

Eric Medeiros

Subject: FW: Shared Office Info (Building 400)
Attachments: 400_Layout.pdf

From: Jeff Meyer
Sent: Wednesday, December 22, 2021 12:58 PM
To: All
Subject: Shared Office Info (Building 400)

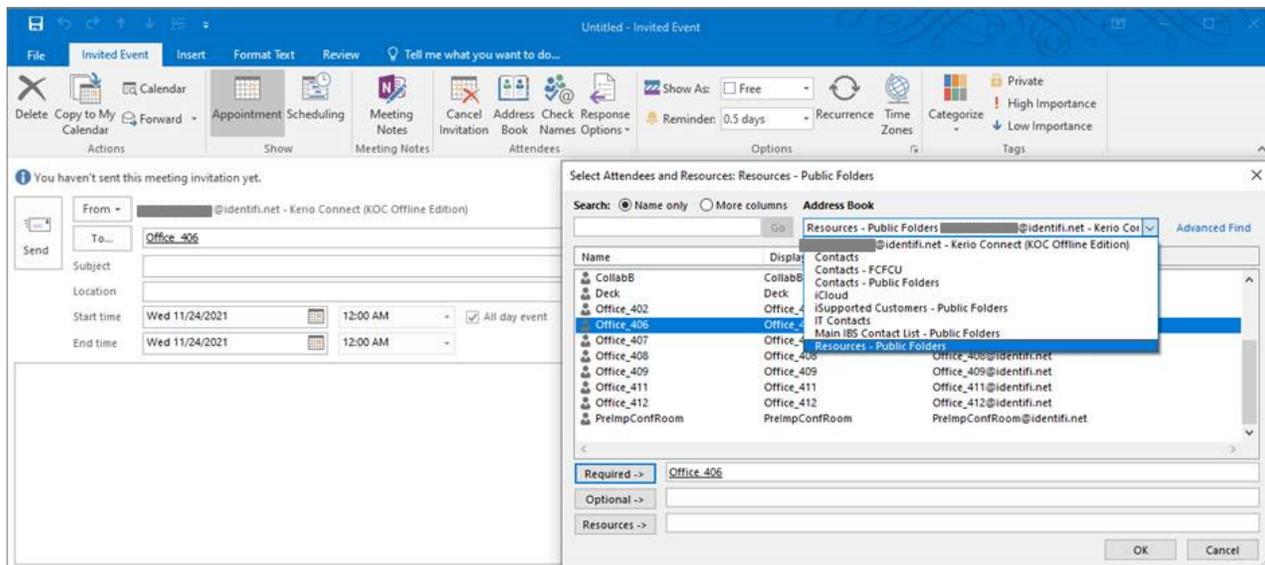
All,

Starting today, the shared office space in 400 will be ready for use. Attached [At the end of this email] is a drawing showing the layout of the 400 building, including office numbers. This drawing is also posted in a few places throughout the building.

Below is some information you will need in order to use the shared spaces.

Booking An Office:

To book an office, go into Outlook and create a new meeting for the day that you are going to be coming into the office. Invite the office that you'd like to use (to pull up the list of offices, click the 'To...' button and select 'Resources – Public Folders' from the Address Book drop-down list). Select the checkbox next to 'All day event', and make sure the 'Show as' status is set to Free, then send the meeting. If the office is open for that window you will receive a successfully booked message back. If it is already booked, you will get back an unsuccessful message. If you would like to check availability before booking, you can look at this site: <http://dashb/offices/>



office_406@identifi.net

Accepted:

When Wednesday, November 24, 2021 12:00 AM to Thursday, November 25, 2021 12:00 AM (UTC-05:00) Eastern Time (US & Canada).

Location Office 406

office_406@identifi.net has accepted this meeting.

Resource 'Office 6 in 400' has been successfully reserved for the requested time.

Each office will be furnished with a desk and chair. And will include a monitor, keyboard, mouse, and docking station. You will need to bring your voice headset, and (if you have one) your laptop and laptop power adapter.

If you normally work from a **desktop PC** at your home, a computer will be provided at the office. **IMPORTANT:** Desktop PC users will need to log into VPN on the PC at your home before heading to the office so that you can use Remote Desktop to connect to your desktop from the office. A Bomgar jump client can be pinned to your desktop PC, accessible only by IT, so that a member of the IT team can assist you in the event you forget to log into VPN before heading to the office. Please contact IT Support to set up a time to have the Bomgar jump client pinned prior to your first visit to the office

When you're done using the office, please put things back where you found them and clean up. Including wiping down the keyboard, mouse, and desktop with the provided disinfecting wipes.

If you book an office, but then do not come in, please cancel the booking as soon as possible. Delete the meeting, and click the Send Cancellation button.

If you do not pre-book an office, but do come in; preference will be given to those who did book an office. And then it will be first come, first serve from there.

The office resource addresses are:

- Office_401@identifi.net - Occupied
- Office_402@identifi.net
- Office_403@identifi.net - Occupied
- Office_404@identifi.net - Occupied
- Office_405@identifi.net - Occupied
- Office_406@identifi.net
- Office_407@identifi.net
- Office_408@identifi.net
- Office_409@identifi.net
- Office_410@identifi.net - Occupied
- Office_411@identifi.net – This office doubles as an IT storage area, and it has no windows.
- Office_412@identifi.net

Gathering Spaces:

We are going to have two slightly different types of places for people to get together in person – Meeting and Collaboration.

The status of those rooms can be found here: <http://dashb/calendar/>

Collaboration Spaces:

During the planning of this move and consolidation, some teams expressed a desire to have a space that was more than a meeting room. We're calling these "Collab Spaces". The intent here is that a team will book the space for several hours (or longer as needed) in order to work together in-person. When using the Collab space, all or most of the attendees would not need an office. They'd be working out of the Collab space with their team. An example of the intent is a team coming together to spend 4 or 5 hours to work on a team project.

The Collab spaces will have a TV with HDMI connection, a small PC, and a table with chairs.

(As of 12/22, we're still waiting on furniture delivery for the Collab spaces. We will send out a follow-up message when they are ready.)

The Collaboration Space resource addresses are:

- CollabA@identifi.net
- CollabB@identifi.net

Meeting Spaces:

We have a number of places where staff can conduct a more traditional in-person meeting. For traditional meetings, please start with 400, 910, 910 Exec, or 910 Chill. In the unlikely event that all of those spaces are booked for a meeting, you can then move on to Collab A or B. Or if it's nice out, the Deck.

The Meeting Room resource addresses are:

- 400confroom@identifi.net
- 910confroom@identifi.net (this is the large "main" conference room in 900).
- 910ExecConf@identifi.net
- 910ChillRoom@identifi.net
- Deck@identifi.net

About the Shared Office Website:

- When viewing the information at <http://dashb/offices/>, you will see that each office is color coded. Further, offices that are permanently occupied are shown in the list, but have a strikethrough over their number.
- The data used to create this site is updated every 5 minutes, but the webpage does not automatically refresh. Please use your browser's Refresh button to manually refresh the page.
- This shouldn't be a problem these days, but the site does not work in IE.

Jeff Meyer

701 Enterprise Rd. E. Ste 900
Safety Harbor, FL 34695
www.identifi.net

