



## Welcome pack

### Egypt office

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

#### General information

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

Suzette Salama  
+202 2461 9909/6030 (Office hours)  
+20100 359 9917

After hours office access

Visitor access is limited to normal office hours. Please contact Office Manager (alternatively [susalama@Deloitte.com](mailto:susalama@Deloitte.com)) for out of office hour access

Facilities reservations & questions

Front desk

Local Information Technology (IT)

Internal: 6021/6022  
External: +202 2461 9909/6021-6022  
Mobile: +20100 179 4134, +20100 179 4135 (Office hours)

#### IT - Related information

IT support

Internal: 6021/6022  
Email: [miyacoub@Deloitte.com](mailto:miyacoub@Deloitte.com), [hfarouk@Deloitte.com](mailto:hfarouk@Deloitte.com)

Printer access

Printer can be installed by typing the following address:  
<\\EGYCAI0010\Egypt-Guest>  
Drivers will be installed automatically.

Telephone logistics

Please dial 8000 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.