

# COLLABORATIVE TECHNOLOGY LABS



**W-426F**

**Room Policies**

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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>
- ➔ 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.



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# Starting Up the Room

- To turn on the projector, look on the desktop control panel for the Display On button. Please do not touch the overhead projector.



- On the desktop control panel, press either “Win 7 PC,” OR “Mac Mini,” to use one of those computers



- Wake up the computer monitor (by moving the mouse) and log in using your MSU NetID and password.

## When you Leave

- Log out of the computer
- Hit the **Display Off** button to turn the projector off.

## Troubleshooting

If the screen remains blank:

- Make sure “Display On” is lit on the desktop control panel
- Wiggle the mouse
- Switch input between PC & Mac, wait for it to switch, then switch it back

# 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.

1. On the white desktop control panel, press the "Laptop" button
2. Instructions pop up on the screen
3. Make sure your laptop is connected to the MSUNet wireless network.
4. Direct a web browser to <http://35.8.102.133>
5. Download the WIPS driver program
6. Run through the Setup. Several pop up windows will require your attention; they may be hiding behind other windows
7. Verify which wireless network you are using (likely MSUNet 3.0)
8. Type the IP address into the Login box (35.8.102.133)
9. Type the 4-digit code (projected onto the screen in the upper right corner)
10. Multiple laptops may connect. Control where each image is on the screen by using the WIPS toolbar



**Note:** Your laptop will likely change resolution. When you are finished projecting your laptop, you will need to change your resolution back manually



# Using the SMART Board



The Smart Board will turn on by itself when the projector turns on. Activate the markers by clicking the icon on the on-screen Smartboard Menu

## →To write on the Smart Board:

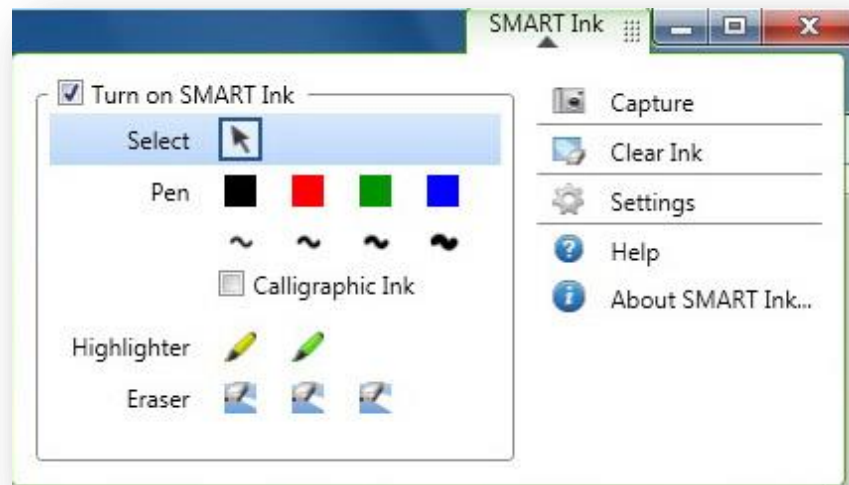
Click the marker tool on the on-screen menu. Write on the board using either your finger or using one of the fake marker lying on the tray.

## →To erase on the Smart Board:

Click the eraser tool on the on-screen menu.

## →To use a keyboard on the Smartboard display

- Choose the keyboard in the on-screen menu. Use your finger to place your cursor where you want to type.
- 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 --> 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> (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 – Select printer '4-West B/W,' Pick up in the DMC

- Double-sided 'letter' 8.5" x 11" is the default print option (1-e-token per side)
- Single-sided 'letter' 8.5" x 11" (1-e-token per sheet)
- Single-sided 'ledger' 11" x 17" (2 e-tokens per sheet) – Pick up at 1<sup>st</sup> Floor Lobby

### E-token Color options - Select Printer LobbyColor, Pick up at 1<sup>st</sup> 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, 2<sup>nd</sup> 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 – Select printer 'CopyCenter B/W'

- 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 (\$.10 per side)
- Black and white 'ledger' 11" x 17" single-sided (\$.10 per sheet)

### Copy Center Color options – Select printer 'CopyCenter Color'

- 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)

More .....



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- Color 'ledger' 11" x 17" double-sided (\$0.80 per side)
- Color 'ledger' 11" x 17" single-sided (\$0.80 per sheet)



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Sept 2014