W-426F
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Policies for using the Smartboard lab
In room W-426F

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](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. These items must be returned immediately by the end of the reservation period. To avoid overdue fines, be sure to return the binder promptly at the end of the reservation period!
- Rooms must be left clean and tidy; please return furniture to its original location.

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

- On the desktop control panel, press either “Win 7 PC,” OR “Mac Mini,” to use one of those computers
- Wake up the computer monitor and log in using your MSU NetID and password.
- To turn on the projector, look on the desktop control panel for the On/Off button. Please do not touch the overhead projector.
- When you are finished with the room, please hit the On/Off button again to turn the projector off.
Connect Your Laptop to the Projector

You can send your laptop’s image (PC or Mac) through the projector to the screen by downloading and installing a special driver.

- On the white desktop control panel, press the “Laptop” button
- Instructions pop up on the screen
- See that your laptop is connected to the MSUNet wireless network.
- Direct a web browser to [http://35.8.102.132](http://35.8.102.132)
- Download the WIPS driver program
- Run through the Setup. Several pop up windows will require your attention; shrink your applications to reveal them
- Verify which wireless network you are using (likely MSUNet 3.0)
- Type the IP address into the Login box (35.8.102.132)
- Type the 4-digit code (projected onto the screen in the upper right corner)
- Multiple laptops may connect. Control where each image is on the screen by using the WIPS toolbar

Figure 1: WIPS Toolbar
Using the SMART Board

The Smart Board will turn on by itself when the projector turns on. 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. Write on the board using either your finger or the fake marker. 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 use a keyboard on the Smartboard display
- 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.
- The “SmartInk” menu will appear at the top of application windows on the PC only (not your connected laptop). From here you can capture and save any markings you’ve made.
Printing Options in Room W426F

When you click on File --&gt; 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](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**
- 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 ($0.05 per side)
- Black and white ‘legal’ 8.5” x 14” single-sided ($0.05 per sheet)
- Black and white ‘ledger’ 11” x 17” double-sided ($0.10 per side)
- Black and white ‘ledger’ 11” x 17” single-sided ($0.10 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)

More .........
- 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.