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-426J

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 this lab is the MSU Digital Multimedia Center (DMC) Service counter located in the main library’s west wing, room 426.
- Upon checkin, the patron will be issued a binder (this binder) containing instructions. The binder must be returned immediately following the room reservation.
- Rooms must be left clean and tidy.

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

Computer

To start the computers

- Touch the tabletop control panel to wake it up
- Press either “Win 7 PC,” “Mac Mini,” to turn on one of those computers
- Log into the computer using your MSU NetID and password
- Press “Power” on the tabletop control panel to project the computer image onto the large wall-mounted monitor

The Control Unit on the top of the Tech Cart controls all the equipment in the room. If the computers are powered down and won’t turn on, please ask for assistance at the service desk.

Connect a Laptop

The tech cabinet has a VGA cable and a HDMI cable. A Mac/VGA converter is available for checkout at the Digital Multimedia Center (DMC) Service Counter.

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

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 buttons on the Control Panel.
Video Camera

A webcam is available for checkout at the DMC service counter.

- Plug the USB cable into the monitor’s USB slot.
- Launch a program that will use the camera, such as
  - Skype
  - Zoom.us
  - Windows Movie Maker
Video Camera

- Not yet installed
Videoconferencing Options

Audio and Video conference hosting options:

- **Zoom.us**
  - **Free personal account** – anyone may create an online profile at [http://zoom.us](http://zoom.us) which offers unlimited sessions up to 40 minutes in length each and up to 25 participants connecting by telephone, computer, laptop, Polycom, or mobile device.
  - **Free MSU basic account** – any MSU person may go to [https://msu.zoom.us](https://msu.zoom.us) and log in with the MSU NetID and password. Unlimited sessions are available up to 40 minutes in length each and up to 25 participants connecting by telephone, computer, laptop, Polycom, or mobile device.

- **Skype**
  - **Personal free account** – anyone may create a free online account for unlimited free calls to other Skype accounts. See [http://www.skype.com](http://www.skype.com)

- **Adobe Connect**
  - Limited licenses are available to MSU Faculty and staff (and faculty sponsored graduate students) only. For more information see [https://connect.msu.edu](https://connect.msu.edu)

Please ask for help if equipment is not working, and please report any problems.
Printing Options in Room W426J

When you click on File --> Print you will see several 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](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 which is with the Digital Multimedia Center near the entrance.**

- 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)
*Also available from your laptop, see [http://netprint.msu.edu “Help”]

- 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](http://www.lib.msu.edu/howto/plottingfaq.jsp) or ask for help at the Copy Center desk.