



WELCOME TO LYNCH BUSINESS CENTER!

In this packet, you will find everything you need for your virtual office space. Please use this as your resource and please let us know if you have any questions (or have any suggestions for details to add!)

In the business center, we have two dedicated meeting rooms available for members:

Suite B: Conference Room (can accommodate up to 8 for meetings)

Suite F: Office Suite (can accommodate up to 3)

The remaining offices are leased full-time by other business professionals. Current tenants include:

Suite A: Paul Feitser Feitser Homes

Suite B: Executive Office *available for monthly members*

Suite C: Mike Lynch Lynch Financial Advisors (also, owner of Lynch Business Center)

Suite D: Solomia Treshchuk STTS Tax Services

Suite E: Monique Vandenbos Marriage & Family Therapist

Suite F: Conference Room *available for monthly members*

Suite G: Donna London La Bella Soul (medical esthetician)

Suite H: *currently available for full-time month-to-month lease*

Reception: Ophie Martinez Assistant to Mike Lynch, Lynch Financial Advisors

Judi Lynch Billing & Operations, Lynch & Sons Pool Service

Erin Lynch Owner/Operations Manager, Lynch Business Center

Alarm

Each member is assigned a 4-digit alarm code. If the door to Suite 155 is locked when you arrive, you will need to disarm the alarm by unlocking the door (key labeled INT) and entering your 4 digits. No other buttons should be pressed – just your 4 digits. If you are the last person to leave the office, you will need to set the alarm. Enter your 4 digits, then exit the suite and pull the door to ensure it is completely shut. If it is not, the alarm will go off (and the office is not secured). If you are leaving the office after 5pm, please also make sure to lock the glass exterior door (the entrance to 1700 Eureka building). This will help keep the entire building secure in the evenings.

Coffee

There is coffee and tea available for you and your clients. The beverage station is in Suite B. Drinking water and water for the Keurig machine can be obtained from the Alhambra water dispenser in the reception area, or the sink next to the women's restroom. There are both disposable and ceramic coffee mugs available for your use. If you use the ceramic mugs, please wash them after use and return them to suite B so they are ready for the next member who has a meeting.

Contact Information

If you have any questions/comments regarding Lynch Business Center, please contact Erin Lynch at (916) 996-3138 or by email at info@lynchbusinesscenter.com.

Fax

There is a fax machine in the reception area available for your use. For incoming faxes, the number is (916) 782-1148.

Housekeeping

After your meetings, please clean up any beverages, paper, office supplies, garbage, etc. so that the room is presentable and ready for the next member to use.

Internet Access

Wireless Internet: LFAGuest (password is welc0megue\$t). There is a sign in each room with the network/password.

Office Directory & Signage

If you would like to have a sign made for our office directory, let us know. The price is \$30. The sign can easily be added/removed from the directory so it can be placed in the spot for suite B or suite F during your scheduled meetings. You can keep your sign in your mailbox or at the reception desk when you are out of the office.

Payments

Payments for the \$25 monthly membership and \$30 postal mailbox (if applicable) will be processed on the 1st of each month. Payments are only accepted by credit card. The use of the meeting space is \$20/hour. Payment is due prior to reserving the space. If you would like to purchase a block of hours at a significant discount, contact Erin Lynch (916) 996-3138 or info@lynchbusinesscenter.com. Discount pricing for blocks of hours are as follows:

Block of Hours	Price	Price per Hour
10	\$100	\$10
30	\$240	\$8
10	\$500	\$5

Postal Mailbox

If you have been assigned a postal mailbox, your incoming mail will be placed directly in your mailbox by the U.S. Postal Service. If you receive a large package, we will sign for it on your behalf and keep it at the front desk. Please note for your business cards or any incoming correspondence, you may use the following address:

Your Name/Business Name
1700 Eureka Road, Suite 155 - __ (enter your box number)
Roseville, CA 95661

Printer

Both meeting rooms have a printer/scanner/copier available for your use. Instructions for wireless printing:

From an iDevice: (iPad, iPhone, etc.) once you are connected to the guest network, you can use the AirPrint function.

From a computer: once you are connected to the guest network, you can send what you want to print as an attachment to an email and send it to the appropriate email address listed below. KEEP IN MIND, this routes out to the Internet and through HP's network before coming back to the LFA Business Center network so we cannot stress enough that we strongly encourage you to not send confidential information to a printer this way.

Printer in Suite B

Name: LFA-PRINTER-B

IP: 192.168.10.221

E-mail for ePrint: lfaprinterb@hpeprint.com

Printer in Office F

Name: LFA-PRINTER-F

IP: 192.168.10.222

E-mail for ePrint: lfaprinterf@hpeprint.com

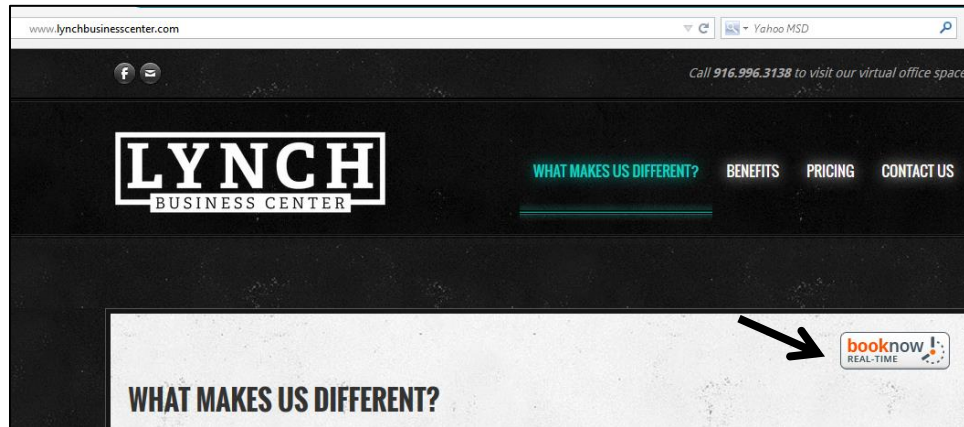
Restrooms

The women's restroom is located just outside the door to Suite 155, on the right. The men's restroom is located outside of Suite 155 – in the hallway across the large open area. Please note that the Building Association does not allow any "other" garbage in the restroom garbage cans (for example, do not dispose of your lunch containers, etc.).

1700 Eureka Road, Suite 155 – Roseville, CA 95661
(916) 996-3138 – www.lynchbusinesscenter.com – info@lynchbusinesscenter.com

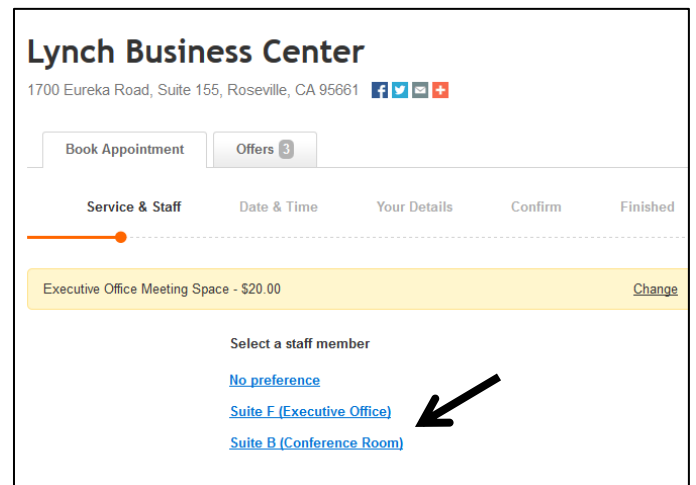
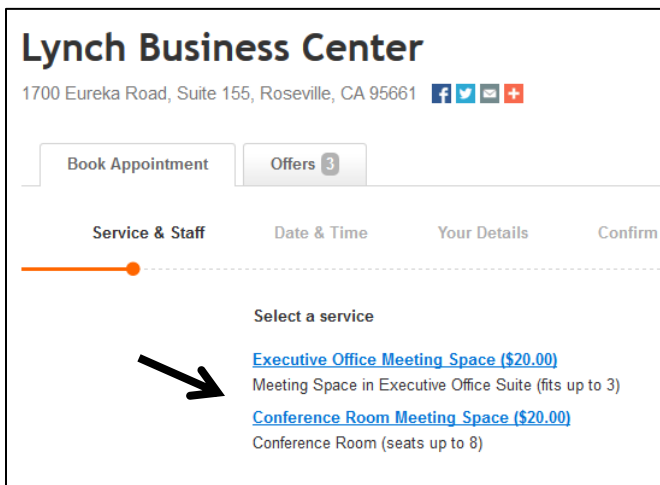
Scheduling Meetings

(1) To schedule a meeting, go to www.lynchbusinesscenter.com and click on the “book now” button.



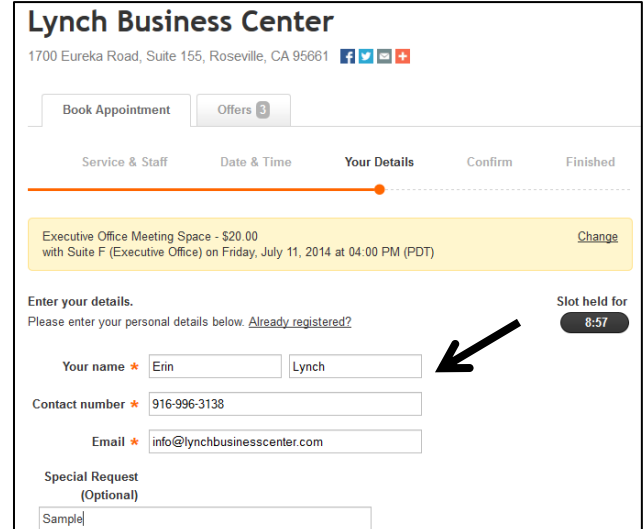
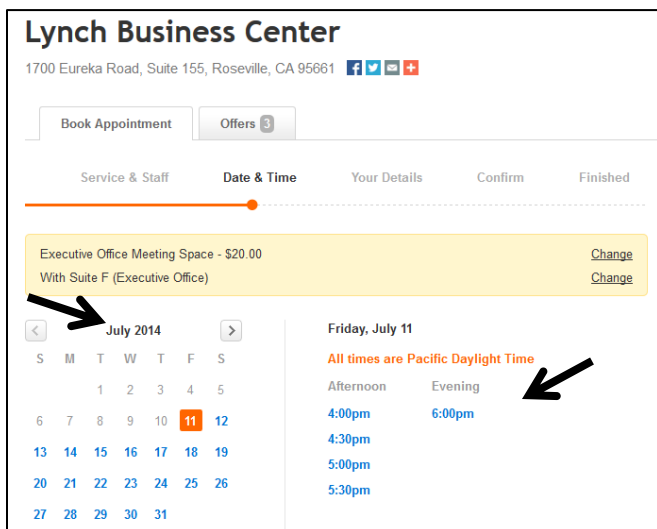
(2) Select the meeting space you wish to reserve:
Confirm the meeting space you wish to reserve:

(3) Confirm the meeting space you wish to reserve:

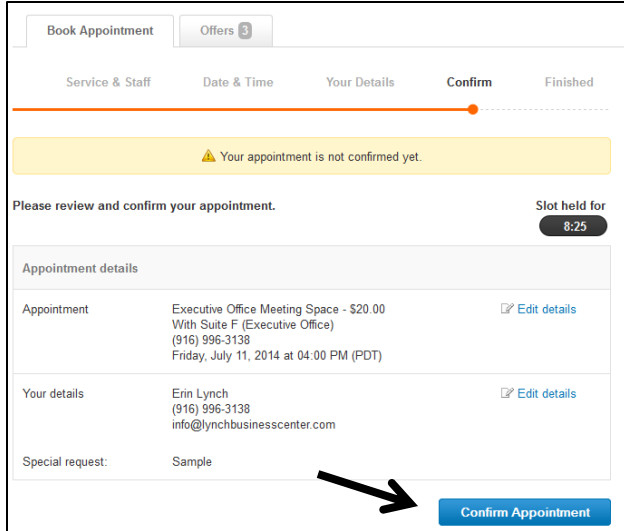


(4) Select the date and time for your meeting

(5) Enter your contact details



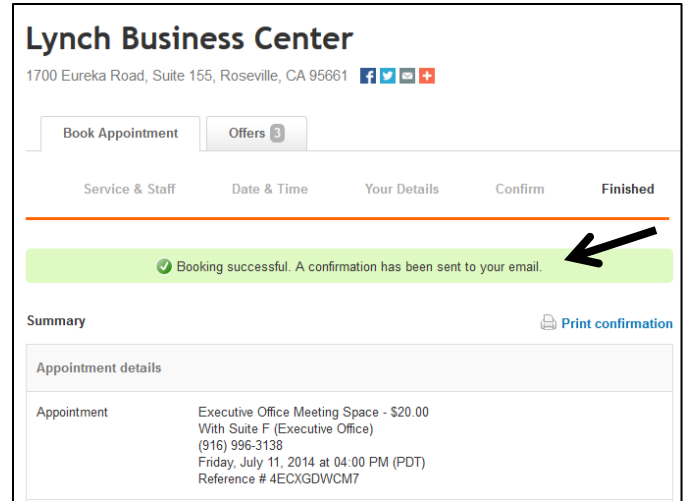
(6) Review the details for your meeting to make sure they are correct. If you need to make changes, click on the “edit details” link. If all of the information is correct, click on the blue “Confirm Appointment” button at the bottom of the page.



The screenshot shows a booking page for Lynch Business Center. At the top, there are tabs for "Book Appointment" and "Offers 3". Below the tabs is a progress bar with five steps: "Service & Staff", "Date & Time", "Your Details", "Confirm", and "Finished". The "Confirm" step is currently active, indicated by a red dot. A yellow warning banner states "Your appointment is not confirmed yet." Below this, a message says "Please review and confirm your appointment." and a "Slot held for 8:25" indicator. The main content area is divided into three sections: "Appointment details", "Your details", and "Special request". Each section contains information and an "Edit details" link. At the bottom right, there is a blue "Confirm Appointment" button with an arrow pointing to it.

Appointment details	
Appointment	Executive Office Meeting Space - \$20.00 With Suite F (Executive Office) (916) 996-3138 Friday, July 11, 2014 at 04:00 PM (PDT)
Your details	Erin Lynch (916) 996-3138 info@lynchbusinesscenter.com
Special request:	Sample

(7) Once your meeting is reserved, you will see a notice on the webpage that says “Booking successful.” A confirmation will be sent to your email.



The screenshot shows the same booking page as in step 6, but now the booking is successful. The progress bar now shows the "Finished" step as active. A green success banner at the top states "Booking successful. A confirmation has been sent to your email." with an arrow pointing to it. Below the banner is a "Summary" section with a "Print confirmation" link. The "Appointment details" section is repeated, showing the same information as in step 6.

Appointment details	
Appointment	Executive Office Meeting Space - \$20.00 With Suite F (Executive Office) (916) 996-3138 Friday, July 11, 2014 at 04:00 PM (PDT) Reference # 4ECXGDWCM7