



## NYACK BUSINESS CENTER

Dear Tenant,

This instruction pack will help you get set up so that you can take full advantage of everything we have to offer. Please let me know if you ever need assistance. I'm here to help!

A .pdf file of this instruction pack can also be found on our website:

1. Go to "Tenant Portal"
2. Click the "NBC Instruction Pack" link listed under "Tenant Resources".  
<http://nyackbusinesscenter.com/wp-content/uploads/2016/02/NBC-Instruction-Pack.pdf>

### To get started:

- 1) Go to [www.NyackBusinessCenter.com](http://www.NyackBusinessCenter.com)
- 2) Click "Login/Register"
- 3) Enter your email and a password of your choice. You will use this to login in the future.
- 4) On the next page, please click on the "New Tenant Form" and fill in all of the requested information  
<http://nyackbusinesscenter.com/new-tenant-form/>

**List your company profile in the Tenant Directory:** Use this business profile page to promote your business and find other great business services offered in the building.

- 1) Click "My Account" at the top right side of the page
- 2) Click "Edit my Tenant Web Page" in the blue/green bar on top
- 3) Here you can add, edit or delete information including: your name, business name, website address, profile image and your business description. From this page you can also edit your login info - user name and password.

**Book a Meeting Room:** The meeting rooms are free to use for tenants

- 1) Click "Book a Meeting Room" on the home page or from "My Account" page
- 2) Click on "Book this Room" button in front of Meeting Room A or Meeting Room C
- 3) Click on the date you wish to use the room
- 4) Scroll down to the times listed and click the available start and end time range (in green) that you wish to reserve
- 5) Click "Add to Cart" and then click "Checkout" on top (*If you are a tenant, please disregard the fee listed. When you enter your tenant code on the next step it will zero out the cost on the Checkout page.*)
- 6) In the Cart page, check to make sure that your dates and times are correct. Then enter your tenant code located on the bottom of the page. This is the same code as your mail room copier code (door code and room number)
- 7) Click "Apply Tenant Code"
- 8) Click "Proceed to Checkout"
- 9) If you have not done so already, you may need to fill in the Billing Details on the next page. This info is saved in your profile so that you do not need to do it again.
- 10) Check the terms and conditions box
- 11) Click "Place order"
- 12) To cancel your reservation:
  - a. Click "My Account" at the top of the page and then look under "Recent Orders"
  - b. Click "Cancel" next to your reservation

*Tenants can cancel reservations anytime and are limited to 10 hours of meeting room time per month.*  
*Cancellations from non-tenants can be received up to 24 business hours prior to the start time of the reservation.*



## NYACK BUSINESS CENTER

**Tenant Bulletin Board:** Post your special announcements or business promotions for free

- 1) When logged in, click on "My Account"
- 2) Click "Submit Bulletin Board Item" in the yellow bar on top
- 3) Enter your information and click "Submit"
- 4) If your post is excepted it will usually appear by the next business day. Click on the Tenant Portal, then click Tenant Bulletin Board to see your listing after the posting has been submitted and excepted.

**Instructions for using the Copy Room - Printer, Copier and Scanner:** PC prints and copies are 12 cents each and scans are 10 cents each. Totals will be billed on your monthly invoice.

**For PC printing to the copier:**

1. Install this print driver on your PC by downloading the 32 bit or 64 bit version print driver from this Dropbox link and unzip/decompress it on to your desktop:  
<https://www.dropbox.com/sh/i59u5hog9tdwmrz/AAC8N7LJYEMIF6odr5NW1nLHa?+dl=0>
2. Disable any firewall or virus protection programs
3. Go to your control panel
4. Add Printer
5. Add a local printer
6. Select: Create a new port: Type of port: Standard TCP/IP Port, then click next.
7. Enter Hostname, IP & Port address: 192.168.1.225, (don't check "query the printer...") then click next. (If "additional port information required" box comes up, select "Custom", then click next.
8. Click "Have Disk"
9. Find and install the "oemsetup.inf" file located in the 32 bit or 64 bit driver folder on your desktop by clicking "Browse" and then "Desktop"
10. Click "OK"
11. Choose "RICOH PCL6 Universal Driver V4.2", then click "next" and then "next" again.
12. Click "Finish"
13. When printing, a password dialog box will popup. Enter your tenant code (door code plus room number) and enter

**To make copies or scans**

1. Lift and close the scanner top to wake up machine
2. Push the copy or scanner button on the left side
3. Enter your seven-digit tenant code and press OK on the screen (the tenant code is your four-digit door code and three-digit room number. (Be careful not to give this code to anyone you don't know))
4. Place document on scanner bed or in document feeder
5. Enter number of copies or if scanning, select your room number on the screen, to email the pdf to
6. Push start
7. When you are done, push the Energy Saver Button

**To enter the Building**

Using the small silver keypad next to the door, press your four-digit door code and then star (be careful not to give this code to anyone you don't know)

**To grant access to your guest at the Front Door Intercom**

1. Your guests will dial your room number on the intercom panel
2. The intercom will call the phone number of your choice, usually a cell phone number is best
3. You may speak with your guest for up to 20 seconds before it automatically hangs up
4. To grant your guests access to the building, dial nine on your phone pad and they will be buzzed in



## NYACK BUSINESS CENTER

For the Village of Nyack Parking Authority - parking rules:

Go to <http://nyack-ny.gov/departments/parking-authority/>

For the Village of Nyack Parking Authority - monthly parking lot permit application

Go to: <http://nyackbusinesscenter.com/wp-content/uploads/2016/02/Nyack-Village-Parking-Permit-Application.pdf>

Applications can be mailed to this address:

Village of Nyack Parking Authority  
9 North Broadway  
Nyack, NY 10960  
Phone: 845-358-3851

For directions to the Village of Nyack - monthly permit parking lots:

Go to: <http://nyackbusinesscenter.com/wp-content/uploads/2016/02/ParkingLotDirections.pdf>