

# The **WOODBURY** Office

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731 Bielenberg Drive, #209, Woodbury, MN 55125

## ACCESS

From the parking lot, walk in through the main door and take the stairs or elevator up to the 2nd floor. Our suite is located to the right (#209). We share a suite with FLEX Title.

## LOCKS

The exterior doors for the building are open from approximately 7:00am-5:00pm Monday-Friday. Our suite will be locked and only accessible via key fob.

You can find an extra key fob in a Simbalux lockbox located on the gas meter on the back side of the building. (if you are facing the front door, walk around the right side).

Lockbox Code: 1991

## WIFI AND PRINTER

This office is equipped with wifi and a basic printer/scanner/copier. To use the printer, you must download the drivers for the correct printer.

Here is the link to the printer installer:

[https://metrosales0.sharepoint.com/:u:/s/CustomerSharedFiles/Eds\\_JlrBhF1JoWMkwonfluAB9Sh18x5Ekf5B4hSh8-ckNA?e=Mo034B](https://metrosales0.sharepoint.com/:u:/s/CustomerSharedFiles/Eds_JlrBhF1JoWMkwonfluAB9Sh18x5Ekf5B4hSh8-ckNA?e=Mo034B)

Wifi Network Name: PHT

Wifi Password: WhosNext!23

## OFFICE GUIDELINES

1. Since this is a shared building, all agents and staff must maintain a low level of volume in the hallways and stairs.
2. We share a suite with FLEX Title. Please be mindful of noise level when there are closings or other people in the office space.
3. Our office spaces are intended to be used as plug-and-play work spaces. Do not "set up camp" at a specific desk with expectations of it becoming your full time office.
4. Please clean up after yourselves. Do not leave garbage or other items out. Please ensure shared spaces are kept tidy.
5. The team will supply limited drinks/snacks in the resource room. If you bring your own food, please make sure to take it with you or throw it out when you are done for the day.
6. All office supplies are to stay in this office (excluding paper clips, marketing materials, etc.)