Quick Reference Guide

Building Information...

Stanford @ Porter Drive 3160 Building Address
3160 Porter Drive, Palo Alto, CA 94304

LBRE: Suite 200
HR: Suite 250
OSR: Suite 100

Website
http://Porterdrive.stanford.edu

Mail Codes
Human Resources 8443
Land, Buildings and Real Estate 8442
Office of Sponsored Research 8445

Telephone number
Your telephone number is: The same as it was before your move.

While placing a call to an outside line you must first dial 9 then the number. This gives you a direct line from the outside for callers to contact you. Your log-in pass code for your new phone is 123456 (see the VOIP instructions further in your package)
# Contacts – OSR...

## CONTACTS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Office Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Manager</td>
<td>Denise Ochoa</td>
<td>650.724.3901 Office</td>
<td>650.796.7786 Cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move Coordinator</td>
<td>Sandy Erece</td>
<td>650.723.4637 Office</td>
<td>702.349.1017 Cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move Captains</td>
<td>Tonya Jackson</td>
<td>650.725.2525</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patrice Burger</td>
<td>650.723.6055</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT/DATA Desktop</td>
<td>Sandy Erece</td>
<td>650.723.4637</td>
<td></td>
</tr>
<tr>
<td>VOIP phone</td>
<td>Main Dispatch</td>
<td>650.725.4357</td>
<td></td>
</tr>
<tr>
<td>VOIP phone</td>
<td>Susan Arsenault</td>
<td>650.725.0509</td>
<td></td>
</tr>
</tbody>
</table>
Things to do on my first day...

- Wear your ID card

- Partake in the food provided for you in the morning in the OSR break room. Also use your $5.00 off coupon in your welcome packet

- **Update your StanfordYou contact information at stanfordyou.stanford.edu**

- Test your phone and try a few calls

- Set up your voice mail

- Test your computer and try some printing

- Walk around the building and be sure to test your ID card at the entrances

- If you have any questions, please refer to your contacts page in the information package to find out who can best assist you.
Things to do on my first day...

My bearings

Please look in the left pocket of your Welcome packet for campus maps.

Where my colleagues have moved

Also, in the left pocket, you will find a map with the new 3160 Porter department locations.

Food Options Near Me

Bistro @ 3160 is located onsite! In addition please see the list of local eateries on the left side of your packet.

Gym & Yoga Room Location and Hours of Operation

The Stanford @ Porter Drive 3160 Gym has available showers and lockers for day use. The gym is open 24 hours a day, 7 days a week and is located on the First Floor, South side of the building. The gym is accessed by your Stanford ID via a card reader system.

Touchdown spaces

See the handout on the left side of your packet.

Transportation information

Please look in the left side of your packet for information and maps. We recommend that staff relocating to Porter visit the “Porter Drive” webpage at: http://transportation.stanford.edu/parking_info/porterdrive.shtml#alternative for more parking and transportation info including details on visiting the main campus with a vehicle.
How do I figure out...

My VoIP phone:

My Phone Number: Remains the same.

Voice mail password: Remains the same.

A Quick Reference Guide, created by IT Services, outlines how the Cisco 7945 operates. The guide can be found on the IT Services WEB site at: https://itservices.stanford.edu/service/phone/voip/sets/7965

Please see the USER GUIDE and TIP SHEETS for your VoIP in the left side of your packet.

Auto Log-in Information:

Each Cisco 7945 will be logged-in by an IT tech before you move in to confirm dial tone so each phone should be ready to use. The log in information below is provided as a precaution.

How to login to your Cisco 7945 or 7065 phone if you find a prompt on the screen asking for a user name a password:

User Name = the 10-digit phone number of the Cisco 7945 or 7065 (650-725-0526)
Default Pass Code = 123456

Please see the following diagram for details about your VoIP phone.
How do I figure out...

Your Cisco VoIP phone transmits calls over the same data network that your computer uses. Combining voice and data over the same network means that you have more control over your phone and its features.

Cisco technology adds the ability to associate your primary telephone number with your login ID, password, and associated profile preferences. Because your profile is associated with your login, you can log in to any Cisco phone within your call group and place or receive calls on that phone as if it were your own.
How do I figure out...

**Building Access:**
Your Stanford ID will admit you to your new building via a card reader system.

**ID Badge/Card Access Key**
Your new location is card access controlled. Your ID badge serves a dual purpose in that it identifies you as an employee of Stanford and allows you access to your facility. You will find it necessary to have your badge at all times to ensure entry at exterior doors. Our security system is designed to allow employees 24 hour, 7 day a week access. In the event that you feel you may have lost or misplaced your employee badge, please notify Facilities at drochoa@stanford.edu or 724-3901 immediately. You will need to get a replacement card at the campus ID card office.

For more information about lost or damaged ID cards:
www.stanford.edu/services/campuscard/cardoffice.html

**Card Readers**
There are card readers located at all entrances to the Stanford @ 3160 Porter Drive campus. To access any door with a card reader, simply pass your badge along the reader. You will first hear a beep and then the latch will release allowing access to the door. It is important to remember not to prop or leave doors open after hours for longer than 30 seconds as this may trigger an alarm and subsequent guard response.
How to figure out...

**Conference Rooms at 3160 Porter Drive:**

**First Floor Conference Rooms:**
There are 6 Conference Rooms on the 1st Floor of 3160 Porter. This conference center is shared with the other occupants of 3160 Porter and therefore will be managed by Building Facilities. **The rooms must be booked through the Building Receptionist.** Please contact first floor reception at 650-724-7990 to reserve and to request viewing rights in the Zimbra Calendar for these rooms.

**List of Conference Rooms available at 3160 Porter Drive: (Shared)**

<table>
<thead>
<tr>
<th>Floor</th>
<th>Number</th>
<th>Name</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>107</td>
<td>Monterey Bay</td>
<td>Facilities</td>
</tr>
<tr>
<td>First</td>
<td>108</td>
<td>Pacific Ocean</td>
<td>Facilities</td>
</tr>
<tr>
<td>First</td>
<td>109</td>
<td>San Joaquin River</td>
<td>Facilities</td>
</tr>
<tr>
<td>First</td>
<td>110</td>
<td>Sacramento River</td>
<td>Facilities</td>
</tr>
<tr>
<td>First</td>
<td>111</td>
<td>Bodega Bay</td>
<td>Facilities</td>
</tr>
<tr>
<td>First</td>
<td>112</td>
<td>Crystal Springs</td>
<td>Facilities</td>
</tr>
<tr>
<td>First</td>
<td>000</td>
<td>Training Room</td>
<td>OSR</td>
</tr>
<tr>
<td>First</td>
<td>000</td>
<td>Serra</td>
<td>OSR</td>
</tr>
<tr>
<td>First</td>
<td>000</td>
<td>Bambi</td>
<td>OSR</td>
</tr>
<tr>
<td>First</td>
<td>000</td>
<td>Godzilla</td>
<td>OSR</td>
</tr>
</tbody>
</table>
How to figure out...

How to Reserve a First Floor Conference Room

First Floor Conference rooms at 3160 Porter Drive are reserved using the Zimbra calendar by the building receptionist only. Please contact the receptionist **650.724.7990** during regular business hours to receive viewing rights for these conference rooms.

To "invite" a resource calendar:

1. In the Navigation Menu, scroll down to Zimlets.

2. Click Find-a-Resource.

3. In the Find a location or resource calendar dialog box, enter a keyword for that resource (e.g., 3160, MSOB, H&S, ITS, Clark, etc.).

4. In the Select resources to add box, place a checkmark next to the resource calendar you want to mount on your calendar menu, then click OK. Source(s) will show up in the area below.

5. If the calendar is available for viewing, the Resource add results box will display the message: "<your resource name> has been successfully added."

It will be mounted to your list of calendars and activated by default.
How to figure out...

*IT Support*

Please submit a HelpSU ticket by logging onto helpsu.stanford.edu

*Furniture help*

For furniture questions and assistance, contact your move captain on the Contacts reference page.

*Ergonomics*

**First:** Get to know your workstation.

**Second:**
- Go to axess.stanford.edu
- Go to Star Training Sign-up for “Ergonomics Computer Workstation” (EH&S 3400)

**Third:** If needed sign-up for a consultant to review your workstation set-up and recommend solutions. Contact EH&S Mike Fonda at 723-0448


*Ergonomics: Points to remember*

If your job requires that you sit in a chair most of the day, take short breaks to stretch and move around to avoid tension strain. If you do not know the proper height or level adjustments for chairs and monitors please ask your building coordinator to help you. We will do what we can to help you adjust your work area to optimum ergonomic standards.
Emergency/Safety Plans...

After Hours Emergency Response

During non-business hours, please call 9-911 for an emergency.

Departmental emergency preparedness plans will be in place in your new workplace location.

Please acquaint yourself with the new exit routes and your emergency assembly points, which are listed on the EAP map (following page)

Your exit route is posted in prominent locations on primary circulation paths generally leading to building exits.

Your New Emergency Assembly Point (EAP) is

**HR - EAP 140-1**  Flagpole outside main entrance at front of building

**LBRE - EAP 140-2**  Lawn area behind rear patio

**OSR - EAP 140-2**  Lawn area behind rear patio
Emergency/Safety Plans...

Security Awareness

We pride ourselves in providing a safe environment for our employees. Please follow these common sense rules to help keep our building and employees safe.

Never allow access to the building by individuals you do not personally recognize or who do not have a Stanford ID. If you see someone in the building you do not recognize, we recommend you politely inquire as to the purpose of his/her presence and if you can be of any assistance. If you are not satisfied with the response and remain suspicious, you should immediately notify a supervisor or call 911 (9-911 from an office phone).

Safety Awareness

By following simple rules of safety, we can all benefit and help prevent injury. As you move into your new location, become aware of your safe exit routes, placement of fire extinguishers and outside assembly areas.

FIRE: In the event of a fire alarm, please evacuate the building at the nearest safe exit until you are instructed to return to the building. In no case during a fire alarm should you use the elevator.

LIFTING: Ask for help if you have a heavy box or item that is too large to lift by yourself. Whenever lifting, bend your knees to avoid back strain.

HAZARDOUS SITUATION: If you think a situation may be unsafe, contact the building manager.

FIRST AID KITS: First aid kits are available in the copy areas.
What else should I be thinking about?

Thoughts and Suggestions

We are interested in hearing your thoughts and suggestions – please feel free to email the Move team at porterdrive.stanford.edu for Porter move questions, updates, feedback etc.

Training Opportunities

Watch for training opportunities that will be available as we all get settled in our new space, on topics such as On-line meetings, organizing your new space, etc. If you have suggestions of training topics, please let us know your good ideas.....

Thank you, again, for your contributions to our work here at Stanford.