

# welcome

sitio rosso

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.**

**sitió™**

**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.

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### install the sitio app.

download our app to your phone.

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### 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.

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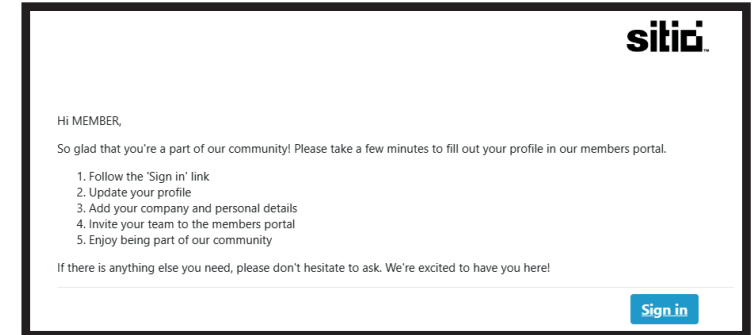
### go back to the sitio app.

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.



# get connected.

# 02

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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**

**making  
work easier.**

**sitió™**

**03**

# 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**

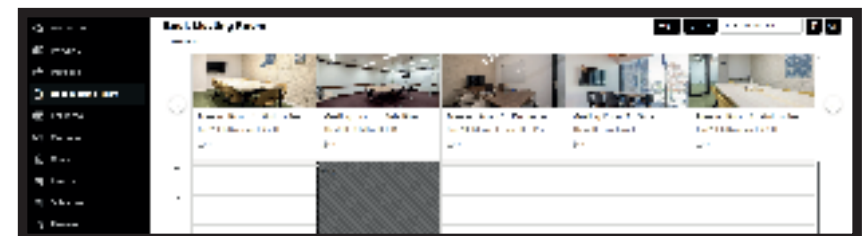
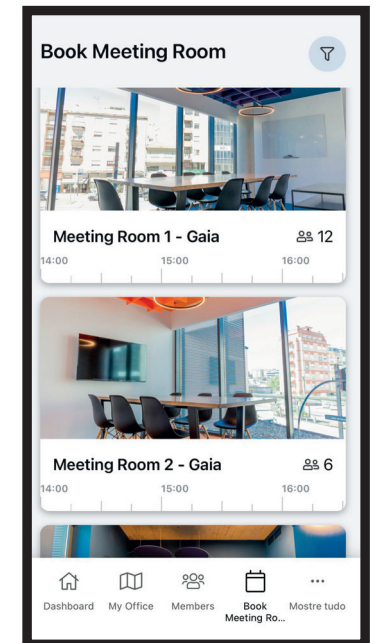
**select** a location

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.



**comfort  
& essentials.**

**sitio™**

**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.

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# grab & go.

**coffee & hot beverages**

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**filtered water**

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**fresh fruit**

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are all available in the common areas.

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

**community  
spaces.**

**sitió™**

**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.

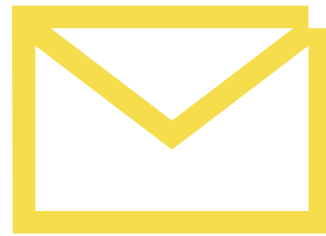


# mail & packages.



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



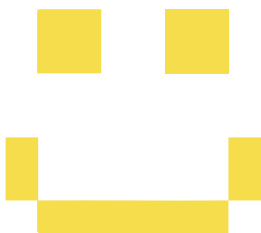
# visitors & guests.



each company is responsible for receiving their guests.

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

# 07



# welcome to the community!

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## let's talk:

**patricia bento**

community manager

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rossio@sitio.pt

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