

CATEGORY	SERVICE	CONTACT			
<b>Audio/Visual</b>	132 Mulford remote for A/V and laser pointer	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Checking in/out A/V equipment	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
	Classroom A/V set up	Educational Technology Services	9 Dwinelle	<a href="http://ets.berkeley.edu">http://ets.berkeley.edu</a>	642-1736
	Colloquim A/V and laptop set up	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
<b>Bulletin Boards</b>	Post appropriate bulletins, remove expired/inappropriate bulletins	Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
		Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-4730
<b>CalNet ID</b>	Password resets, issue tokens, resolution of account problems	Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
		Tony Gamez	108 Mulford	<a href="mailto:salazar@nature.berkeley.edu">salazar@nature.berkeley.edu</a>	642-4897
<b>Colloquim</b>	Setup	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
		Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
<b>Conference Room Reservations</b>	103 Mulford, 251C Hilgard, 112 Hilgard	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
		Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
		Roxanne Polk	135 Mulford	<a href="mailto:rpolk@nature.berkeley.edu">rpolk@nature.berkeley.edu</a>	642-7098
		Carolyn Chee	143 Mulford	<a href="mailto:cjchee@nature.berkeley.edu">cjchee@nature.berkeley.edu</a>	642-2987
<b>Copy machines</b>	Call technician for service	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
	Help with MINOR fixes (e.g. paper jams)	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Input copy codes	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
	Instruction of use of the copier	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Maintain supplies of copier (e.g. paper, staples, toner)	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Maintain user accounts and chart strings	Eleanor Lee	234 Mulford	<a href="mailto:eglee@nature.berkeley.edu">eglee@nature.berkeley.edu</a>	642-0377
	Obtains meter readings for copiers	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
	Setup of copy codes	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
	Submits meter readings for copiers	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
<b>FAX machines</b>					

	Call technician for service	Tony Gamez	54 Mulford	<a href="mailto:gamez@nature.berkeley.edu">gamez@nature.berkeley.edu</a>	643-5252
	Distribution of FAXes to mail boxes	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Instruction of use of the FAX	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Maintain supplies of FAX (e.g. paper, toner)	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
<b>General</b>					
	Directory updates	Rachel Basso	143 Mulford	<a href="mailto:cjchee@nature.berkeley.edu">cjchee@nature.berkeley.edu</a>	642-2987
		Carolyn Chee	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
	Email	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Phones	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Walk-ins	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
<b>Mail</b>					
	Distribution of mail into mail boxes	Reception/Workstudy	137 Mulford	<a href="mailto:espmrcpt@nature.berkeley.edu">espmrcpt@nature.berkeley.edu</a>	643-7430
	Order mail barcode labels for faculty/administrative staff	Eleanor Lee	234 Mulford	<a href="mailto:eglee@nature.berkeley.edu">eglee@nature.berkeley.edu</a>	642-0377
<b>Parcels</b>	(**please have parcel post address listed as 54 Mulford)				
	Sending/receiving parcels	Purchasing Department	54 Mulford	<a href="mailto:espurchase@nature.berkeley.edu">espurchase@nature.berkeley.edu</a>	642-3553
	Toner recycling	Purchasing Department	54 Mulford	<a href="mailto:espurchase@nature.berkeley.edu">espurchase@nature.berkeley.edu</a>	642-3553
<b>Parking Passes</b>					
	Distribution of parking passes (chartstring required)	Monique Zuniga	131 Mulford	<a href="mailto:mzuniga@nature.berkeley.edu">mzuniga@nature.berkeley.edu</a>	642-2210
<b>Payroll</b>					
	Handle/distribution of payroll checks	Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
	Handle/distribution of reimbursement Checks	Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
	Handle/distribution of W-2	Rachel Basso	145 Mulford	<a href="mailto:rbasso@nature.berkeley.edu">rbasso@nature.berkeley.edu</a>	643-4554
<b>Supplies</b>					
	Administrative staff office supplies only	Purchasing Department	54 Mulford	<a href="mailto:espurchase@nature.berkeley.edu">espurchase@nature.berkeley.edu</a>	642-3553