

IMS INSTRUCTIONAL MEDIA SERVICES NEWSLETTER

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
Spring 2007, Issue 28 Newsletter by Diane Strauss

IMS provides instructional media and technology support to faculty for classroom instruction. Our offices are located on the ground floor of the Lecture Center and our Web site can be accessed at www.newpaltz.edu/ims.

IMS Adds Nine New Computer Carts

What? You didn't get assigned a smart classroom? Don't despair! IMS and Academic Computing have built a number of additional computer carts to help alleviate the increasing demands for technology in the classroom. Nine new computer carts have been given to the Communication & Media, ESL, Engineering, Music, Elementary Education and Art Education Departments, and are designated for only their disciplines. They have agreed to do their own delivery and storage of these carts.

IMS will continue to deliver computer carts to LC, HUM, CSB, and OMB. These carts have been completely upgraded. They are smaller, more compact, easier to transport, and contain the latest computer and projection equipment. Document cameras have been added to all carts.



Mobile Computer Carts can be brought to classrooms without installed technology by calling the IMS office two working days in advance. Connections to the network are available in the Lecture Center, Humanities and CSB. Network connection to classrooms in SAB is limited. There are no network connections in OMB classrooms.

New Chairs for LC-102 and LC-108

We are happy to spread the word that the chairs in LC-102 and LC-108 have been replaced. The new seating is stain-proof, wear-resistant, and very comfortable. Sincere thanks to the Administration, in particular the Provost's office, John McEnrue and Megan Smailer, for working with us to update these spaces.

Asbestos Abatement and Chiller Installation Impacts IMS

Two summer projects will directly impact our scope of services during Summer 2007. We will be clearing out many densely packed equipment rooms to give access to the construction crews during installation of the new air conditioning chiller. When construction is complete, this chiller will cool the Humanities, Faculty Tower and Lecture Center buildings.

Asbestos abatement will also be taking place in the lower level of the Lecture Center over the summer. Parts of the IMS complex will be inaccessible during this time, although the office will remain open. The "On Campus @ SUNY New Paltz" television show will be on hiatus, and any services that originate in our Master Control area will be down. This includes direct feeds from Master Control to other parts of the campus, satellite conference equipment, our editing facilities, dubbing stations and repair shop.

So Long, Farewell

Doug Short, our Evening Supervisor, has accepted a position as Director with Time Warner Cable Channel 6 in Middletown. We wish him the best in his new endeavor!

IMS Office Hours

Monday – Friday 8:30 AM – 5:00 PM
Office (845) 257-3630, Fax (845) 257-3646

Evening Hours

Monday – Thursday 5:00 PM – 9:30 PM
(845) 257-3639 or x1314

Emily Trapp – Director, x3634
Mike Koczanski - Producer, x3635
Diane Strauss – Operations Manager, x3633
Joe D'Agostino – Technician, x3640
Leslie Williams – Operations Assistant, x3632
currently open – Evening Supervisor, x3639
currently open -Distance Learning Tech x6962

Technology-Equipped Classrooms

Smart and Electronic Classrooms put technology within your easy reach. These rooms make the learning experience more enjoyable for both faculty and students. In them, faculty can project many types of images onto a large screen. For instance:

1. You can project a computer image – an Internet Web site, Blackboard page, PowerPoint presentation, digitally scanned slides, or any other computer document, file or program.
2. You can project an image from your laptop computer.
3. You can play a DVD or VHS videotape.
4. If your room contains a document camera, you can project an image from a book, paper, transparency, or three-dimensional object.

These rooms are located in:

CH-114, CSB-154, 221, 222, 321, CSB-AUD, CT-108, FLB-103A, 103E, 107A, HUM-15, 107, 108, 109, 110, 111, 113, 114, 115, 116, 118, 120, 216, 318, LC-100, 102, 104, 108, OMB-B1, 215, REH-111, SAB-118A, 210, 212, SCB-128, 129, 132, 138, 140, VH-101, 102, 103, 104, 106, 110, 112, 206, 208, 210, 214, 216, 217, 219, 221, WSB-5, 7, 9, 16.

Over fifty percent of all classrooms on campus have permanently installed equipment. Faculty members may request an electronic classroom when their courses require them to use large amounts of video, computer or Internet access on a regular basis. See your department chair if you are interested in teaching in an electronic classroom.

Most electronic classrooms at SUNY New Paltz contain an instructor's station with computer connected to the network. There is a ceiling-mounted data/video projector with sound, remote control, electric screen and connection for laptop. Some rooms also contain a touch control panel, DVD/VCR, document camera and microphone.

Assistance with the electronic classroom equipment is always available. Call Diane at x3633 to schedule a ten-minute training session!



Do Not Disconnect

Smart Classrooms, Electronic Classrooms, and Computer Carts have permanently installed equipment available for faculty use.

At times we find equipment disconnected, or connected in the wrong places. It would benefit both faculty and IMS if equipment were never disconnected. If there are ways you wish to use the equipment that are not readily available, we would be happy to modify the setup so you can fully utilize it. But please, call us! Do not take matters into your own hands and unplug, unhook and detach.

If you enter a classroom and find that the installed equipment is not functioning, a phone call to our office will send a skilled professional to assist you. Most times, we can have someone at your service within minutes. Please note that many hallways have campus telephones. Our telephone number is written on instructions or stickers near the equipment.

Easy Laptop Connections

Professors may easily connect their personal laptop computers to our projection equipment in most technology-equipped classrooms, and on most computer carts, through the installed Extron boxes. Please contact IMS at x3633 for more information on this connection. IMS staff would be glad to assist you in the proper procedures, which will not interfere with the use of the room's computer.

Interactive Whiteboards

The 3M Interactive Whiteboard consists of a whiteboard with data/video projection. Using a laptop and special marker, the Whiteboard interacts electronically with materials from a variety of sources such as video, software programs and the Internet. Permanently installed whiteboards are located in LC-103, OMB-302 and VH-206.

The Imminent Death of VHS

As you may have noticed, VHS video equipment is being phased out around campus. In van den Berg Hall, the new electronic classrooms contain no VHS equipment at all. After September 2007, the use of VHS will be by exception only. All new videos should be purchased in DVD format. Contact the Academic Computing Department if you still need to use VHS videotapes in the future.

Equipment Loans

Instructional Media Services exists solely for faculty support. We do not loan equipment to students. We have a variety of equipment available: data/video projectors, digital still cameras, digital video cameras, portable sound systems, portable lecterns with sound systems, personal listening devices for the hearing impaired, document cameras, digital audio recorders, CD/cassette players, overhead transparency projectors, laser pointers, screens and slide projectors. These items must be picked up at the office in LC-2. Advance reservations are preferred.

Equipment Orders & Cancellations

Please call our office to place an order. We need two working days' notice if you intend to use our equipment or services. Booking early will assure prompt delivery of your requested services. Last minute orders are difficult to fill.

When you make an equipment order for the entire semester, we will deliver your request for every class. However, this DOES NOT INCLUDE FINALS week. If you need to use equipment for your final exam, please make a separate reservation. And please, if you cancel your class, call us to cancel your reservation!

Reservations from Faculty Only

We do not take reservations for classroom use of technology from students. Students needing to reserve equipment for class delivery will be instructed to ask their professor to order the equipment from IMS for the needed date, time and location. This is for the benefit of faculty, who may not want to be surprised by a delivery of equipment for which they had not planned.

Support for Student Events

Student organizations sometimes wish to schedule meetings and events in technology-enhanced classrooms. However, these rooms are designed for class use. Students are directed to schedule meetings and events through the **Student Activities Office**, where a suitable location can be chosen to meet the needs of the event.

Support for Conferences and Events

Will you be using our equipment and services for a conference, lecture or special event? Please ask your conference participants if they have any audio-visual requests. Contact us as soon as

possible with the name of the presenter, date, time, room number and what type of audio-visual service is needed. Be sure to include IMS equipment and personnel charges in your conference budget, as you do for food services or printing costs. Our Conference and Events Price List is accessible online at www.newpaltz.edu/ims.

Requests for weekend or late evening services should be made at least two weeks before the scheduled event. We can provide more efficient service when you provide us with a copy of your event's program or brochure.

Teleconferencing, Video Conferencing

Teleconference transmissions, available in LC-3A, may be received from our steerable satellite dish or the stationary digital SUNYSAT dish. Two-way video conferencing, available using the Tandberg System, is dialed through IP or ISDN lines. IMS offers video conferencing facilities in LC-100, LC-3A, REH-109 and VH-204. Take advantage of these convenient services for meetings, conferences, or classes. Emily Trapp can provide you with more information.

TV/DVDs, Transparency Projectors

All standard classrooms contain a TV/DVD or TV/DVD/VHS unit on a cart, an overhead transparency projector, and screen. If equipment for your classroom is missing, please feel free to move one in from a nearby room.

A Nifty Trick for PowerPoint

Sometimes you just need a break! If you are in the middle of a PowerPoint presentation and need to take a break for further discussion, you may want to utilize this handy option. In any point in your presentation, you can insert a black slide or a white slide. Just hit the B key to insert a black slide, or the W key to insert a white slide. When you are ready to return to your presentation, touch any key and you will find yourself back where you left off.

Technical Troubles

In case of classroom equipment malfunction, call us as soon as possible. For computer issues, contact Academic Computing at x3816. For all other audiovisual hardware, you can reach IMS at x3630. After 5:00 PM, call our evening staff at x3639 or x1314.

Lecture Center Rooms

The Lecture Center has four standard classrooms, LC-103, LC-107, LC-109 and LC-113, with permanently placed TV/DVDs, overhead transparency projectors, and screens. LC-107 and LC-109 have 35mm slide projection booths at the rear of the room. Information on the larger halls is listed below.

LC-100

- Seating capacity of 484 persons
- PA system – Dolby surround-sound system, capable of multiple microphone set-ups, either at the podium, on table stands, or on floor stands. Also available are three clip-on lavalier microphones and three handheld wireless microphones.
- Computer with Windows 2000 operating system, DVD ROM, Zip Drive, 3.5 floppy drive, sound card and monitor connected to the Academic Network. Blackboard and PowerPoint 2003 are installed, along with other standard applications.
- Laptop connection
- Digital document camera
- DVD/VHS player
- Behind the rear screens, there are three Xenon slide projectors with wireless remote controls, and a 3300 ANSI lumens data/video projector on the center screen.



LC-102 "Smart Classroom"

- Seating capacity of 234 persons
- Assisted listening system is available in this room.
- PA system – enhanced stereo sound system. Capable of multiple microphone set-ups, either at the podium, on table stands, or on floor stands. Also, available are three clip-on lavalier microphones or three handheld wireless microphones.
- Front projection 6500 ANSI lumens data/video projector, with power screen
- Behind the rear screens, there are two Xenon slide projectors (center and left screen) with remote controls

Instructor's console contains:

- Crestron touch screen for operation of equipment
- Computer (see LC-100 description)
- Laptop connection
- Digital document camera
- DVD/VHS player
- Smart Technologies Symposium



LC-104 "Smart Classroom"

- Seating capacity of 88 persons
- PA System – microphone on console. No wireless or additional microphones are necessary. Stereo sound for playback of video, CD and other media
- Front projection 3300 ANSI lumens data/video projector, with power screen.
- Behind the rear screens, there are two slide projectors with remote controls.

Instructor's console contains:

- Crestron touch screen for operation of equipment
- Computer (see LC-100 description)
- Laptop connection
- VHS player
- DVD player
- CD player
- Audio cassette recorder

LC-108

- Seating capacity of 92 persons
- PA system – currently a mono system capable of two microphone set-ups, either at the podium, on table stands, or on floor stands. No wireless microphones are available in this room.
- Computer on height-adjustable desk (see LC-100 description)
- Digital document camera
- Laptop connection
- DVD/VHS player located under computer desk
- Behind the rear screens, there are two Xenon slide projectors with remote controls and a 2000 ANSI lumens data/video projector on the right screen.

CSB Auditorium

CSB Auditorium has a seating capacity of 254 people. The equipment includes two 4,000 ANSI lumens LCD projectors and a computer, connected to the Academic Network. Laptop connection is available. In addition, the room contains a touch control panel, a digital document camera, a console microphone, two cordless microphones, a VHS videotape player, a CD player, and an audio cassette player. Two Xenon slide projectors are located at the back of the room. **CSB Auditorium is not recommended for major slide show events. Please schedule slide shows in the Lecture Center.**

