

OFFICE NUMBER(S)**MAILBOX NUMBER****FRONT DESK HOURS**

8 AM - 5 PM (M - F)

ADDITIONAL ASSISTANCE

support@firmospace.com

720.325.1191

YOUR SUPPORT**Janny Jacinthe**

Membership Development Manager

janny@firmospace.com

**Charlie Tatum**

Membership Sales Manager

charlie@firmospace.com

**Member WiFi**

Network: Firmospace

Password: Firmosp@ce17

**Firmospace Dashboard**

member.firmospace.com

**Get the App!**<http://firmospace.com/app>**Mailing Address**

Your Name/Company Name

3344 Peachtree Road NE, Suite 800

Atlanta, GA 30326

**HVAC Services**

Operating Hours: M - F, 8 AM - 6 PM;

Sat, 8 AM - 1 PM by request · Off on major holidays · After-hours service available for an additional fee

**Keys: 24/7 Access**

Please do NOT hand off.

Building · 8th Floor · Member Doors

Individual Office · Print Release ·

Parking Garage

**Guest Policies**

- Members must greet all guests in the lobby
- Register guests on FS Dashboard
- Email & text notifications sent upon arrival
- Remain with guests at all times (includes offices, lobby, conference rooms and common areas)

**Printing**

- Must be on Firmospace WiFi network
- Request printing access: firmospace.com/hive
- Printing Set-Up Instructions: firmospace.com/papercut
- To release jobs, wave key card over reader or manually log-in using the Hive app and QR code

**Secure Shredding**

Box located in the West Lounge, to the left of the printer.

Scanning, Copying & Faxing

- Wave key card over reader at printer
- Select "Device Functions"
- Select "Easy Copy" or "Easy Scan" at top of the screen
- Faxing: Visit www.fax.plus/free-fax/



Member Portal - View & Manage

- Billing and payment details
- Conference room bookings
- Expected guest registration
- FirmSpace announcements
- Building/Local notices
- Member Handbook
- How-To Guides (printing, Crestron, etc.)
- Events
- Member benefits and more



Conference Rooms

- Book on FS Dashboard or notify staff
- 8 meeting room credits per desk
- Screen-mirror ready (HDMI/wireless)
- Not to be used as 'offices'
- Be mindful of other members, please limit time as needed



Friendly Reminders

To keep the space polished, professional and comfortable for all members and their guests, kindly:

- Put dishes and mugs directly in the dishwasher; hand-wash if in use. Drying items will be added to the next cycle for sanitizing (do not leave in sinks).
- Do not put food down sinks or pour liquids into coffee trays (no disposals or drains are present!).
- Use damage-free hooks on walls (avoid holes).
- Avoid visible items on glass and above hallway film lines (including hallways or office divider panels).
- Keep items off sills (inhibits shade motors).
- Let office doors slide shut on their own to keep the soft-close features in good working order (do not force shut).



EVACUATION PLAN

1. Upon hearing alarm, exit your office.
2. Slide door shut and do not lock!
3. Proceed to nearest stairwell (see map).
4. Exit building and proceed to meeting point.
5. Meet at TOWER PLACE PARK: Down Tower Place Drive toward GA 400 and away from Peachtree Road (follow the sidewalk past the Hilton Garden Inn and the Courtyard Marriott).

