

# Service

## ■ Email services

### -Undergraduate students (Gmail)

Your new email address will be provided during the orientation for new students.

### -Staff, graduate students & others (Gmail)

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

※Please change your initial password for email account immediately after getting it.

※If you have forgotten password for email, please come to front desk at MMC with your staff or student ID card. After verifying your ID, we will reset your password. The new password will be effective from the next business day. We do not accept reset requests over phone or via email.

## Usage limits

Storage quota of Google Workspace (Gmail, Google drive, etc.)

- Undergraduate students : 25GB
- Staff and graduate students : 50GB

Data stored on Google drive can only be shared with users within the University.

! "Multi-factor authentication" is required for signing into Gmail from 'off-campus'.

Top page of MMC website →

"Multi-factor authentication" button on the right side of the page

## ■ Campus LAN

To connect your computers to the campus LAN, you need to fill out network connection request form for each device.

! It is required to install antivirus software on any PC that connect to the campus LAN.

## ■ Antivirus software

MMC provides antivirus software for computers that connect or may connect to the campus LAN. It can be installed on computers owned by individuals.

## ■ Microsoft Office 365 license

Office 365 A3 licenses, which includes office desktop apps, are granted to Students and staff who work at the University. Office 365 A1 licenses, which includes web-based office apps, are granted to staff who only work at the hospital. You can use 1TB (A3) or 100GB (A1) of OneDrive storage.

## ■ Seminars

MMC periodically hosts educational seminars on software usage, cybersecurity, and related topics. The seminar schedule will be announced on the MMC website and by email.

## ■ VPN Service(FortiClient VPN)

When you access Web class, online journal etc. from off-campus, VPN client and CA certificate are required. (To set up the FortiClient VPN, the multi-factor authentication is required.)

## ■ Lending service (Staff and graduate students only)

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

# Rules

The following acts are strictly prohibited in the MMC:

- Smoking (No smoking on the campus.)
- Bringing food and drinks
- ※You may bring only drinks in bottle with closable cap. (Please keep the cap closed except when drinking.)
- Use of cell phones
- Chatting in a loud voice
- Installing software onto MMC computers

※Please use the campus network in accordance with the University's "Information Security Policy", "Internal Regulations on Information Network", and "Internal Regulations on Posting Information on Websites"

Users who do not adhere to the rules will face strict measures such as:

- Prohibition of MMC usage
- Prohibition of accessing the campus LAN
- Suspending email account

# 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)77-548-2098  
E-mail : [admin@belle.shiga-med.ac.jp](mailto:admin@belle.shiga-med.ac.jp)  
<https://www.shiga-med.ac.jp/mmc/>

# MMC Guide

## How to enter MMC

A staff ID or student ID card is not needed to enter the Enshu-shitsu and Browsing-shitsu during business hours.  
 \*An ID card is needed to enter the Print Room and Kaigishitsu(Meeting Room).

## Computers available for users

You may use Windows or Mac computers in the MMC, General Education and Research Building, School of Nursing Building (1F/4F) and Student Center (Cafeteria 1F / Lounge 2F) etc.

### How to login to the computer

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

※Storage limit: 5GB

※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 front desk)

## Printing in the MMC

You receive 500 print points each academic year. Any of five on-demand printers in the MMC can be used for printing. (Monochrome: 1 point/sheet, Color: 4 points/sheet)

※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

## Print Room (Nyushutsuryoku-shitsu)

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.

## Meeting Room (Kaigi-shitsu)

Meeting room reservations can be made online through our website.

※Please check the monitor in front of the classroom or homepage to see the room reservation schedule.

※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 )

※LAN cables are available for connecting your devices

### 2F Hall Open 24 hours

6 Mac computers, wired LAN

### Browsing Corner Open 24 hours

12 Windows computers, 1printer, 3 scanners

### Print Room (Nyushutsuryoku-shitsu)

Open 24 hours, ID card is required to unlock entrance door.  
 large format printer, high quality printer, laminating machine, CD/DVD duplicator, etc.

Staff & graduate students only

### Meeting Room (Kaigi-shitsu) Red, Blue

Open on weekdays, reservation required  
 12 Chairs, wired LAN, 60inch LCD monitor, screen

Staff & graduate students only

### Meeting Room (Kaigi-shitsu) Green

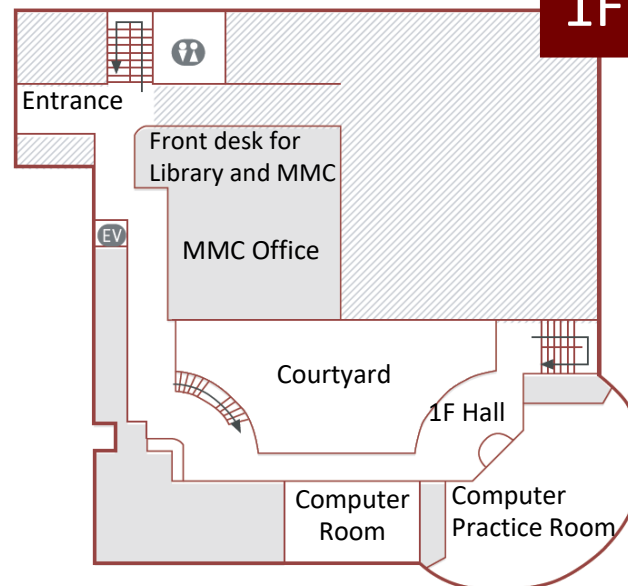
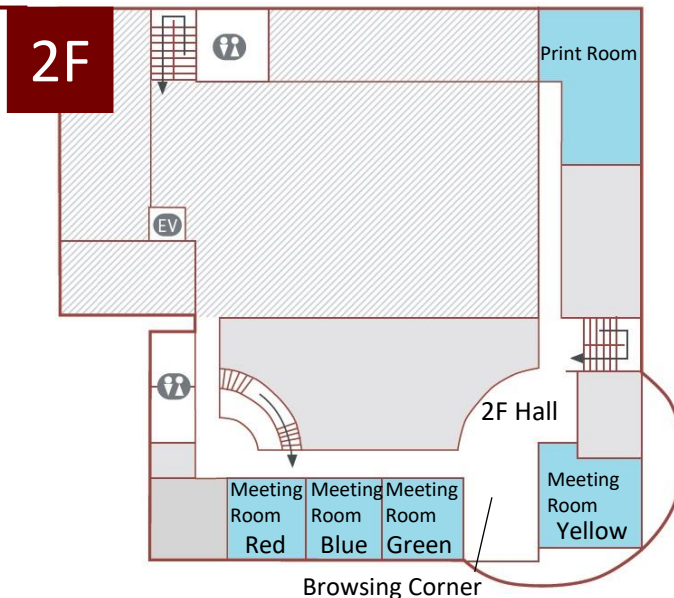
Open on weekdays, reservation required  
 12 Chairs, wired LAN, 50inch LCD monitor, screen

Staff & graduate students only

### Meeting Room (Kaigi-shitsu) Yellow

Open on weekdays, reservation required  
 34 Chairs, projector, wired LAN, screen

Staff & graduate students only



### Front desk

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

### 1F Hall

Open 24 hours  
 Windows computers(4), Mac computers(2), printer(1), LAN cables

### Computer Practice Room (Enshu-shitsu)

Weekdays 8:00-19:00  
 Windows computers(82), printers(2)

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

(Weekday:7:00-8:00,19:00-24:00 and holiday : Touch your ID card)  
 Windows computers(36), printer(1)



### General Education and Research Building

1F:Student Lounge (4)

### Nursing Building 1F 4F

Windows computers(4),  
 Printer(1)  
 (Bring your own paper)

There is more...