

Service

■ Getting an email address for this university

-Undergraduate students (Gmail)

You may get a new email address during the orientation for new students.

-Staff, graduate students & others (Active!mail)

You may apply for an email address through any campus LAN computer.

■ Use of Webmail

You may access your SUMS account through the SUMS homepage.

Storage limit: Gmail: Unlimited, Active!mail: 10GB.

■ Use of Campus LAN

You may connect your network devices to the Campus LAN after applying for a network connection for each device.

※You may use the campus LAN network after you apply for a network connection.

! If you want to connect your computer to the campus LAN, first make sure to install the antivirus software provided by the MMC.

■ Use of antivirus software

Please install antivirus software onto all computers that you use for SUMS work or study, on campus or off campus.

■ Attendance of various lectures

You may attend MMC hosted lectures if you make a reservation.

We will announce the lecture schedule on the MMC homepage and by email to all members of this university.

■ Lending service (Staff and graduate students only)

You may borrow MMC computers and projectors if you make a reservation from the MMC homepage.

Other services

- Setting up a homepage
- VPN service
- etc...

Rules

The following acts are strictly prohibited in the MMC:

- Smoking
- Bringing food and drink
- ※No drinks allowed with the exception of reclosable drink bottles. (Please keep the lid closed except when you are drinking.)
- Use of cell phones
- Chatting in a loud voice
- Installing software onto MMC computers

※Please use the campus LAN according to the "Shiga University of Medical Science Information Security Policy", "Shiga University of Medical Science Information Network Internal Regulations", "Internal Regulations about Information through the Shiga University of Medical Science Homepage"

We deal severely with problem users:

- Prohibition from using MMC
- Prohibition from using campus LAN
- Forfeiture of email address

Notes

- ※Please change your SUMS-issued email password immediately after getting it.
- ※Please come to the MMC counter with your staff or student ID card when you forget your email password. Telephone and email requests are not allowed. You may get a new password after the MMC staff checks your ID, however it will not be useable until the next business day.

Other (User support, contact)

- ※If you have any questions about using the campus LAN, please come to the MMC counter.



Shiga University of Medical Science
(SUMS)

Multi Media Center User Guide

Shiga University of Medical Science
Multimedia Center

ZIP: 520-2192
Seta Tsukinowa-cho, Otsu City, Shiga, JAPAN
TEL : (+81)77-548-2145
E-mail : admin@belle.shiga-med.ac.jp
<http://www.shiga-med.ac.jp/mmc/>

MMC Guide

Admission

A staff ID, student ID or library card is not needed to enter the MMC during business hours. (Print Room, Kaigishitsu(Meeting Room)A~D)

Use of MMC controlled computers

You may use Windows or Macintosh computers in the MMC, General Education and Research Building, Basic Medicine Education and Research Building, School of Nursing Building, Student Center (Cafeteria).

How to login to the computer

User name: The part before "@" of email address
Password: password for email address

※Storage limit: 3GB

※You may borrow a SD card reader, head set and so on at the MMC counter.

※With the computers in the MMC, you cannot use USB memory as a general rule. Please use the USB memory of the admitted model if necessary. (You may borrow it at the MMC counter)

Use of the printer in the MMC

You may print up to 500 points worth of prints per year from the five on-demand printers in the MMC. (Monochrome: 1 point/sheet, Color: 4 points/sheet)

Paper is provided with all the printers.

※You may print out data from any MMC computer to any printer in the MMC

※Please enter your email account and password on the touchscreen beside the printer when you use the printer.

Staff & graduate students only

Use of Nyushutsuryoku-shitsu (Print room)

You may use a large format printer, high quality printer, x-ray film scanner, laminating machine and CD/DVD copy machine in the Print Room.

Use of Meeting Room and Conference Room

You may use the Kaigishitsu(Meeting Room)A~D or Cyber Conference Room when you make a reservation.

※Please check the white board near the MMC counter or homepage to see the room reservation schedule.

※Please make a reservation through the homepage if you want to use the room.

※We cannot support users in the Print room outside of business hours (e.g.: loading paper).

Anyone with a SUMS email address may use the MMC rooms. (Except for the Print Room, Meeting room & Cyber-conference rooms)
※LAN cables are available for connecting your devices

2F Hall

Open 24 hours
Macintosh computers(4), LAN cables(4)

Browsing Corner

Open 24 hours
Windows computers(12), printer(1), scanners(3)

Nyushutsuryoku-shitsu (Print Room)

24 hours :Touch your ID card

large format printer, high quality printer, x-ray film scanner, laminating machine, CD/DVD copy machine, etc.

Staff & graduate students only

Kaigi-shitsu(Meeting Room)A~C

Weekdays with reservation
Chairs(12), LAN cables(12),60inch monitor (RoomA:55inch monitor) , screen

Staff & graduate students only

Kaigi-shitsu(Meeting Room)D

Weekdays with a reservation
Chairs(34), projector(1), LAN cables(24) , screen

Staff & graduate students only

Cyber Conference Room

Weekdays 8:30-24:00 (19:00-24:00 :Touch your ID card)

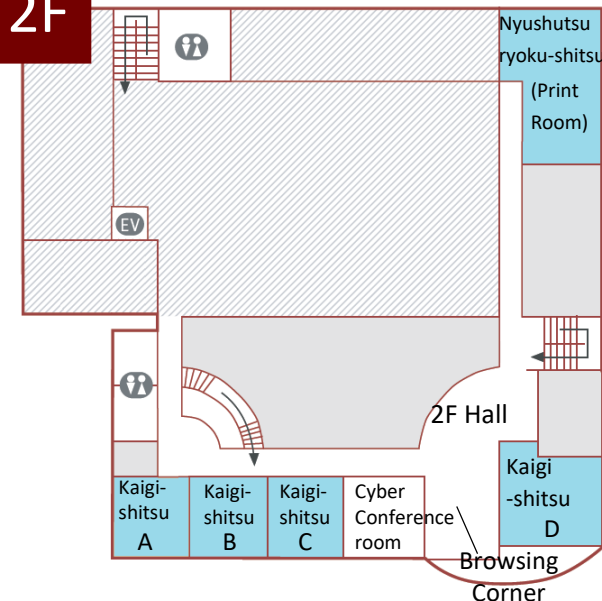
To use computer : No-reservation time

For meeting : Reservation of Staff & graduate students only.

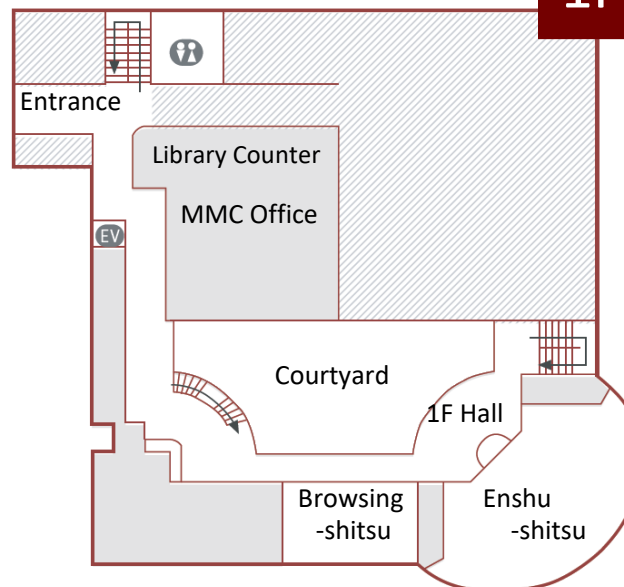
Mac computers(4), Windows computers(6)

Chairs(10), LAN cables(10),50inch monitor, screen

2F



1F



Counter

Weekdays 9:00-17:15, 17:15-20:00* Saturday 13:00-17:00*
*Library staff responds until 17:15 in weekdays.

1F Hall

Open 24 hours

Windows computers(4), printer(1), scanners(2), LAN cables(4)

Enshu-shitsu(Computer Practice Room)

Weekdays 9:00-19:00

Windows computers(82), printers(2)

Browsing-shitsu(Computer Room) 7:00-24:00

(7:00-8:30,19:00-24:00 and holiday : Touch your ID card)

Windows computers(36), printer(1)



Cafeteria

1F: Windows computers(4)

2F Lounge:

Windows computers(5)

Nursing Building 1F 4F

Windows computers(4),

Printer(1)

(Bring your own paper)

General Education and Research Building 5F 5th lecture room

Windows computers(60)

There is more...