Directions to Crystal Terrace
Crystal Terrace is located at 3319 West End, close to I-440. Below are directions to get to Crystal Terrace from Vanderbilt.

- Turn onto West End
- Drive south toward I-440 After you pass the 31st Ave./Blakemore intersection, 3319 Crystal Terrace will be on your left, just before you get to the next light (Murphy Road intersection)
- Crystal Terrace is a brown aggregate building, about 9 stories tall
- Turn left into the building drive
- Turn almost immediately right into the parking garage
- As a visitor, you can park on the first floor or in the basement for two hours or less. If you park on the first floor, you will have to come into the building to get to the elevators

Arrival
- When you arrive the 7th floor receptionist will buzz you back,
- Follow the signs to the training room
- The training room door should already be unlocked for you

Instructor Training Computer
- At the instructor desk you will find detailed instructions for using the training room equipment, along with contact information in case of technical difficulty
- When you arrive the instructor computer should be on. If you find that it has been turned off or locked the username is TRAINING715MSTR\finance and the password is finance
- Press the “All On” button on the equipment console to your right to bring down the screen and turn on projector

Student Computers
- Loaded with commonly used software, including the full Microsoft Office 2007 suite
- The operating system on all machines is Windows XP
- When you arrive the computers should be on. If you find that they have been turned off or locked the username is finance and the password is finance
- Each workstation has a desk lamp for the students’ convenience
- Printer is located in back of the room which all computers in the room are set to as the default printer

Food/Drink
- You and your students are permitted to bring food and beverages into the room
- There is a coffee machine for your use in the back of the room
- Coffee supplies are located in the cupboard above the machine
- Instructions are posted above the machine
- Please remember to turn off the coffee burner after class
• You may use the break room down the hallway to wash the coffee pot, and empty & rinse the filter basket

Parking
• The Crystal Terrace garage has visitor parking spaces for 2 hours only
• Obtain a full-day or half-day parking pass from Lynda Sandefur if your class will run more than two hours
• Please let Lynda know if you or your students will need parking passes

Telephone
• There is a cordless phone for your use located in the back of the room
• The phone number for the training room is 2-5171 (322-5171 off campus)
• You or your students are welcome to use the conference room next door to the training room or go into the lobby to hold a phone conversation, please do not conduct telephone conversations in the hallway

White-Board
• On the board you will find a tray with dry-erase pens and an eraser. Located on the table is a container of dry erase wet wipes
• Clean white-board surface when class is over
• There are extra markers and more cleaner in the marked cabinet at the back of the room

Before you leave for the day
• Press the “All Off” button on the equipment console and return the console to its cradle
• Make sure coffee pot is clean and turned off
• Please do not turn the computers off when class is finished
• Throw away all trash
• Cleaning supplies are located under the coffee pot
• Clean off the whiteboard
• Turn off all desk lamps
• Close the training room doors (it is not necessary for you to lock the doors unless you are holding class after hours)

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