

COLLABORATIVE TECHNOLOGY LABS



W-220

Room Policies

Room Technology

Printing Options

create

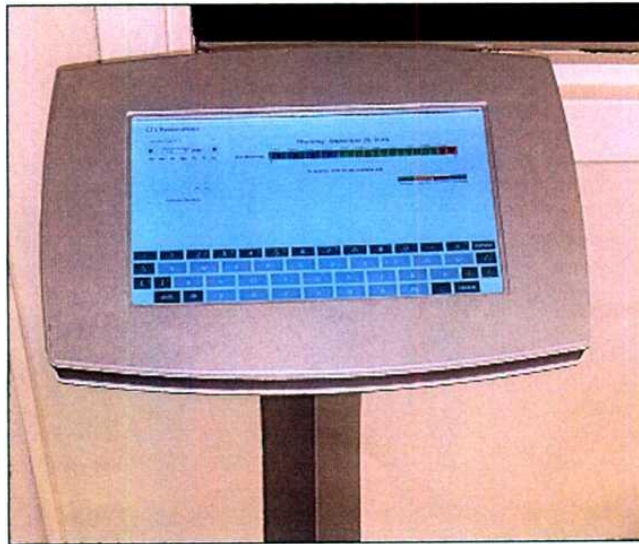
design

share

Policies for using the lab In Room W220

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 may be reserved ahead of time at the website
<http://booking.lib.msu.edu>
- Patrons may also reserve the room at the door, using the reservation kiosk.



- Each patron may reserve MSU Libraries Collaborative Technology Labs up to 2 hours per day.
- The checkout/check-in point for this lab is the MSU Hollander MakeCentral Service desk.
- Upon check-in, the patron will be issued a binder containing instructions. The binder must be returned immediately at the end of the reservation period.
- Patrons have the option of checking out a small box that contains dry erase markers, and erasing cloth.
- Rooms must be left clean and tidy; please return furniture to its original location.

Please report any problems you have with the equipment.

Connect and Use the Room Technology

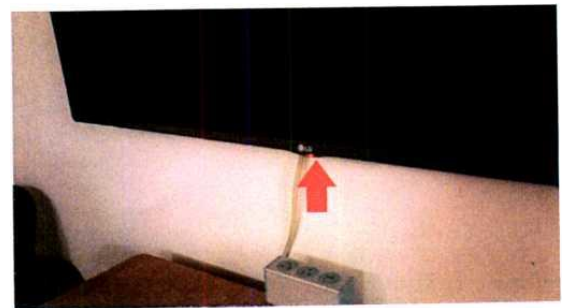
1. The monitor in the room should be on.

- The display system will be running a screen saver.
- The IP address and security Code will be displayed onscreen.
- Enter that IP address into your web browser to connect to the presentation software.



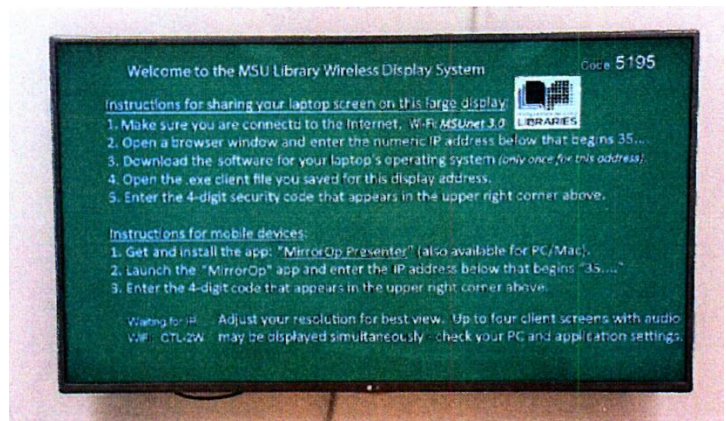
2. If the monitor in the room is off.

- The screen will be black.
- A red light will be visible at the bottom of the screen.
- Reach beneath the red light to find the power button. Press once to turn the monitor on.



3. Look at the screen(s) for connection information to wirelessly connect and project your screens.

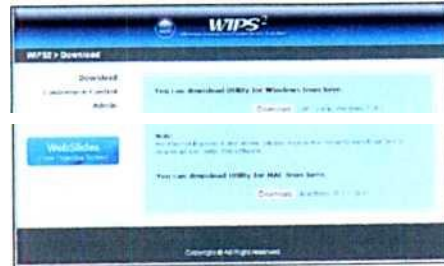
- If you are using a laptop, you can just browse to this address <http://35-8.219.80> to download the **Windows** or **Mac** software for your system.



- **Download the WIPS driver program.**
The download link is the first item in the menu.



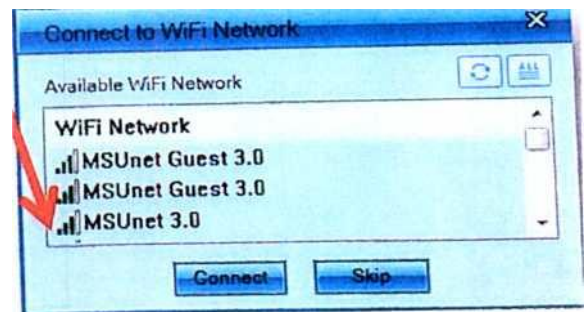
- **Select and Install your version of the software**
Run through the setup. Several popup windows may appear during this process. Adjust your screen as necessary to display them.



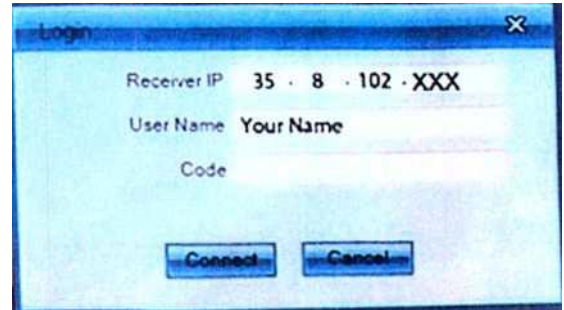
- The monitors may also be in screen saver mode; you will see the connection information flashing on the screen. You still need to download the software in order to connect.



- Verify which wireless network you are using (MSUnet 3.0, etc.)



- Type the IP address into the Login box
(35.8.219.80)



- Enter the 4-digit onscreen code. This number changes frequently, so you may have to update if necessary.



- Multiple laptops or Smartphone/Tablets may connect. Control where each is placed using the WIPS toolbar, or the settings in your Smartphone/Tablets' software

Optional Equipment (ask Reserves Desk Staff):

Dry erase markers and wiping cloth

Printing Options in Room W220

You will need to set-up your laptop for wireless printing.

Complete instructions can be found at:

<http://techbase.msu.edu/article.asp?id=23998&service=techbase>

Paying with MSU Print

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

<http://techbase.msu.edu/article.asp?id=23998&service=techbase>

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)



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Paying with Cash/Credit/Debit

The MakeCentral Service Desk 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 MakeCentral Service Desk does not accept Sparty Cash in payment.

Make Central 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 Service Desk 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 option. (PC only). The PC computer will print to the MakeCentral Service Desk plotter on 36" wide paper. The Macintosh will not. MakeCentral Service Desk staff will not release your job to the plotter until you appear in person at the MakeCentral Service Desk and ask for 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/plottinEfaq.jsp>

or ask for help at the MakeCentral Service Desk.



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