598 Training Room Guide for Guest Instructors

* If you have a special software need, you must contact Lynda Sandefur at 875-3322 a minimum of one week prior to your training session.

Purple Shuttle
If you work on campus, please consider parking in your usual parking place and taking the Shuttle’s Purple Route to Crystal Terrace. Please click [here](#) to access a copy of the shuttle schedule.

Directions to Crystal Terrace from the Vanderbilt main campus
Crystal Terrace is located at 3319 West End, close to I-440.

- Turn west onto West End toward I-440.
- After passing the 31st Ave./Blakemore intersection, 3319 Crystal Terrace will be on the left, just before the Murphy Road light.
- Turn left into the building drive.
- Turn right into the parking garage.
- As a visitor, you may park on the first floor for two hours or less without a pass.

Parking
- The Crystal Terrace garage has visitor parking spaces for two hours only.
- Obtain a full-day or half-day parking pass from Lynda Sandefur if your class will run longer than two hours.
- Please let Lynda Sandefur know when you reserve the room if you or your students will need parking passes.
- There is no charge for half day passes (up to 4 hour limit). However, full day passes (over 4 hours) are $7.75 each. If you require full-day passes, you must provide a center number and an account number to Lynda Sandefur in order to pay for the passes.

Arrival
- When you arrive on the 5th floor, turn left off the elevators, and follow the hallway around to the left until it ends (there are signs posted to guide you). CT598 is on the right.
- The restroom is located on the right side of the hallway before the training room.

Instructor Training Computer
- On the wall to the left of the instructor podium you will find detailed instructions for using the training room equipment.
- The instructor computer should be on. If you find that it has been turned off or locked, the username is TRAINING598MSTR\finance and the password is finance.
- To turn the TV on, press the power button located on the right side of the TV.
- The TV should always be on Input Source HDMI3.
• If using a laptop use the HDMI cord and press 2 on the small black remote control (located on the podium).

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Student Computers
• Loaded with commonly used software, including the full Microsoft Office 2010 suite.
• The operating system on all machines is Windows 7.
• If you find that a computer has been turned off or locked please see diagram Seating Chart/Passwords for CT598 to the left of the podium for login information.
• The default printer for all the training room computers is located in front of the room.

Food/Drink
• Food and drink are permitted in the training room.
• There is a coffee machine for your use on the beverage cart. Instructions are posted above the machine.
• Coffee and filters are located on the top shelf in the printer stand.
• After class, please rinse out the coffee pot and filter basket.
• Please ensure the coffee maker is off before you leave the room.

Telephone
• There is a cordless phone for your use on the beverage cart.
• The phone number for the training room is 2-2352 (322-2352 off campus).

Whiteboard
• The room has a large whiteboard with dry erase markers and an eraser.

Before you leave for the day
• Turn off the TV, press the power button located on the right side of the TV.
• Make sure the coffee maker is clean and turned off.
• Leave the computers powered on and logged in when finished.
• Throw away all trash.
• Cleaning supplies are located in the printer stand.
• Clean the whiteboard.
• When you are ready to leave for the day, lock and close the door behind you.

If you have any questions about the room, or would like to schedule a visit, please contact:

Lynda Sandefur: lynda.sandefur@vanderbilt.edu, 875-3322
Angela Purinton: angela.purinton@vanderbilt.edu, 322-3540