

# Forum User Guide

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## Address

The address of the Informatics Forum is:

Informatics Forum  
10 Crichton Street  
Edinburgh  
EH8 9AB

Reception Phone number – 0131 6515661

## Access to the Forum

The main entrance is open from 9 a.m. to 5 p.m. Monday to Friday

Forum Reception is open from 9.00a.m. to 5.00p.m. Monday to Friday

All entrances are swipecard operated. Additionally, the Forum Reception desk at the main entrance hold a small stock of swipecards for visitors to the building or staff members that have forgotten theirs.

Any visitors entering out of hours should notify their host and will need to be collected personally by him or her from one of the entrance doors. Visitors leaving the building after hours should be accompanied to the exits by their host.

**NB** The emergency team are not available after normal working hours, but the emergency telephone number (2222) is still effective. Since it alerts security staff who are on radio call but may be remote from this building, it must be understood there may be some delay in getting help. **When working alone in the department after normal hours, in the interest of your own safety, you should complete the ‘sign in and out book’ at reception.**

## Car Parking

University car parks and information about the permit types valid for use in them.

The University manages in excess of 30 car parks spread across five different sites. In order to park in a University car park you must display a valid permit. There are a variety of different permit types available and the type determines the car parks you may park in.

- [Central Area](#)
- [Peripheral Area](#)
- [Easter Bush](#)

- [Cycle Shed](#)
- [Little France](#)
- [Car Park Closures](#)

George Square has many pay as you go parking bays for cars and motorcycles.

**Children** and young people under the age of 16 visiting the Forum must be accompanied at all times by an adult. Children should be discouraged from running along corridors or making unnecessary noise, especially in shared offices, out of respect for fellow forum users. The Forum is not a child friendly environment and we are a Research Building.

## Coffee and Tea

Coffee and tea can be obtained all day. There are several coffee points and pantries throughout the building. They have separate taps for cooled and near boiling water, a coffee filter machine and in the pantries a microwave oven.

## Display Screen Equipment

A DSE assessment can be carried out online via the Cardinus system – see more details at: [www.inf.ed.ac.uk/safety/policy/dse.html](http://www.inf.ed.ac.uk/safety/policy/dse.html)

If you prefer, a DSE risk assessment form will be sent to you to complete and return to Eileen Mehta [emehta@inf.ed.ac.uk](mailto:emehta@inf.ed.ac.uk) You will be contacted about any points raised on this form and a DSE assessment at your desk will be arranged accordingly.

## E-Mail lists

A complete list of all **Informatics mailing lists** is available at [lists.inf.ed.ac.uk](http://lists.inf.ed.ac.uk).

Seminar announcements go to [seminars@inf.ed.ac.uk](mailto:seminars@inf.ed.ac.uk).

[inf-general@inf.ed.ac.uk](mailto:inf-general@inf.ed.ac.uk) is used for unofficial communication and is not for official or academic announcements.

[if-people@inf.ed.ac.uk](mailto:if-people@inf.ed.ac.uk) is for messages to occupants of the Forum. Separate lists exist for Wilkie Building ([wb-people@inf](mailto:wb-people@inf)) and Forest Hill ([fh-people@inf](mailto:fh-people@inf)).

## Emergency

In case of emergency call 2222. Give your location (room number) and the nature of the accident.

## Fire Evacuation procedures

Make yourself aware of your nearest Fire Evacuation Exit.

Fire alarm testing is carried out once a week on Thursdays at 11.30am.

If you should hear the alarm any time other than this, please make your way out of the building and gather at the designated meeting point outside the building. The lifts will automatically disable and descend to the ground floor (should you be in one at the time of the alarm).

## First aid

There is a first aid room on the Ground floor (G.11). The keys are held at Reception. Additionally, there are first aid kits in a drawer in every coffee point.

The Forum Reception and all admin offices hold a current list of First Aiders.

<http://www.inf.ed.ac.uk/safety/first-aiders>

## Health and Safety

Everyone will find the updated Health and Safety Information for the Forum on their desk when moving into the Forum.

<http://www.inf.ed.ac.uk/safety/quick-links.html>

Accidents no matter how small, should be reported to the Health and Safety Manager, Dave Hamilton email: [dch@inf.ed.ac.uk](mailto:dch@inf.ed.ac.uk)

This is an online accident reporting form: [www.wiki.ed.ac.uk/display/AIS/home](http://www.wiki.ed.ac.uk/display/AIS/home)

## Heating and Ventilation

See the manual from the architects: [Forum User Guide](#)

Our heating is standard on from 8.00am to 5.00 pm Monday to Friday.

After hours and in the weekend the heating can be switched on for an hour per time by pressing the "heating system 1hr timed extension" switches that can be found on every floor in the corridors. There is one in the corridor leading from the atrium coffee point to the

offices in the NW corner and one in the SE corner on every floor. For an image of the switch, see the manual from the architects above.

## **Hot Desks**

There are currently 18 hot desk in the Forum

6 desks in 2.19

6 desks in 3.19

6 desks in 4.18

## **Institutes Level Offices**

CISA - Centre for Intelligent Systems and their applications - Level 2 Admin

HCRC – Human Communication Research Centre – Level 3 Admin

IANC – Institute for Adaptive and Neural Computation – Level 2 Admin

ICCS – Institute for Communication and Collaborative System – Level 3 Admin

ICSA – Institute for Computing Systems Architecture – Level 1 Admin

IPAB – Institute for Perception, Action and Behaviour – Level 1 Admin

LFCS – Laboratory for Foundations of Computer Science – Level 4 Admin

## **Keys**

Once you have moved into a room in the Forum, you can pick up your office key from:

Staff Keys - Informatics HR department Room 5.39

Student Keys - Knowledge Management Room 2.46

Visitors Keys - Reception

## **Kitchen**

The professional kitchen on the ground floor can only be booked by caterers who hold the necessary compliance certification.

## **Lockers**

Lockers are available for your personal use on three floors of the Forum

Ground floor, 2<sup>nd</sup> floor and 4<sup>th</sup> floor. Keys are held at Reception which you would be required to sign for.

## **Maps**

Location of Central University Buildings

<http://www.ed.ac.uk/maps>

## **Medical Centre**

[http://www.health-service.ed.ac.uk/Contact\\_Us.shtml](http://www.health-service.ed.ac.uk/Contact_Us.shtml)

It is advisable to register with a G.P. and Dentist

## **Noise levels**

Please keep noise levels from personal headphones or loud talking on the phone etc., to a minimum out of respect for your fellow office users.

## **Parcel Posting**

Please contact your level admin office and they will arrange this service with City Sprint or similar.

## **Pat testing**

All electrical equipment must be PAT tested before it can be used in the Forum, this included personal laptops, phone chargers etc.,

## **Pets**

Pets are not allowed in the Forum with the exception of Guide Dogs.

## **Plants**

Plants are discouraged in the Forum for several reasons, there are Health and Safety implications when watering them near electrical equipment and they often have infestations of mites which can be difficult to control.

## Phones

Please be respectful if making local personal calls on the Forum telephones. Making overseas personal calls is not allowed.

## Printers and Photocopiers

There are two printer rooms per floor on levels 1-5. One is the south-west corner and one next to the scenic lifts on the north side of the building.

Printer locations:

5.13 and 5.36

4.13 and 4.35

3.13 and 3.36

2.13 and 2.37

1.13 and 1.32

The one in the south-west corner has an A3 black and white printer.

The northern one has an A4 black and white printer and a MFD (Multi Function Device) with build-in fax and colour printing facility.

The following manuals are available for the multifunction Canon copier/printer/scanner machines in the Informatics Forum copy rooms):

- [Basic and Advanced Copy Features](#): 12 pages
- [Print Driver](#): 19 pages; Windows only
- [iSend](#): 10 pages; how to send scanned files by fax, email, or network

## Reception

Parcels can be delivered to the Forum reception but please ensure that the sender puts your contact name, room number and a telephone contact number on the address label.

Registered letters will only be signed for if the name of the person is clearly stated.

Parcels addressed to the Informatics Forum with no other details will be returned to sender.

Mail is delivered twice a day to pigeon hole mail boxes by the Forum Servitor. Mail is uplifted twice a day from the wire out tray on top of the pigeon holes.

Internal mail goes into internal mail envelopes, official mail has to be stamped before it goes out. Personal mail should be stamped and the servitor will collect it and send with the other mail.

## **Reporting issues and requesting items**

Email [forum-issues@inf.ed.ac.uk](mailto:forum-issues@inf.ed.ac.uk) if you have any issues or requests.

## **Room Booking System**

Meeting Rooms and resources can be booked by the Forum Receptionist at [infrec@inf.ed.ac.uk](mailto:infrec@inf.ed.ac.uk)

These rooms will be allocated by number of attendees expected and availability.

Posterboards can be booked through the Forum Receptionist. Please allocate a little time to build up these posterboards as the servitorial staff may not be able to assist you due to other duties.

We have several non-bookable informal meeting spaces close to each coffee point in the Forum. In addition, Mini Forums 1 & 2 can be used but on occasion these two areas can sometimes be booked out for an event. As far as possible, only one should be booked out at a time allowing Forum users access to the other for their recreational use. The Roof garden is also available for your enjoyment when Mini Forum 2 is not booked out to any events.

## **Showers**

Unisex showers are located on the following floors. Please provide your own towel and soap products.

Ground Floor – Z29

2<sup>nd</sup> Floor - 2Z14

4<sup>th</sup> Floor - 4Z14

## **Staff Telephone lists**



A list of Forum users with staff profile, email addresses and phone numbers can be found on the link below

<http://www.inf.ed.ac.uk/people/telephone.html>

## **Stationery**

Stationery and other office supplies are available from the Printer rooms on levels 1-5. Should you have any special requests for items of stationery, please let your level office know.

## **Transport from and to the Forum**

See the information supplied by the [University transport office](#).

## **Vermin**

Please be very careful when storing any foodstuff in your office or desk pedestal. Containers must be sealed. We do have regular pest control visits but your help in keeping vermin at bay is essential to a clean working environment.

**Water:** cooled and (near) boiling in both pantries on each level for your use.