

## Faculty Mailroom

All faculty are provided with a mail box or mail folder located in Room 100. Incoming mail is delivered daily. Larger packages, such as books, are placed near the mailboxes in alphabetical order by instructor's last name. Faculty will be notified by email if they have a book or package to pick up.

## Supplies

Faculty and staff will find office supplies in the supply cabinet located in the faculty mail room (room 100) in Streeter Hall. There is not enough room to store all available supplies in the cabinet. If faculty need additional supplies, they should consult their program coordinator or department chair. Supplies are for faculty use only.

## Copiers

Copiers are located throughout the campus. Many faculty use the machines in the Faculty Mail Room (room 100) and outside Aviation (room 94), and the library in Streeter Hall, and room H278 of Judd Gregg Hall. Please do not attempt to repair the machines and contact IT at [ncchelp@ccsnh.edu](mailto:ncchelp@ccsnh.edu). Use of these machines is monitored by the college and any abuse is subject to loss of access.