GENERAL INFORMATION – MAIN CAMPUS
One Campus View Drive
Vienna, WV  26105
304-865-6000 (7.5.2017)

Copiers
There are two copiers on Main Campus.

- One is located behind the receptionist’s office on the main floor (entrance is off the corridor).
- The second is located in the 2nd floor Student Lounge (across from the chapel balcony).
- You will need an OVU ID card to use these copiers. (See Security if you don’t have an ID card.)
- You can “send” the items from an OVU computer to be copied by selecting “Print” and the “Find Me” list of printers. At the copier, swipe your ID card and follow directions. The 1st and 2nd floor copiers have the 3-hole punch, staple, and the scan-email features.
- Copy paper is stored in the cabinet nearest the first floor copier. If you take a ream or two of paper from that cabinet, please complete the checkout sheet on the counter. If the copier indicates “add toner” or “add staples”, please see or call the receptionist (6010).

Media Equipment
If you need an LCD projector or a TV-DVD player, contact the library (304-865-6112 or 6113). You are responsible to return them.

Mail
The mailroom is located on the ground floor, room 47. Any regular size mail will be put in your college dean’s mailbox. If you receive items that do not fit into a mailbox, you will get an email from the Security/Mail person. Call the Receptionist (304-865-6000) or Security (304-865-6258), if the mailroom is not open.

Classroom Access
If you find the classroom locked, notify the receptionist and she will contact Security (304-865-6258).

Computer Lab
If you would like to hold a special one-time class in the computer lab, please confirm availability with VP of Academic Affairs office (304-865-6101 or terri.butterfield@ovu.edu).

Adjunct Office
An adjunct office is available on campus. If you need a key, contact your college dean or Terri Butterfield (304-865-6101 or terri.butterfield@ovu.edu).

If you have any questions, please stop in any office and ask. We will be happy to help.