

Technology Session

<https://law.indiana.edu/lawlibrary/services/computing.html>



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BLOOMINGTON

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



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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



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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



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Printing

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

MY ID CARD | GET A NEW CARD | MY ACCOUNTS | DEPOSIT | SUPPORT | MY PROFILE |  GARRON

Balances & History

PrePay Options

Payroll Advance

Home
MY ACCOUNTS

Click on a plan below to see a detailed transaction history.

Description	Balance	Start Date	End Date
CrimsonCard	0.00		
IU Print Allotment	8.60	08/14/2017	08/14/2018
IU Print Departmental	3.12		



Printing

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.
- IU Print BYOD software - <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>, or swipe student ID at printer.



Networking

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:

- Downloading the Exemplify ExamSoft digital blue book software.
- Login information pertinent to downloading/using software.
- Instructions regarding registration, exam downloads/uploads.

System Requirements for Exemplify:

<https://examsoft.com/resources/exemplify-minimum-system-requirements>

*iOS and Android devices are not supported for digital exams.



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E-Mail

Available accounts:

- Gmail At IU - Google
- Exchange - Microsoft

Access Exchange: <http://mail.iu.edu>

Access Gmail At IU: <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>
(Exchange) <https://kb.iu.edu/d/bgfl>
- Android: (Gmail At IU) <https://kb.iu.edu/d/apqh#android>
(Exchange) <https://kb.iu.edu/d/bgig>



Resources

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>

University Information Technology Services
(U.I.T.S)

- 812-855-6789
- ithelp@iu.edu
- ithelplive.iu.edu
- uits.iu.edu
- walk-in locations

1L Resources

<http://law.indiana.libguides.com/1L>

Circulation and Interlibrary Loan

<http://law.indiana.libguides.com/circulation>



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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.



Good computing practices (cont.)

- 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.



Contact Info

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>



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