

YOUR AZ Cheat sheet

A short guide with everything you need to know!

WORKPLACE

- ✓ **Service Desk Contact details:**
sd@allianz.es / 93 227 75 76 / <https://aztech.service-now.com/myallicia>
- ✓ **Workstation allocation:**
Align with your team leader to identify the best desk from where you can work. USB-C system setup. Please, bear in mind that monitors, keyboards and mouse are assigned to a workstation and cannot be removed any time.
- ✓ **Meeting rooms:**
Book in advance using Outlook. All rooms can be booked by you, no matter where the department is located. Free choice 😊 Between 6 and 8 people capacity
- ✓ **Click and Share:**
Main purpose to display your laptop content into a TV, located in the MR. Make sure no USB devices are mixed up among different rooms. First connect the USB device, then open the ".exe" file and finally "click" the button and share the content.
- ✓ **Videoconference:**
Located in some MR. Open the TV, insert your Webex ID "128 xxx xxxx" in the browser using the controller and following the structure "<WebexID>@allianz-agn.webex.com". You will be able to move the camera and manage the volume & voice. Never turn off the VC device when leaving, only the TV.
- ✓ **Printers:**
Located on the 3rd and 6th floor. First generate your personal SafeQ code entering http://ntkonica00/login/tenant_1?lang=es_ES and choose the printer accordingly.
- ✓ **Internet connection:**
Use Ethernet cable connection as first option or chose 2 wifi network: *Allianz Corporate Profile* or *az_wpa2auth* creating your own password in Connect, my own wifi: *Allianz Technology WLAN Service*. For externals, please generate credentials also in Allianz Connect *Allianz Technology WLAN Service*
- ✓ **Best performance:**
Connect via the network cable to our Allianz Global Network and to AVC without RSA via: <https://avc-portal-e1.srv.allianz>
- ✓ **Office supplies:**
Reach out to the receptionist in the 1st floor.

FACILITIES

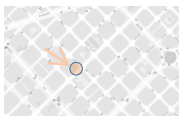
- ✓ **Facility Management contact details:**
serviciosGDN@allianz.es
- ✓ **Concierge schedules:**
Monday-Friday from 08:00 to 13:30 and from 16:30 to 20:00.
During his absence, enter using the fingerprint.
- ✓ **Access control:**
Using face scan in the entrance and finger print each floor. Both can be scanned by the concierge in C/Aragó.
- ✓ **Windows:**
Open and close the windows using a handle placed inside the built-in closet. 1 handle each floor.
- ✓ **Bike parking:**
Please inform serviciosGDN@allianz.es for accessing purposes. Entering with the fingerprint and pushing the button when leaving, located in the ramp.
- ✓ **Air conditioning:**
Please only change the temperature in alignment with your colleagues. Please, make sure the AC is turned off, when being the last to leave the office.
- ✓ **Courier Services:**
External managed by our receptionist on the 1st floor. For deliveries, need to attach all the information related. *Internal* services on Mondays, Wednesdays and Fridays.
- ✓ **Lunch area:**
Located in the attic, having microwaves, fridge, coffee and vending machines
- ✓ **Battery container:**
Located in the 1st floor.

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LOCATION

- ✓ **GDN Barcelona Location:**
C/Aragó 295, 08009 Barcelona.
- ✓ **Nearby bus station:**
7, 22, 24, 39, 47, V15, V17, H10 and B24
- ✓ **Nearby metro station:**
Girona (L4), Passeig de Gràcia (L2, L3, L4 and Renfe), Diagonal (L3, L5 and Ferrocarrils Catalans).
- ✓ **GDN Floors:**
From 1st floor to 7th and Attic.
- ✓ **Reception:**
Located in the 1st floor.



USEFUL LINKS

- ✓ **Organization Structure:**
Click here
- ✓ **Follow our updates on our GDN Spain page on Allianz Connect:**
Click here



COVID MEASURES

- ✓ **Safe distance:**
Remember to keep 2m safe distance minimum.
- ✓ **Mask:**
Use a mask while walking common areas. Team members are able to remove their mask only when working from their own workstation.
- ✓ **Cleaning:**
Wash your hands frequently and use the hygienic equipment.
- ✓ **Elevator & meeting rooms:**
Maximum 2 people capacity.
- ✓ **Coffee and vending machines.**
Coffee machines available in the Attic, Nespresso capsules. Employees can pay using Credit Card / Contactless, despite "Cheque Gourmet" does not work. Please, use the special recycle bins for the capsules.

