

COLLABORATIVE TECHNOLOGY LABS



W-308F

Room Policies

Using the Equipment

Printing Options

**To Avoid Fines
Return the binder to the Service Counter!!**

Policies for using the collaborative lab In room W-308

Thank you for using the MSU Libraries Collaborative Technology Labs. If you find anything in the lab to be out of order, please report it when you return your binder. Below are the policies for use:

- ➔ Labs must be reserved ahead of time at the website <http://reservations.lib.msu.edu>
- ➔ Patrons making reservations must arrive within 15 minutes of the reservation start time, or the room will be released and reassigned. You may check in up to 15 minutes early if the room is not in use.
- ➔ Each patron may reserve MSU Libraries Collaborative Technology Labs up to 2 hours per day.
- ➔ The checkout and checkin point for this lab is the MSU Map Library Service counter located in the main library's west wing, room 308.
- ➔ Upon checkin, the patron will be issued a binder (this binder) containing instructions. The binder must be returned immediately following the room reservation.
- ➔ Dry erase markers, eraser, video converter and wireless microphone are also available for checkout.
- ➔ Rooms must be left clean and tidy.

Please ask for help if equipment is not working, and please report any problems.



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Using the Computer

The computer is a regular campus Windows image computer which requires login with a valid a MSU NetID and password.

The Control Unit on the top of the Tech Cart controls all the equipment in the room.

Projector

To display the room's computer onto the screen, press Display "On," then select the device you wish to have projecting onto the screen. "PC" refers to the computer workstation in the room.

Connect a Laptop

The Tech Cart has a VGA cable and a HDMI cable. A Mac/VGA converter is available for checkout at the Map Library Service Counter.

Connect your laptop, then press the "VGA Laptop " button or the HDMI Laptop" button on the Tech Cart, depending on which cable you used for your laptop.

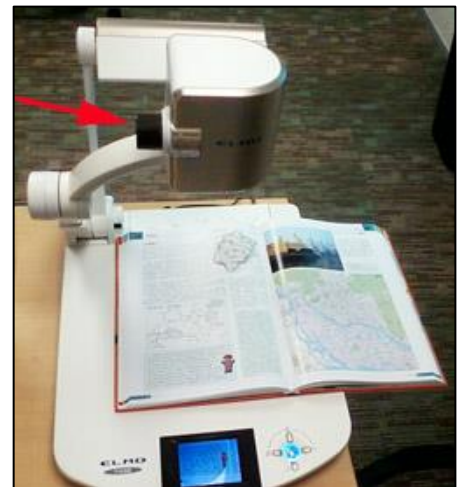
Document Camera

The Document Camera is probably already on, though there is a power button you can press. The Document Camera can project onto the screen if you press the "Doc Cam" button on the Controller. Turn the black dial to adjust Zoom. Press in the button on the black dial to adjust focus.

Sound

The sound from the lab computer or from your laptop can only be heard when that device is chosen on the Tech Cart Controller. Adjust sound using the Volume dial on the Control Panel.

A clip-on portable microphone is available for checkout from the Map Library service counter.



Video Camera

This lab will be equipped with a Video Camera mounted in the ceiling, but it is not yet installed.



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Printing Options in Room W308

When you click on File --> Print you will see several print options:

Paying with e-tokens

You must have a MSU e-token account with a positive e-token balance in order to use the e-token print option. You may quickly charge e-tokens to your university account at <http://netprint.msu.edu> (click on 'purchase e-tokens'). You won't see any error message if you have no e-tokens, the job just won't print. Here are your e-token print choices:

E-token Black and White options – Pick up 8.5” x 11” at ‘2nd West’ printer which is on the 2nd floor near the elevator.

- Double-sided 'letter' 8.5” x 11” is the default print option (1-e-token per side)
- Single-sided 'letter' 8.5” x 11” (1-e-token per sheet)*
- Single-sided 'ledger' 11” x 17” (2 e-tokens per sheet) – Pick up at 1st Floor Lobby

E-token Color options - Pick up at 1st floor Lobby

- Single-sided 'letter' 8.5” x 11” (8 e-tokens per sheet)*
- Double-sided 'letter' 8.5” x 11” (8 e-tokens per side)
- Single-sided 'ledger' 11” x 17” (16 e-tokens per sheet)

Paying with Cash/Credit/Debit

The Copy Center is in the West Wing, 2nd floor of the main library. In addition to cash, credit and debit, they also accept University Department Account Numbers. Sorry, the Copy Center does not accept Sparty Cash or e-tokens in payment.

Copy Center Black and White options

- Black and white 'letter' 8.5” x 11” double-sided (\$0.05 per side)
- Black and white 'letter' 8.5” x 11” single-sided (\$0.05 per sheet)
- Black and white 'legal' 8.5” x 14” double-sided (\$.05 per side)
- Black and white 'legal' 8.5” x 14” single-sided (\$.05 per sheet)
- Black and white 'ledger' 11” x 17” double-sided (\$.10 per side)
- Black and white 'ledger' 11” x 17” single-sided (\$.10 per sheet)

Copy Center Color options

- Color 'letter' 8.5” x 11” double-sided (\$0.40 per side)
- Color 'letter' 8.5” x 11” single-sided (\$0.40 per sheet)
- Color 'legal' 8.5” x 14” double-sided (\$0.40 per side)

More



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*Also available from your laptop, see <http://netprint.msu.edu> "Help"

- Color 'legal' 8.5" x 14" single-sided (\$0.40 per sheet)
- Color 'ledger' 11" x 17" double-sided (\$0.80 per side)
- Color 'ledger' 11" x 17" single-sided (\$0.80 per sheet)
- Poster-sized printing option. The PC computer will print to the Copy Center plotter on 36" wide paper. Copy Center staff will not release your job to the plotter until you appear in person at the Copy Center and ask it to be released. If you release it, you pay for it, so be very careful about setting up the print options using the Print Preview. Please refer to the Plotting FAQ page for step-by-step instructions at <http://www.lib.msu.edu/howto/plottingfaq.jsp> or ask for help at the Copy Center desk.



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