



Welcome pack

Riyadh office

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

General information

Emergency contact & exit <i>(use to report an emergency in the office)</i>	Tamer Wageeh +966 11 282 8585 (Office hours)
After hours office access	Visitor access is limited to normal office hours. Please contact Farah Zahra (alternatively fzahra@deloitte.com) for out of office hour access
Facilities reservations & questions	Front desk
Local Information Technology (IT)	Internal: 8428/8487 External: +966 11 282 8428/8487 Mobile: +966 (0) 50 262 4247 (24 hours)

IT - Related information

IT support	Internal: 8428/8487 Email: shamza@Deloitte.com ; frrahman@Deloitte.com
Printer access	Printer can be installed by typing the following address: \\\\10.192.7.55\\GPrinter Drivers will be installed automatically.
Telephone logistics	Please dial 8400 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.