**Huntington Center**

**Electronic Directory Tenant Instructions**

Huntington Center is dedicated to providing excellent customer service to both tenants and visitors. As such, we are pleased to offer electronic, touch-screen directories both on the Ground Level near the main entrance on High Street as well as on the Gallery Level near the garage entrance.

New and existing tenants are encouraged to provide the most accurate and up to date information possible to ensure that your clients and visitors are able to locate your suite.

A general overview of the information you are able to display, as well as the formats required, are outlined below.

**Basic Company Information**

Please provide your complete company name as you would like it displayed. Tenants also have the option of displaying one phone number, one suite number and directions to their space. (The directions field has a maximum of 250 characters.)

Your firm description may be a maximum of 2000 characters. Please provide this information in plain text format with no bolding, italics, etc.

Tenants may display a logo on the tenant page / company information page. Logo file types must be JPEG, PNG, or GIF. Tenant must provide an image whose file name ends in '.jpg', '.png', or '.gif'. The image will be scaled to fit in the tenant listing. The placement of your logo is not optional. It will display in the upper left corner of the directory screen.

**Employee Information**

This section is intended to provide basic details about each employee. You may provide a first name, middle initial, last name, job title, direct phone number, biography and photo.

If you wish to display a large number of employees it is best to submit your list in an excel spreadsheet or word document. It is important that it be submitted as a tab delimited text, with no special formatting or hidden returns. Please call the property management office if you have further questions.

**Employee Photos**

Similar to logos, a photo file type must be JPEG, PNG, or GIF. This image will also be scaled to fit in the directory listing.