



## Welcome pack

### Saudi Al Khobar office

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

#### General information

Emergency contact & exit  
*(use to report an emergency in the office)*

Mohammad Kalim  
+966 (0)13 668 5747(Office hours)  
Office Supervisor Mohammad Kalim +966 590348595 (24 hours)

After hours office access

Visitor access is limited to normal office hours. Please contact Office Administrator (alternatively mourrahman@DELOITTE.com) for out of office hour access

Facilities reservations & questions

Front desk

Local Information Technology (IT)

Internal: 5747  
External: +966 (0)13 668 5747  
Mobile: +971 599603129 (24 hours)

#### IT - Related information

IT support

Internal: 5747  
Email: [mansarali@Deloitte.com](mailto:mansarali@Deloitte.com)

Printer access

Printer can be installed by typing the following address:  
<\\10.192.32.6\Xerox-Printer-Khobar>  
Drivers will be installed automatically.

Telephone logistics

Please dial 0 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.