This guide is to help you become familiar with our network, CazNET and services available to you as a student at Cazenovia College. If you need additional assistance or questions that need answering, please feel free to contact us.

We can be reached by email at support@cazenovia.edu or by phone at 315.655.7777. Our offices are located in the basement of Hubbard Hall.
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August 2011
Policies

Cazenovia College Computer Network Usage Policy

As a Cazenovia College student, you will be allowed the privilege of a personal network account. All privileges come with responsibilities. You are responsible for your computer account and for its use. On any network the actions of any one user affect all others. We ask that you respect the network and its regulations.

In the event you fail to do so, your computer account could be suspended pending appropriate judicial action.

The following guidelines apply to EVERYONE with a Cazenovia College network computer account. As a user of this network you agree to these terms.

It is important that you are the only user of your computer account. Your password should be a combination of characters [including letters, capital letters, and numbers] that would not be easily guessed. If you have any reason to believe that someone else knows how to access your account, change your password immediately.

Guests wishing to use our network may make arrangements to have their own account, so it is unnecessary to share your account with anyone. Do not use the computer account of any other person. Users are responsible for all actions originating from their user accounts and from your network point of access.

Keep your account current. Read and delete mail messages. Empty your deleted items folder. Inform and cancel any list services or discussion groups when you will be away for any length of time. Do not exceed the maximum allowed space per user on the server.

Chain letters and or “pass along email” of any kind are NOT allowed. Do not create, send or forward these to anyone.

Any action on our network that is in any way invasive, such as spamming, viruses, threatening or harassing messages, and any attempt to disrupt the system or compromise network security is expressly forbidden. Legitimate use of a computer or network does not extend to whatever an individual is capable of doing with it. Just because you are able to circumvent restrictions or security does not mean that you are allowed to do so.

All users must abide by all applicable college rules and policies, as well as local, state and federal laws. This includes, but is not limited to, the Cazenovia College Student Conduct Code, and laws of libel, copyright, privacy and obscenity. This also includes the Computer Fraud and Abuse Act, which prohibits “hacking”, “cracking” and similar activities.

It is against the law to copy any college owned or licensed programs for personal use.

Cazenovia College takes care to insure the safety and privacy of your files, but given the nature of computers and electronic communications, we cannot and do not guarantee the absolute safety of your files and information. Users need to take personal responsibility and reasonable precautions with important files and understand that there are risks on any network. Available methods include regular changing of passwords, making duplicates of files, and encrypting sensitive data.

- Students are allowed 700MB of Network space.
- Art & Design students are allowed 1.5GB of Network Space.
Cazenovia College provides reasonable security against damage to files by making regular backups of systems. In the event of lost or damaged files, a reasonable attempt will be made to recover the information; however, we cannot guarantee recovery of the file. It is highly recommended that you have your work saved in two places, on the network and on either your personal hard drive or some type of external storage device (i.e. thumb drive, DVD, etc.).

You should use caution when storing any confidential information in electronic format, because the privacy of such information cannot be guaranteed.

Cazenovia College cherishes the diversity of values and perspectives endemic in an academic institution. We are respectful of freedom of expression and therefore do not condone censorship, nor do we endorse the inspection of files other than on an exceptional basis. As a result, the Cazenovia College Computer Center cannot protect individuals against the existence or receipt of material that may be offensive to them.

The ICT Department will, from time to time, perform system maintenance on the network or emergency repair to the network. Everyone will be notified in a timely fashion if possible.

**Failure to abide by these rules and policies may result in the loss of computer and/or network privileges, and/or College or legal action.**

**Copyright Infringement Policy**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities as detailed below.

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws** Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov.

**Disciplinary Policies**

Notices of copyright and intellectual property violations received by Information and Communication Technologies involving students will be referred to the division of Student Development for disciplinary action. Faculty and staff violations will be referred to the Office of Human Resources. The illegal downloading or sharing of copyrighted media may result in the loss of access to all network resources at Cazenovia College and/or criminal prosecution.
Cazenovia College's Computer Labs and Printing Account Policy

- Cazenovia College computer labs are equipped with computers and printers for members of the CazNET community to use.
- A CazNET account is automatically created for each registered student and staff member. Users must have a computer account to access campus computers and to print on the CazNET domain.

Printing Guidelines

- The printers in the Art and Design building are intended for use by those teaching or taking courses housed in the Division of Art and Design.
- Copying and printing services, including large-format printing services, for faculty and staff who are not within the division of Art & Design are available at the Copy Shop located on Sullivan Street. All non-Art and Design users will be re-directed to the Copy Shop.
- Copying services for course materials are available to faculty in Eddy 202.
- Standard color or black and white laser printers should not be used for jobs over 50 pages. The campus Copy Shop should be utilized for all print jobs that exceed these guidelines.

Printing Credits

- Students will receive printing credits as outlined below. The purpose of the print credit is to establish a baseline quantity, reduce waste and encourage users to be conservative in their printing habits.
- Each registered student receives printing credits for $50 of printing each semester. This covers black and white, letter-size (8.5” x 11”) prints.
- Because Art & Design students pay an additional lab fee per semester, they will receive $135 of printing credits each semester.
- Non Art & Design students taking an Art & Design course will pay a $50.00 printing fee per semester and receive $90 in printing credit per semester that they are enrolled in an Art and Design course.
- Printing credits that remain in a student’s account at the end of the fall semester will roll over to the spring semester. All unused printing credit is forfeited at the end of the Spring term.

Procedures for the use, replenishment or adjustment of printing credits

- When the user presses the Print button on any given computer, their credit is debited from their credit quota.
- If a print credit allocation is exhausted before the completion of a job-in-process, that job will be completed, and any excess charges will be posted to the student’s account. Further printing will not be allowed until the account has been cleared.
- Users may deposit additional funds to their printing account at the Business Office or via PayPal.
- Credits cannot not be shared and are not transferable to other students.

Balance Adjustment Request

Requests for adjustment to printing credit balances for print jobs that were not completed or damaged due to equipment malfunction, require completion of a “Refund Printing Request”. These forms are available from the ICT office, Office of Academic Affairs or the faculty member teaching the course requiring the printing. The form must be completed, signed by the faculty member teaching the course and submitted to ICT. Students should keep the printed document as a receipt for reimbursement. It may take several days for an adjustment to be reflected in the user’s account balance.
Monitoring and Restrictions

- All printouts to network printers are monitored. When students print they will see a pop-up window that shows the total cost of their print job, and their balance after printing.
- Repeated printing of the same file or other print requests which appear to be excessive or in conflict with Cazenovia College usage policy may be rejected at the discretion of ICT. In such circumstances, users have the right of appeal.
- Printing that requires the use of specialty paper must be approved in advance by ICT. Such paper, if approved, is to be provided by the student. Violation of these provisions may subject the student to disciplinary action.

Photocopying

A limited amount of copying may be completed at the Library. The Copy Center, located on Sullivan St., is also available during regular business hours and must be used for photocopying in excess of 25 pages.

Security

1. Remember to shut down, log out or restart any computer you may have used.
2. If you do not properly log out of your computer, you are still logged in that computer and liable for all printing cost incurred by that computer workstation. Failure to log out means that anyone could potentially print from your account. You will be charged for those pages if this should occur.

Printing Prices as of August 26, 2009

<table>
<thead>
<tr>
<th>Color Printing</th>
<th>Black and White Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5 x 11 Single Sided - $0.40</td>
<td>8.5 x 11 Single Sided - $0.10</td>
</tr>
<tr>
<td>8.5 x 11 Double Sided - $0.80</td>
<td>8.5 x 11 Double Sided - $0.20</td>
</tr>
<tr>
<td>17 x 11 Single Sided - $0.50</td>
<td>8.5 x 14 Single Sided - $0.10</td>
</tr>
<tr>
<td>17 x 11 Double Sided - $1.00</td>
<td>8.5 x 14 Double Sided - $0.20</td>
</tr>
<tr>
<td></td>
<td>17 x 11 Single Sided - $0.20</td>
</tr>
<tr>
<td></td>
<td>17 x 11 Double Sided - $0.40</td>
</tr>
</tbody>
</table>

Types of paper used on the large format printer: {prices still being researched}

- Epson Stylus Pro 4000/ Color or Black and White
  - 17”w Roll – Matte or Luster Paper

- Epson Stylus Pro 9600/ Color or Black and White
  - 24”w Roll – Matte or Luster Paper
  - 36”w Roll – Matte or Luster Paper
  - 36”w Roll – Photo Paper

- HP 2100
  - 24”w Roll – Matte or Luster Paper
  - 36”w Roll – Matte or Luster Paper
  - 36”w Roll – Photo Paper
General Computer Information

Connecting to the Internet

How to setup my computer in my room
Please be sure to plug your network cord should be plugged into the Colored (orange or blue) NOT the tan one. The tan one is for the telephone adaptor.

How to Connect with Wireless
Cazenovia College has wireless connection throughout the campus. Please refer to the separate instructions for Connecting to Wireless Guide.

How to Log-in/out of our network
1. Press Ctrl + Alt + Delete key to bring up the log in screen.
2. Login: Enter you username (ex. jasmith) and then your password.
3. Logout: Press Alt +Ctrl +Delete keys at the same time, choose Log off (may need to click Log off again) OR
4. Click the Start button, click the arrow next to Shutdown and click Log off.

How to Change your Password
1. Go to www.cazenovia.edu and click on the CazNET link.
2. Log in using your old username and password.
3. Choose “My Features” from the menu and then choose “Change my CazNET password.”
4. Follow the instructions on the screen to meet the *requirements for your new password.
5. When you are finished, click “ok” to complete the process.

*The MINIMUM requirements for passwords are 8 characters which MUST include:

Two (2) numbers and one (1) capital letter;
DO NOT include your name as part of your password.

Passwords expire every 180 days. You will receive notification as the 180 day approaches and will need to change it before your password expires.

Tip:
Question: I am getting 503 service unavailable when trying to check my email.
Answer: Your password has expired and needs to be reset, please visit a Cazenovia College lab or click my features and select "change my CazNET password" from the left menu and follow the instructions. If you have further issues please call 315.655.7777.

Open Computer Labs
Our computer labs are located in the following buildings: Eddy 103, Eckel 305, Library on the 1st and 2nd floors, Reismen 014, 115, 119, 121, 208, 210 and at South Campus A & B on the 2nd floors.
**CazNET**

CazNET is the term which represents all internal network and web related resources within Cazenovia College’s campus. You can access the following items and/or programs from anywhere you have Internet access.

**CazNET Home**

On our CazNET home page you will find a menu with a list of items students have access to (see below for more specific information), Announcements & News, Dining Hall Menu and Cancelled Classes list.

**My Email**

Outlook Web Access to your Cazenovia College email. Each student is given a Cazenovia College email account for the duration of their college education. You can access your email in CazNET by clicking on My Email from the menu. It is important to check your email daily as this is the main source of communication from the campus community.

1. Click on My Email.
2. Enter your username/password.
3. Click ‘New mail’ to send a new email.
4. To find an email address, click the To button.
5. Type in the Last name then click Find.
6. Click on the name you are looking for, then click the To, CC or BCC button you want to send it to.
7. To check for ‘Email’, click the New Email icon (it looks like two emails ‘moving’).

**Tips:**
- Students are allowed 50MB of mailbox space; you will receive a message when you are reaching the maximum allowed.
- Periodically clean your Inbox; remember to delete your Sent and Deleted Item folders.

**My Folders**

My Folders is your home directory; your “I-drive” that is located on our network system. This drive is backed up by our network on a nightly basis. It is important that you use this space to save all your work. Do Not save your work to the local computers in labs as they are not backed up by our systems and it is very difficult to retrieve data from it. We recommend an External Hard Drive or Thumb/Flash Drive to have a backup of your files.

**Note:** You can only save directly to your I-drive from your room or off campus.

**Access your I-drive:**

1. Click on My Folders in CazNET.
2. A list of folders you have access to will display.

**Save to your I-drive:**

1. In the application you are in, click File and choose Save As
2. In the Save In box, click on the down arrow to provide a list of all drives on the computer.
3. Select the drive listed as I or \tweety\users\<yourusername> or \pepe\users\<yourusername>
4. Type in the file name and click Save.
Download from your I-drive:
   1. Click on the file name you want, and then save it to your disk.

It is important to remember that once you save a file on your local disk, the copy on the I-drive will not be updated unless you upload the file back when you are done editing.

Uploading Files
Once you are done editing the downloaded copy locally onto your machine, you will need to upload it back to your I-drive.

   1. Click the folder icons until you are in the directory that you want to upload a file into.
   2. Click the ‘Browse...’ button to select your file from your local hard drive.
   3. After selecting your file, click the ‘Upload File’ button.

Tips:
   • There are edit, view, and download icons next to each file.
   • Right clicking on any file will also display a menu of these same commands.

My Features
Change my CazNET Password and Footprints are some of the features in this section. To change your password, please see instructions on how to change your password.

My HR
Online timesheet (if you are employed by the college and submit an online timesheet), Job Listings, Work-study

Resources

Co-curricular Transcripts

Judicial Online System (RAs Only)

ERP/SIS
Is where you can find information regarding Academics/Courses, Finances, etc:
   • My Courses & Grades
   • Search for Classes
   • Schedule Builder
   • Student Account
   • Intramurals
   • Meal Plan & CazCash Balances

Blackboard Learning
Is a Web-based course management system that allows faculty to add resources to their course for students to access online or to participate in online classes. To access Blackboard Learning online, you can do one of the following in a web browser:
   1. Type blackboard.cazenovia.edu OR
   2. Type bb.cazenovia.edu OR
   3. Once logged in CazNET, click the Blackboard icon in the upper right corner. This will open a new window.
**Services**

**Support Desk**
Our support desk can help answer questions regarding College owned computers, telephone service, Internet access and media service. Please note that support for non-campus equipment is not provided.

Phone: 315.655.7777  
Email: ictsupport@cazenovia.edu

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday - Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>3:30 – 11:00pm</td>
<td>7:30am – 10:00pm</td>
<td>7:30am - 5:00pm</td>
<td>1:00-5:00pm</td>
</tr>
<tr>
<td>Summer (May-Aug.)</td>
<td>Closed</td>
<td>7:30am - 5:00pm</td>
<td>7:30am - 5:00pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Printing Services**
The Cazenovia College Copy Shop, located next to the College Bookstore at 4 Sullivan Street in Cazenovia, offers an array of services from copying (B&W and color), cutting, laminating, folding, booklets, CD and digital photo printing, and much more. It is recommended that you make use of the Copy Shop rather than trying to print very large quantities in the labs.

Phone: 315.655.7323

Copy Shop Hours of Operation:  
Monday - Friday 8:30 a.m. - 4:30 p.m.  
Summer Hours (May-Aug.) 8:30 a.m. - 4:00 p.m.

**Telephone Services**
Students can request a network based telephone adapter from ICT support. Your computer also plugs into this device. There is an equipment lease form that will need to be signed and students will be responsible to return the adapter at the end of the academic year. ICT does not provide the telephones that are plugged into these devices.

**Local Calls** - are free from using your land line. Please note that some telephone numbers with a 315 area code may be long distance from the college. In this case you would need to use your calling card or your cell phone to place the call.

- To make a local call, dial 3 or 9 then the telephone number
- To make an on-campus call, dial the last 4 digits of the number listed.

**Long Distance Calls** – You will need to use a calling card or your cell phone.

- Dial 3 then follow the instructions on your calling card to make a call.
Mail Services
You will be assigned a mailbox and combination prior to your first semester of classes. This mailbox is assigned to you alone, and will be assigned to you as long as you are continuously enrolled in the College. Your mailbox combination will be given to you when you receive your mailbox assignment, and you should memorize it as soon as possible. Please do not share your mailbox combination with anyone else. This combination is kept confidential for your security.

At the bottom of this page is an example of a correctly addressed letter. Once you receive your mailbox number, be sure you instruct anyone sending mail to you to address their correspondence as shown in this example. Do not use your room number as an address, as the mailroom will not be able to deliver your mail to you. The mailroom will not deliver mail to you unless it is addressed to you, in your name. It is important that mail is addressed to you using your given name, as nicknames may not be recognized, and cause delay in the delivery of your mail.

All outgoing mail must be properly addressed with proper postage affixed. If you are unsure as to the amount of postage needed, the mailroom will be happy to weigh your mail for you. Please be sure to include your complete return address with box number. Mail that is improperly addressed, or does not have proper postage will be returned to you.

If you are expecting valuables or important documents to be sent to you, please instruct the sender to mail the parcel via certified, registered or insured mail. This type of mail requires your signature, and is much safer than regular mail. You should never send or receive money through the mail.

During the school year the mailroom will not deliver academic assignments or projects from students to faculty. It is your responsibility to hand in your work directly to your instructor so please make the proper arrangements with your instructor.

If you should require further assistance or have additional questions concerning any of the above, please do not hesitate to contact the mailroom.

Return Address
Your Name
Your Campus Box#
Cazenovia College
Cazenovia, New York 13035

The College Mailroom is located in Coleman Hall
Phone: 315.655.7249
Business Hours: Monday – Friday, 8a.m. - 4p.m., Saturday 8:30a.m. – 11a.m., Closed on Sunday

Cazenovia Post Office is located on 24 Lincklaen Street, Cazenovia N.Y. 13035
Phone: 315.655.3133
Business Hours: Monday – Friday, 8:30a.m.-5pm, Saturday 9:30a.m.-noon, Closed on Sunday
Audio-Visual Services

Located in the basement of Hubbard Hall, Media Services is an academic support facility designed to assist students, faculty and staff with the production and presentation of non-print materials. Through the application and integration of traditional and emerging technologies, Media Services supports the academic needs of the entire college community.

Classrooms: Almost all classrooms contain an overhead projector and screen. Most also have a ceiling mounted data projector, speaker, DVD/VCR and dedicated computer with access to the Internet. Other portable equipment such as laptops, visual presenters and projectors can be delivered to any classroom given sufficient notification via the computerized ticket reservation system known as Footprints. PLEASE send your requests 2 weeks in advance.

Production equipment: Media Services offers a range of audio and video equipment for use on-site or to borrow. Examples are, voice recorders, microphones, microphone stands, audio mixer, laptops, portable speakers, tripods, Digital & VHS editing systems, digital still cameras and digital video cameras. Most technology is available on a limited basis with advance requests through footprints. Please send requests 2 weeks in advance. You will be required to sign a “loan agreement” upon picking up the equipment.

Training: The staff in Media Services\ICT Support will be more than happy to demonstrate the setup and use of all equipment and to assist you with the more creative elements of your production.
## Telephone Numbers

### Campus Directory

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>315.655.7368</td>
</tr>
<tr>
<td>Admissions</td>
<td>315.655.7208</td>
</tr>
<tr>
<td>Alumni Office</td>
<td>315.655.7332</td>
</tr>
<tr>
<td>Athletic Center</td>
<td>315.655.7266</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>315.655.7777</td>
</tr>
<tr>
<td>Bookstore</td>
<td>315.655.7301</td>
</tr>
<tr>
<td>Business Office</td>
<td>315.655.7305</td>
</tr>
<tr>
<td>Bursar/Student Accounts</td>
<td>315.655.7889</td>
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<tr>
<td>Campus Services</td>
<td>315.655.7227</td>
</tr>
<tr>
<td>Career Services</td>
<td>315.655.7191</td>
</tr>
<tr>
<td>Catherine Cummings Theatre</td>
<td>315.655.7238</td>
</tr>
<tr>
<td>Cleaning/Housekeeping</td>
<td>315.655.7227</td>
</tr>
<tr>
<td>Communications/Marketing</td>
<td>315.655.7377</td>
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<tr>
<td>Copy Shop</td>
<td>315.655.7323</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>315.655.7207</td>
</tr>
<tr>
<td>Development</td>
<td>315.655.7236</td>
</tr>
<tr>
<td>Equine Center / Barn</td>
<td>315.655.7294</td>
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<tr>
<td>Financial Aid</td>
<td>315.655.7887</td>
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<tr>
<td>Fitness &amp; Wellness Center</td>
<td>315.655.7106</td>
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<tr>
<td>Health Center</td>
<td>315.655.7122</td>
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<tr>
<td>Human Resources</td>
<td>315.655.7273</td>
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<tr>
<td>ICT Support Desk</td>
<td>315.655.7777</td>
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<tr>
<td>Center for Teaching &amp; Learning</td>
<td>315.655.7296</td>
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<tr>
<td>Library</td>
<td>315.655.7240</td>
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<tr>
<td>Mail Room</td>
<td>315.655.7249</td>
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<tr>
<td>Morgan Room</td>
<td>315.655.7256</td>
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<tr>
<td>Office of Extended Learning</td>
<td>315.655.7107</td>
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<tr>
<td>President’s Office</td>
<td>315.655.7128</td>
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<tr>
<td>Registrar</td>
<td>315.655.7888</td>
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<tr>
<td>Residence Life</td>
<td>315.655.7237</td>
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<tr>
<td>Security/Campus Safety</td>
<td>315.655.7371</td>
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<tr>
<td>Student Activities &amp; Leadership</td>
<td>315.655.7348</td>
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<tr>
<td>Student Life &amp; Development</td>
<td>315.655.7310</td>
</tr>
<tr>
<td>Transportation</td>
<td>315.655.7192</td>
</tr>
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### Cazenovia Community

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amtrak</td>
<td>1.800.872.7245</td>
</tr>
<tr>
<td>Angel’s Deli</td>
<td>315.655.5835</td>
</tr>
<tr>
<td>Brae Loch Inn</td>
<td>315.655.3431</td>
</tr>
<tr>
<td>Brewster Inn</td>
<td>315.655.9232</td>
</tr>
<tr>
<td>Buyea’s True Value Hardware</td>
<td>315.655.3822</td>
</tr>
<tr>
<td>CAVAC</td>
<td>911</td>
</tr>
<tr>
<td>Caz Auto Service</td>
<td>315.655.9677</td>
</tr>
<tr>
<td>Cazenovia Dental Care</td>
<td>315.655.8148</td>
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<tr>
<td>Cazenovia Fabric</td>
<td>315.655.8500</td>
</tr>
<tr>
<td>Cazenovia Fire Department</td>
<td>911</td>
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<td>Cazenovia High School</td>
<td>315.655.1370</td>
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<td>Caz Motel</td>
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August 2011