CoWorking Welcome Pack

Welcome!

We want to take this opportunity to welcome you to CoWorking and provide you with some useful information and procedures to follow.

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Your First Time Access to The Dataport

The first step will be to issue you with an access card and PIN number on site. You can do this by contacting noc@netcetera.im 24 hours in advance to advise us when you will be arriving.

You must bring photographic identification, such as a passport or a photo driving license.

On entering The Dataport, you will be brought in to the reception area and, provided the authorisation and your identification are in order, will take a digital photo of you and issue you with an Access Card & PIN that will provide access to your desk and the public areas. The tag cannot be used by anyone else as we check against your digital photo before allowing you access to any secure area.

Site Access

The Access cards you have been provided will allow you access to the Dataport front gate, the front door, and the upstairs door on the right.

To book access for visitors, especially for meetings, this can be done by adding details on the [CoWorking Portal](#).

The gate is kept closed and access is granted by the use of a card and pin.

When a visitor arrives, they will need to buzz the Netcetera office.

Only if they are booked in on the visitor calendar will they be granted access.

You can also use the reception phone and dial 200 to call Netcetera, to say you have a visitor arriving along with who the visitor is (name) and Netcetera will remotely open the gate for you when they buzz the Netcetera office on arrival.

We need to keep the building secure at all times - therefore, if you see someone at the door, please do not let them in. Netcetera Staff will take care of all visitors.

Please inform Netcetera if you will require out of hours access as the Freeport gate will be closed evenings and weekends, we will need to arrange for your access for this gate

Post & Deliveries

Deliveries must be addressed as follows:

Your Company Name

C/O Netcetera Ltd

The Dataport,

Ballasalla

Isle of Man

IM9 2AP

British Isles

The post box is checked every morning around 10.30. Any post for your company will be brought up and placed on the bank of desks used by your company.

Fire Alarm

There are two fire escapes from your working area, one that takes you out through the main entrance and a second that takes you down and out via the emergency staircase at the back of your working area by the boardroom.

The assembly area is in the far left hand corner of the Netcetera car park as you exit the main entrance.

The fire alarm is also checked weekly on a Thursday morning at approximately 11 am, please inform us if you will be having a meeting so we can schedule this for a time that won't affect your meeting.

Lights

Please turn off the lights in the area you are working in at the end of the day when the last person leaves.

Air Con

Please turn off the Aircon unit in the area you are working in at the end of the day when the last person leaves.

Kitchen & Break Room

Please keep the kitchen tidy by cleaning up any spillages and putting all used cutlery/plates into the dishwasher immediately after use. Do not leave in the sink or on the draining board!

When cooking anything in the kitchen please switch the extract fan on.

All tea, coffee, and sugar in the storage tins on the kitchen counter area are for everyone to use, as is the milk in the fridge. If you bring in any other items (eg, pods for a coffee maker), these are to be stored in the corner white cupboard.

The Pool Table is for use by everyone, please leave set up and ready for use by the next users, also please keep the pool cue's racked when not in use.

The Table Tennis table is for use by everyone, please leave set up and ready for use by the next users. The bats and ball currently used should be stored on the table.

The spare bats and balls should be stored on the closest empty desk to the door for the break room.

Milk

There are 2 deliveries of milk made a week on a Monday and Wednesday. Please let use know if you would like an order placed too and which type of milk you would like along with quantity. Current IOM Milk Pricing is listed here

Toilets

The toilets can be found on the ground floor through the door near the stairs up to the first floor. Once you go through this door, there are two more - one straight on to the mens and one to the right for the ladies.

Access Cards

Please complete the details on the Access List spreadsheet

Lost Access Card

In the unlikely event of losing an access card can you please contact us immediately so we can block the card. There will be a £20+VAT replacement fee for replacing the card and can be ordered here.

Portal

You can access the Coworking Portal at

https://netcetera.mobi/coworking/

with **your email address** and password of **coworking32az**

Smoking

You can smoke outside, at the rear of the building where you will find an ashtray. Please do not smoke at the front of the building;

Car Park Spaces

We have a limited number of shared parking spaces available in section C of the car park - which are available on a first come, first served basis. If you would like to rent a dedicated car park space - which have a Reserved Parking Sign, please contact the CoWorking Team for details.

WIFI / Internet

100Mbps WiFI is available using the following details

- APN Name: **Co-Working**
- Password: **coworkingiom123**

Please ensure you read the WIFI/Internet Terms of Service

Printing, Scanning & Photocopying

Printing is available using the printer labelled Canon LBP211/212 which is located at the far end of the room. It is available via both WIFI and Wired Connections. To add the printer to your PC/Device please select the printer listed as Canon LBP211/212

Photocopying can be done at the back of the room. You will see 3 printers, the one on the far left you may use for photocopying. Push the OK button and the printer will warm up. then with the UP and DOWN arrow keys select copying. Lift the lid at the top of the printer and hit the green OK button. The device will scan and copy.

Scanning can be done at the back of the room. You will see 3 Printers, the one on the far left you may use for scanning(scan-2-USB). Push the OK button and the printer will warm up. then press the scan button[9], Load your first sheet in the scanner and press Start button[8], after the units has scanned will ask you if you want to load

another or finish to send to USB, pull USB drive out of the front when unit is done sending to USB.
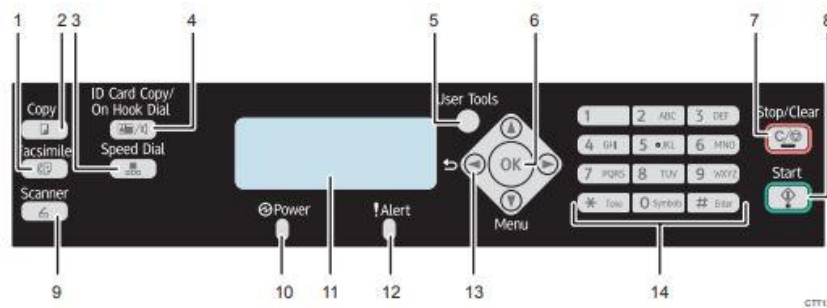
IT Support

Netcetera offers a range of IT Support Packages, both onsite and remote - starting at just £20 per month - please see here for more details. Please contact the CoWorking Team for details.

Downtime

Please feel free to use the following in the the kitchen:

- Playstation 4 games console
- Pool Table
- Table Tennis
- FireStick with Amazon Prime Movies and Netflix

Cleaning

The offices are cleaned over the weekend - so please ensure your desks are clear on Friday in preparation. Bins will also be emptied then.

Contact

Netcetera can be contacted by using the phone in the reception and **dialing 200** or support@netcetera.co.uk or the contact form