NYACK BUSINESS CENTER

Dear Tenant,

This instruction pack will help you to take full advantage of everything we have to offer here at Nyack Business Center! Please let us know if you ever need assistance. We're 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".
   https://nyackbusinesscenter.com/wp-content/uploads/2022/08/NBC-Instruction-Pack-2.pdf

To get started:

1) Go to 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) Go to the Tenant Portal page
5) Click on the "New Tenant Form" and fill in all of the requested information
   http://nyackbusinesscenter.com/new-tenant-form/
6) If you choose to auto-pay your rent, click on the ACH Payment Agreement and return the form to Shawn Levesque at: info@99mainst.com or Box 207 in the mailroom

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 B
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 processed up to 24 business hours prior to the start time of the reservation.

Tenant Bulletin Board: Post your special announcements or your business promotions here.

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.

NYACK BUSINESS CENTER

INSTRUCTIONS FOR USING THE COPY ROOM - PRINTER, COPIER, AND SCANNER:

PC prints and copies are 20 cents each, and scans are free.

To make copies or scans:

1. Lift and close the scanner top to wake up the machine
2. Choose copies or scans. See the buttons on the left side
3. Enter the seven-digit tenant code and press OK on the screen (the tenant code is your door code and room number)
4. Place the document on the scanner bed or in the document feeder
5. Enter the number of copies. If you are scanning, select your name from the list at bottom of screen to email the pdf.
6. Push start
7. When you are done, push the **Energy Saver Button**

For PC printing to the copier:

1. Install the print driver on your PC by logging in to the building WiFi network
2. Go to system settings
3. Choose Bluetooth & Devices
4. Choose Add Device
5. Choose the RICOH MP 2553 printer from the list or click "More devices and printer settings" to find the printer: RICOH MP 2553
6. Go to File, Print, and choose RICOH MP 2553 from the list
7. Click "Printer Properties" under the printer dropdown list
8. Click the "Basic" tab
9. Click the "User Code Setting" button
10. Enter your tenant code (the tenant code is your door code and room number) and enter

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