COLLABORATIVE TECHNOLOGY LABS

MSU LIBRARIES

Room E-118 Room Manual

Policies

Using the Smart Board

DVD & Blu-Ray

Video Camera

Printing Options

create / design / share

Policies for using lab
"Presentation Room E118"

Thank you for using the MSU Libraries Collaborative Technology Labs. When you stop at the Main Library Circulation Desk to check in, be sure to bring your MSU ID card. Circulation staff will check out to you a binder that contains the instructions and policies you see below. They will take you to the room and unlock it.

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 Main Library Circulation Desk.
- Upon checkin, the patron will be issued a binder containing instructions and sometimes additional equipment such as remote controls and markers. To avoid overdue fines, be sure to return your binder and remotes promptly at the end of the reservation period. *Don't hand the binder over to the next group waiting to use the room; they must go to the Circulation Desk and check out the binder to themselves.*
- Rooms must be left clean and tidy; please return furniture to its original location.
- Please ask for help at the Circulation Desk if equipment is not working; staff will report the problem to the Systems staff.

MSU LIBRARIES

COLLABORATIVE TECHNOLOGY LABS

12/2011

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.
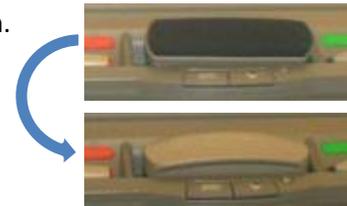
➜Connect your Laptop to the Smartboard
A short gray video cable is attached to the bottom of the Smartboard. You may connect it to your laptop.
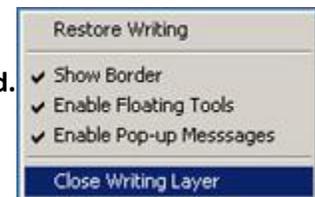
➜Troubleshooting
- Make sure the eraser is facing down in its tray
- Make sure the fake markers are settled in their trays
- To turn Smartboard tools off and use the mouse, right-click on the desktop and choose "Close Drawing/Writing Layer"
- When you log in to the computer, if a message asked if you 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
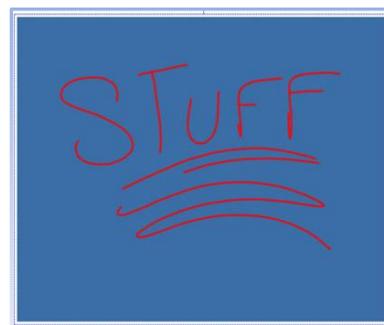
➔**For More Information: See the full SmartBoard Manual online at: http://bit.ly/l5n6X2**

Playing DVDs and Blu-Rays in
Smartboard Lab E118

1. Turn on the computer. The SmartBoard will turn itself on while the computer starts up.
2. Insert your disc into the computer's disc player. There may be a delay while the computer recognizes the disc.
3. Cancel or X out any pop-up windows about upgrading the viewer software.
4. For a Blu-Ray:
   a) Double click on the desktop icon, "Blu-Ray Disc Suite'
   b) Click on the 'Watch a Disc" button
   c) Click on "Watch a Blu-ray Disc move" button
   d) If the mouse doesn't work, use the arrow keys to move around the menu and hit the Enter key.
   e) Expand the viewing window
   f) Turn on the computer speakers (vary by room)
5. For a DVD disc:
   a) Insert disc, player will launch
   b) Expand the viewing window
   c) Turn on the computer speakers (vary by room)

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

COLLABORATIVE
TECHNOLOGY LABS

MSU LIBRARIES

12/2011

Video Camera

This lab is equipped with a Video Camera mounted in the ceiling. With the camera and provided software, you will be able to capture, trim, and save video in a variety of formats.

- 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 mounted in the ceiling 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.

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 made today 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

Import Media Files
Import a Media Folder

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.

Power Tools offer several more options:

Power Tools
- Video in Reverse
- Video Crop
- Video Speed
- Video Rotation

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

MSU LIBRARIES

COLLABORATIVE TECHNOLOGY LABS

12/2011

Produce / Save the Video

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

Printing Options in Room E118

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 the '1-NE' 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)

More ……

MSU LIBRARIES

COLLABORATIVE TECHNOLOGY LABS

- 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 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.