



# Excel Pleasanton

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## GOOD TO KNOW

Included here are the latest updates regarding the Excel Pleasanton office headquarters.

**ALL HIGHLIGHTED TEXT** indicates how to find the same or relevant information on the **Excel Agent Portal**.

Feel free to reach out for further assistance.

## THE EXCEL TEAM

Pleasanton Office



# Excel Pleasanton

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## GOOD TO KNOW

### OFFICE USE:

Excel Pleasanton is now open. This is an open office environment. Please be respectful of all staff's, clients', and agents' privacy, and any confidential and sensitive information. Accompany your guest or client at all times.

All meetings with staff or clients must be scheduled in advance. Contact [Toshina@ERMRealty.com](mailto:Toshina@ERMRealty.com) to schedule. Walk-ins for meetings are not permitted.

### WORKSTATION CUBICLES:

The workstation cubicles are for Excel **STAFF ONLY** and not for agent use.

### AVAILABLE FOR AGENT USE:

- Front Reception Area
- Conference Room, **upon scheduling**
- Guest Office, **upon scheduling**
- Kitchen, **coffee, tea, and water available**
- Back Lounge Area
- Printer, **black/white only and not for marketing purposes**
- Wireless Network

### WIRELESS NETWORK INFORMATION:

Network Name: Excel Realty Guest

Network Password: ourclients7031

### PRINTER INFORMATION:

Printer Name: Brother MFC-L5900DW Printer

Printer Location: Workstation Area

**FOR THE AGENT PORTAL PASSWORD OR OTHER QUESTIONS CONTACT TOSHINA PRASAD AT:**

**TOSHINA@ERMREALTY.COM**

or at 925.398.6808 x111

You may find this file and other helpful tools and resources on the **Excel Agent Portal** at:

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