

The EXCELSIOR Office

202 Water Street Suite 200, Excelsior, Mn 55331

PARKING

Parking lot is behind the building.

ACCESS

From the parking lot, enter through the door for Bull and Wren in the corner. Walk past the elevator and into the next doorway on the left, which is the stairs. Go up to the second floor and walk through the conference room to suite 200.

From Water Street, enter into the stairway on the Castilian Partners (soon to read "Pemberton Homes") building. The first door to the right is 200.

LOCKS

The exterior doors for the building are open from approximately 7am-5:30pm Monday-Friday. Our suite will be unlocked from 8am-5pm Monday-Friday.

Should you need the office outside of business hours, the back door and the back stairs are set up on a code system for us (see below). The Water Street stairs are inaccessible after hours without a fob. The suite will have a lockbox with a key inside of it for the suite door.

Exterior door code: 19910#

Stair Code: 1991

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.

WiFi Network: fortinet

Password: fortinet

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 as found in Apple Valley. Please do not place personal food items in the beverage fridge.
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