

Helpful Handouts

- Save Work to M drive
Mapping handout found at Front Desk
- Duckware/Antivirus software

<http://it.uoregon.edu/software/duckware>

Very Helpful Tips

ALWAYS LOG OFF Your Computers!!!

SAVE, SAVE, SAVE

Forward UO email at
<https://account.uoregon.edu/forward/>

Install UO VPN from
<http://licensed.uoregon.edu/vpn>

UO site licensed software
<http://it.uoregon.edu/help/sitelicense.shtml>

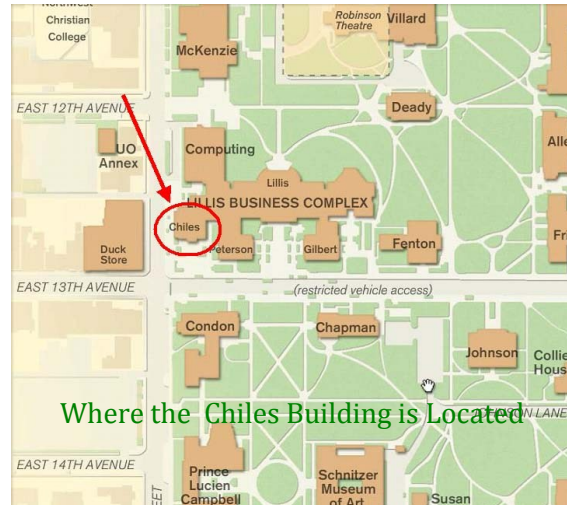
Business School software:
See <http://isom.uoregon.edu/>
Contact Fang Yin at
fyin@lcbmail.uoregon.edu

Wireless Authentication page is

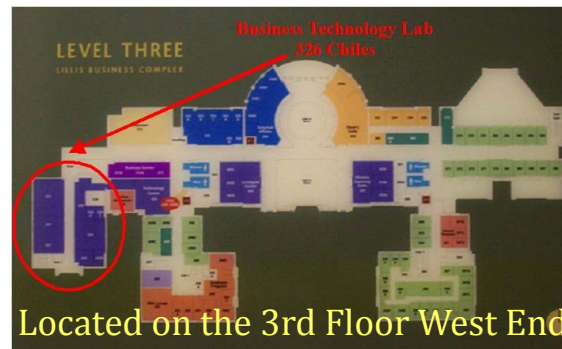
IMPORTANT TIP

Save email attachments &
Blackboard documents
under new filename
to your *M drive*
before working on them

Maps



Where the Chiles Building is Located



Located on the 3rd Floor West End

The center consists of 102 computers
in 3 labs

Front Desk Staff at the reception area, services include assistance with printing and scanning as well as troubleshooting of lab PC's software and hardware problems.



UNIVERSITY OF OREGON

Charles H. Lundquist College of Business

Miles and Eleanor McKay

Business Technology Center



**Chiles 326
in the Lillis Complex**
(map and location on back panel)

The Business Technology Center is dedicated to serving the computing needs of students, staff, and faculty of the Lundquist College of Business.

Who can use this Center?

Pre-Business Students
Business Majors & Minors*
MBA, MAcc, and PhD Students

Students Enrolled in a Business Course:
ACTG, BA, BE, DSC, FIN, MGMT, MKGT

*Summer Term:
Must be in enrolled in one UO class

<http://lcb.uoregon.edu/BTC>

BTC Phone: 541-346-3244

Please Give Us Feedback!!!

Positive or negative we want your feedback or suggestions.
<http://www.lcb.uoregon.edu/btc>
then click Lab feedback form

Activate Your Account

Undergraduates, MBA, MAccs

- Use your DuckID username and password to log into the lab computers.
- This is the same credentials used to log into your UO email, UO Blackboard, UO Wireless and UO VPN Client.

PhDs are to contact LCB tech support at lcb-helpdesk@ithelp.uoregon.edu

Practice Rooms: You may reserve Lillis 263 to have group meetings or practice presentations for 2 hours.

Reservations will ONLY be accepted via: http://lcb.uoregon.edu/forms/peterson_request.html

Calculators : That can be checked out for 4 hours and used anywhere in the building. See the Front Desk for more information.

Binding: We can bind your class project or class notes any time. **Cost: \$2.00** See the Front Desk for more information.

Services

Hours of Operations

Mondays thru Thursdays	7 a.m. -12 AM.*
Fridays	7 a.m. - 7 p.m.
Saturdays	10 a.m.-8 p.m.
Sundays	10 AM.—12 AM.*
Summer term: M-F 8 a.m. to 5 p.m.	

Printing Account

Beginning printing account balance is \$10. This will print 100 black and white pages (10 cents per page).

Printing Cost:

B/W: 10 cents

Color: 40 cents

\\Administration\IT\HelpDesk\How-Tos, Brochures, handouts\lab brochures\miles and Eleanor mckay brochure 2103.pub

Can and Cannot Do for you...

BTC Front Desk Staff can help with ...

- \$10.00 credit on your printing account
- Assist with minor software questions.
- Add funds to printing accounts.
- Troubleshoot BTC Lab equipment malfunctions.
- Informing users of the policies for the BTC

BTC Staff CANNOT help with ...

UO DuckID username accounts
See Micro-Computer Services in McKenzie 151 or call 6-4412

Blackboard account issues
For help, see <https://blackboard.uoregon.edu/> or call 6-4412

Personal laptop issues
For Help, see Micro-Computer support in McKenzie 151 or call 6-4412.

And most importantly!!!
Helping you do your homework!

155 Lillis Tutoring Center help.