

Collaborative Technology Labs

User Instructions

W426-D

Room Policies

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To Avoid Fines

Return the binder to the Service Counter!!

Policies for using the collaborative lab Rooms W426-D/F:

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 check-in point for this lab is the MSU Digital Multimedia Center (DMC) Service counter located in the main library's west wing, room 426.
- Upon check-in, the patron will be issued a binder (this binder) containing instructions. The binder must be returned immediately following the room reservation.
- Please remember to log-out from the host computer, turn off the large display and camera, and leave things as you found them. Rooms must be left clean and tidy.
- Some of the smaller furniture may be *carefully* moved or adjusted – taking care not to bump or damage walls. The table with the mouse/keyboard has an electric adjustment for height only. Otherwise, furniture with wiring attached *should never be moved*.
- **DO NOT** attempt to make any changes to fixed electronic equipment wiring, or the host computer connections and configuration.

Please ask for help if equipment is not working properly, and report any problems to library staff.

Using the Equipment – W426-D/F, part 1

Host Computer

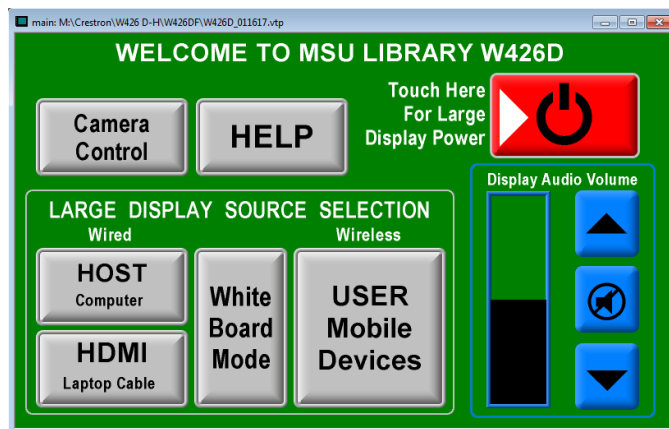
To start the computer...

- Make sure the 22" Dell computer monitor connected to the mouse/keyboard is turned on.
- Move the mouse or tap the spacebar and wait a few seconds for the computer to wake.*
- Log onto the computer using your MSU Net-ID and password.
- To view the host computer image on the large plasma display, follow the steps below...

Large Interactive Display

To use the Panasonic 50" interactive plasma display...

- The small 4" Crestron touch screen is used to control all the AV equipment -
- Tap the top of the small touch screen to wake it.
- On the main page, press the "Power" button in the upper right corner.
- Select a source image to view on the large display.



Controlling the Sound

The large plasma display must be turned on to hear sound. Audio will follow video when selecting a source for display. Adjust the level using the volume control buttons on the small touch screen. You may also need to adjust the volume control on the computer or mobile device.

**If the host computer does not respond and the red led lights on the mouse and keyboard do not illuminate, make sure the 22" Dell monitor is turned on. If there is still no response, please ask for assistance at the DMC service desk.*



Using the Equipment – W426-D/F, part 2

Laptop or Mobile Device

There are two methods for connecting user devices to the large display:

- ✓ **Select “HDMI Laptop Cable”** as the source on the touch screen.
Carefully connect the HDMI cable provided to the appropriate display output of your laptop. Some laptops may require an adapter, which is available for checkout at the Digital Multimedia Center Service Counter.

- ✓ **Select “USER Mobile Device”** as the source option for wireless screen sharing of a laptop or mobile device on the large display. The large plasma display must be turned on by using the small touch screen control. With the wireless source selected, simply follow the on-screen instructions shown on the large display.

Whiteboard Mode

The large display includes an interactive electronic whiteboard feature:

- Select “Whiteboard Mode” as the source on the small touch screen control.
- Remove the electronic pen stylus from its charging port mounted on the right side of the large display.
- Lightly touch the plasma screen with the pen tip to select from the various drawing and annotation options displayed on the whiteboard’s main menu.
- Lightly drag the pen tip across the screen surface to write or draw.
- Erase by using the other (blunt) end of the pen on the plasma screen.
- Switching the mode option at the top of the main menu enables annotation on any selected source input, including the host computer’s display.
- Work may be saved as jpeg pages when a USB flash drive is inserted into the memory slot of the charging port.
- Please return the electronic pen to the charging port when finished.

You may need to adjust your laptop display or audio settings when connecting to the plasma display. Please ask for help if equipment is not working, and report any problems to library staff.

Using the Equipment – W426-D/F, part 3

Video Camera

The HD pan/tilt camera mounted over the large plasma display connects to the host computer over USB for video recording and/or web conferencing.

- Use the small touch screen to select the camera control page and turn on the camera power.
- Once the camera is recognized by the computer, you may open one of the following installed Windows applications to use with the camera –
- For video recording, select Microsoft Movie Maker or Camtasia.
- For videoconferencing, refer to the application instructions below...
- Select one of the camera viewing presets or adjust the camera's zoom and position using the small touch screen controls.
- A high-gain microphone is mounted in the room and connected to the host computer so it can automatically pick up any sound. The large display must be used for monitoring any audio output. You can adjust the computer's audio settings while using the microphone.
- Please turn the camera power off when you are finished using it.

Videoconference application instructions

The large display must be used in order to hear the remote audio feed. Refer back to Part-1. Use the application's settings to adjust the audio, microphone and camera feeds...

Zoom:

Free MSU basic account – any MSU person may go to <https://msu.zoom.us> and log in with the MSU Net-ID and password. Unlimited sessions are available up to 40 minutes in length each and up to 25 participants connecting by telephone, computer, laptop, Polycom, or mobile device.

Free personal account – anyone may create an online profile at <http://zoom.us> which offers unlimited sessions up to 40 minutes in length each and up to 25 participants connecting by telephone, computer, laptop, Polycom, or mobile device.

Skype:

Personal free account – anyone may create a free online account for unlimited free calls to other Skype accounts. See <http://www.skype.com>

Adobe Connect:

Limited licenses are available to MSU Faculty and staff (and faculty sponsored graduate students) only. For more information, see <https://connect.msu.edu>



Printing Options in Room E102-b

Print @MSU

You can print by going to <https://print.msu.edu/>, and loading money onto your NetID account by using "Add Credit Using Spartan Cash" or "Add Credit Using Credit Card." Once you have added funds to your account, you will be prompted to select the location you are printing from (the MSU Library), and the location you would like your job to print to (1st floor Lobby, 2nd floor east, for example). Once you print, your print job will be sent to the printer you select, and your account will be deducted upon printing.

You must have a MSU NetID account in order to use the Web Print option. Log in to <http://print.msu.edu> and select Web Print from the sidebar and follow the directions. Step-by-Step instructions can be found at <https://tech.msu.edu/technology/printing/>

Please note that Web Print only lets wireless users print these file types: xlam, xls, xlsb, xlsx, sltm, xltx, pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx, doc, docm, docx, dot, dotm, dotx, rtf, pdf.

You won't see any messages specifying your printer location, so just select the MSU Library location of your choice after you have submitted your print job:

Black and White options - Pick up 8.5" x 11" at the '2-West' printer

- Double-sided 'letter' 8.5" x 11" is the default print option (\$0.05 per side)
- Single-sided 'letter' 8.5" x 11" (\$0.05 per side)
- Single-sided 'ledger' 11" x 17" (\$0.10 per sheet) - Pick up at 1st Floor Lobby

Color options - Pick up at 1st floor Lobby

- Single-sided 'letter' 8.5" x 11" (\$0.40 per sheet)
- Double-sided 'letter' 8.5" x 11" (\$0.40 per side)
- Single-sided 'ledger' 11" x 17" (\$0.80 per sheet)



Paying with Cash/Credit/Debit

Print with cash/credit/debit at Hollander MakeCentral 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, MakeCentral does not accept Sparty Cash or e-tokens in payment.

MakeCentral 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)

MakeCentral 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)
- 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 options (PC only). The PC computer will print to MakeCentral plotter on 36" wide paper. MakeCentral staff will not release your job to the plotter until you appear in person at MakeCentral and that it 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 MakeCentral desk.