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## PPB HEADQUARTER

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### Location:

Building S  
PP&B Headquarter  
Hittorfstraße 29  
14195 Berlin

### Ground floor: (Entrance Hittorfstraße)

[S.K.05] Carla Tschentscher

### First floor: (Entrance from Garden)

[S.0.08] Marco Hollemann

[S.0.03] Heinz Junkes

[S.0.2] William Kirstaedter

[S.0.4] Sven Pokrzykowski

[S.0.6] Felix Noack (Trainee)

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## MEMBERS

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### Master of the Puppets:

*Heinz Junkes (4270)*

### Accounts, Licenses & Support:

*Carla Tschentscher (5270)*

### Windows & Central Services :

*Marco Hollemann (3270)*

### Epics development & Support

*William Kirstaedter (4279)*

### Central Services & Telephones:

*Sven Pokrzykowski (5411)*

### Trainee (FAE):

*Felix Noack (5401)*

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PP&B COMPUTER SUPPORT  
GROUP

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## IT-SERVICES AT THE FHI

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### HOTLINE:

# 3456

### SUPPORT:

[ppb@fhi-berlin.mpg.de](mailto:ppb@fhi-berlin.mpg.de)

### SUPPORT WIKI:

[PPBWIKI.RZ-BERLIN.MPG.DE](http://PPBWIKI.RZ-BERLIN.MPG.DE)

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# ACCOUNT

## Account registration:

You have to fill out this form and your responsible person has to confirm it

<https://account.fhi-berlin.mpg.de>

## Renew of an existing account:

You have to fill this form **BEFORE** your account will be expired

<https://account.fhi-berlin.mpg.de>

## Where is my home directory located ?

<http://ppbwiki.rz-berlin.mpg.de/Main/UserHomeServer>

## Saving files:

Store all your files in your home directory! (On Windows workstations use drive "R:", which is automatically connected.)

## Manually connect your home directory:

Win 7:        \\servername\username

MacOS:        smb://servername/username

## Private Folder:

Your home directory includes an automatic generated directory "**private**". Only you have the permission to read, write and execute this directory.

## Note:

All data, documents etc. that you save at local disks of your PC (Drive C:) are **not included** in the backup, in case of a damage of the disk all files will be lost. So save your files on your R: Drive!

## Domain:

You can logon with your FHI Username and Password on every Microsoft Windows workstation at the institute, that is in the Domain "**Haber**".

## Roaming Profiles:

At the institute we use "roaming profiles" for Microsoft Windows users. This profile is saved at the file server in your home directory and is loaded or saved at each log on or log off. To keep the profile small (what means to get short log on/log off times) don't save documents in directories "My Computer" or "Desktop".

# SETUP

## E-MAIL Access:

Can be accessed with your FHI account data

## Client configuration:

Incoming Mail-server: (IMAP)

**imap.fhi-berlin.mpg.de**

Use SSL and authentication on **Port: 993**

Outgoing Mailserver:

**mail.fhi-berlin.mpg.de**

Use SSL and authentication on **Port: 587**

## Webmail & Mail filters (out of office):

You can also access your E-Mails with your web browser:

**<https://webmail.fhi-berlin.mpg.de/>**

You can also set a wide range of filters and notifications (out of office) in your webmail system under :  
Settings->Filters-> Use the + in the lower left corner to add a filter

## Fax-Service:

If you have an fax-server account, you can access your messages with your web browser:

<http://fhi-fax.rz-berlin.mpg.de>

## PowerFolder: ( internal dropbox)

Syncing data securely without complex configuration, multi platform support and also save for your documents ? Yes we have it :

<http://ppbwiki.rz-berlin.mpg.de/Main/PowerfolderAtFHI>

## KerioConnect (Exchange like calendar server)

PP&B provides also the option to purchase an KerioConnect calendar account for the use with CalDAV Clients.

# MISC

## Still any questions?

Please have a look at our website !

**<http://ppbwiki.rz-berlin.mpg.de>**

## Restore files:

You can use the "View previous version" options on your connected network-drive to restore files or folders, on a Windows XP or Windows 7 System. Or check the Folder "~snapshot" in your R: drive. (folder is hidden on some systems)

## Printing:

We provide a print-server with all available printers at the institute. CUPS for Unix and ADPRINT for Windows 7.

Please have a look:

<http://ppbwiki.rz-berlin.mpg.de/Main/Printing>

## SSH/SFTP & VPN Access:

you can access your files from the outside with a SSH (SFTP) connection, or access directly internal resources with a secured VPN connection from outside of the FHI network.

### - SSH/SFTP:

With your FHI Username and Password

**<ssh.rz-berlin.mpg.de>**

### - VPN: (a service of the GNZ )

Login with [username@fhi-berlin.mpg.de](mailto:username@fhi-berlin.mpg.de)

**[https://www.gnz.mpg.de/index.php/VPN\\_Access/en](https://www.gnz.mpg.de/index.php/VPN_Access/en)**

### Wifi Access: (a service of the GNZ )

Login with with

**[username@fhi-berlin.mpg.de](mailto:username@fhi-berlin.mpg.de)**

Please ask the colleagues from the GNZ in case of troubles with VPN or WIFI (3200 )

## Telephone:

Need a telephone? Then ask your Supervisor or your department secretary, they will contact us !