

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

8 AM - 5 PM (M - F)

ADDITIONAL ASSISTANCE

support@firmospace.com

720.325.1191

YOUR TEAM

Jessi Gardner

Membership Sales Manager
jessi@firmospace.com



Keely Westveld

Membership Development Manager
keely@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
500 W. 2nd Street, Suite 1900
Austin, TX 78701

**HVAC Services**

Operating Hours: M - F, 7 AM - 6 PM;
Sat, 8 AM - 12 PM · Off on major
holidays · After-hours service
available for an additional fee

**Keys: 24/7 Access**

Please do NOT hand off.
Building · 19th Floor · Member Doors
Individual Office · Print Release

**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**

Boxes located next to the East and West printers.

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, Mondopads, etc.)
- Events
- Member benefits and more



Phone Booth

- First come, first serve
- No credits or booking needed
- 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).
- Please keep your fellow neighbors in mind and gently close office doors when entering and exiting.



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 via Stairwell 1 or Stairwell 2 and proceed to meeting points.
5. Meeting Area 1 - Stairwell 1 exits into the building lobby next to Security. Proceed out of main entrance, turn right to Nueces, then turn right and make your way to the Open Surface Parking Lot North of the Austin Ballet.
6. Meeting Area 2 - Stairwell 2 exits out of the building on San Antonio. Turn left and proceed to Open Surface Lot on the corner of 3rd and San Antonio (North East Corner).

