Trapper again and disable the option. If you are unable to do it send a mail at ites@dishamail.com with subject "White List Disabling".

12. How do I change my Dishamail Password?

When you log on to Dishamail.com using your User Name & Password the first page will have a link of "Change Password", click on that and put your desired password.

13. My Dishamail Id has incorrect spelling?

For this you'll have to get your Id regenerated, so firstly keep a copy of all your mails with you as won't be able to trace them later and then send a mail on ites@dishamail.com with subject "Change of User Name".

[DishaNET FAQ](#)

1. What is the difference in Dishanet & Dishamail?

Dishanet is the Domain Network and Dishamail is our Email Service.

2. My file does not save in my profile?

While saving your files please ensure that your File Path is less than 255 characters & secondly when you log off let all your Files Synchronize completely.

3. I don't have my Roaming Profile?

If you have newly joined the campus and have not yet received your Roaming Profile access then give a call at Extension No. 190 & 193 and get your call locked.

4. I have forgotten my password?

Please give a call at Extension No. 190 & 193 and the concerned person will get back to you.

5. What are the advantages of Roaming Profile?

The advantages of Roaming Profile are many, but primarily it enables you to use any PC in the Campus with your User Name & Password and all your Files will be accessible to you.

6. My Z Drive is not showing?

Please check if your network cable is plugged in tightly, still if the problem persists, please lodge a complaint at Extension No. 190 & 193.

7. Where should I save my files & folders?

It is always recommended to save files in My Documents Folder of your Profile.



DISHA EDUCATION SOCIETY

Email : info@dishamail.com

Web site : <http://www.desindia.in/>



DISHA INSTITUTE OF MANAGEMENT AND TECHNOLOGY

Email : info@dishamail.com

Web site : <http://www.dimatindia.com/>



DISHA SCHOOL OF MANAGEMENT

Email : info@dsmindia.in

Web site : <http://www.dsmindia.in/>



DISHA SCHOOL OF MANAGEMENT EDUCATION

Email : info@dishamail.com

Web site : <http://www.dsme.in/>



DISHA COLLEGE

Email : info@dcit.in

Web site : <http://www.dcit.in/>



DISHA ACADEMY OF RESERCH AND EDUCATION

Email : info@dishamail.com

Web site : <http://www.dareonline.in/>

Contact Numbers

In case of any query / complaint / suggestion / discussion, you may call on any of the numbers mentioned below :

■ *Mr. Gobinda Rath*

Mo.: 09993251777

Email : gobinda.rath@dishamail.com

■ *Mr. Rajnish Dubey*

Mo.: 09827409142

Email : rajnish.dubey@dishamail.com

■ *Mr. Deepak Pardhi*

Mo.: 09993745937

Email : deepak.pardhi@dishamail.com

■ *Mr. Mukesh Kadu*

Mo.: 09977988011

Email : mukesh.kadu@dishamail.com

You can also call on Extension No. 190 & 193 of the campus or write an email to ites@dishamail.com



CITY OFFICE

Disha Towers, New Shanti Nagar, Raipur (C.G.)

Ph. : 0771-4035325-28, Fax : 0771-4035333

Website : www.desindia.in

CAMPUS

Satya Vihar, Vidhansabha-Chandrakhuri Marg, Raipur - 492101(C.G.)

Ph. : 0771-4200100-009, 2472000-004

Fax : 0771-4200110, 2472010

Email : info@dimatindia.com

Website : www.dimatindia.com