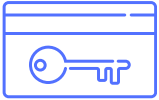




WELCOME GUIDE



Keycard

You may pick up your physical keycard between 9am-5pm the next business day after orientation is completed at the front desk. For mobile keycard access, download the Cohesion app and set up username with email linked to your member profile.

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



WiFi Set Up

Network: mHUB Guest
Password: supportmhub

Older devices, please use:
Network: mHUB Guest Legacy
Password: supportmhub



Printer Set Up

Connect to WiFi Network: mHUB Member Temporary
Password: NotMoreThanAFewWeeks!

Add Printer, Add Device, Add mHUBPrinterColor

Printer Driver here: https://www.kyoceradocumentsolutions.com/download/model_en.html?r=116&s=2&m=63&p=14



WELCOME GUIDE



Slack Introduction

Head over and log into the Slack community here: mhubian.slack.com

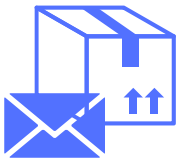
You should have received an invitation when you signed up for membership. If you didn't, please email us at membership@mhub.org

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. Packages can be found in the mailroom and paper mail will be placed in designated mail slots in the lobby. Let the front desk know of your company name if a mail slot is needed.

Outgoing: All outgoing items must be placed in their designated shelf in the mailroom. 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 mHUB staff is offsite Sat/Sun.

Double-check that you are placing your items on the correct shelf.



Parking

Parking permits for the lot (\$150/month) are available at the front desk. Members MUST NOT use visitor parking spots. Unauthorized vehicles will be towed at the owner's expense.

There is free street parking along Fulton St, Paulina St, and Walnut St.