

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

Mail Center Guide Booklet: <https://www.mvcc.edu/office-services/mail-guide.pdf>

All classes of USPS mail and Special Services: Certified, return receipt, Insured, Library rate, etc.

- Bulk Mail (200 pieces or more) OR special services, call ahead to make arrangements. Bulk mail form found here: <https://www.mvcc.edu/office-services/mail-request-form.pdf>
- Interoffice Mail: Utica Campus, Rome Campus, Oneida County Office Building, various offsite locations.
- Interoffice delivery: entire Utica Campus delivery once a day, Utica PH 1st floor twice a day, Rome Campus delivery twice a week.
- Limited package services, please call ahead. UPS, DHL (international only) and limited FedEx services
- College courier (under the direction of Facilities and Operations) Fred Huening
- Receiving dock (under the direction of Facilities and Operations) Jim LaValla

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

- Department copiers currently serviced through BME (Business Machines and Equipment)
- For repairs call BME 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>

Office Supplies – ACC B16, ext. 5474, contact: Kelly Farrell, kfarrell@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 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.
- (Batteries and dry erasers provided by Facilities)

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 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>

Directory information – ACC B18, ext. 5468, contact: Karen Dean, kdean@mvcc.edu

The Faculty/Staff directory can also be found on myMV Faculty and Staff Directory title.

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

- New phones, Department Head/Dean please email requests.
- Password resets
- Repair and programming of telephones, please call or e-mail.
- Phone moves/adds/changes- please plan ahead of time.
- Comm Portal, MaXUC, Telephone and voice mail user guides can be found on MyMV phone guide title.
- Headsets are provided through the Information Technology Department. Please call 5711.
- Northland help Desk dial 4357 or 315-671-6262