

Lake Park Document Vault

File Share FAQ

Rev. 02-05232025

1. Can I download files?

All library files are the property of LPRI. End users are granted permission, by virtue of being members, to view, download, save, and print files published within the file library directly from your computer.

2. How do I download files?

- i. Locate the file folder that best describes the subject matter of your search.
- ii. Select the chosen folder to display its contents, sorted alphabetically by filename.
 - a. Some folders have special permissions that lock certain files from view/download. You must register to gain access to these locked folders/files.
 - b. Only MiGS are eligible to register for access to locked files.
 - c. To register for private file access, send an email to lakeparkresortinc@gmail.com with the subject line: **Vault Key Request**, and your email address in the body of the message.

3. Can't find what you're looking for?

You may use the same instructions as above, changing the subject line to: **Vault File Request**, and the file description in the body of the message.

4. Where do I turn blank forms once it's been completed?

There are several ways to return forms:

- i. As with any correspondence, completed forms may be mailed to PO Box 3824, Crossville, TN 38557;
- ii. You may also scan the completed form and email it to lakeparkresortinc@gmail.com with the subject line: **Name of Form** (i.e. "Incident Report.")

5. How do I listen to meeting minutes in audio format?

Audio files, while being so much easier to record, can be very large files to download. Some internet providers and web browsers may block that much data being transferred over an open connection. Compressing the files may corrupt the file itself, rendering it useless. If you encounter these issues, you may listen by right clicking on the file and open using your native audio player.

6. Don't have a media player?

You can download a free media player app via any of the major app stores for desktop or smartphones.