

Welcome to Red Hat
From Tina Wang in the Parkview Green Office

Office Address:

8F, Tower A, Parkview Green Fang Cao Di,
No. 9 Dong Da Qiao Road, Chaoyang District,
Beijing 100020, China

Main Phone #: 8610 6533 9300

FAX #: 8610 6533 9400

Parkview Green Office Wiki Page: <https://home.corp.redhat.com/node/52013>

Office Manager: Tina Wang

twang@redhat.com

Work Phone/ Ext.: 86 10 6533 9312/89312

Cell Phone: 86 139 1061 9541

IRC: twang

Other key contacts:

Reception: Amy Bai (Ext: 89372)

Office Administrator: Lena Wu (Ext: 89324)

IT: Hoho Zhao (Ext: 89380)

People Team: Cao Jin (Ext: 89368)

General Manager: Sen Min Chang (Ext. 89388)

Security- Please reference "Building Access" above. The building has security 24/7. The main security desk is located on the lobby floor and you can reach them by calling 86 10 6500 5511. Please note, you can gain access into the Parkview Green with the building access card by Parkview Green.

Office Procedures

- **Making Calls by using Polycom phone station**

- Please check the FAQ details from the link:

- <https://mojo.redhat.com/docs/DOC-950627>

- To call an employee in global RH offices, please visit the link below to view the global dial plan to save the IDD cost: <http://intranet.corp.redhat.com/ic/intranet/IsItDialplan.html>

- **Name(s) of local printers:** Spring (Scan, print, copy & Fax), Autumn (scan, print & copy)
- **Recycling:** Parkview Green office recycles: paper, aluminum cans, cardboard and batteries. You can dispose of them in the waste bins labeled separately in the office.
- **Shipping:** We use FedEx for international shipping and Shun Feng (顺丰快递) for local and domestic shipping. Shun Feng shipping materials can be found in the reception area. Please bring your shipping items and completed shipping form to reception and she will help to handle this. Noted please all these shipping cost will be charged to each department's cost center.

FedEx shipping need to complete the request by clicking the link for Online Shipping Request: (<https://forms.corp.redhat.com/shipping/>), then bring your shipping items to the reception and she will help to handle it and update the status online accordingly.

- **Visitors:** Please notify me the day before you are expecting guests. Every non- Red Hat employee must sign into the Visitor Log book and wear a visitor badge.
- **Name(s) of Conference Rooms and capacities:**

Meeting room name	Capacity	Equipment	Phone ext
PVG_Summer Palace (Interview Room) 颐和园	4	LCD, Phone, white board	8389460
PVG_The Great Wall 长城	12	LED, whiteboard, Video conference, conference station	8389461
PVG_Forbidden City 故宫	14	Projector, white board, conference station	8389462
PVG_Temple of Heaven 天坛	4	LCD, white board, phone station	8389463
PVG_Lama Temple 雍和宫	4	LCD, phone, white board	8389464
PVG_Bei Hai 北海	8	LED, white board, conference station	8389465
PVG_Xiang Shan 香山	8	LED, white board, conference station	8389466
PVG_Houhai Lake 后海	4	LCD, phone, white board	8389467
PVG_White Pagoda Temple 白塔寺	4	LCD, phone, white board	8389468
PVG_Tian An Men Square 天安门	4	LCD, phone, white board	8389469

- **Reserving Conference Rooms:** Please reserve a conference room through Zimbra or ask me for assistance. (Note: you may find the meeting room reservation by clicking the link for details: <https://docspace.corp.redhat.com/docs/DOC-43622>). Always notify Facilities if you are planning an on-site meeting.
- **Office Stationery:** Please submit the requests to the reception before every Wed, she will help to process online ordering and the supplier will deliver the items to the office on each Friday . Also, please remember to register at reception when you claim them.
- **IRC**
This is our internal chat tool used to communicate with associates all over the world. Please contact help desk to have this set up. The Parkview Green office also has its own chat room, to add this room enter: #beijing-china.
- **Phone Directory:** you may upload the updated phone directory from link below: <https://home.corp.redhat.com/node/52013>

Emergencies

- **Emergency Flip Chart:** You could find it at pantry.
- **Fire Drill. Exit Plan:** There are (2) stairwells located on the 8th Floor. One is located next to the men's restroom and the other is located by the goods-lift. In the event of a fire drill, please proceed down either stairwell and exit the building.
- **Inclement weather procedures:** Please use your discretion in deciding if it is safe for you to come to work. If you cannot come to work due to adverse weather, please notify your

supervisor of your situation. You may also contact me on my cell phone if you are unsure if the office building is closed.

Other useful information:

- **Application for Paid Time Off (PTO) via OHRM System:**
<https://redhat.orangehrm.com/index.php/>
- **Update Staff Roster:**
Here is the guide to update your staff roster:
https://home.corp.redhat.com/sites/default/files/users//lawu/set_up_your_staff_roster.pdf
- **Mail List:**
This list is a listing of all the public mailing lists, please open below URL and click on the list name which you requested to add into.
<http://post-office.corp.redhat.com/mailman/listinfo>
- **Phone and Voice mail Setup**
Your external phone number is +8610 6533XXXX
Your internal number (=extension) is 838XXXX
(Both of external and internal number might displayed on your phone screen)

Access Details for Phone and Voice mail Configuration:

UserID: 8XXXX (Ext number)

Default Password and PIN: 99123

Note: Please refer to below link to learn more about how to use the Red Hat global dial plan to save the phone cost: <https://home.corp.redhat.com/node/22921> ; if you have any challenges regarding to the telephone usage, the quickest way to contact the telephony team for assistance is to e-mail your request to helpdesk@redhat.com.