

Faculty Support Center

College of Business

University of North Texas



Come on in to room 352!

We are located next to the Faculty/Staff Lounge and the mailroom.

Konni Stubblefield

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Contact Info:

Phone: (940) 565-3139

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cob-facsupctr@unt.edu

www.cob.unt.edu/fsc/

Mailing address:

1155 Union Circle #311160

Denton, TX 76203-5017

Shipping address:

1307 W. Highland St.

Room 352

Denton TX 76201



Printing Services

- Copying & Printing
 - Copy forms available on the website www.cob.unt.edu/fsc/ or in our office
 - You may email a copy/print request to cob-facsupctr@unt.edu , or drop off in our office
 - Please use double-sided copying when possible
 - Exam Printing - color cover sheets
 - Printing class articles
 - Team up with your classmates to send one copy request for all
 - Save your multiple PDF files as a portfolio in Adobe



Mail



- Mailroom is located next to the Faculty Support Center
- PhD students will share a mailbox with their office mate
- Organized by room number
- Index on the wall
- Outgoing mail is only for university-related items, or intercampus mail. **NO PERSONAL MAIL!**
 - We provide the intercampus envelopes

Other Services

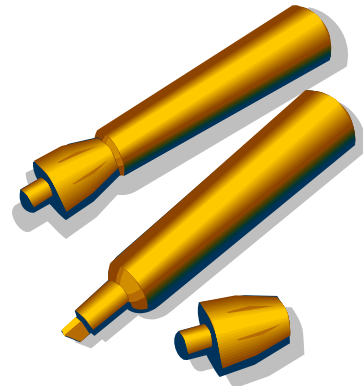
Office Services

- Faxing
 - We have cover sheets in our office, or online at www.cob.unt.edu/fsc/
- Scanning
- Binding
 - Comb binding is available
- Paper Shredder in Room 380
 - Ask us for the key and directions!
- In our office
 - Paper Cutter
 - Heavy-duty staplers
 - Pencil Sharpener
 - 3-hole punch
 - Master key!



Supplies Offered

- Tape & Tape Dispenser
- Staples, Stapler & Staple removers
- Paper clips & binder clips
- Highlighters, pens & pencils
- Printer Paper
- Printer Toner
- Whiteboard markers & erasers
- Post-its
- Scissors
- Rulers
- Push pins



Self-Service Copy Rooms

- Rooms 310 & 384
 - Each room equipped Xerox 4260 black & White copier and a Xerox Colorqube printer
 - Xerox Colorqube printers are only for color printing!
 - ID Cards required to print (instructions in each room)
 - Scanning of small jobs to email
 - Scantron machines available
- DO NOT TAKE PAPER FOR YOUR OFFICE FROM 310 or 384!



Faculty/Staff Lounge

“Doc” Roden Lounge

- Respect it & keep it clean!
- Coffee is free with your own cup
 - If you take the last cup, turn burner off or make more!
 - Extra cream, sugar & coffee in our office
- Microwave - Keep it clean!
- If you make a mess, clean it up!
- Refrigerator
 - Label your food/drinks with your name
 - Do not eat or drink other people’s food or drinks!
 - Do not leave food in their until it rots!
 - Unlabeled food will be thrown away!

Kitchen Rules

- Please **do not** eat other people’s food...
- **Do not** drink others’ beverages...
- Clean your own dishes...
- Be respectful. Pass it on.



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