

## Lab Services

### **Binding**

Want to make your homework, portfolio, or any book report look more professional? Our lab offers a binding service to give your work a professional edge. Binding is \$2.00. We accept DuckBucks and BTC account funds only.

### **Lamination**

Laminating services for any papers, flyers, or posters that are the average printing paper size (8"x11.5"). Cost is \$1.00 per paper. Duck Bucks and BTC account funds only.

### **M Drive**

Any declared business major or minor has a space in the College of Business' network called the M drive. The M drive is where you can save all work done on the lab computers and can access again next time you log on to any computer from the school. See front desk for more information on how to access the M drive from school and home.

### **Practice and Study Rooms**

Business students can reserve rooms 263 Lillis and 205 Peterson for a maximum of 2 hours. Appointments can be made here (add link) or call 541-346-3244 to see if rooms are available. Call or see the front desk in Chiles 326 for more information.

## Equipment

Our lab has many important items students can rent out for a few hours. The following are items available for students to check out and use for an allotted period of time\*:

**Calculators-** Graphing and scientific

**HDMI/VGA Adapters-** Adapters suitable for any Mac or PC for presentation purposes.

**Phone chargers-** iPhone and Android phone chargers available.

**Laptop Chargers-** Chargers for all Mac laptops available, HP and Dell chargers available as well.

**Headphones-** Headphones available for use in the lab to listen to videos or music without disrupting others. Microphone also available for use.

**Mouses-** Available for use on laptops to work more efficiently.

\*All equipment checkout and room reservations require a signed waiver spelling out allotted time period for rental and fee amounts if items are not returned within the allotted check-out time.