

# General Information

## Dell Medical School Buildings

- **Health Learning Building (HLB):** 1501 Red River Street | Austin, TX 78712 (Mail Code: Z0100), Phone: 512-495-5555
- **Health Transformation Building (HTB):** 1601 Trinity Street, Building A | Austin, TX 78712 (Mail Code: Z0200)
- **Health Discovery Building (HDB):** 1701 Trinity Street, Building B | Austin, TX 78712 (Mail Code: Z0300)
- **Dell Pediatric Research Institute (DPRI):** 1400 Barbara Jordan Blvd. | Austin, TX 78723 (Mail Code: R1800)

## Office of Development

The Dell Med development team is located at the Health Transformation Building (HTB) on the tenth floor.

- Main giving line phone number: (512) 495-5027
  - Voicemail pin: (see Restricted Info page)
  - Mail giving email address: [dellmedgiving@austin.utexas.edu](mailto:dellmedgiving@austin.utexas.edu) (access granted by request through IT)
  - Dell Med Development Team listserv: [dms-dev-staff@utlists.utexas.edu](mailto:dms-dev-staff@utlists.utexas.edu)

## Mailing Address for Checks

For security reasons, please direct all donors to send their gifts, gift agreements, and pledge forms to Texas Gift Operations (TGO) at the Development Building, 2901 N IH 35 SVRD NB, AUSTIN, TX 78722, use the following

<u>via USPS:</u>	<u>via FedEx/UPS:</u>
Dell Medical School	Dell Medical School
Gift Processing	Gift Processing
P.O. Box 7458	2410 Whitis Avenue
Austin, TX 78713	Austin, TX 78705

## IT Support

Hours of Operation: Monday - Friday, 8AM to 5PM

Contact [Dell Med IT \(help@dellmed.utexas.edu\)](mailto:help@dellmed.utexas.edu) or call 512-495-5888

If you have general issues after business hours, on the weekend, or during holiday, you can call the After Hours Support number and be connected to the UT Service Desk. They can assist with things like UT EID Password Reset and other central service support items, but will need to escalate for DMS /UTHA specific requests.

Call 512-232-6980 and an on-call person will answer the phone, or you may leave a message and your call will be returned within 15 minutes.

## Miscellaneous Helpful Info

- [Dell Medical School Internal Directory](#) – updated by Linda Breining in Communications
- Office of Student Affairs: (512) 495-5150
- HLB Reception: Kat Reyes  
(512) 495-5190 or [kathleen.denton@austin.utexas.edu](mailto:kathleen.denton@austin.utexas.edu)
- HTB Reception: Anthony Ramirez  
(512) 495-5293 or [anthony.ramirez@austin.utexas.edu](mailto:anthony.ramirez@austin.utexas.edu)
- HDB Reception: DeCarlos Roberson  
(512) 495-5348 or [d.roberson@austin.utexas.edu](mailto:d.roberson@austin.utexas.edu)

## Fax Instructions for HTB, Floor 10 Printer

Fax number: (512) 471-8299

To send a local or long-distance fax at this machine:

- Dial 9
- Dial area code and phone number
- Press OK
- Press START

To send a fax to another UT number:

- Dial 9, then dial the area code and the full fax number **OR** dial the last five digits of the fax number
- Don't forget to get your confirmation sheet off the printer