

# COLLABORATIVE TECHNOLOGY LABS



**W-308F**

**Room Policies**

**Using the Equipment**

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**Printing Options**

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

# Policies for using the collaborative lab In room W-308

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 Map Library Service counter located in the main library's west wing, room 308.
- ➔ Upon check-in, the patron will be issued a binder containing instructions. The binder must be returned immediately following the room reservation.
- ➔ Dry erase markers, eraser, video converter and wireless microphone are also available for checkout.
- ➔ Rooms must be left clean and tidy.

Please ask for help if equipment is not working, and please report any problems.



## COLLABORATIVE TECHNOLOGY LABS

# Using the Equipment

## Computer

The computer is a regular campus Windows image computer which requires login with a valid MSU NetID and password. During the login process, you will be asked “Which user account do you want to use to run this program?” Current User is already selected, Click OK.

The Control Unit on the top of the Tech Cart controls all the equipment in the room.



## Projector

To display the room’s computer onto the screen, press Display “On,” then select the device you wish to have projecting onto the screen. “PC” refers to the computer workstation in the room.



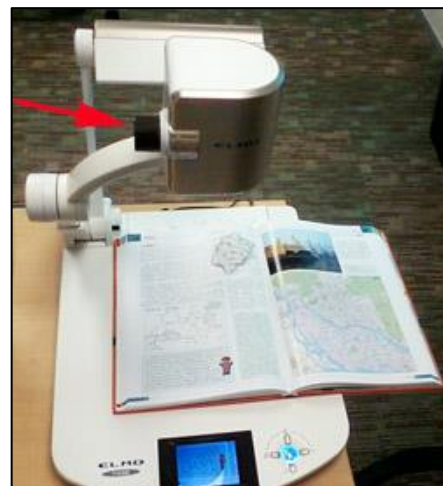
## Connect a Laptop

The Tech Cart has a VGA cable and a HDMI cable. A Mac/VGA converter is available for checkout at the Map Library Service Counter.

Connect your laptop, then press the “VGA Laptop “ button or the HDMI Laptop” button on the Tech Cart, depending on which cable you used for your laptop.

## Document Camera

The Document Camera is probably already on, though there is a large round power button you can press. The Document Camera can project onto the screen if you press the “Doc Cam” button on the Controller. Turn the black dial to adjust Zoom. Press in the button on the black dial to adjust focus.



## Sound

The sound from the lab computer or from your laptop can only be heard when that device is chosen on the Tech Cart Controller. Adjust sound using the Volume dial on the Control Panel.

A clip-on portable microphone is available for checkout from the Map Library service counter.

# Video Camera

This lab has a video camera mounted on the ceiling. It can be controlled entirely from the PC computer in the room. The recorded file can be saved to the computer.

- Click on the desktop icon, “Live Streaming Camera”
- Login with Username: maps; password: msulibrary
- The picture feeding from the camera should appear in the web browser along with control buttons.

## Zoom

- Click on “T” to zoom in (tight)
- Click on W to zoom out (wide)

## Pan

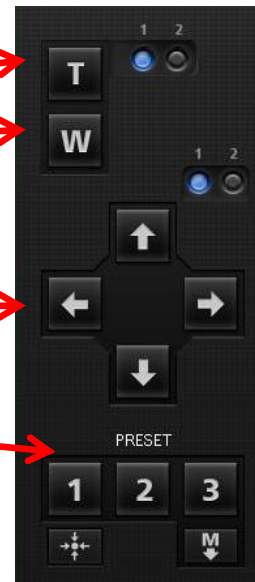
- Click on the arrows to move the camera sideways and up-down

**Preset Angles:** Some useful angles have been preset and can be used by clicking on Preset 1-2-3 buttons

- Preset 1 shows the computer workstation and the front of the room
- Preset 2 focuses directly on the computer workstation
- Preset 3 zooms in on a portion of the markerboard

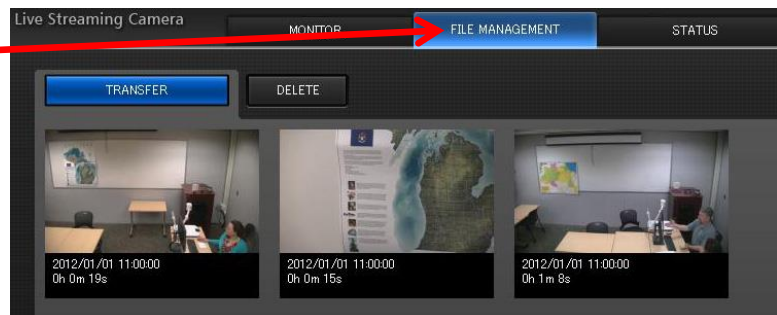
## Recording

- Click on the button with the red dot to begin a recording. You can record up to 20 minutes (if the camera’s memory begins empty)
- Click on the button with a square to stop recording.



**Transfer:** Transfer your file to your USB drive

- Click on “File Management” then choose your video to move it to your USB drive.



# Printing Options in Room W308

## 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 (1<sup>st</sup> floor Lobby, 2<sup>nd</sup> 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.

## Paying with Cash/Credit/Debit

The Copy Center is in the West Wing, 2<sup>nd</sup> floor of the main library. In addition to cash, credit and debit, they also accept University Department Account Numbers.

### 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)
- Color ‘ledger’ 11” x 17” single-sided (\$0.80 per sheet)
- Poster-sized printing option. 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.



**COLLABORATIVE  
TECHNOLOGY LABS**










RECORDING MODES AT A GLANCE

12

PATTERN MODE	PATTERN SETTING SYMBOL	SOUND SOURCE / DIRECTION	RECORDING APPLICATIONS			
<b>STEREO</b>			<i>vocals</i> 	<i>ensemble choir</i> 	<i>instruments</i> 	
<b>CARDIOID</b>			<i>podcasts</i> 	<i>voiceovers</i> 	<i>vocals</i> 	<i>instruments</i> 

RECORDING MODES AT A GLANCE

13

PATTERN MODE	PATTERN SETTING SYMBOL	SOUND SOURCE / DIRECTION	RECORDING APPLICATIONS		
<b>OMNIDIRECTIONAL</b>			<i>conference calls</i> 	<i>field recordings</i> 	<i>events/orchestras</i> 
<b>BIDIRECTIONAL</b>			<i>interviews</i> 	<i>instruments</i> 	<i>vocal duets</i> 