FNIC COMPUTER LAB BASIC INFORMATION GUIDE

Abbreviations

FNIC  -  Frist Nursing Informatics Center
IMC    -  Instructional Media Center
VUSN – Vanderbilt University School of Nursing

The FNIC is the entire technology support department. The IMC is a unit of the FNIC focused on classroom and Web video and programming support.

The purpose of the following documentation is to serve as an informative reference.

Contact Information

The FNIC main computer lab is located at Frist Hall Room 240 with lab attendant telephone number (615) 322-3500.

Mazo Freeman, Program Coordinator/Proctor-FNIC is located at Frist Hall Room 240B with telephone number (615) 343-3950 and fax number (615) 936-2549.

IMC classroom, web video and programming support contacts are:

Name          Office Phone No.  Cell Phone No.
Clay Sturgeon  615-343-3332   615-491-2887
Greg Tipton    615-343-0158   615-491-2843

Special Note: Always provide contact number(s) where you can currently be reached and a brief description of your problem/situation.

Computer Lab Schedule & Rule

Eating and drinking are not permitted in the computer labs. Users who violate lab rules may lose the privilege to use the labs.

Normal Schedule Lab Hours
Monday – Thursday  7a-8p
Friday             7a-6p
Saturday – Sunday  1p-5p

The FNIC Computer Lab Schedule is available online via the VUSN home page as follows:

Access the [http://www.nursing.vanderbilt.edu](http://www.nursing.vanderbilt.edu) website; then from the Events & Calendars drop down menu, select “FNIC Computer Lab”.

The FNIC Computer Lab consists of 36 (20 main lab plus 1 presentation, 7 small lab and 8 testing lab) computers. They are mainly used for normal computer functions, exams and viewing lectures.
**FNIC 101**

**Computer Usage**

Logon FNIC computers by turning the monitor on via its last button; then enter your VUnetID and epassword.

Log off FNIC computers by left-clicking “Start”, the arrow on the right side of “Shut down” and “Log off”; then turning the monitor off via the last button.

An Applications folder is provided on the Desktop with shortcuts to commonly used VUSN applications; Mozilla Firefox is the recommended default browser.

**Printing**

FNIC printing requires current VUSN registration, a school photo ID, VUnetID and e-Password. Each semester registered students receive 500 pages of free printing. Any student can extend their print capability by adding funds (5 cents/page) to their Commodore Card via the Vanderbilt Card Office.

**Copying**

A coin-operated student copier is located in Frist Hall Room 240CA. Copies are 10 cents/page; providing insufficient coinage causes the copier to misfeed/jam. Since there is no coin changer, you must bring your own coins (only nickels, dimes and quarters are accepted).

**Scanning**

There are two (2) scanners located in the FNIC; a scanner with a document feeder in Frist Hall Room 240CA and a scanner without a document feeder in Frist Hall Room 240.

**Class Proctored Exams**

Instructors coordinate class proctored exams with the FNIC proctor at the beginning of each semester. Approximately seven (7) days prior to each exam when applicable, registered students will receive an exam sign up instruction email. Students should sign up for exam appointments as soon as they become available or as soon as possible resolve any scheduling conflicts encountered with the FNIC proctor.

**Individual Proctored Exams**

Students that want to take individual proctored exams in the FNIC Computer Lab weekdays prior to 5p or during scheduled exam weekend times, must previously contact and schedule an appointment with the FNIC proctor.