*Attached: new directions for reserving conference rooms in Aiken*

**GRADUATE STUDENT GUIDE TO THE NEW AIKEN**

**Building Access:**

All RSENR grads should have access to the following Catcard swipe machines during/after hours within the near future:

* Outside doors
* Aiken 109 (Graduate Student Coat and Locker Room)
* Aiken 111 (Graduate Student Room)
* Aiken 303, 308, 312 suites (Graduate Student carrels)

**Desk Space:**

Assigned graduate student carrel space is located in **Aiken 303**, **308** and **312**.

There are also 6 unassigned desks in **Aiken 303**, that are designed as “swing” or “flex” space that can be used by those without permanent space in the building on a temporary basis. They are numbered 303-13 through 303-18.

**Making non-personal copies for work**

Copiers are located in the mailroom in Aiken 221 and Aiken 305. Hard copies require a chartstring and/or copy code. Scanning is free. Directions for making copies are here:

<http://www.uvm.edu/rsenr/businesscenter/?Page=copiers.html>

**Printing Facilities:**

The new, high-volume, graduate printer is also now located in **Aiken 111**, along with four computers available for graduate use. As of 1/23/12, the printer had not been hooked up to those four computers, but should be set up very shortly. Office supplies such as staplers, tape, and 3-hole punches are also stored in this room. The old graduate student printer is now located in **Aiken 303.**

Graduate students should be able print to the new Aiken 111 from personal laptops wirelessly from within the building using the following instructions from our computer guru, Seth.

The address for the grad printer in Aiken 111 is: 132.198.130.64.

To connect from a Personally Owned PC with Windows 7:
1.  Click Start Menu and then Devices and Printers.
2.  Click Add A Printer.
3.  Choose Network/Wireless/Bluetooth Printer
4.  Click "The Printer I want Isn't Listed".
5.  Select to specify a TCP/IP address or hostname.
6.  Under Hostname or IP address type: 132.198.130.64.
7.  Click next - choose not to share the printer if it asks.
8.  Check/uncheck set as default depending on your preference.

To connect from a Personally Owned Mac:
1.  Click the Apple Menu and select System Preferences.
2.  Select Print and Scan.
3.  Click the '+' symbol below the list of printers.
4.  Select 'IP' at the top.
5.  Select 'HP Jetdirect - Socket' in the Protocol section and type **132.198.130.64** into the address field.
6.  Click Add.

This info will also be posted by the printer.  Anyone with older XP laptops will need to manually setup the driver and settings and Seth, in Aiken 203, can help with that.

Please note that the GSAB manages a **limited** budget for printer cartridges, so please be judicious about the amount of printing you do.

**Mail:**

The mailroom is now located in 221 Aiken just outside the Dean’s Suite. Grad student mailboxes are on the back wall. Mail to the satellite offices will no longer be swept, so if you expect to have mail and are housed in one of the offices outside Aiken, you’ll need to contact Human Resources to change your campus address.

**Oracle Corporate Calendar: Reserving Conference Rooms in the new Aiken:**

See attached instructions for using the graduate student account on the Oracle Corporate Calendar to reserve a subset of possible Aiken conference rooms.

**Reserving RSENR automobiles** (only if you have a chartstring to which you are authorized to charge vehicle use)

Use the attached directions for accessing the Oracle calendar and then follow these instructions:

<http://www.uvm.edu/rsenr/businesscenter/?Page=vehicles.html>

**Storage:**

There are 36 combination lock lockers located in **Aiken 109**, assigned on a first-come, first-served basis. Contact Carolyn Goodwin Kueffner (220A Aiken; cgoodwin@uvm.edu or 656-2511) to be assigned one of these lockers. **Aiken 109** can also be used for securing short-term storage of coats, backpacks, boots, etc. as it will only accessible via Catcard swipe machine and will have coat hooks shortly.

**Student Lounge:**

Aiken 108 is a combined Undergraduate/Graduate student lounge designed to create community amongst students.