welcome

sitio guimarães

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.

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access to the space.

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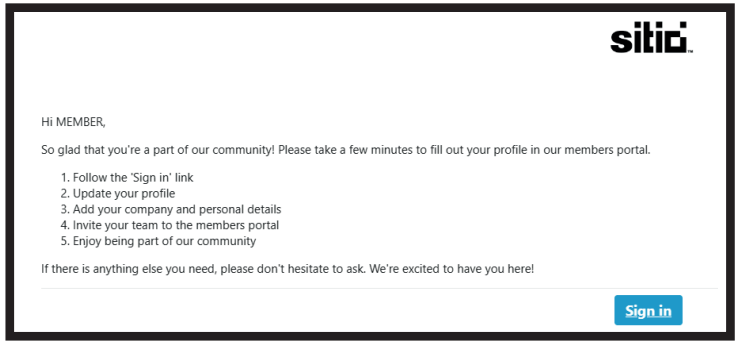
01

opening the door.

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

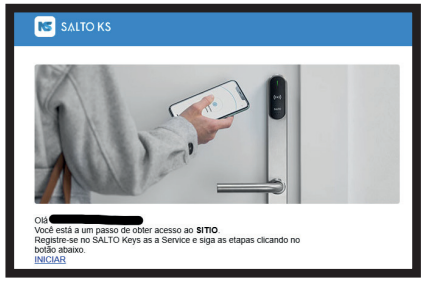
how it works:

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

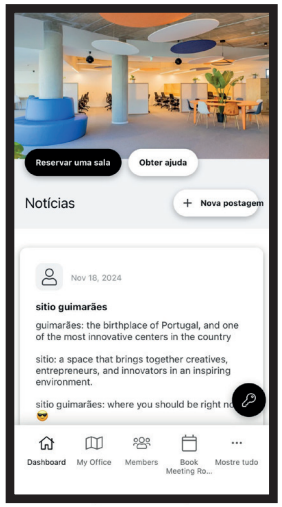


install the sitio app.
download our app to your phone.

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.



how to exit the space:
click the light switch/button close to the door, to open it.

please make sure the door is closed when you leave.

activating the alarm.

members have 24/7 access to our space and each company has their own personal alarm code.

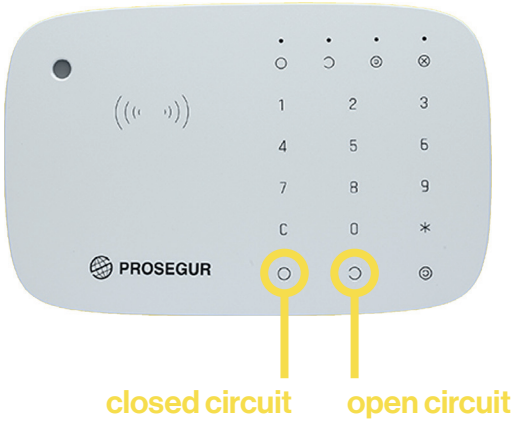
the alarm is automatically activated everyday.

monday to friday.

- 10:00 pm
- 7:30 am

weekends.

- friday | 10:00 pm
- monday | 7:30 am



how to activate:

1. **activate the keyboard**
2. **enter your code**
3. **press the “closed circuit” key**

you can now leave
and close the door,

the alarm will stop beeping
when the exit delay time is up.

how to deactivate:

when you open the door,
the alarm will start beeping.

before the entry delay time is up:

1. **enter your code**
2. **press the “open circuit” key**

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-guest

password:
sitioconnect

02

making work easier.

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03

printer guide.

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there is a shared printer available for all members.

in each company's monthly plan, a set amount of prints is included. when this limit is exceeded, additional prints will be charged at the following rates:

a4 // b&w: 0,10€

a4 // color: 0,20€

a3 // b&w: 0,15€

a3 // color: 0,40€

how to print:

click here for the **login link**

enter your company's **login credentials**

select **personal management > works > FollowUser > upload file**

select the file you wish to print (refresh the page until the file appears)

the file is now available in the printer.
go to the printer, select the file and print.

meeting rooms.

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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.

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how to book:

open the **sitio app** or the **members portal**

access the **book a meeting room tab**

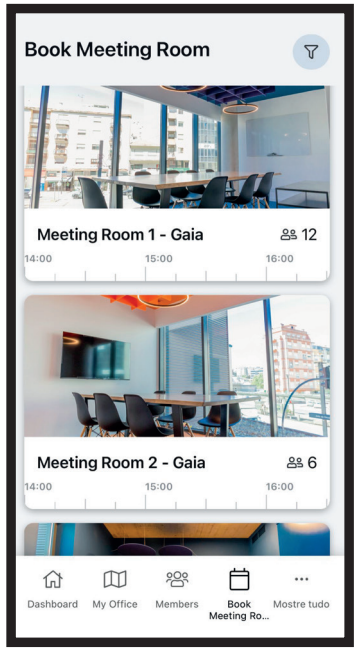
select a location

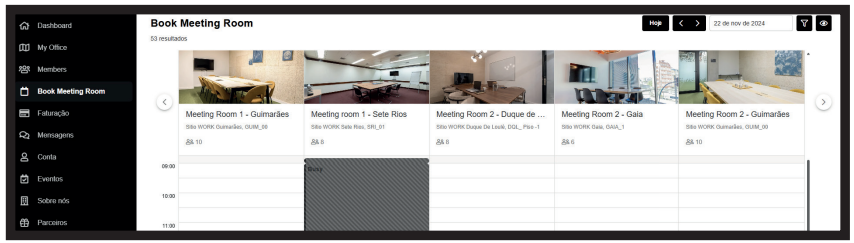
click “book” to **edit the date and hours** of your reservation.

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.





comfort & essentials.

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04

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.

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.

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05

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.

lockers.

the use of lockers in the space depends on your coworking plan.
feel free to ask your community manager for assistance.

phone booths.

we provide free-to-use phone booths for making private calls.
we kindly ask that they be used in moderation.

mail & packages.

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the shared mailbox is available outside, next to the entrance.

the community manager will accept all mail and packages addressed to companies. personal mail or packages without the company name will not be accepted.

06

visitors & guests.

07

each company is responsible for receiving their guests.

when available, the community manager can assist by greeting and directing guests to the designated area.

welcome to the community!

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let's talk:

vera comba
community manager

vera.comba@sitio.pt

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