



## Welcome pack

### Beirut office

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

#### General information

Emergency contact & exit <i>(use to report an emergency in the office)</i>	Raymonde Naim +961 1 364 700 ext 320 (Office hours)
After hours office access	Visitor access is limited to normal office hours. Please contact Office Administrator (alternatively <a href="mailto:lboffice@deloitte.com">lboffice@deloitte.com</a> ) for out of office hour access
Facilities reservations & questions	Front desk
Local Information Technology (IT)	Internal: 146/153 External: +961 1 364 700 ext 146/153 Mobile: +961 76 686950 / +961 3 982200

#### IT - Related information

IT support	Internal: 146/153 Email: BeirutITSupport@Deloitte.com
Printer access	Printer can be installed by typing the following address: <a href="\\lbbeps01\lbb Beirut-Guest">\\lbbeps01\lbb Beirut-Guest</a> Drivers will be installed automatically.
Telephone logistics	Please dial 201 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.