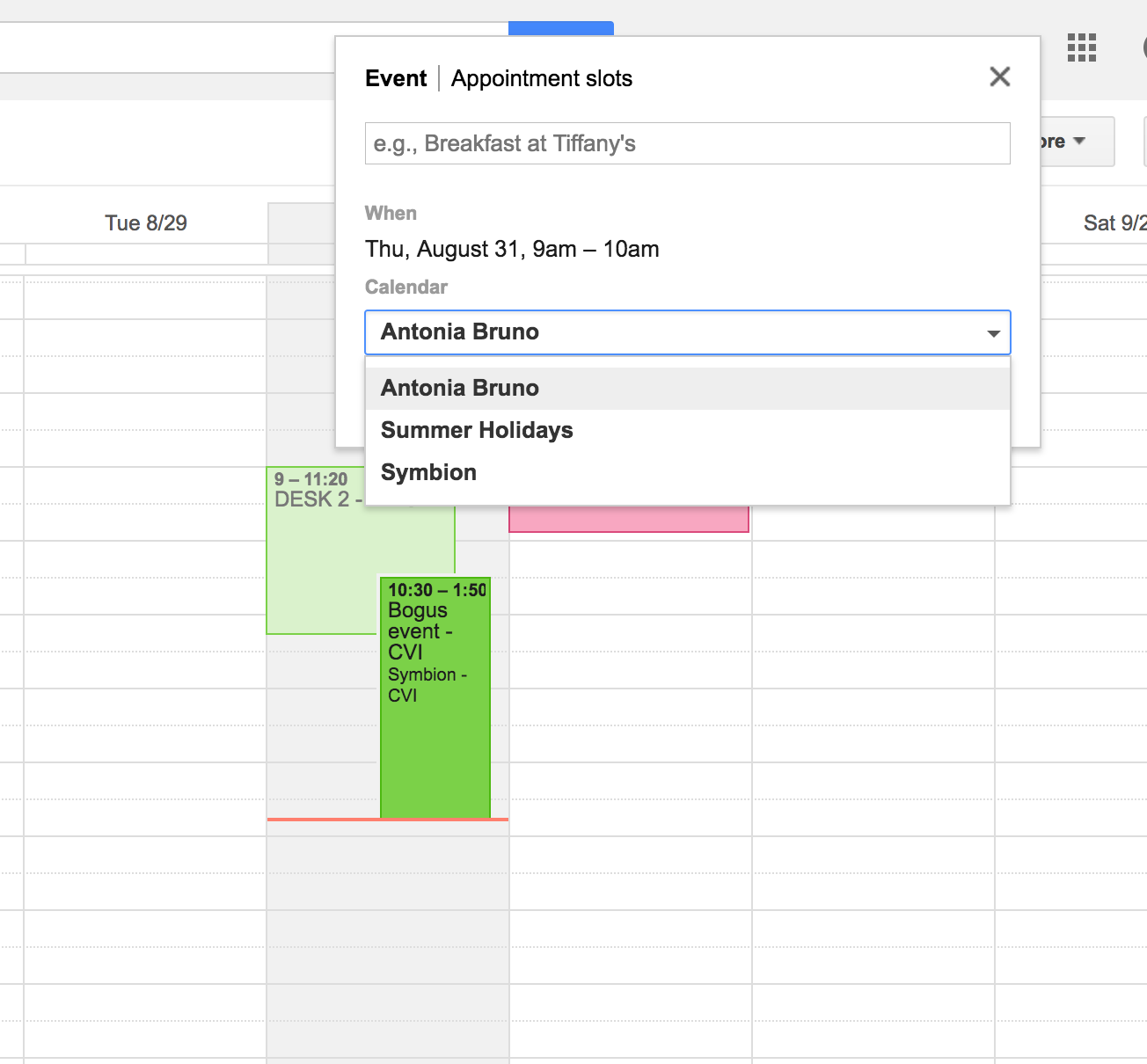
**Alexandra Institute Office Practical Information**

**Office Schedule**

The office only facilitates two people which means it’s **important** to fill out the Symbion Calendar.

1. Go to your Google calendar
2. Click the date to add your schedule like you usually would.
3. Then choose the Symbion Calendar



**Post Address:**

Njalsgade 76, 2300 Kobenhavn S

**Packages:**

Delivered to Univate office on the 4th floor.

**Internet:**

Wi-Fi: Univate.

Code: Symunity.

Speedp5 wired network: 1 Gbps.

**Office and Access Key:**

To get the office and access keys you need to go and sign for them in person at the Reception 4th floor.

**Opening times accommodation:**

KI. 8:00 to 17:00.

Outside this period, you must use the access code

Access code: 2013E

**Reception:**

Reception hours: Monday to Friday kl. 9-15.

Out of hours’ ring: 3917 9999

**Problems:**

If you have any problems contact the helpdesk [helpdesk@symbion.dk](mailto:helpdesk@symbion.dk)

(printer does not work, there is a broken light bulb, the coffee machine is defective… etc.)

**Canteen:**

There will be some lunch tickets for you to use inside the office.

**Print:**

symbion.dk/print you will find drivers, instructions for printing and prices. The printers are located behind the kitchen area.

**Cleaning:**

Cleaners will be cleaned once a week. Food waste should therefore be disposed of and cups brought to the dishwasher.

**Intranet:**   
136 mit.symbion.dk gives you practical information and access to the administration of our information about 2021.AI.

**Meeting rooms:**   
136 mit.symbion.dk, you have the opportunity to book the meeting rooms. Under "My page" you will find username and password.

Username:

Password:

**Bathroom:**   
Access to a bathroom in building 8 campus, see map 136 mit.symbion.dk

**Sunscreens:**

Adjusts automatically. See more information about the function p6 mit.symbion.dk under practical information.

**Parking:**

There are free parking spaces in front of the building. If you wish you to use please inform Univate of your registration number.

Send an email with your registration number to [bl@symbion.dk](mailto:bl@symbion.dk).

If you have any guests who need to park, please go to the help desk which is situated in the pink hallway next to the elevator and they will supply you with a temporary pass.