

Welcome to The Bert!

Here are some useful tips to help you navigate your new work space.

Technology:

Printing/Copying/Scanning:

PRINTER DRIVER:

In order to print, you need a printer driver to access the Canon ImageRunner:

Go to The Bert's website - <http://www.bertholdbuilding.com/en> - select the **Berthold Building** drop down, and the **Downloads** link on that menu.

At the next screen is a document that can guide you during the installation: **Install Canon Driver Guide**. There are also links to the correct drivers on Canon's website; pick the link that matches your computer - Mac, Windows, or Linux.

Useful Drivers and Other Downl

Canon IR-ADV C5235/5240 All-in-One Printer
— You'll need to install the correct driver & utility package for your operating system

How To Install Canon Copier Driver

- [Install Canon Driver Guide](#)

Mac OS X

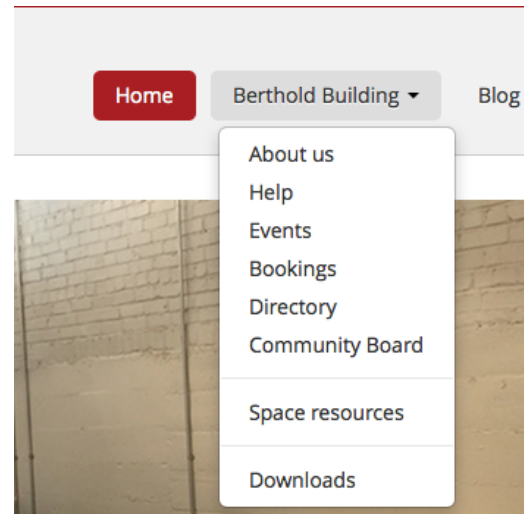
- [All Mac OS X versions](#)

Windows

- [All Window versions](#)

Linux

- [All Linux versions](#)



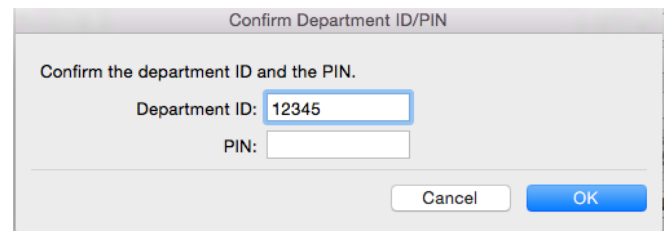
PRINTING:

When you print a document from your computer, you will be prompted for your Department ID and PIN. You only need to enter the Department ID; it is the last 5 digits on your access key card.

When you print from a USB thumb drive, be sure to remove it properly by stopping it on the touch screen first.

COPYING:

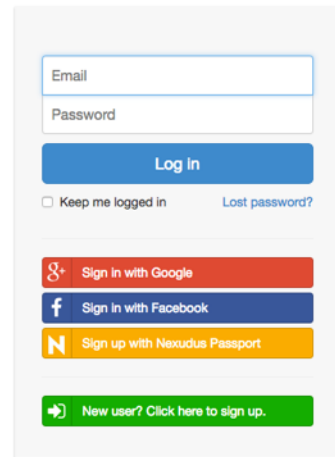
When making a copy on the Canon, swipe your access card on the pad indicated to activate the copier. Touch the screen to make your selection of the numbers of copies and other options. Please logout when you have completed the copy process (so no one else makes copies that will be charged to you).





SCANNING:

When scanning a document, swipe your access card on the pad indicated to activate the copier. Press the **Main Menu** button and select **Scan and Send**. Use the touch screen to select the options you want to use. Please logout when scanning is complete.



GENERAL:

- Costs for printing and copying are posted near the copier, and will be added to your monthly bill.
- There is no charge for scanning (or faxing).
- Let the Receptionist know if you have any questions, or if the machine isn't working as expected.

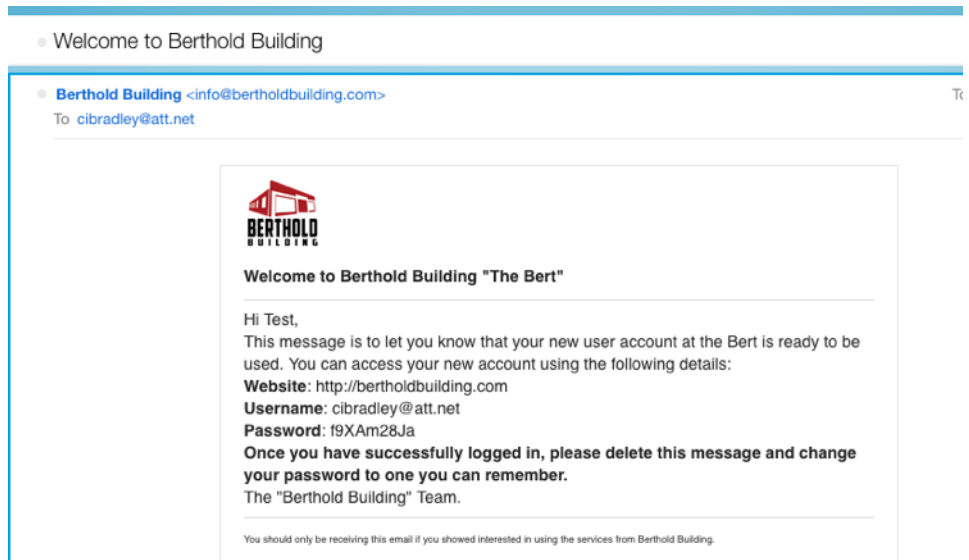
Managing your presence at The Bert:

When you are added to The Bert's systems, you will receive an email in the following form:

Please follow the instructions in this email and "join" the Berthold Building. Doing so:

1. Allows you to advertise your presence here at The Bert.

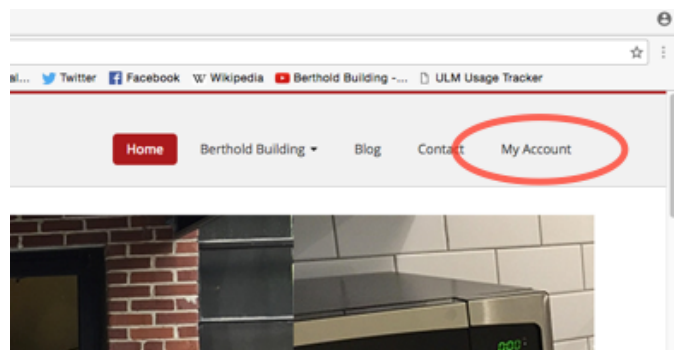
2. You can access The Bert's services - like the conference room reservations.



1. ADVERTISE YOURSELF AND PROMOTE YOUR BUSINESS:

Go to the website indicated in the above email: <http://bertholdbuilding.com>.

On the home page, click on the "My Account" link in the upper right corner.



You will end up at a page like this —>

Insert your email address and the temporary password from the email you received.

Click the Log in button.

You are prompted to create a new password. Please do so. (See the screen shot for password requirements.)

After your password has been reset, you are put at this screen - your “My Account” page:

Fill in the information you would like to share. (Please note: the information in the “Public Profile” section will be posted on The Bert’s website where anyone can see it, if you elect to “publish” the data that you enter there.)

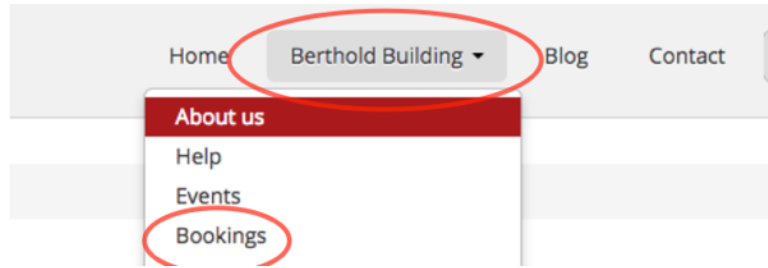
2. ACCESS THE BERT’S SERVICES:

As a member of The Bert, you can access various features of the website

that non-members can't. Please browse the website to familiarize yourself with it.

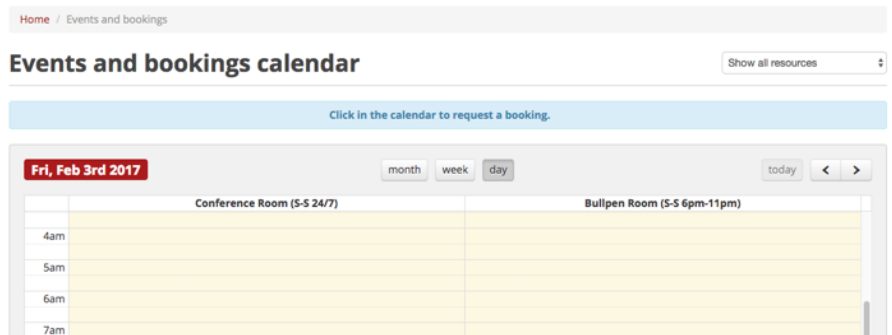
The feature that our members use most often is making a Conference Room reservation. Here's how to do that:

Click the "Berthold Building" drop down menu. Select "Bookings."



This puts you in a calendar display.

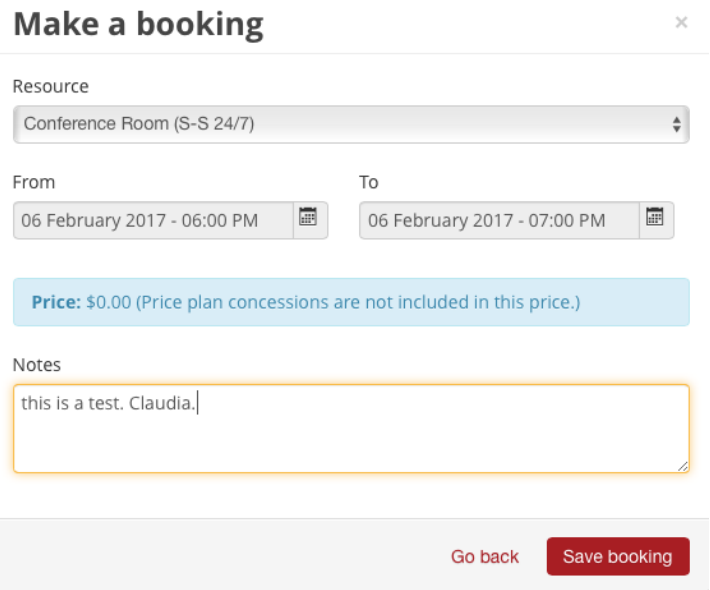
Click in the calendar to create a booking - the conference room panel is on the left.



A window opens to "Make a Booking:"

Review the fields:

- Make sure the correct room is selected;
- Choose the date/time.
- Add notes if needed and click the **Save Booking** button.



If you want to double check that this booking was made correctly, you can look at the bookings on the iPad next to the conference room. (You may need to refresh the iPad's display to see a recently made booking.)

Office Environs:

Monthly Membership Dues:

Membership invoices are sent out the first day of the month. You will receive an email regarding the payment due, and you may choose to pay your monthly amount via the link in this email. If you do not choose to make your payments through our email, then the Bert Team will automatically bill your credit card on file on the fifth business day of the new month.

Etiquette:

Please respect your space and the space of others while at The Bert. We ask that all members keep their noise level to a minimum to ensure the least amount of disturbance to others. Please use the phone booth, conference room, front or back lobbies, or outside spaces for lengthy phone calls.

If someone is violating The Bert's noise policies, please let the Receptionist know.

Occasionally, The Bert's staff may need to improve the physical space, and this may require noise (drills, hammering, etc.). We will do our best to let you know of these events in advance; please let us know if our plans inconvenience you!

No smoking, please! The Bert is a non-smoking facility. Please do not smoke in or immediately around The Bert, and please do not dispose of smoking waste in The Bert's trash cans. There is a "smokers' pole" behind The Bert, near the picnic table.

Mail and Deliveries:

If you need a box for mail or other deliveries, let the Receptionist know. Boxes are available across from the kitchen. There is a \$10.00/per month charge for our co-working plan members. The Dedicated Desk Plans and Office Plans receive mailboxes with their membership.

Lockers:

Lockers are available to rent for our co-working and dedicated desk plan members. The fee is \$25.00/per month.

Kitchen:

The kitchen and its amenities are available for members' use as needed. Coffee is available in the Mr. Coffee carafe; mugs are in the far left upper cabinet. You are welcome to bring your own K cups if you prefer to use the Keurig machine; it has a direct water line connected. Please let the Receptionist know if a new pot of coffee should be made. Chilled water and ice are available on the refrigerator door; glasses are in the same cabinet as coffee mugs. Basic condiments such as sugar and milk or cream (in the door of the refrigerator) are provided. Feel free to bring any special condiments you enjoy, in labeled and dated containers with your name on them if you are leaving them in the kitchen.

Please be thoughtful of others and clean up after yourself in the kitchen. This includes leaving the sink free of debris you wash off dirty dishes, cups and utensils.

Please rinse any dishes and utensils you use and place them in the dishwasher. If the dishwasher is running, or the blue indicator light on the top of the dishwasher door shows 'clean,' please place your rinsed items in the sink. There is a clean / dirty magnet on the

microwave that indicates the condition of items in the dishwasher. *Please don't put your dirty items in the dishwasher if the magnet is turned to the "clean" position.*

Note: any unwrapped, unlabeled, undated food left in the refrigerator will be discarded by the cleaning crew on Friday afternoon.

How to Reserve the Conference Room or Bull Pen:

The Conference Room is available for reservation, on a first-come, first-served basis, 24/7. The Bull Pen is available for reservation between the hours of 6 p.m. and 11 p.m. on weekdays and 6 a.m. to 11 p.m. on weekends. Use the website and log in to schedule yourself for the space you need.

Guests:

If you are expecting a guest during normal business hours, please let the Receptionist know, so s/he can watch for them and open the gate and door. Alternatively, you can give your guest this month's gate pass code, and your guest can let him/herself in. Please note that once they are in the building, they must come to the front desk and sign in, including car tag number and cell phone number. Please have your guests sign out when they leave. Fees for guests are charged according to your membership plan, at the rate of \$10 each.

Trash:

Receptacles for trash and recycling are located in the kitchen. Please place food trash in the kitchen instead of in the bin in your work space.

The bins in the offices are emptied on Fridays by the cleaning crew. If you want to empty yours sooner than that, you are welcome to use the kitchen trash cans, or a trash bag found in one of the kitchen cabinets, if you prefer.

Questions or Comments?

Please let the Receptionist know if we are running low on anything, or if you have any questions or suggestions. We want to make sure you are able to work efficiently and effectively at The Bert. Please make yourself at home, and let us know how we might improve our services.

Thank you for your membership!