



WELCOME GUIDE: RESERVED DESK



COVID-19 Policies

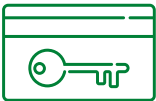
MASK REGULATIONS
Effective July 30, 2021

Masks are required of EVERYONE at ALL times.

Visitors seen maskless will be asked to leave without prior warning.
No food allowed in conference rooms.

Please keep a six foot distance from everyone around you while on site.

Questions? Contact team@mhubchicago.com



Keycard

You may pick up your keycard between 9am-5pm the next business day after orientation is completed at the Membership Desk.

Note: Your keycard will not have access to the Shop until you Basic Shop Training is completed and verified (usually 24 hours after completing training.)



Desk Set-Up

To select your desk, please schedule time with Jeremy Borchardt/Maddie Peckus to coordinate any logistics.

Desk are available on a first-come-first-serve basis and selection is dependent on availability. Your desk will also come with a filing cabinet for extra storage.



WiFi Set Up

Following orientation, you will receive an email from Active Directory with steps to create your WiFi credentials. Please check your spam folder or contact Elda Baez if you have not received it within 24 hours after completing orientation.



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After you have connected to the Member WiFi, you will be able to connect to the printers. Please email membership@mhubchicago.com for assistance.

Printer Set Up



Slack Introduction

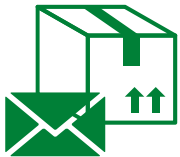
Head over and [log into the Slack community](#). (You should have received an invitation as soon as you signed up for membership. If you didn't [shoot us an email](#) and we'll get it to you right away.)

When you first log into the Slack community, write a quick message in the #general channel (you'll see it on the left-hand side) and answer the following two questions:

1. What do you want the group to know about you?
2. What connections are you looking to make?

That's it. Don't think too hard — just write and hit Enter.

And then read everyone else's responses! That's one of the best parts :)



Mail/ Packages

Incoming: mHUB scans received packages through Envoy. You will receive a notification via email when a package has been delivered under your name stating the location in which it was stored (Lobby/Dock). Packages can be found at the dock on labeled shelving. Paper mail will be placed in designated mailboxes in the lobby.

Outgoing: All outgoing items must be placed in their designated shelf at the dock. mHUB is not responsible for shipping logistics. Pick-ups are NOT guaranteed unless you schedule a pick-up directly with the designated carriers. Avoid scheduling weekend pick-ups/deliveries as staff is offsite Sat/Sun. Double-check that you are placing your items on the correct shelf.



Parking

Parking permits for the lot (\$135/month) are available at the Membership Desk and Zone 27 (\$25/calendar year) can be [obtained online](#). Members MUST NOT use visitor parking spots.

Unauthorized vehicles will be towed at owners expense.