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**From:** Peggy Phetterplace  
**Sent:** Wednesday, September 12, 2012 7:07 AM  
**To:** Steven Kolberg  
**Subject:** 2nd Floor Information Desk

Hello Everyone

When sitting at the information desk on the second floor, please be aware of your surroundings. Pay attention to anyone that may need some assistance on the floor. Try to catch students in need of help, before they reach the front desk. Please walk around the computers every 30 to 45 minutes and make sure the computers are in working order on the main floor. Keep an eye out for any issues with Pay for Print machine, printer issues, and computer issues. If you have any further questions, please let me know.

Peggy

[Peggy Phetterplace](#)