

NEURON User guide

Welcome to Neuron! We would like to inform you about the facilities which you can find in this building and how to use them.

This user instruction contains information about the following:

- Facilities like reception, catering, cleaning etcetera
- Temperature adjustment
- Lighting
- Use of office area EAISI
- Using a locker

Opening hours

During weekdays opening hours are between 8.00 – 23.00 hrs. During the weekend the building is closed.

If you are the last person leaving the office, please close the double office doors behind you, including the doors between the EAISI kitchen and student teams space. All team members have access with their campus cards.

The reception of the building is occupied during opening hours. You can reach the reception by calling phone number 040 247 2625 or by email reception.neuron@tue.nl. Here you can report malfunctions. The receptionist will make sure these malfunctions will be registered in Facilitator.

Catering

In Neuron you will find catering concept “Lemons & Beans”. During weekdays opening hours are between 10.00 – 14.00 hrs. You can go for a nice cup of coffee with sweet guilty pleasures, several sandwiches, 2 varieties of soup, warm snacks and cool (soft) drinks. Lemons & Beans also takes care of the banqueting requests which you can order through iProcurement.

Bicycle parking

In the basement you will find a bicycle parking including a separate part for electric bikes. You need to use your campus card to enter this parking.

Post and parcels

Post and parcels will be delivered at the reception in the afternoon. The reception also takes care of envelopes and parcels that need to be sent.

Cleaning

Workplaces will be cleaned at a daily basis. This also applies to meeting rooms. There will be several Tulips in the office spaces for regular waste. In the basement you will find bigger containers for larger packaging materials.

Temperature adjustment

Within a limit of 3° up and down you can adjust the temperature in the various rooms. This is done in steps of 0.5°. Of course, it takes a while before the temperature has adjusted.

You can adjust this by using the control units in the various rooms:



Please note

- If you see a little puppet in the house on the display, it means that the system sees that someone is present in the office.
- Every 24 hours the temperature is reset to the default value.

Lighting

Working in the office area

- Workstations are assigned by team by mutual agreement.
- The two small and the large meeting room within EIASI are not bookable externally. During exam period the lecture room on floor 0 can also be booked for teaching in consultation.
- To make a reservation you can send an email to eaisi@tue.nl.

Online meetings and calls

- Online meetings always have to take place in the meeting cells that are spread around the office, even if you expect it to be really short. If meeting cells are all taken, pick a spot that is the least disturbing for your colleagues.
- Use a headset.
- Make sure to keep the door closed during your meeting.
- When you receive an unexpected call/meeting please move to the meeting cell before continuing your call or meeting.
- Hybrid meetings with multiple people can take place in meeting rooms that preferably are reserved in advance.

Meeting cells

- Meeting cells can only be used for online meetings and calls.
- One should not do other work in the meeting cells to make sure there is plenty availability for all colleagues.

Conversations

- When having a (private) conversation please move to the pantry area.
- Keep your voice and laughter at a low volume.
- If you notice you are bothering other people, move to the canteen area.

Mobile phones

- Make sure the ringtone of your mobile phone is at a low volume or switched off in the office.
- Do not make calls in the open office area but move to a meeting cell.
- Do not watch (online) videos with sound on without a headset or earplugs.
- Do not take calls during meetings unless it is an emergency.

(Clean) desk policy

- When leaving the office space please make sure the desk you used is clean and tidy.
- Always keep your personal belongings with you or put them in a locker.
- Do not expect your colleagues to watch over your belongings,
- Colleagues can ask you to tidy up your workspace.
- When stepping away from your desk make sure the sound of your laptop is off and that the screen is locked.
- Do not unplug any cables.
- Not all desks are for communal use, please check the signs on the desks.
- Student teams have their own dedicated work spaces. They are not allowed to work or have meetings in the EIASI office space.

Washing up

- When leaving the office space make sure to put cups, plates etcetera in the dish washer.

- When leaving at the end of the day switch on the dish washer.
- Unload the clean dishes every now and then and don't expect other people to do it.

Music

- Please do not play music or videos in the EAISI office area unless you are the only person in the office.

Lockers

Within the area of EAISI there are several lockers. You can use these for storing your personal belongings. The lockers will stay closed until you open it yourself. The locker will also remain allocated to you as long as you want and as long as your campus card is active. This does not include the lockers in the general areas of the building. These lockers are usually used by students and will be opened during the evening.

User manual:

1. You haven't got a locker

Go to one of the LCD displays and scan your badge at the reader. A free locker in this area will automatically be allocated to you, the number is shown on the display. You have 20 seconds to open your locker. Walk to the allocated locker and push the door to open it.

2. You already have a locker

Scan your badge at the terminal, your locker will be unlocked for the next 20 seconds, and you can open it by pushing the door. The locker remains allocated to you after you've opened it.

3. You want to release your locker

You can release your locker (give away your allocation and make the locker available for others to use) by choosing the "release locker" option on the display before presenting your badge. Be sure to empty your locker before doing so. You'll get the question if you are sure you want to release your locker. By choosing "yes" you give back your locker and your allocation will be removed. After releasing your locker, you can get another locker at one of the available locker banks.

4. You want to connect your phone:

- Download the Vecos app from the Apple app store or Google play store or choose the option "connect your phone" on the terminal screen and scan the QR code.



- Follow the terminal and app instructions to connect your phone to your badge.
- You are now able to open and release your locker by badge and phone.
- After releasing your locker, you can now choose a new locker by using the app as well.