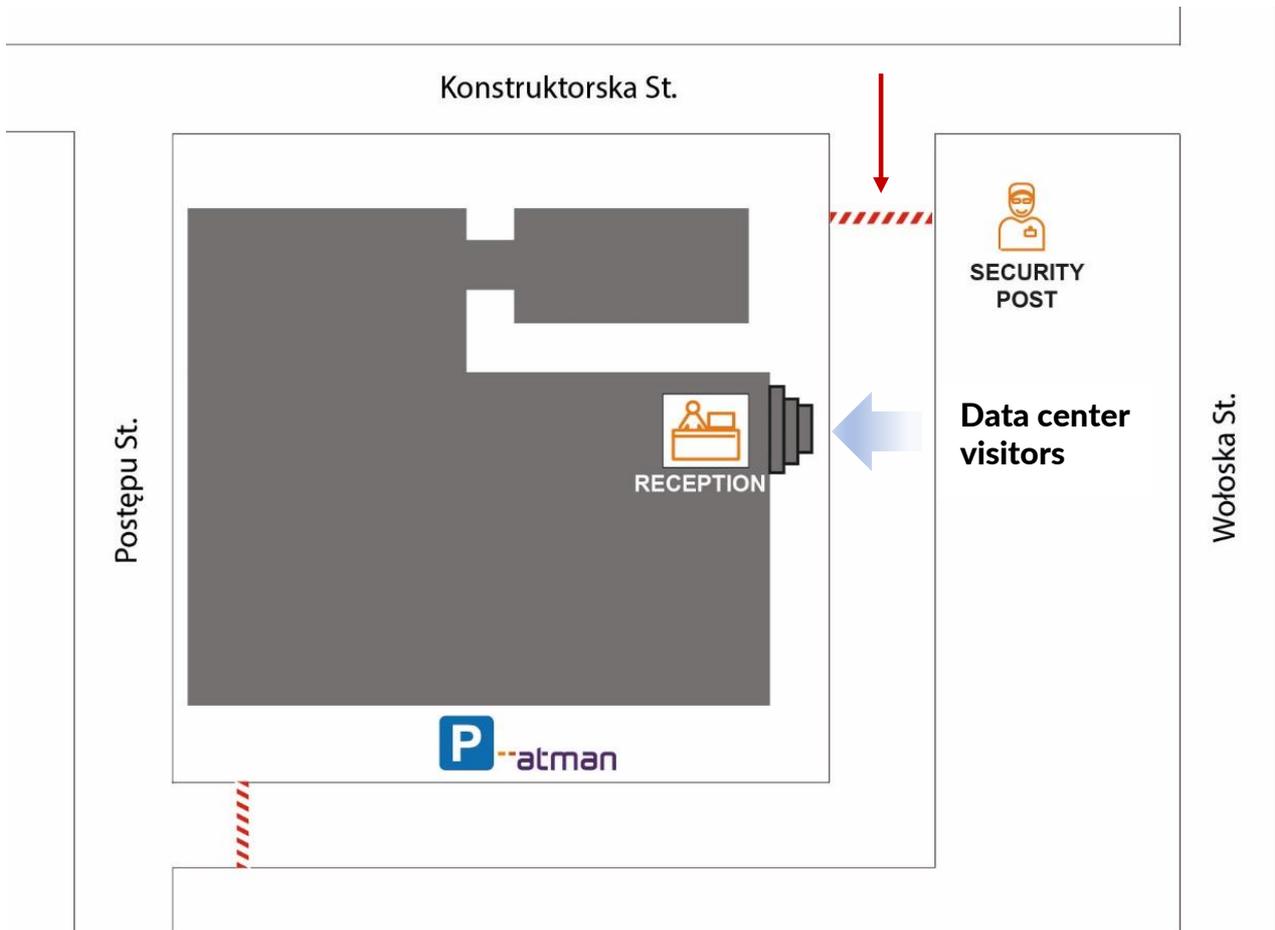


# Access to Atman Data Center WAW-2



## 3

### 3 steps to get to Atman DC WAW-2

- Report your visit

- Take your ID card

- Authorize your entry at the reception desk

Dear Atman Customer,

Below we describe three steps that should be completed to access the Atman Data Center WAW-2 at 5 Konstruktorska St. in Warsaw. The access rules apply to all people, both the data center visitors, subcontractors, and those who visit our company. Visitors who are on the authorized access contact lists do not have to be reported.

#### 1. Report your visit (via Customer Service Department)

- a) If you are the person authorized to report visits, please report the visitors (first name, last name, number of ID card with photo), vehicles (make, type and registration number), purpose of the visit, its date, possible number of transported goods (e.g. number of servers).
- b) If you are not the person authorized to report visits, ask the contract manager at your organization to report the visit or contact the Atman Customer Service Department directly to arrange the details.

#### 2. Take your ID card

The document must contain your photo and be the same document that was submitted during the notification process. The document will be needed to perform the authorization in the next step.

#### 3. Authorize your entry at the reception desk

When entering the data center, at the reception desk you will be asked to show your ID, you will receive an access card and you will be granted appropriate permissions to the data center.

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#### What should I do if I have not been reported by the authorized person, and I need to get to the data center?

Contact the Atman Customer Service Department to explain the situation. If it is just an oversight on the authorized person's part, then granting privileges should not take longer than 15 minutes from the receipt of the application.

#### FAQ

#### Can I park my car on the data center parking?

Yes. Visitors' cars can be parked on the data center internal parking – on restricted area only.