

09' MOVE IN GUIDE - SETTLING IN

HAVE A NICE STAY!!

PLEASE REFER TO YOUR RESIDENT HANDBOOK



TIPS:

1. READ YOUR RESIDENT

HANDBOOK: The Resident Handbook contains necessary information that you must know about living at AHP. Examples include: How to set up your internet, emergency procedures, and important phone numbers.

2. READ THE DINING GUIDE:

Dining policies will inform you of serving hours, take-out policies, etc.

3. BREAK DOWN YOUR BOXES AND TAKE THEM TO THE DUMPSTER:

All boxes must be broken down and put in the dumpster located in front of Armory House and Armory House Suites.

4. BEFORE YOU REQUEST FOR YOUR BED TO BE

BUNKED OR UNBUNKED, we encourage you to finish unpacking. Many residents find that they need much more space than they thought. Please note that both you and your roommate must sign the request form.

5. RETURN YOUR ROOM

CONDITION CHECK LIST: This must be turned into the office to acknowledge the condition of the room at the time of your arrival.

6. KEEP YOUR RESIDENT

INFO. CARD WITH YOU: Your Resident Information Card contains your meal pin number, telephone number, mail box number and combination, and mailing address.

INTERNET



Once you have connected your computer to the jack in your room using an Ethernet cable, you should immediately be able to access the internet. To gain access to wireless, you can connect your computer by browsing for available wireless networks and connecting to AHPWiFi. The password is Gollini1. After you are connected, you must register your wireless connection by visiting

www.armoryhouse.com/internet.

Any questions or problems, please call 217-337-8889 or 8889 from your room phone. If leaving a message, you must leave your name, room number, building and the reason you are calling.

CABLE TV

It may be necessary to run "Auto Programming" on your television after setting it up in order to receive all subscribed channels.

Don't forget to bring your coaxial cable for your television.



TELEPHONE



Each room within AH Main and AH Suites has its own phone line.

In order to place a call from your phone, you will **first need to dial a "9"** and then the number.

If calling within AHP, you will only need to dial the last four digits of the phone number. (This includes calls made to AH Annexes and AH Apartments.)

DOOR ENTRY SYSTEM

Guests will be able to contact you by selecting your name or entering the appropriate code for your room.

Once you have received the call on your room phone, you will need to enter either "9" for **Armory House Suites** or "1" for **Armory House Main** on your room phone. This will allow your guest to enter the building.



REQUEST FOR BUNKING OR UNBANKING BEDS, RETURNED ITEMS AND OTHER SERVICE REQUESTS.

Requests can be made in the office. However, after move in week, maintenance requests should be made online under "Current Residents".

Requests are completed in order based on urgency.



ADHESIVE TAPE, SCREWS, ETC.

The use of tape, putty, adhesives, glue, tacks, staples and screws are not allowed. Any **Damage** to the doors or walls, as well as any additional cleaning or repairs, will be billed to the resident.



MEAL SERVICE

FOOD SERVICE WILL BEGIN AT BREAKFAST ON MONDAY, AUGUST 17TH.



A PIZZA PARTY WILL BE HELD ON SUNDAY, AUGUST 16TH.

Please refer to the Dining Guide for Serving Hours, Take-Out Policy, etc.

If you require special food preparation due to a health condition, please email us at info@armoryhouse.com

MAKE A PAYMENT



AHP does not send out invoices. Please refer to your contract for the amount due and the due date. Cash is not accepted. Email info@armoryhouse.com with any questions concerning your rental payments.

Rent payments may be placed in the rent drop box located outside the office. Payments may also be made on-line using e-check or a credit card (additional fees apply).

PLEASE REFER TO YOUR RESIDENT HANDBOOK FOR COMPLETE RULES AND INFO.