COLLABORATIVE TECHNOLOGY LABS

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W-426F

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Policies for using Smartboard lab
In room W-426F

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 the lab is the MSU Libraries Digital Multimedia Center (DMC) service desk.

➔ Upon checkin, the patron will be issued a binder containing instructions and sometimes additional equipment such as remote controls. These items must be returned immediately at the end of the reservation period. To avoid overdue fines, return the binder promptly after the end of your reservation period!

➔ Rooms must be left clean and tidy; please return furniture to its original location.

Note: Please ask for help from the DMC staff if equipment is not working, and please report any problems.

Using the SMART Board

The Smart Board will turn on by itself when the computer boots up.
Your finger is your mouse and your marker. Activate each tool using the buttons or by picking up the fake markers on the tray at the bottom of the Smart Board.

➔**To write on the Smart Board:**
Pick up one of the four fake markers and set it aside. Write on the board using your finger. The lines will be the same color as the fake marker. To stop writing, return the marker to its spot in the tray.

➔**To erase on the Smart Board**:
Pick up the eraser from the tray and wipe it on the Smart Board. To stop erasing, return the eraser to the tray.

➔**To type on the Smartboard**
- Push the keyboard button located on the tray at the bottom of the Smartboard.
A mini keyboard will appear on the screen.
- Touch a place on the screen where you want the cursor to appear, then touch letters on the keyboard.
- This will also work on web browsers and in Microsoft Word when displayed on the Smartboard.

➔**Connect your Laptop to the Smartboard**
A short gray video cable is attached to the bottom of the Smartboard. You may connect it to your laptop.
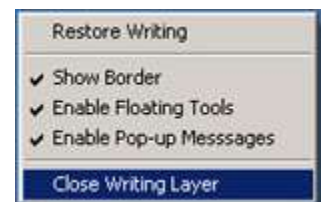
➔**Troubleshooting**
- Make sure the eraser is facing down in its tray
- Make sure the fake markers are settled in their trays
- To turn Smartboard tools off and use the mouse, right-click on the desktop and choose "Close Drawing/Writing Layer"
- When you log in to the computer, if a message asked if you want to Reconfigure the Smartboard **Select NO!**
It will just take a couple seconds for the computer to find the board.

➔**Controlling a Powerpoint Presentation**
When your Powerpoint presentation is in 'slide show' mode, a floating toolbar will appear on your screen. You may move forward and backward in your presentation it by touching the arrow buttons on theSmartboard.

➔Saving the stuff you write or type on the Smartboard

      1.   Make the floating toolbar appear by picking up one of the fake markers or by clicking on the "Floating Toolbar" icon

      2.   Touch the 'area capture' button

      3.   Drag a box on the screen in the area you want to capture.

4.   'Notebook' software will automatically launch. View your Notebook image to make sure it is correct, then click on File➔ Export to either html format or PDF

➔For More Information: See the full SmartBoard Manual online at: http://bit.ly/l5n6X2

Elgato Video Capture

This lab is equipped with Elgato Video Capture. With your webcam and cables, you will be able to capture, trim, and save video.

Step 1: Look for the yellow/red/white and s-Video cables near the back of the lab computer.

Step 2: Attach your camera to the cables in one of two possible ways:

- Using a composite cable (not provided) connect the yellow, red, and white connectors to the same colored outlets in your camera.
- Using a S-video cable (not provided) connect to a S-video outlet on your camera.

Step 3: Turn on your camera

Step 4: On the PC, launch the CyberLink PowerDirector software.

Near the top of the screen you'll see the basic steps for creating a video

Capture	Edit	Produce	Create Disc

Click on the "Capture" button. PowerDirector will detect the camera and display input from the camera on the screen. The screen will also show a variety of other important tools, such as….the Record Button.

Step 5: To record, click the Record Button.

Edit the Video

The PowerDirector software provides some editing functionality. Click on the "Edit" button (as pictured above) to enter the editing area. Available videos, including any you have already made on the lab computer, will be listed. Either select one of the videos, or open one from your own Flash drive or other site using the "Import Media" button

You may trim the beginning or end of the video using the provided controls.

Another function allows inserting a Title Sequence using the "Title" button. Select among a variety of title sequences, then insert it into the video.

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Power Tools offer several more options:

Produce the Video

The video may be exported in a variety of formats, then saved. Be sure to NOT save the video to the Desktop or to the lab computer's hard drive. The file will disappear as soon as the computer is logged out.

Click on the "Produce" button to generate the video in the format you want.

- Save to USB
- Save to CD or DVD
- Save to MSU Netfiles – Every person with a MSU NetID has personal storage space on the university network. When a lab computer is logged in, this space is designated as the "P" Drive. All other information, such as files on the Desktop or on the C Drive will be erased when the computer is logged out or restarted. You may access your University space from any computer at the URL http://netfiles.msu.edu

The full manual for using PowerDirector version 8 is located on the web at:
http://download.cyberlink.com/ftpdload/user_guide/powerdirector/8/PowerDirector_UG_ENU.pdf

Using the DVD/VHS & Blu-Ray/DVD Players In Smartboard Lab W-426F

When you checkout the lab, you will receive remote controls to operate the plasma screen TV and the Blu-Ray/DVD player (if you don't get them, just ask). The DVD/VHS player does not have a remote.

1. Turn on the TV with the silver remote.
2. Turn on the DVD/VHS player (bottom) or the Blu-Ray/DVD player (top)
3. Insert your disk or tape *(for DVDs you MUST use the Blu-Ray/DVD player)*
    o   On the Blu-Ray/DVD player, the open/close button is on the upper-right corner of the machine and is also on the black remote.
4.   On the DVD/VHS player, there are two 'eject' buttons – one by the VHS slot, and one by the DVD slot. Set the VHS/DVD player to VHS mode by pressing the VCR/DVD button (near the eject button).
5. Change the TV input by pressing the "mode" button on the TV or the "source" button on the silver remote until your picture appears.
6. If you can't get a picture, make sure the red/white/yellow cable is running between the player and the TV.

Note: Please ask for help from the DMC staff if equipment is not working, and please report any problems.

Printing options in room W-426F

When you click on File --> Print you will see a lot of 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 DMC printer

- Double-sided 'letter' 8.5" x 11" is the default print option (1-etoken per side)
- Single-sided 'letter' 8.5" x 11" (1-etoken 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)
- Color 'legal' 8.5" x 14" single-sided ($0.40 per sheet)
- Color 'ledger' 11" x 17" double-sided ($0.80 per side)

More ……

- Color 'ledger' 11" x 17" single-sided ($0.80 per sheet)
- Poster-sized printing options (PC only). 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.