#### we come sitio bom sucesso

we're so excited to have you join our community.

this guide is here to help you get settled in, discover all our space has to offer, and make your workdays as enjoyable as possible.



# access to the space.



### opening the door.

access to the space is managed through the digital mobile key on our **app - sitio network.** 

#### how it works:

#### create an account.

open the email you received from welcome@sitio.pt and sign in.

#### install the sitio app.

download our app to your phone.

#### open an email by SALTO KS.

click "start" and follow the steps to create an account. do it via web - *do not install* the SALTO KS app.

#### go back to the sitio app.

click the key icon on the lower right corner to unlock the door.

	sitici
Hi MEMBER,	
So glad that you're a part of our community! Please take a few minutes to fill out	your profile in our members portal.
1. Follow the 'Sian in' link	
2. Update your profile	
3. Add your company and personal details	
<ol><li>Invite your team to the members portal</li></ol>	
5. Enjoy being part of our community	
If there is anything else you need, please don't hesitate to ask. We're excited to he	ave you here!







# get connected.

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companies have access to a private, dedicated wi-fi.

your credentials are sent via email.

for guests

wi-fi: **sitio welcome** 

password: sitioconnect

# making workeasier.





### meeting rooms.



each company's monthly plan includes a set number of meeting room hours, which **can be used at any sitio network location.** 

if these hours are exceeded, you can still book meeting rooms, and sitio members receive a 30% discount on additional bookings. *1 hour = 1 credit* 

#### cancellation policy:

up to 1 hour before: 0% cancellation fee less than 1 hour before: 100% cancellation fee

#### other info:

when you make a reservation you will automatically receive a confirmation email, as well as a reminder 30 minutes before.

you can access the room you booked 10 minutes before the scheduled time.

only the user who has booked the room will be able to open the door. use the key icon on the sitio app and hold your phone close to the digital lock to open.

### meeting rooms.



#### how to book:

open the sitio app or the members portal

access the book a meeting room tab

select a location

click "book" to edit the date and hours of your reservation.

select a room and don't forget to add your and your company's name in the details.

click "view summary" and confirm your reservation

you can add guests to your reservation, and they will be notified.









### air conditioning.

**don't forget to turn off the air conditioning when you leave** (if your office has one).

talk to your community manager in case of any issue or if the remote needs new batteries.

### lights.

please turn off your office lights when you leave.

talk to your community manager in case of any issue or if the lightbulb needs changing.

### grab&go.

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coffee & hot beverages

filtered water

#### fresh fruit

are all available in the common areas.

you can use the cups and mugs available in the kitchen.

# community spaces.





### lounge & kitchen.



the lounge and kitchen are common spaces, designed to be used by all sitio members. to ensure the smooth running of the space, we kindly ask you to leave it clean and tidy after using.

in the kitchen, you will find all the supplies and utensils needed to clean and wash your dishes. a dishwasher is also available for your convenience.

small labels are also provided so you can identify your food and drinks.



# mail& packages.



there is a shared mailbox key available for every member.

members are responsible for receiving their own mail and packages.



# visitors & guests.



guests are welcome for meetings or quick visits.

each company is responsible for receiving their guests.

# welcome to the community!



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