

## Checklist for new staff and visitors

Name:			
Duration of Stay Aufenthaltsdauer		notes	done
<b>Greeting/Room Assignment</b> Vorstellung/Raumzuordnung	Please contact the institute director		
<b>Access</b> Zugang	For the It-checklist (EDV-Einleitungsgespräch) and E-Mail please contact Mr. Fischer Tel. 53805, room 004.3		
<b>E-Mail</b>	Please contact Mr. Fischer, Tel. 53805, room 004.3		
<b>Server Account</b> Serverkonto	Please contact Mr. Fischer, Tel. 53805, room 004.3		
<b>Wireless access</b> Drahtloser Zugang	Please contact Mr. Fischer, Tel. 53805, room 004.3		
<b>Key</b> Schlüssel	Please contact Ms. Höfinger, Tel. 51802, room 107.4		
<b>Telephone Number</b> Telefonnummer	Please contact Ms. Höfinger, Tel. 51802, room 107.4		
<b>Copy code</b> Kopiercode	Please contact Ms. Höfinger, Tel. 51802, room 107.4		
<b>Door Plates</b> Türschilder	Please contact Ms. Höfinger, Tel. 51802, room 107.4		
<b>Homepage</b>	Please contact Mr. Fischer, Tel. 53805, room 004.3		
<b>Library Card</b> Bibliotheksausweis	Please fill in the form: <a href="http://bibliothek.univie.ac.at/files/Antrag-auf-Neuausstellung.pdf">http://bibliothek.univie.ac.at/files/Antrag-auf-Neuausstellung.pdf</a> and bring it to the library in room 2Z501. Students need in addition the registration form.	optional	
<b>Employee Card</b> Mitarbeiterkarte	Please order u:card: <a href="https://ucard.univie.ac.at/mitarbeiterinnen/">https://ucard.univie.ac.at/mitarbeiterinnen/</a> . It can be also used as a library card.	optional	
<b>Sicherheitsvertrauensperson</b> Safety officer	Please contact our safety officer Ms. Höfinger or Mr. Hron Telnr. 51802 or Telnr. 51855		