

Your 400 Venture Way

Welcome

GUIDE



Welcome to our new space!

Building coordinators

space-feedback@umass.edu, or for urgent issues:

- **Nicholas Chavez** - **nchavez@umass.edu** or **7-0080**
- **Angela Kapinos** - **angela.kapinos@umass.edu** or **5-1321**

Building & mailing address

UMass Amherst Information Technology
400 Venture Way, Hadley MA, 01035-6903

Phone number format

UMass Amherst campus phone numbers begin with (413) 545-#### or (413) 577-####. To make an on-campus call, dial the last five digits of that number (e.g., 5-####). **This also applies at 400 Venture Way.**

Emergency phone numbers

From office landline phones, dial **911** to connect to the University of Massachusetts Police Department (UMPD).

From cell phones, call **(413) 545-3111** for UMPD.

Where else is Information Technology?

IT User Services Help Center

Lederle Graduate Research Center (LGRC) Lowrise, room A109
740 North Pleasant Street, Amherst, MA, 01003-9306

Instructional Innovation

W.E.B. Du Bois Library, 7th floor
154 Hicks Way, Amherst, MA, 01003-9275

Classroom Technology Services

Dickinson Hall, Room 1
155 Hicks Way Amherst, MA 01003-9363

Vice Chancellor's Office

Whitmore Administration Building, room 237A
181 Presidents' Drive, Amherst, MA 01003-9313

Enterprise Desktop Support

Dickinson Hall
155 Hicks Way Amherst, MA 01003-9363 (pending address)

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Maps & location

Building map & directory

First floor



150D
Matthew Dalton
Chief Information Security Officer

160A
Chris Misra
Interim Vice Chancellor for
Information Services & Strategy,
Chief Information Officer

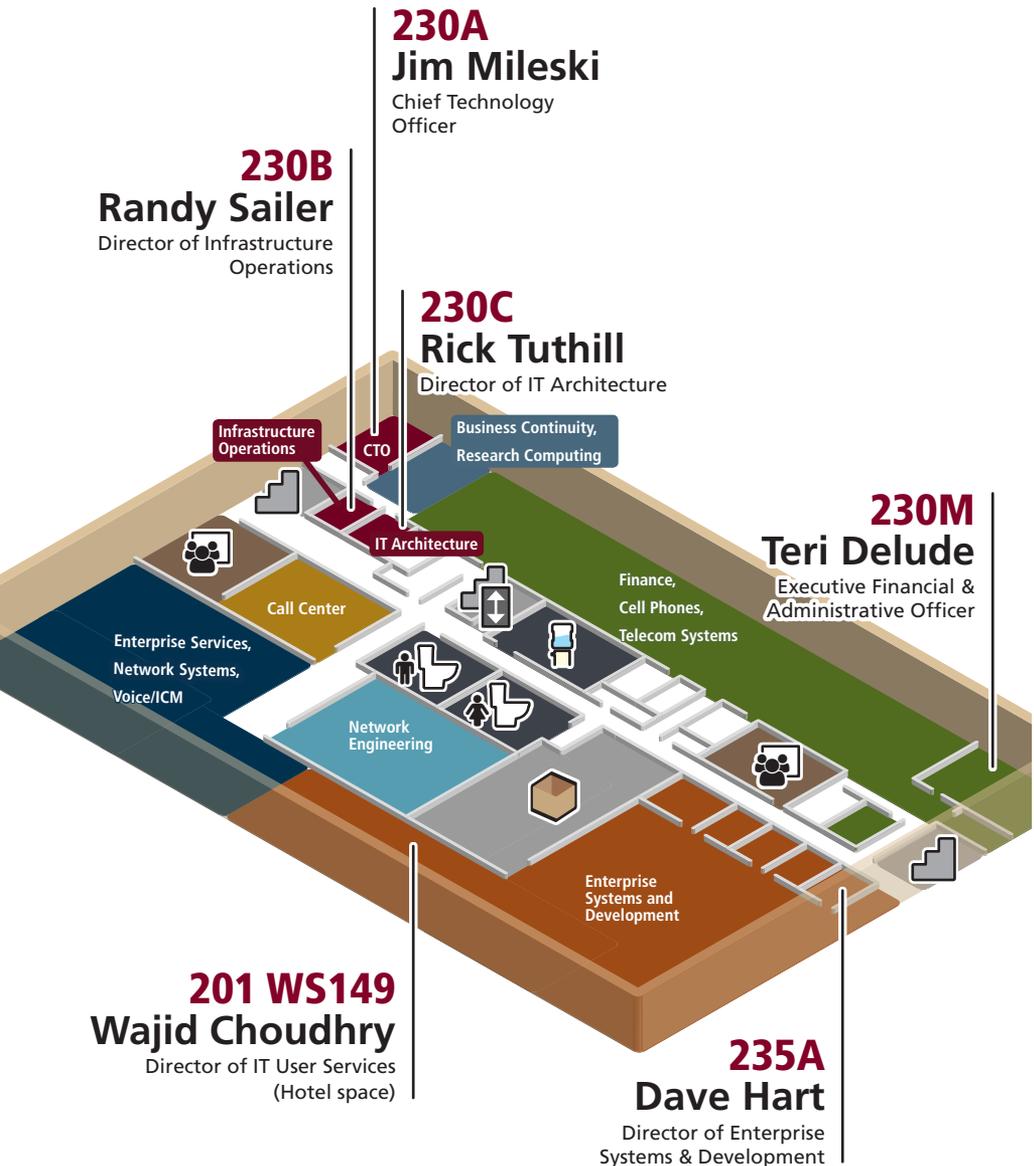
160 WS25
Angel Chen
Personnel Officer for IT

Key

-  **Front desk** - guests check in here
-  **Conference rooms**
-  **Keycard** swipe-in access (see page 9)
-  **Stairs**
-  **Elevator**
-  **Storage area**
-  **Restrooms**
-  **Breakrooms**

Second floor

Fragrance-free area - see page 14



Where to park

You may park in the lot **directly in front** of 400 Venture Way and the small lot **to the right** of the building. On-street parking will be available on the roadway to the north and west of the building.

Where not to park

Do not park in the lots or streets adjoining the neighboring buildings or 300 Venture Way. These are not UMass Amherst property.

Other parking information

Parking at 400 Venture Way is free for UMass Amherst IT staff.

If you paid for a renewed parking permit for a lot on campus before the move, contact Parking Services at **7-7275** or **parking@umass.edu** for a full or prorated refund.

Points of interest

Nearby food & dining options

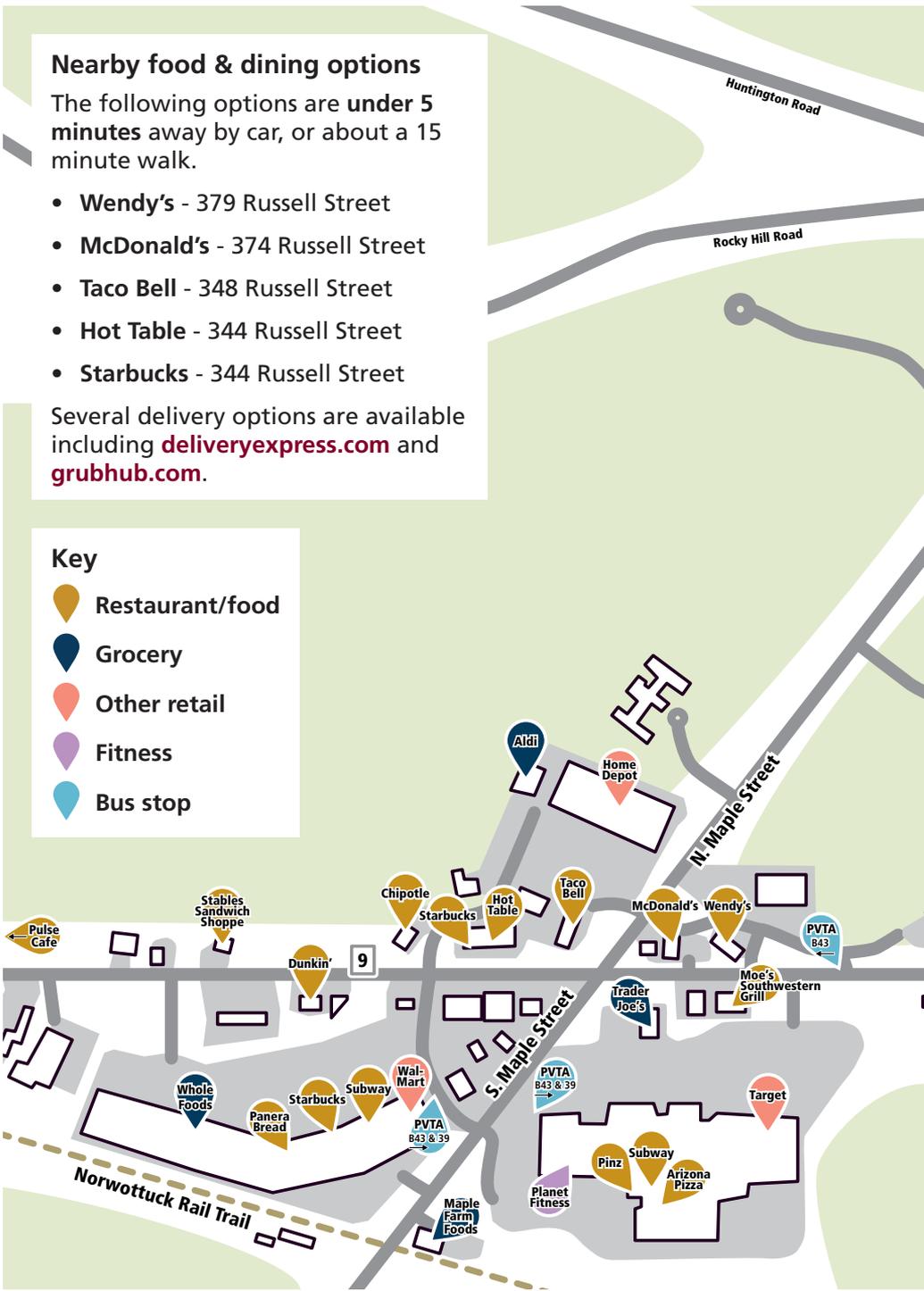
The following options are **under 5 minutes** away by car, or about a 15 minute walk.

- **Wendy's** - 379 Russell Street
- **McDonald's** - 374 Russell Street
- **Taco Bell** - 348 Russell Street
- **Hot Table** - 344 Russell Street
- **Starbucks** - 344 Russell Street

Several delivery options are available including **deliveryexpress.com** and **grubhub.com**.

Key

-  Restaurant/food
-  Grocery
-  Other retail
-  Fitness
-  Bus stop



Campus 



Current as of 5/13/2019

Getting to work

Building hours

Monday - Friday 5:00 a.m. - 7:00 p.m.

Entering the building

UMass Amherst IT employees will be able to **swipe their UCard** at the **front entrance** to enter the building. You can also swipe-in at the **northwest** and **east** entrances (see the first floor map on page 3).

Guest access

All guests are asked to **enter through the front entrance** and are required to **check in at the front desk** on the right.

Bus schedules & information

There is no direct bus service to the building, but a few bus stops are nearby. Updated bus schedules can be found at pvta.com/schedules.

The **B43** stop at the **Hampshire Mall** is about a 1 mile walk away.

Rideshare

If you need or are interested in providing **rideshare** transportation to and from 400 Venture Way, please contact Angela Kapinos at angela.kapinos@umass.edu.

In your email, include where and when you can drive colleague(s) or if you need a lift, where and when you are available for pick-ups and/or drop-offs.

Fleet vehicles

Fleet vehicles are university-owned vehicles that can be checked out by staff for work purposes, such as transporting supplies to campus for an event, or transporting multiple people to campus for a meeting.

Availability of fleet vehicles will be limited during the move-in period. However, after the move, IT staff at 400 Venture Way will have access to an **electronic key lockbox** which can be used to sign out a fleet vehicle.

Mobile parking permits

A mobile parking permit may be useful if you have to drive to campus for meetings or events - but don't need to or aren't able to check out a fleet vehicle. **M2 mobile permits**, which do not require an existing parking permit for the vehicle, will be available to IT staff.

Contact Lynn Zlotnick at lynn.zlotnick@umass.edu or **5-3535** if you need a mobile permit. You will be required to fill out a form in order to check out a mobile permit from Lynn.

Building resources

Conference rooms

There are several conference rooms of varying sizes at 400 Venture Way, which may be scheduled through **Exchange** calendaring.

Conference rooms with capacity

First floor

| Room number | Capacity |
|-------------|----------|
| 125 | 20 |
| 129 | 12 |
| 131 | 20 |
| 139 | 12 |
| 121B | 4 |
| 121C | 4 |
| 135B | 4 |
| 135A | 4 |

Second floor

| Room number | Capacity |
|-------------|----------|
| 210A | 20 |
| 250 | 20 |
| 230J | 4 |
| 230H | 4 |
| 230F | 4 |
| 235B | 4 |
| 235C | 4 |
| 235D | 4 |
| 235E | 4 |

How to use technology in the conference rooms

Mobile **Webex Board** display and camera units for videoconferencing and projecting are available for use in conference rooms on both floors. Many conference rooms also have wall-mounted display units.

Project to a Webex Board

You can connect to the display directly via HDMI cable, or wirelessly:

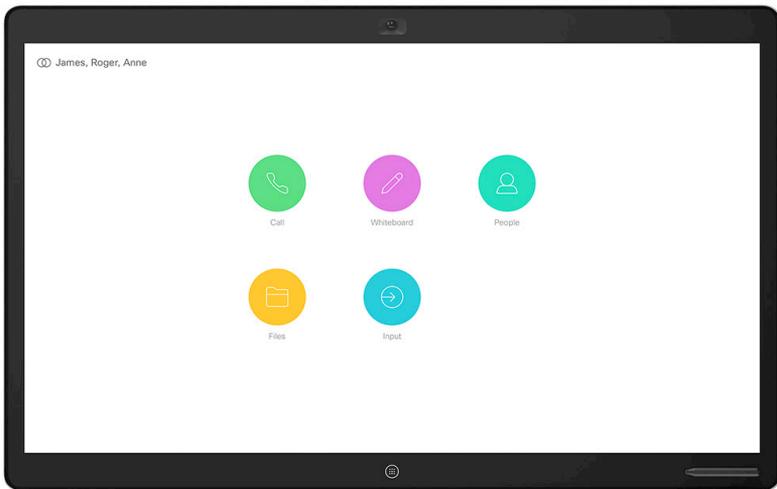
1. Download and install the **Webex Teams app** for your computer from [webex.com/downloads](https://www.webex.com/downloads). For detailed setup instructions, see umass.edu/it/support/video-conferencing/set_up_webex.
2. In the Webex Teams app, click **Connect to a Device** in the lower left.
3. Choose the board in your conference room to share your display. You can then share your desktop, or programs of your choice.

Join a Zoom meeting on a Webex Board

To connect to a Zoom meeting, call the meeting on the Webex board.

Press the Call button on the screen, and then enter the **9 digit Zoom meeting ID number** with “**@zoomcrc.com**” added to the end.

For example, if your meeting ID is **123 456 789**, you would enter **123456789@zoomcrc.com**.



Breakroom etiquette

1. Clean up after yourself

A spill or stain might seem small enough to ignore, but if everyone leaves a tiny mess behind, it builds up. Take just a moment to clean up and everyone will appreciate it.

2. Keep work at your desk

The breakroom is a place that your coworkers may be using to get away from work and recharge. If possible, avoid conversations about work projects they might be taking a break from.

3. Label your food

Label food you leave in shared spaces so others know it's yours.

4. Keep the fridge clean together

If something has clearly gone bad in the fridge, don't hesitate to throw it out, even if it wasn't yours. If it had a label, you can always let the owner know or check before tossing it.

Building coordinators

For issues with furniture or space concerns, email space-feedback@umass.edu.

For urgent issues or building-related concerns, please contact:

- Nicholas Chavez - nchavez@umass.edu or 7-0080
- Angela Kapinos - angela.kapinos@umass.edu or 5-1321

Policies & more

Please remember that while the building is located away from campus, UMass Amherst campus policies still apply at 400 Venture Way.

Smoking/vaping policy

On July 1, 2013, UMass Amherst adopted a tobacco-free policy to encourage and support a healthier environment among all members of the campus community. The use of any tobacco product including **cigarettes, smokeless tobacco** and **e-cigarette/vapes** are prohibited indoors and outdoors on the UMass Amherst campus grounds. This policy applies to all individuals on campus including students, staff, faculty, visitors, and contractors. This policy applies to all university property, land, and buildings including:

- Residential housing
- Parking lots
- Athletic fields
- Vehicles on university grounds

For more information, see umass.edu/tobaccofree

IT staff are encouraged to be respectful of smoke-free areas around other buildings at Venture Way as well.

Fragrance-free areas

We share the air with coworkers. Chemicals in scented products make some people sick, especially those with fragrance sensitivities, asthma, allergies, and other respiratory ailments. If possible, please avoid using scented products at work.

The second floor of 400 Venture Way is a fragrance-free area.

Security camera locations

There are several security cameras in and around 400 Venture Way. All of the cameras are **external-facing**, pointed at entrances, or are located outside of the building.

There is one external camera located on each of the four exterior corners of the building, two at the front entrance, one at each of the side entrances, and one at the loading dock.

There is one internal camera located at each of the two the first floor stairway landings, and one at the first floor lobby. A map of locations is available on request (see building coordinator info on page 13).

UMass Amherst property boundaries (approximate)

