



## Welcome pack

### Kuwait office

This welcome pack provides you with all the information you need during your visit to our Kuwait office.

#### General information

Emergency contact & exit <i>(use to report an emergency in the office)</i>	Hanan Makarem +965 22438060/403 (Office hours)
After hours office access	Visitor access is limited to normal office hours.
Facilities reservations & questions	Front desk
Local Information Technology (IT)	Internal: 222/223/414 External: +965 22408844/222/223, +965 22438060/414 Mobile: +965 97259633, +965 97281507, +965 97408260 (24 hours)

#### IT - Related information

IT support	Internal: 222/223/414 Email: <a href="mailto:pepadilla@deloitte.com">pepadilla@deloitte.com</a> , <a href="mailto:mnoronha@deloitte.com">mnoronha@deloitte.com</a> , <a href="mailto:jmayono@deloitte.com">jmayono@deloitte.com</a>
Printer access	Printer can be installed by typing the following address: \\kwkuwappsrv09.atrema.deloitte.com\hplj4350-ics-black Drivers will be installed automatically.
Telephone logistics	Please dial 0/200/400 from any phone to reach front desk who will be able to connect external numbers
Wi-Fi information	Deloitte visitors: Open your PC and you will have access to the network through WirelessDNET. Use MobileDNET for mobiles.  Non-Deloitte visitors: Connect to GuestDNET. Ask for Guest ID at reception.
Internet access	Our offices use all automatic configuration



All EXIT signs are clearly marked. In case of fire, fire alarms will be activated and evacuation will be ordered through building management emergency notification.