

Dear IVC Faculty, Staff and Management Team,

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Welcome back! We'd like to provide an update on the employee support available to you on campus.

## Trase Fob Battery Replacement

Last Thursday, the district sent "AB 685 Compliance and Trase Related Updates" with detailed information regarding location reporting requirements under AB 685 as well as **battery replacement instructions**. As a reminder, per [Employees Return to Work Guidelines](#), once a fob has been obtained, the employee are advised to periodically log into their Trase portal to ensure that the system has appropriately identified their locations. This is necessary because a) the fob battery life ranges from 5-12 months and b) some locations (gateways) may not pick up the fob signal due to various reasons. If you notice that a specific location is constantly not picked up, please report it by emailing [ivctech@ivc.edu](mailto:ivctech@ivc.edu). If you did not receive a replacement battery from the district, and fob stopped picking up locations, please contact Toni Brady at [tbrady@socccd.edu](mailto:tbrady@socccd.edu) or IVC Police Services to have your fob battery replaced.

## Electronic Key (Staff ID) Cards

If you don't have an electronic key (staff ID) card yet, please schedule an appointment with IVC Police Services by visiting [Staff ID Card Appointment](#) page. Please review this video containing [Instructions on how to use an Electronic Key Card](#).

## Printing and Duplicating

As faculty and staff and students return to campus, we are seeing a substantial increase in the Duplicating Center print job submittals. We would like to request that print jobs be submitted a *minimum of two* business days before the expected job is needed. This timeline allows our staff to manage multiple demands and provide a consistent high quality of services. Instruction on how submit a duplicating request can be found [here](#) (requires login). The College transitioned to the Papercut Ticketing system in January and it has been working out well.

We would also like to encourage the use of the new Konica Minolta walk-up copiers and printers. These devices are also managed by the Papercut application and require you to login for use. You are

able to log into the devices with your regular username and password or you can setup your staff ID card for auto login. Information on setting up the staff ID card and basic instructions can be found

[here](#) (requires login).

Employees who have access to desktop computers will be able to print directly to the large format Konica Minolta devices located around campus. A printer queue will actively be pushed out to all

Windows systems on campus. The printer will appear on your systems as “FindMe-IVC on ivc-irv-app01” and can be chosen from any application. If you are not able to see FindMe-IVC on your windows computer please reach out to the Technology Services team, and

we will assign a technician to remediate the situation. Locations

where the multi-function printers have been installed for employee use are: IDEA 205 Workroom, PE228, B254, BST202I, HWC, LA210, LIB100, LSB213, PAC139, SAC113, SSC110, SSC 171, M100, A243,

A121, with SSC 130, SSC 220 and IVC PD to be added in the near future.

**Student Printing:** Printers in student labs are also part of

the new system and have been setup in a similar fashion, however setting up a student ID is slightly different because of ID card and card reader type. Documentation for using the student Copier/Printers can be found

[here](#). Student printers are available at B353, B354, B363, BSt110, LA103, LA107, LIB108 (multiple), with IDEA 1<sup>st</sup> floor to be added in the near future.

Please contact IVC Technology Services at 949-451-5696 or [ivctech@ivc.edu](mailto:ivctech@ivc.edu) should you need any further information or assistance.

## **Ergonomic Chair Return**

Lastly, please note that at this time, you are not required to return the ergonomic chair that has been issued to you while working remotely. However, if you decide to return the chair, please contact the district warehouse by calling 949-582-4677 to schedule and coordinate a drop off time at the Saddleback College Warehouse location.

Davit Khachatryan

Vice President, Administrative Services

Irvine Valley College | Email [dkhachatryan@ivc.edu](mailto:dkhachatryan@ivc.edu)

Tel. 949-451-5326 | [Teams Message](#)

