

Faculty Mailroom

All faculty are assigned a mailbox or mail folder located in Room 125. Incoming mail is delivered daily.

Larger packages, such as books, are placed near the mailboxes and organized alphabetically by the instructor's last name. Faculty will receive an email notification when a book or package is available for pickup.

Supplies

Faculty and staff may access office supplies in the supply cabinet located in the Faculty Mail Room (Room 125) in Streeter Hall.

Due to limited storage space, not all available supplies are kept in the cabinet. Faculty/Staff who require additional materials should contact their Program Coordinator, Department Chair or manager for assistance.

Copiers

Copiers are available at multiple locations across campus for faculty use. Frequently used machines are located in the Faculty Mail Room (Room 125), in the library at Streeter Hall, and in Room 258 of Streeter Hall.

If a copier or printer in your area is not functioning properly, please do not attempt to repair the machine. Instead contact IT Support at NCCITSupport@ccsnh.edu for assistance.

Please note that copier usage is monitored by the College. Misuse or abuse of equipment may result in loss of access privileges.

Wireless Printing Instructions

To print from a laptop or mobile device to any on-campus printer (copier), your document must be saved as either a **PDF** or an **image file**. Supported image formats include: **bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff**.

Follow these steps to print:

1. Go to: <http://print.ccsnh.edu/user> and use your EasyLogin credentials.
2. Select Web Print from the menu on the left and choose Submit a Job.
3. Select the correct printer: **nccpapcut1\CCSNH Print - Black and White (virtual)**
4. Choose the number of copies you would like to print and select Upload Documents.
5. Select the file you would like to print (Must be in a PDF format) and select Upload & Complete to send to printer.
6. When the document status is (green) HELD IN QUEUE, go to the library printer and login with your EasyLogin credentials and select PRINT.