Technology Session

https://law.indiana.edu/lawlibrary/services/computing.html
Technology Session

Today’s topics

- Facilities
- Printing
- Networking
- Digital exams
- E-Mail
- Resources
- Good computing practices
- Services
- Contact info
Facilities

Law library lobby computing cluster
Facilities

Law library lobby computing cluster

Workstations:
- 15 Windows 10 workstations
- Software: Microsoft Office Suite (Newest Available), Acrobat DC and Adobe Suites (Newest Available)

Peripherals:
- 2 flatbed scanners

Printers:
- 4 IU-LS-PRN-PR07 swipe card print release stations
Facilities

Law library computer lab
Facilities

Law library computer lab

Workstations:
- 15 Windows 10 workstations
- Software: Microsoft Office Suite (Newest Available), Acrobat DC & Adobe Suites (Newest Available)

Peripherals:
- 2 flatbed scanners
- 1 document feed scanner

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

*Dedicated computing space for law students*
Print Allotments

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

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

Check your allotment:
• crimsoncard.iu.edu or https://cardmgmt.uits.iu.edu/online/myaccounts

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
Printing

Check your print allotment – https://cardmgmt.uits.iu.edu/online/myaccounts.
Or the printer can inform you when you sign in.

Card Management

<table>
<thead>
<tr>
<th>MY ID CARD</th>
<th>GET A NEW CARD</th>
<th>MY ACCOUNTS</th>
<th>DEPOSIT</th>
<th>SUPPORT</th>
<th>MY PROFILE</th>
<th>GARRON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balances &amp; History</td>
<td>PrePay Options</td>
<td>Payroll Advance</td>
<td>Home</td>
<td>MY ACCOUNTS</td>
<td>Click on a plan below to see a detailed transaction history.</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Balance</td>
<td>Start Date</td>
<td>End Date</td>
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<td>IU Print Allotment</td>
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<td>08/14/2017</td>
<td>08/14/2018</td>
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<td>IU Print Departmental</td>
<td>3.12</td>
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</table>
All workstations in the law library default to “BL_LW_BW1”.

Printing from your laptop:

- Use IU Print BYOD Software or Mobile Print Website - [mobile.print.iu.edu](http://mobile.print.iu.edu).
- IU Print BYOD software - [https://kb.iu.edu/d/amhs](https://kb.iu.edu/d/amhs).

Best practices:

- Save a copy of your file(s) to the desktop/desired folder, and then print, especially if printing PDFs directly from Canvas/online resources.
- Wait 1-2 minutes before releasing print jobs.
- Track allotment at [https://cardmgmt.uits.iu.edu/online/myaccounts](https://cardmgmt.uits.iu.edu/online/myaccounts), or swipe student ID at printer.
Printing

Print Release Stations
Available Wireless Networks:

- **Eduroam**: Currently for students from other universities without IU credentials. You can print wirelessly from this network. **December 22nd, 2021: Eduroam will replace IU Secure as the main wireless network for Indiana University Bloomington.**

- **IU Secure**: Faster and more secure than IU Guest. Prompts for IU credentials to connect/uses security certificate. You can print wirelessly from this network as well.

- **IU Guest**: Anyone can connect, but not as secure and slower than IU Secure. Intended for use by campus visitors/IU Secure is not available.
Digital Exams

You will receive information via E-mail regarding:

- Login information pertinent to downloading/using software.
- Instructions regarding registration, exam downloads/uploads.

System Requirements for Examplify:

https://examsoft.com/resources/examplify-minimum-system-requirements

*iOS and Android devices are not supported for digital exams.
Available accounts:
  · Gmail At IU - Google
  · Exchange - Microsoft

Access Exchange: [http://mail.iu.edu](http://mail.iu.edu)
Access Gmail At IU: [https://uits.iu.edu/services/accounts-and-email/gmail](https://uits.iu.edu/services/accounts-and-email/gmail)

Accounts Management:
  · One.iu.edu > Email Management: Set email forwarding, create new email address, set primary email address

Adding email to mobile devices:
  - iOS: (Gmail At IU) [https://kb.iu.edu/d/apqh#ios](https://kb.iu.edu/d/apqh#ios)
    (Exchange) [https://kb.iu.edu/d/bgfl](https://kb.iu.edu/d/bgfl)
  - Android: (Gmail At IU) [https://kb.iu.edu/d/apqh#android](https://kb.iu.edu/d/apqh#android)
    (Exchange) [https://kb.iu.edu/d/bgig](https://kb.iu.edu/d/bgig)
Resources

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

Knowledge Base
kb.iu.edu

IUanyware
iuanyware.iu.edu

IUware
iuware.iu.edu

Cloud Storage
OneDrive at IU- https://kb.iu.edu/d/aewd
Google Drive at IU- https://uits.iu.edu/google

1L Resources
http://law.indiana.libguides.com/1L

Circulation and Interlibrary Loan
http://law.indiana.libguides.com/circulation
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.

Save to multiple locations:
- Local computer, flash/external drive(s)
- ExFat is the cross-platform file system.
- Cloud storage such as OneDrive, Google Drive, Dropbox.
• 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.

• Email
  - 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 – Email setup/Connect to Wi-Fi
- Best for me not to touch in-warranty devices

Software:
- Operating system 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 on personal laptops and smartphones.
Closing thoughts

• 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.
Garron Quimby
Computer Support Specialist
lawlibcc@indiana.edu
812-855-9777

Desk hours:
https://law.indiana.edu/lawlibrary/services/computing.html

Schedule an appointment:
https://law.indiana.libcal.com/appointment/69156

Get support through Zoom - Meeting ID: 628 046 759
https://iu.zoom.us/j/628046759