Twitter Student Survey

Which on campus dining venues do you visit the most? Which venues could we do without? Tweet your answer to @MyPics_UT.

Are you one of 14,680?

Thank you to the 14,680 who secured their parking permit by Saturday, Sept. 1. If you have yet to do so, there is still time. At any point throughout the semester you can login at myparking.utoledo.edu with your UTAD information, click on “Apply for permit”, then select the permit from the drop down list and enter your vehicle’s make, model and license plate information. Remember it is a guaranteed way to avoid a parking ticket for an “unregistered vehicle”. The Parking Enforcement Office has confirmed that they have begun ticketing all three campuses for non-registered vehicles.

In this issue
- Rocket Wireless Turns 10
- Improving Campus Printing/Copying
- What is a UT Affiliate?
- Where do Parking Fees Go?
- Departmental Door Access

Rocket Wireless Turns 10!

Meet our friendly and knowledgeable Rocket Wireless Staff! (above left to right) Cassandra Johnson, Christi Grandowicz, Mike Byrd and Carole Sedlock.

Proudly serving the UT community since 2002

No Sales Tax ● No Credit Check ● No Deposit
One and Two Year Contracts ● Convenient Location
Rocket Wireless has affordable cellular voice and data services offered exclusively to UT students, employees and alumni. Begin a new service plan or keep your carrier and move your service over to Rocket Wireless without penalty. Choose between Verizon, AT&T or Sprint carriers.

Join the Rocket Wireless Family Today!

 Located in Rocket Hall Room 1917
Set up a personal appointment by calling 419.530.4807 or email rocketwireless@utoledo.edu
Hours: M-F from 8:15 a.m. to 5 p.m. with extended hours to 5:45 p.m. on Tuesday and Wednesday.
Always open at rocketwireless.utoledo.edu

Our Fleet of RICOH Multi-Functional Devices (MFD)

Did you know that it’s been one year since The University of Toledo deployed the new Ricoh copiers (Multi-Functional Device)? In the spirit of continuous improvement, the Office of Auxiliary Services is conducting an overall printing assessment and issuing a customer satisfaction survey. Both will begin on Tuesday, Sept. 4 and run through Friday, Oct. 5.

Beginning on Tuesday, Sept. 4, our vendor, RICOH, will be visiting University offices to inventory the existing printing equipment in campus work areas. We ask for your cooperation by allowing the vendor teams to enter and gather needed information. This may take a few minutes since they may need to print a configuration sheet. Then during the first week of October you may be re-visited by the teams for a final assessment of equipment and usage data.

We also ask that you provide your feedback by completing our customer satisfaction survey. Our goal is to understand the needs within the University and help supply our customers with the proper tools so that they may be successful and efficient in their duties. Please take a few moments to complete our survey, found on the Auxiliary Services home page www.utoledo.edu/offices/auxiliary.
1. Prepare your document as you would normally
2. Click on “File” then “Print” as you would normally
   A. Click on “Print Options”
   B. Click on “Properties”
   C. Then click the “Other Options” tab, “Print and Hold” icon, and then the “Confidential” icon
   D. Type in your user name and create a four-digit passcode—only known to you—and select “Print”
3. Once at the MFD (mapped to your computer)
   A. Click on “Held Jobs” on the MFD
   B. Select the username you just created
   C. Enter your four-digit passcode
   D. Select the jobs you wish to print and select “Print Job”; if you wish to cancel the job, select “Delete Job”

**This Month’s Tip:**

Q: I like using my department’s Ricoh Multi-Functional Device to print, but I prefer the privacy of having a printer next to my desk. Is there a way I can print more securely using my department MFD?

A: Yes! All of our MFDs are equipped with a privacy feature called “Locked Printing”. This allows you to print from your computer with the ability to hold the job in the printer’s memory until you are physically at the MFD. Here’s how:

1. Prepare your document as you would normally
2. Click on “File” then “Print” as you would normally
   A. Click on “Print Options”
   B. Click on “Properties”
   C. Then click the “Other Options” tab, “Print and Hold” icon, and then the “Confidential” icon
   D. Type in your user name and create a four-digit passcode—only known to you— and select “Print”
3. Once at the MFD (mapped to your computer)
   A. Click on “Held Jobs” on the MFD
   B. Select the username you just created
   C. Enter your four-digit passcode
   D. Select the jobs you wish to print and select “Print Job”; if you wish to cancel the job, select “Delete Job”

For a tutorial on how to send and retrieve locked print jobs, visit the copier website.

**Knock, Knock! Who’s There?**

**Departmental Door Access Requests**

Rocket ID Cards make it easy for students and employees to access resources like residence halls and academic computer labs, but what if access is needed for other buildings or doors? The process for granting door access is critical to maintaining a safe, secure and productive campus environment. If everyone has access to everything, then we lack security. If no one has access to anything, then we cannot do our jobs or coursework. Requests for door access are carefully reviewed and granted with the consent of staff managers, the head of the requesting department and the building manager. It is important to understand that door access is not granted because someone wants it, but because a position or program requires it. To submit a departmental door access request, visit [http://www.utoledo.edu/offices/auxiliary/businessforms.html](http://www.utoledo.edu/offices/auxiliary/businessforms.html) and submit the form to dooraccess@utoledo.edu.

**Where do Parking Fees Go?**

Revenues from parking permit sales are divided between several departments to cover costs associated with parking on campus. These include parking lot repairs, lighting, snow removal, salting, the mortgage and maintenance (including the elevators) on our parking garages as well as supporting the UT transit system.

In a world without Parking Fees...

-During winter months, every student and employee would bring a snow shovel with them to campus just to find a parking spot.
-UT would have earned its nick name, the Rockets, from the craterous moon like surface of our parking lots rather than our “skyrocketing” performance in a 1923 football game.

**Auxiliary Services Touchpoint**

**What is an Affiliate?**

The University of Toledo is a team consisting of many players. Outside of University employees and students, there are many unsung heroes who contribute daily to our campus community. “Affiliate” status is granted to those who don’t quite fit the mold of student or employee, but still require on-campus essentials like a rocket card and parking permit.

**Who are Affiliates?**

- Volunteers
- Visiting students
- Concurrent students
- Consultants
- Aramark (food service) employees
- Visiting residents
- Others doing business on campus

**How to Activate an Affiliate Account**

If you are an on-campus affiliate and need to acquire a Rocket Number and parking permit, your sponsoring university department must first obtain access for, and complete the Affiliate Request/Update of UTAD & Rocket Number form found on the Community tab of the UT Portal. For more information, visit [http://www.utoledo.edu/parkingservices/](http://www.utoledo.edu/parkingservices/) and click on the link for Affiliate Account Request.