Collaborative Technology Labs User Instructions

E102

Room Policies

Using the Equipment:

Michigan State University LIBRARIES

- Host Computer
- Large Projected Display
- Controlling the Sound
- Laptop or Mobile Device
- Using the SmartBoard
- Using SMART Ink

Printing Options

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

Policies for using the collaborative lab Room E102:

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 Main Library's Patron Services Desk. Service counter located on the main library's first floor.

➔ Upon check-in, the patron will be issued a binder containing instructions. To avoid overdue fines, be sure to return the binder promptly at the end of your reservation!

➔ Please remember to log-out from the host computer and turn off the projector before you leave.

➔ Rooms must be left clean and tidy. Please return furniture to its original location, being careful not to bump or damage walls. If you adjust the computer workstation orientation, please do not move it away from the corner or put stress on cables.

➔ **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.

MSU LIBRARIES — COLLABORATIVE TECHNOLOGY LABS

Using the Equipment – *E102, part 1*

Host Computer

To start the computer…
- Make sure the host computer and Dell monitor located in the workstation are 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 projection screen, follow the steps below…

Large Projected Display

- The Crestron button panel mounted on the workstation is used to control the projector -
- Press the "Power" button located on the top row-left to turn on the projector.
- Please allow about 45 seconds for the projector to warm up.
- Select the Host PC as the source image to be viewed on the projected display.
- When you are finished, please turn off the projector by re-pressing the power button.

Controlling the Sound

The projector 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 button panel. You may also need to adjust the volume control on the computer or mobile device.

*If there is no display and the red led lights on the mouse and keyboard do not illuminate, make sure the host computer is turned on. If there is still no response, please ask for assistance at the main service desk.
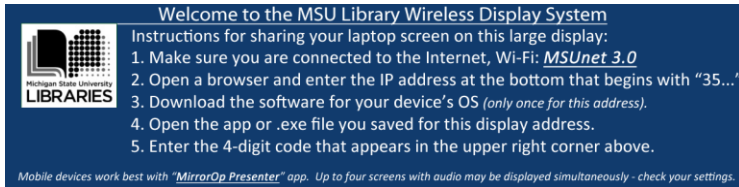
Using the Equipment – *E102, part 2*

(Additional WIPS illustrations to be added/substituted on this page… remove this line when finished)

Connecting Your Laptop or Mobile Device

Wirelessly share the screen of your laptop or mobile device on the projected display by following these instructions:

- Press the "Laptop" button on the control panel.
- Follow the instructions appearing on the large display…

- Make sure your device is connected to the wireless network: "MSUNet 3.0".
- Direct your browser to the full address that appears at the bottom of the screen: http://35.8.218.136
- Download and open the WIPS client application.
- Verify your Wi-Fi network connection, which must be one of the MSUnet networks.
- The same IP address above is used for the login box.
- Enter the 4-digit code from the upper right corner.
- Up to four devices may be displayed simultaneously.
- Use the WIPS application toolbar settings to select additional display and sound options.
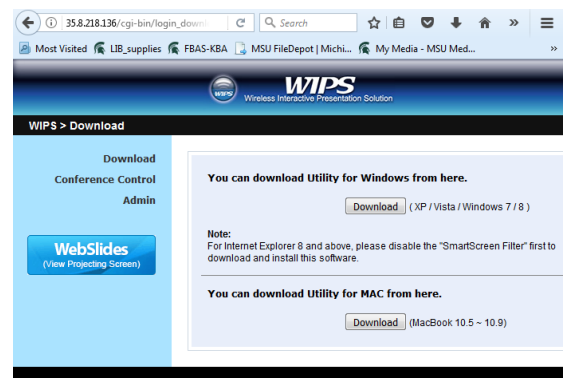
You may need to adjust your laptop display or audio settings when connecting to the projected display. Please ask for help if equipment is not working, and report any problems to library staff.

COLLABORATIVE TECHNOLOGY LABS

Using the Equipment – *E102, part 3*

Using the SmartBoard:

The wall mounted interactive SmartBoard will be automatically activated when you login to the host computer. Please allow a few minutes for all the applications and drivers to load.

<u>NOTE</u>: The SmartBoard features only work with the host PC and will not work when Laptop is selected.

➔ Without picking up any of the tray tools, touch your finger to the SmartBoard screen to act as the mouse for controlling Windows functions. Holding your finger on the screen for a few seconds emulates the right-click option.

➔ <u>**To Write on the SmartBoard**</u>:

Pick up one of the four colored virtual electronic markers to draw and annotate directly onto the screen. You can also use your finger to draw while the selected marking tool is removed from the tray. The color drawn will match the one removed from the tray. To stop writing, return the virtual marker to its matching color location on the tray. You can also override the drawing mode at any time by selecting one of the center mouse/keyboard buttons on the tray.

➔ <u>**To Erase on the SmartBoard**</u>:

Pick up the electronic virtual-eraser from the tray and wipe it over the screen area you wish to erase. To stop erasing, return the eraser to the center of the tray.

➔ <u>**To Use the Keyboard:**</u>

- Push the keyboard button located on the tray below the SmartBoard screen.
  A virtual mini-keyboard will appear on the screen.
- Touch a spot on the screen where you want the cursor to appear and the text to start.
  Touch the keyboard letters you want to type.
- This feature is also available while using a browser or Microsoft Office on the SmartBoard.

Using "SMART Ink":

<u>SMART Ink</u> allows you to annotate and use the SmartBoard features within various applications, such as a browser. The "SMARTInk" menu and tool bar will appear at the top of all compatible applications.

➔ To use SMARTInk in a browser window, click on "SMARTInk" at the top and make sure the "Turn on SMART Ink box" is checked.

➔ Select a pen color and thickness, or select one of the highlighters. You can now highlight portions or add notes and diagrams directly to a browser page.

➔ Use the SMARTInk "Capture" function to save your work. For more information, select the "Help" option.

COLLABORATIVE TECHNOLOGY LABS

MSU LIBRARIES

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, xlsm, 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.