Van Housen Ext. SB27A (updated: 04/02/12 rk)

see: http://www.soarnorthcountry.com/locations/spring-2012/suny-van-housen-extension-sb27a/
for the latest information and photos about this room and its tech set-up

DESCRIPTION / DIRECTIONS: Van Housen Ext. SB27A is a ground floor classroom in the same building as the SOAR office and the home location of our "administrative parent" - the Center for Lifelong Education and Recreation (CLEAR) at SUNY Potsdam. (Both SOAR and CLEAR are housed on the third floor of Van Housen Ext.). The building also houses the offices of the University Police (on the first floor). You know you are in the right building because there are usually police cars parked outside. The extension (office building) is attached to Van Housen Hall, a campus dormitory. Drive in

from Pierrepont Avenue on Gouverneur Drive which runs along the back side of Lehman Hall (dormitory). The main entrance to Van Housen Extension faces several parking lots used mostly by students living in nearby dormitories. SOAR members may park in any of these lots, except for the small one closest to the door (lot #21) which is for short term faculty and staff, with spots reserved for police cars and a few for the handicapped. Once you enter the building, SB27A is the first room on the right, just a few steps from the outside doors. (There is an elevator at the end of the right-hand corridor, should you want to go upstairs to visit the SOAR office on the third floor (Room 382 - on the left, as you step out of the elevator.; if you need a key to get into the room, ask at the SOAR office - MWF 9-2; if no one is there, go to CLEAR office - first door on the right - in the opposite corridor, to the right as you step out of the elevator.)

PARKING: The closest useable lots to the back door are #22 and then #20 (resident students are not supposed to use lot #30 so there are usually spots in this lot). Other lots - a little further away #18, #19 and #31), are also useable. There are a few handicapped spots in lot #21 (the police car lot), you must use a handicapped permit to park there.

ACCESSIBILITY: Auto-door opener, ground floor classroom. (NOTE: space is "tight" in this room.)
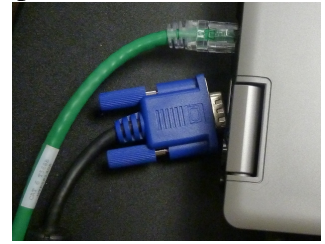
FURNISHINGS: 10 narrow tables and 20 chairs (plus teacher's table and chair,); white board, large flip tablet on easel.

RESTROOMS: There is one unisex restroom on the ground level. Turn left into a short corridor after you enter the building; then the restroom is the first door on the right.

ROOM CAPACITY: 20

TECH and OTHER EQUIPMENT: permanent (secure) laptop (PC) with PowerPoint, etc. and access to the Internet; ceiling-mounted digital projector; speakers; DVD / VCR player. NOTE: Personal laptops must be programmed (via a log in and password), one time, in order to access the Internet directly. A weak wireless connection comes from a nearby dormitory. If you are prompted to "log on" when you are using the Internet, you can try to SOAR logon: xsoar1 and password (given to you orally). You can connect your laptop directly to the projector by removing the VGA cable from the back of the room laptop, and AV cable on the front of the room laptop (the cable that plugs into the ear phones icon), if you need sound, and connecting it (them) to your laptop. If you are using a MAC, you will need to provide your own adapter to the VGA cable *(see photo on right)*. If there is no image on the screen (and the projector is "on") use the "input select" button to choose the "mode": PC1. Adjust volume from the projector remote if needed. If you are using a PowerPoint for your presentation, bring a copy of it on a flash drive as your back up *(just in case you end up using the room laptop).NOTE:* To turn on the room laptop: slide the "lock" button on the front of the machine to the right *(see AV photo above right)* to open the laptop; then turn it on (upper left corner). When you get the login screen, choose "CLEAR" – there is no password; you can now go online or call up your PowerPoint presentation via a flash drive or CD inserted into the room laptop. **To play a DVD or Video –** use the VCR/DVD player (you don't have to log on to use this). Select the mode with the remote to the digital projector ("Input" = "VCR" or "DVD"). Use the VCR/DVD remote *(see photo on immediate left)* to navigate to the spot you want.

USING A FLASH DRIVE TO SHOW YOUR POWERPOINT: Connect your flash drive to the USB port found on the room laptop, and log in to the computer on the podium as noted above. NOTE: If you are using sound with your PowerPoint presentation you need to adjust your PowerPoint to read sound from your flash drive ahead of time. To do this, load both the PowerPoint and your sound files onto the flash drive. Then re-insert the sound files into the PowerPoint version from the flash drive (not instead of from your original source.

TROUBLE SHOOTING / PROBLEMS / REQUESTS - CONTACT:
Computer / Tech Help - Phone the **HELP DESK**: 267-2083
SOAR Office - phone: 267-2960. Office is staffed part time: MWF 9-2. The SOAR office itself is located on the third floor of Van Housen Extension, room 382 (i.e. two floors above the **University Police** - 267-2222 - the people to call in case of an emergency).

Handout updated by Ruth Kreuzer for SOAR - 04/01/12
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