Technology Session

January, 2018

law.indiana.edu/lawlibrary/services/computing.shtml
Technology Session

Today's topics
- Facilities
- Printing
- Networking
- Digital exams
- E-Mail
- Resources
- Good computing practices
- Services
- Post graduation
- Contact info
Facilities

Law library lobby computing cluster
Facilities

Law library lobby computing cluster

Workstations
  · 15 Windows 10 64-bit Workstations
  · Software  Microsoft Office Suite 2016, Acrobat DC and Adobe Suites

Peripherals
  · 2 flatbed scanners

Printers
  · 4 IU-LS-PRN-PR07 Swipe Card release stations
Facilities

Law library computer lab
Facilities

Law library computer lab

Workstations
- 15 Windows 10 64-bit machines
- Software: Microsoft Office Suite 2016, Acrobat DC & Adobe Suites

Peripherals
- 2 flatbed scanners
- 1 document feed scanner

Printers
- 1 IU-LS-PRN-PR07 swipe card release station

*Dedicated computing space for law students
Printing

Print Allotments
As a law student, you are issued:
  1000 pages per academic semester (40 credits) (fall, spring, summer) from Indiana University

Double sided printing counts the same as single sided printing
  • Uses same amount of ink

Print credits (refund for poor quality)
  • Call 812-855-3802 or visit Technology Center Consulting in Wells Library

Check your allotment- crimsoncard.iu.edu
  • Choose “Account Login” and select “Login” under “Manage Account”

Printing at IU Knowledge Base Information
  • https://kb.iu.edu/d/besp

More information about IU Print Allotments
  • https://kb.iu.edu/d/aouh#about
Check your print allotment – crimsoncard.iu.edu
Or the printer can inform you when you sign in

- **0.00**
  - CRIMSONCASH BALANCE

- **3.12**
  - DEPARTMENTAL PRINT BALANCE

- **9.00**
  - IU PRINT ALLOTMENT BALANCE

**About**

**Deposit**

Deposit funds into your CrimsonCash account using MasterCard, Visa, American Express, JCB, or Discover.

**Bursar** - This option is limited to students enrolled at Indiana University. Students can authorize a charge to the University Bursar account. Charges billed to the Bursar account must be paid in full by the billed due date.

[Deposit]
Printing

All workstations in law library default to IU-LS-PRN-PR07

Printing from your laptop

- Use IU Student Print Queue Software or Mobile Print Website-
  mobile.print.iu.edu
- https://kb.iu.edu/d/ammz

Best practices

- Save a copy of your file(s) to the desktop/desired folder, and then print, especially if printing PDF’s directly from Canvas/online resources
- Wait 1-2 minutes before releasing print jobs
- Keep track of allotment – crimsoncard.iu.edu
- Send PDF’s as PDF image
  - If a PDF file doesn’t print, this is more than likely the solution.
Printing

Print Release Stations
Printing

Print Release Stations
Available Wireless Networks:

- AT&T WIFI: Free, but not secure and slower than IU Secure
- IU Secure: Faster and more secure - Prompts for IU credentials to connect
- Eduroam: For students from other universities without IU credentials
You will receive information via E-mail regarding
- Downloading the SofTest ExamSoft digital blue book software
- Log-in information pertinent to downloading/using software
- Instructions regarding registration, exam downloads/uploads

Mac users
- If you are running OS X Mountain Lion, upgrade to OS X Mavericks, Yosemite or El Capitan. If you have OS X Mavericks, Yosemite, El Capitan or macOS Sierra you are OK.

Windows users
- 7, 8, 8.1, and 10 are supported.
*iOS and Android devices are not supported for digital exams
Available accounts (https://kb.iu.edu/d/adiz)
- UMail- Google
- Exchange- Microsoft
UMail vendor password
- https://kb.iu.edu/d/awtn

Accounts Management
- One.iu.edu- Email Management (Can Set Email Forwarding), Passphrase Reset
- Create additional email address, email forwarding, change passphrase

Adding email to mobile devices:
- iOS: https://kb.iu.edu/d/bami
- Android: https://kb.iu.edu/d/bbcr

Can access Umail account directly: umail.iu.edu
Resources

**Knowledge Base**
- kb.iu.edu

**IUanyware**
- iuanyware.iu.edu

**IUware**
- iuware.iu.edu

**Cloud Storage**
- box.iu.edu
- https://kb.iu.edu/d/bbox

**University Information Technology Services (U.I.T.S)**
- 812-855-6789
- ithelp@iu.edu
- ithelplive.iu.edu
- uits.iu.edu
- walk-in locations
Good computing practices

Anti-virus program
- Both Windows & Mac platforms need **ONE** anti-virus program
  - Also, Malwarebytes (anti-malware software)
  - Yes, Macs can get viruses

Operating system updates
- Apply Windows/Mac updates routinely

Manufacturer updates
- Visit e.g. Dell, Sony, Asus, HP website to check for driver updates specific to your model—some manufacturers include update utility

Save to multiple locations
- Local computer, flash/external drive(s) (ExFat is the cross-platform file system), cloud storage
Stay away from peer-to-peer file sharing programs.

- Cannot unblock UIPO access block

Do not interrupt the installation of system updates - Windows & OS X

- Can corrupt the OS and you can potentially lose EVERYTHING

Workstation log-off/lock

If experiencing wireless issues, try turning off/on wireless first

E-mail
  • Will never receive an E-mail from the university or any of the encompassing departments to follow a link to verify/update information
Services

Hardware
- Component replacements (Hard Drive and RAM)
- Limited mobile device support
- Best for me to not touch in-warranty devices

Software
- OS re-installs
- Malware & virus removals
- “Optimizations” - fix slow machines
- Software installations

Data:
- Data back up
- Data recovery (if HD crashed or data was mistakenly deleted)

Networking
- Connectivity troubleshooting and other wireless issues
Post Graduation

Mail
- https://kb.iu.edu/d/ayni
- https://kb.iu.edu/d/banv

Box
- https://kb.iu.edu/d/bbru

Downloaded/Licensed Software
- https://kb.iu.edu/d/agze

Accounts
- https://kb.iu.edu/d/auow
Garron Quimby
Computer Support Specialist
lawlibcc@indiana.edu
812-855-9777
Desk hours: go.iu.edu/4a8 - Information will be hosted here, too
Schedule an appointment: lawlibcc@indiana.edu
• If I am unavailable, please...
• If there are reoccurring issues related to wireless connectivity, printing, etc., please communicate with me.
• Assistance is limited to your equipment while in school
• Computer lab digital sign information
• Computer lab cellphone policy
• Appointments take priority over walk-ins
• My schedule
Questions?