

**GENERAL INFORMATION – MAIN CAMPUS**  
**One Campus View Drive**  
**Vienna, WV 26105**  
**304-865-6000 (7.5.2017)**

**Copiers**

There are two copiers on Main Campus.

- One is located behind the receptionist's office on the main floor (entrance is off the corridor).
- The second is located in the 2<sup>nd</sup> floor Student Lounge (across from the chapel balcony).
- You will need an OVU ID card to use these copiers. (See Security if you don't have an ID card.)
- You can "send" the items from an OVU computer to be copied by selecting "Print" and the "Find Me" list of printers. At the copier, swipe your ID card and follow directions. The 1<sup>st</sup> and 2<sup>nd</sup> floor copiers have the 3-hole punch, staple, and the scan-email features.
- Copy paper is stored in the cabinet nearest the first floor copier. If you take a ream or two of paper from that cabinet, please complete the checkout sheet on the counter. If the copier indicates "add toner" or "add staples", please see or call the receptionist (6010).

**Media Equipment**

If you need an LCD projector, contact the library (304-865-6112 or 6113). You are responsible to return them. A TV-VCR/DVD unit is available for each floor of the Isom Academic Wing (NC Library, 143, 268). Reserve the unit by filling out the form attached to the unit.

**Mail**

The mailroom is located on the ground floor, room 47. Stop by the mailroom the first week you are on campus to receive a combination for your mailbox. If you receive items that will not fit into a mailbox, you will get an email from the Security/Mail person. Call the Receptionist (304-865-6000) or Security (304-865-6258), if the mailroom is not open.

**Classroom Access**

If you find the classroom locked, notify the receptionist and she will contact Security (304-865-6258).

**Computer Lab**

If you would like to hold a special one-time class in the computer lab, please confirm availability with the Provost office (304-865-6101).

**Adjunct Office**

An adjunct office is available on campus. If you need a key, contact your college dean or Terri Butterfield (304-865-6101) or email her at [terri.butterfield@ovu.edu](mailto:terri.butterfield@ovu.edu).

If you have any questions, please stop in any office and ask. We will be happy to help.