



## Welcome to the Plantory!

The Plantory hosts a vibrant community of change-makers and we're happy to have you as part of this dynamic environment. Below are some important details that will help to get you comfortably settled in and familiar with day to day office practices, tips and guidelines. If you have any questions, our Cultivators will be pleased to help!

### Security Key Cards

The Plantory is open between 9am and 5pm Monday through Friday. Our staff members, called Cultivators, will provide a security key card which will allow you access to the building before or after hours. Be very careful with your card and be sure to let us know immediately if it is lost or stolen.

### Wireless Internet Access

The Plantory offers wireless internet access throughout the building. In order to get connected, ask a Cultivator for the access code then simply open your browser – your computer should automatically seek out available Wireless networks – and choose the *Plantory* network.

### Printer / Copier

Two all-in-one laser printers are available for your use and are located in the print room to the right of the elevator. If you need help setting up to print from your individual computer, a Cultivator will be happy to assist you.

The Lexmark X646 prints exclusively in black & white; the Lexmark X544 prints in color. The charge for printing/copying from these machines is 10 cents per page for black & white and 20 cents per page for color. Because the toner for the color printer is much more expensive (even for black), we ask that you set the X646 as your default for general printing/copying.

There is a sheet to record the number of pages you print. Remember, two sided copies count as two pages printed. Invoices for copying will be presented monthly.

### Securing the Space / Conserving Resources

We are all responsible for the security of our shared workspace. Before you leave, make sure the front doors are locked. In addition, please turn off all lights and set the air conditioner up to 76 degrees or the heat down to 72 degrees.

### Phones

The Plantory provides telephone service for tenants, including a handset and personal answering service at a cost of \$50/month. The Cultivator will help determine your answering/messaging preferences, activate your phone and provide you with a user guide.

### Reserving Meeting Room Space

A schedule of events, including meeting room usage, is available on our website [www.plantory.org](http://www.plantory.org) by following the "Calendar" link. Once you determine that the space is available, please consult with a Cultivator who will schedule the meeting room space for you.

### Kitchen and Coffee

The reception area and kitchen are our collective responsibility to keep clean and tidy. We encourage you to clean up after yourself and to also find one other kitchen task that you will make your own (e.g., wiping the counter tops) to contribute to the community. Please label your food items and clear the refrigerator regularly.

Please help yourself to coffee and tea!

### Web Site Promoting You

All tenants are featured on our web site in a "Tenant Spotlight" story. Please see a Cultivator to schedule an interview.