

# The **APPLE VALLEY** Office

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15025 Glazier Ave, Suite 209, Apple Valley, MN 55124

## PARKING

Parking lot is in front, to the side, and behind the building. There is an electric charge at the front of the building.

## ACCESS

From the front of the building, enter into the main lobby. Head up the elevator or the stairs. We are suite 209 on the second floor.

## LOCKS

The exterior doors for the building are open from approximately 7am-5:30pm Monday-Friday. Our suite will be unlocked from 9am-5pm Monday-Friday.

Should you need the office outside of business hours, you will be provided an building key fob. Once on the 2nd floor, use the back door to our office, by the printer, it has a keypad and is located at the end of the hallway.

Keypad Code: 12345

## WIFI AND PRINTER

This office is equipped with wifi and a basic printer/scanner/copier. Feel free to use this when needed.

WiFi Network: Pemberton

Password: Welcome1

## 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. If there are items in the hallway that are not PHT's, leave them alone.
2. Our office is set up in offices, but these spaces are intended for plug-and-play work spaces. Do not "set up camp" in a specific office with expectations of it becoming your full time office.
3. Please clean up after yourselves. There is a dishwasher in the wet bar, so please rinse all dirty dishes and place in the dishwasher after use.
4. The team will supply similar drinks and snacks. There is also a small fridge for personal items.
5. All office supplies are to stay in this office (excluding paper clips, marketing materials, etc.)

Questions? Reach out to Hannah (641-903-9457)

## HOW DO I ACCESS THE OFFICE WIFI?

NETWORK: Pemberton  
PASSWORD: Welcome1

## HOW DO I ADD THE OFFICE PRINTER TO MY COMPUTER?

### OFFICE PRINTER SETUP: MAC

GO TO WWW.RICOH.COM  
Support and Downloads  
Search for Downloads  
Enter IMC3000  
Download Driver  
Follow Steps

Select Ricoh IM C3000 for Office Printing  
Go to your Printers and Scanners  
Hit "+" to add printer

### OFFICE PRINTER SETUP: PC

GO TO <https://www.metrosales.com/documentation/>  
Support Tab  
Knowledge Base  
Print Driver Installer  
64 BIT Driver Installer

Go through prompts In DOS with Y or YES  
Enter IP Address: 192.168.1.245  
Install and hit test print  
(Select Ricoh IM C3000 for Office Printing)

## HOW DO I MAKE A COPY?

Select COPY icon  
Enter USER CODE: 01  
Press DONE, OKAY then START

## HOW DO I SCAN A DOCUMENT?

Select SCANNER icon  
Scroll to find and select your name or the name of the person you want to send a document

Place paper in the top paper feed, press START  
The scanned document will arrive as an email in your Inbox

## WHAT IF I DON'T SEE MY NAME?

Select the ADDRESS BOOK icon  
Select (+) REGISTER  
Enter your full name on the NAME tab, shortening the DISPLAY tab to just your first name.  
Enter your email address on the DESTINATIONS tab and press OKAY, Then press the blue "OK" button and EXIT