

Information Center

The Information Center is responsible for managing the Chukyo University network service and certain computer classrooms.

Information Center staff are on hand to provide help or information on any of the services offered. The center can also be used for private study using computers. We also handle inquiries relating to personal laptop computers.

	Information Center service desk	Help service hours (service desk)
Nagoya Campus	Building No. 0, 5th floor	Weekdays: 9:00 to 17:00

Private computer study rooms

Assignments using Microsoft Word, Excel, PowerPoint and so on can be created and printed.

Available hours	Monday to Friday	Saturdays, Sundays, national holidays, days on which the entire university is closed
Nagoya Campus	9:00 to 18:30	Rooms closed
Private computer study rooms C	Students may enter private study rooms up until 18:00.	

* Usage hours and days on which rooms are available may be changed suddenly due to weather or disasters, etc. Information on the days and times at which rooms are available is posted on the Chukyo University website and Information Center notice board.

Using private study rooms

Enter the room by 18:00, and use an available computer.

Printing

Files can be uploaded to the web printing system from computers in computer private study rooms, or from laptop computers, tablets, or smartphones connected to the on-campus Wi-Fi, and then printed from printers located in each campus.

Specify whether you wish to print in color or monochrome, the paper size (A4 or A3), and whether to perform double-sided printing when uploading files to the web printing system.

Place your student ID against a web printing system printer, select the file you wish to print, and then print.

Web printing system printers are located in the Nagoya library (Building No. 1, 1st floor), Library Service Center (Building No. 0, 3rd floor), Law Library Center (LLC) (Building No. 9, 1st floor), individual study rooms (Building No. 0, 1st floor), Annex lounge (Building No. 16, 2nd floor), and in private computer study room A (Building No. 0, 5th floor). Files can be printed from any printer.

Nagoya Campus Web printing system upload site

<https://prt-ap02.cst.chukyo-u.ac.jp/rgweb/webupload/en?>



Printing points

The number copies that can be made is managed for each person individually with points.

Each student is given 1,000 points for the year, and additional points can be provided for a fee once the initial 1,000 points have been used up.

Paper size	Monochrome	Color
A4 size	1 point/sheet	5 points/sheet
A3 size	5 points/sheet	5 points/sheet

* Printing is only possible on A3 and A4 sized paper.

Adding printing points

Points can be added 50 at a time (500 JPY).

Purchase a certificate stamp at the certificate stamp issuing machine, affix it to the "Additional Printing Point Application Form" available at the Information Center service desk, and submit the application.

Certificate stamp issuing machine
Nagoya Campus: Building No. 5, 1st floor

* Printing points cannot be carried over to the following academic year.

Notes

- Information Center usage precautions

When using the Information Center facilities or services, please observe the internal regulations and guidelines stipulated by Chukyo University, and follow the instructions of the teachers in charge and Information Center staff.

<https://www.chukyo-u.ac.jp/student-staff/it/e8.html>

https://www.chukyo-u.ac.jp/student-staff/it/pdf/Riyo_gline.pdf

Those causing serious disruption to the running of the Information Center by violating internal regulations or guidelines, or by failing to follow instructions may be punished by the head of the Information Center by such methods as prohibiting use of the center.

- Computer room usage precautions

Unlike home computers, computers installed in computer rooms are shared facilities. Please pay attention to the following points when using computer rooms. Use will be prohibited if users fail to observe precautions and prohibited items.

- (1) Please check the internal regulations on use of the Chukyo University Information Center before use.
- (2) Data on built-in hard disk drives such as on desktop computers will be deleted.
- (3) Handle devices and books, etc. with care, and return them to their original location after use. Devices or books must not be taken from computer rooms.
- (4) Computer rooms other than private study rooms are locked after classes. Please leave the room as soon as classes are finished.
- (5) **Eating and drinking in computer rooms is prohibited**, as it may lead to computer or other device damage.
- (6) Smoking is prohibited.
- (7) Talking in loud voices, making loud noises, and having loud telephone conversations that inconvenience other users is prohibited.
- (8) The use of games, etc. that have no relation to education or research is prohibited.
- (9) Making computer installation changes or installing software is prohibited.
- (10) Connecting personal devices to the network is prohibited. (This does not apply to wireless LANs.)
- (11) Other actions or behavior which cause inconvenience to the university or others is prohibited.

- Campus network (on-campus network) usage precautions

The campus network is a shared resource. Please pay attention to the following points to ensure problem-free use by all users.

- (1) Run security software (antivirus software) on a daily basis to prevent viruses, etc. spreading to the campus network.
- (2) Use for purposes other than education or research is prohibited.
- (3) Copyright infringement is prohibited.
- (4) The use of file sharing or exchange software (WinMX, Winny, etc.) is prohibited. A list of software whose use is prohibited on the campus network has been posted on the Information Center website section of the Chukyo University website.