

Office Supplies – ACC B16, ext. 5416, contact: Dena Kennelty, dkennelty@mvcc.edu

- Provide common office supplies (pens, pencils, file folders, paper, etc.).
- Supplies are ordered by the **department secretary or designee** using the online requisition system.
- Orders are generally filled and delivered within three days.
- Items are available for pickup or “emergency” situations only with reasonable notice given to Office Services staff.
- Letterhead and envelopes ordered annually based on following years’ needs, with pre-approved department names
- Directory-the desktop directory (icon on your desktop) contains the most current information, it is updated as new information is received, the printed directory is updated each semester and can be ordered as a supply item
- The Faculty/Staff directory can also be found at <https://www2.mvcc.edu/forms/edirectory/directory.pdf>
- (Batteries and dry erasers are provided by Facilities)

Switchboard – ACC B19, ext. 5400, contact: Dena Kennelty, dkennelty@mvcc.edu

- Transfer incoming calls to the department requested, or determine where a call should be transferred.
- Answer general questions before transferring a call.
- Provide directory assistance and directory updates to college employees.
- Please use the provided directory to transfer calls and limit the number of times a caller is transferred for better customer experience.

Mailroom - ACCB15, ext. 5474, dkennelty@mvcc.edu or kfarrell@mvcc.edu

- All classes of USPS mail and Special Services: Certified, Return receipt, Insured, Library rate, etc.
- Bulk Mail (200 pieces or more) **Call ahead to make arrangements Bulk mail form found at** <https://www.mvcc.edu/office-services/mail-request-form.pdf>
- Interoffice Mail: Utica Campus, Rome Campus, Oneida County Office Building, Broad Street
- Interoffice delivery: Utica Campus delivery twice a day, Rome Campus delivery once a day
- Limited package services, please call ahead. UPS, DHL (international only) and limited FedEx services
- College courier (under the direction of Facilities and Operations) John Wosnjuk
- Loading dock (under the direction of Facilities and Operations) Fred Dyer

Telephones – ACCB18, ext. 5468, contact kdean@mvcc.edu

- New phones, Department Head/Dean please email requests
- Voice mail set up, password resets
- Repair and programming of telephones, please call or e-mail
- Phone moves/adds/changes- please make arrangements ahead of time
- To requests a conference/speaker phone please contact the Information Technology department at 5711
- Telephone and voice mail user guides at the bottom of the employee webpage: <https://www.mvcc.edu/office-services/phone-voicemail-guides.php>

Office Copiers – ACCB18, ext. 5468, contact kdean@mvcc.edu

- Department copiers currently serviced through Arlott Office Products
- For repairs call Arlott Office Products directly (information on front of machine)
- Staples and toner contact Karen Dean
- Walk up Satellite copiers, AB132, PH south, AB249 and PH north call print shop for assistance at ext. 5385
- Copier instructions: <https://www.mvcc.edu/office-services/copier-instructions.pdf>

Print Shop – ACCB21, ext. 5835, Contact jay Salsberg jsalsberg@mvcc.edu

Please complete an online print request: <https://www2.mvcc.edu/forms/printshop/index.cfm> contact jsalsberg@mvcc.edu,

- Color printing guidelines: <https://www.mvcc.edu/office-services/color-printing-guidelines.pdf>
- Black and white, Color copies- **please supply budget code and dept approval**, Various paper sizes and colors, Card stock
- Copy paper (and various) is ordered by the **department secretary or designee** using the online requisition system.
- Posters- 36” maximum width 48”, laminating 24” max width by 48”, scanning
- Folding, Cutting, Binding, 3-hole punch, Walk up shredder available,
- Printing of department Letterhead with pre-approved names are ordered by the ream by the **department secretary or designee** using the online requisition system
- Print requests, E-mail requests. Online requests and Walk up service
- Copier Instructions: <https://www.mvcc.edu/office-services/copier-instructions.pdf>
- Contact your office support staff for gaining door entry to AB132 and AB249, PH 3rd floor copiers are in the halls
- For business cards go to: <https://www.mvcc.edu/office-services/business-card-order.pdf>