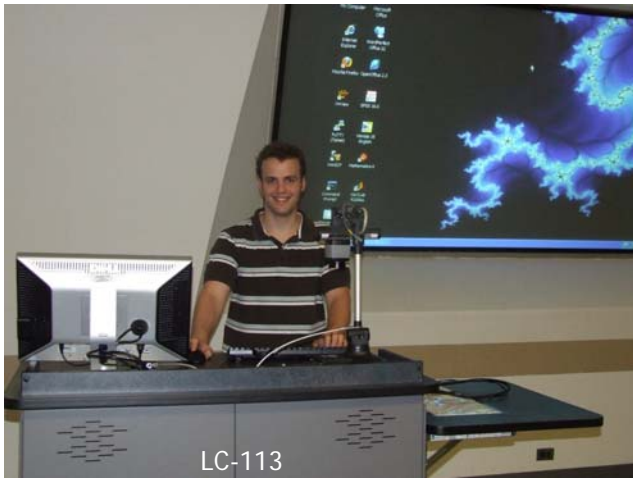


IMS provides instructional media and technology support to faculty for classroom instruction. Our offices are located on the ground floor of the Lecture Center. Visit our Web site at www.newpaltz.edu/ims for more information on our facilities and services.

Frank is Back!



Please welcome a new member of Instructional Media Services. Frank Ruffini has joined the staff as our Evening Technician, keeping those projectors glowing brightly for evening classes and events. Frank comes from Rifton and is a graduate of SUNY New Paltz's Engineering Program. Years ago, he worked at IMS as a student employee and we are glad to have him back with us on a permanent basis. In the few months since he was hired, he has made many positive changes, including the redesign of our Master Control area, and the restoration of rear projection capability in LC-103 and LC-113.

Time's Up

The days of VHS in the classroom have come to an end. As you may remember, IMS has been threatening the removal of VHS equipment, but now we really mean it! There may be an occasional TV/DVD/VHS cart to be found in a classroom or two, but for the most part, VHS is no longer supported on this campus. Please contact the Academic Computing Department if you still have VHS tapes you need to use in the course of your instruction.

Smart Classroom News

Many changes have taken place over the summer in SUNY New Paltz classrooms. Our IMS staff members have been diligently upgrading classrooms in almost every corner of the campus. A significant amount of equipment that was removed from OM and SCB has been redeployed for some of these upgrades.

In SCB, rooms 103, 131, 138, and 140 are still in existence, but 128, 129, and 132 have been converted into office space.

The entire second floor of the Humanities building now contains technology. Nine smart rooms have 16x9 widescreen images. What you see on your widescreen monitor is what your students will see on the projected image behind you. Another four classrooms on the second floor have received Smart Technologies® Interactive Whiteboards. All rooms have received new instructor's stations, upgraded document cameras, and easier connections for laptops and iPods.

Most Humanities first floor classrooms have received an overhaul. HUM-107 has been transformed into a computer lab. HUM-108, 109, 111, 113, and 114 have received new instructor's stations, brighter projectors, upgraded document cameras and easier connections for laptops and iPods.

The Humanities building now has a total of four mobile computer carts, to be used on the third floor and basement levels. These four carts are scheduled and delivered by IMS. The ESL Department has received a second computer cart in the VH Annex, for their use only.

Every room in the Lecture Center now has installed technology. New 16x9 widescreen projectors have been installed in LC-103, 107, and 113. And LC-103 and 113 have returned to their original configuration, making use of the rear screen capabilities in the rooms.

WSB-7 and 16 have permanently installed smart equipment now; the temporary carts have been removed. WSB-101A is the recipient of a permanent computer cart. Smart Interactive Whiteboards have been installed in WSB-211 and 213. Check our web site for any additional updates.

Technology-Equipped Classrooms

Smart Classrooms put technology within your easy reach. These rooms make the learning experience more enjoyable for both faculty and students. Faculty members may request a smart classroom when their courses require them to use large amounts of video, computer, or Internet access on a regular basis. Please see your department chairperson if you are interested in teaching in a smart room.

Most smart 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 and digital document camera.

For more information on these rooms, including operating instructions, please visit our Web site at www.newpaltz.edu/ims/classrooms.

Assistance with installed technology is always available. Call Diane at x3633 days or Casey at x3639 evenings to schedule a ten-minute training session in your assigned classroom.



Interactive Whiteboard

Technology-Equipped Classroom List

Smart Classrooms

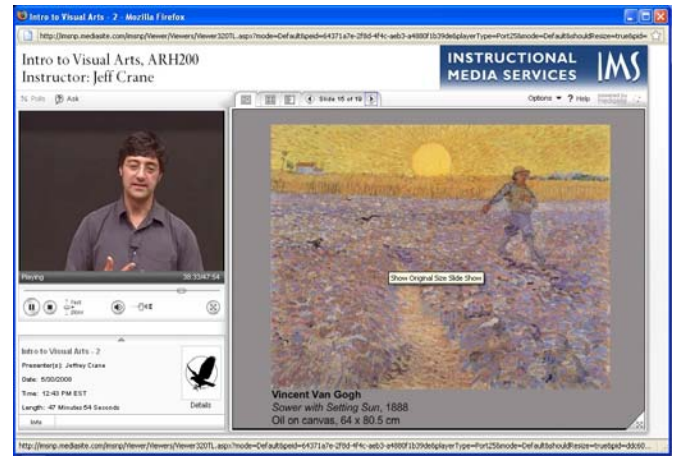
CSB-AUD	CSB-55	CSB-154	CSB-221
CSB-222	CSB-321	CH-114	CH-115
CT-108	FLB-103A	FLB-103E	FLB-107A
HUM-15	HUM-108	HUM-109	HUM-110
HUM-111	HUM-113	HUM-114	HUM-115
HUM-116	HUM-118	HUM-120	HUM-201
HUM-209	HUM-211	HUM-213	HUM-214
HUM-215	HUM-216	HUM-217	HUM-218
HUM-318	LC-100	LC-102	LC-103
LC-104	LC-107	LC-108	LC-113
REH-111	SAB-118A	SCB-138	SCB-140
VH-101	VH-102	VH-103	VH-104
VH-106	VH-110	VH-112	VH-208
VH-210	VH-214	VH-216	VH-217
VH-219	VH-221	WSB-5	WSB-7
WSB-16			

Interactive Whiteboards:

HUM-205	HUM-207	HUM-208	HUM-212
LC-109	VH-206	WSB-9	WSB-211
WSB-213			

MediaSite Arrives at IMS

IMS has recently acquired a Sonic Foundry® Mediasite Recorder. Mediasite is a tool for recording and storing media-rich classroom and conference presentations. This portable system gives us the ability to record class lectures and accompanying presentation materials simultaneously. The captured content can then be streamed live in real-time, or uploaded to a server for viewing on-demand later. The audio portion of a lecture can be streamed for podcasting. Online catalogs facilitate access to available presentations.



The image above is the viewer page of Mediasite that students see when they access a recorded event. Students have the ability to jump to any slide and its corresponding portion of the lecture at any time, or view either one in full screen. The current SUNY New Paltz Mediasite Catalog is available for viewing at this link: <http://imsnp.mediasite.com/imsnp/Catalog>. Feel free to visit the site and watch one of our many "On Campus" television shows.

This is an exciting new tool for the college. If you are interested in capturing a lecture or want more information, please contact IMS.

Computer Carts

If your room does not contain installed technology, we can deliver a mobile computer cart to you. These carts contain a computer, document camera, and data projector, connected to the academic network. Please call our office to reserve a cart **two working days in advance**. They are available in HUM and CSB.



New Class Schedule Will Affect Our Service to You

Now that Old Main has closed for renovation, classes will be more compactly scheduled. We will be working harder than ever to service the technology needs of the remaining classrooms throughout the campus. The time between classes has been reduced from fifteen minutes to ten. We are asking for your patience now, as we scramble to complete the same amount of set-ups and pick-ups in one third less time.

Because of the tight scheduling, any equipment failures may not be repaired as timely as in the past. There are no breaks in this new schedule to allow for significant repairs between classes. Please keep in mind that you need to always be prepared with alternate plans for your class that do not require technology.

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 us for more information on this connection. Our staff would be glad to assist you in the proper procedures, which will not interfere with the use of the room's computer.



ATTENTION!

If you turn on the classroom equipment and find your image does not project, please check this piece of equipment. The Computer is projected by pushing Button #1, and the Laptop is projected by pushing Button #2!

Do Not Disconnect

Smart Classrooms and Computer Carts have permanently installed equipment available for faculty use. However, 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 find that the installed equipment in your classroom 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. Many hallways have campus telephones. Our telephone number is written on instructions or stickers near the equipment.

Technical Troubles

In case of classroom equipment malfunction, call us as soon as possible at x3630 days or x3639 evenings. For computer issues, contact Academic Computing at x3816.

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. Weekend requests require at least two weeks notice. Booking early will assure prompt delivery of your requested services. Last minute orders are difficult to accommodate and not guaranteed.

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, or if your students plan final presentations, please make a separate reservation.

And remember, if you cancel your class, call us to cancel your reservation! Last year, our campus experienced the theft of an LCD projector from an unattended computer cart.

Reservations from Faculty Only

We do not take reservations for classroom use of technology from students. Students who need 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.

TV/DVDs, Transparency Projectors

Most 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.

Please note that VHS equipment is not available in most locations now. All new videos should be purchased in DVD format. DVD copies of older VHS videotapes are usually available for purchase by contacting the distributor listed on the VHS cover or by contacting the copyright holder.

Important Conference and Event Info

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. Requests for weekend or late evening services must 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 brochure.

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 the link below: www.newpaltz.edu/ims/events.html

IMS has recently updated its price list to reflect the current state of the rental market. If you intend to use our services, please take note of some cost increases.

Video Conferencing Service

Two-way video conferencing, available using the Tandberg System, is dialed through IP or ISDN lines. IMS offers video conferencing facilities in LC-3A, LC-100, and VH-204. Why spend time and money traveling? Without leaving campus, you could hold meetings, conferences, or classes with this convenient service. Paul Stokes or Emily Trapp can provide you with more information.

Equipment Loans

Instructional Media Services exists solely for faculty support. We do not loan equipment to students. Recently purchased are two new Canon Vixia High Definition camcorders. These and other types of equipment are available for instructional purposes only:

- data/video projectors
- digital still cameras
- digital video cameras
- digital document cameras
- digital audio recorders
- portable sound systems
- portable lecterns with sound systems
- listening devices for the hearing impaired
- laser pointers
- CD/cassette players
- portable screens
- slide projectors



These items must be picked up at the office in LC-2. Reservations are preferred.

Users accept financial responsibility for borrowed equipment and are responsible for returning it on time and in good condition. Repair or replacement charges will be imposed for any equipment damaged, lost, or stolen while in your possession.

On Campus @ SUNY New Paltz TV Show is Now Being Streamed

IMS and the Public Affairs Department produce a weekly show entitled "On Campus @ SUNY New Paltz." It is recorded on Fridays in our Lecture Center TV studio, and broadcast on Thursday and Friday evenings. The show reaches 87 communities throughout the Hudson Valley on Time Warner Cable, and is also broadcast statewide over New York Network's satellite and cable systems.

A selection of On Campus shows are now available to be viewed via the IMS streaming server at this link: <http://imsnp.mediasite.com/imsnp/catalog/>. More shows are being added to our catalog every week as time allows, so check back frequently to view your favorite episodes.

Last semester, we produced programs spotlighting the Samuel Dorsky Museum, the School of Science and Engineering, the Evolutionary Studies Program, the Dramatic Writing Program, the Economic Impact Study, the Metals Program, Spirituality On Campus, and Summer Construction projects. The show also featured the performances of Our Town, Incognito, the Promise Keeper, and an interview with Congressman Maurice Hinchey. If you have a good idea for a show, give Emily a call at x3634.

IMS Office Hours & Staff

Monday – Friday 8:30 AM – 5:00 PM
Phone 845-257-3630
Fax 845-257-3646

Evening Hours
Monday – Thursday 5:00 PM – 10:00 PM
845-257-3630 or 3639

Emily Trapp – Director, x3634
Diane Strauss – Operations Manager, x3633
Mike Koczanski - Producer, x3635
Joe D'Agostino – AV Technician, x3640
Casey Hickey – Evening Supervisor, x3639
Frank Ruffini – Evening Technician, x3645
Paul Stokes -Distance Learning Tech, x6962
Elaine Wrubleski -Secretary, x3632