YIT

WORKERY+ SERVICE LAUNCH
MEMBER QUICK GUIDE

WORKERY+

WELCOME TO WORKERY+

1 OVERVIEW AND CHANGES

2 ACCESS TO NEW SERVICES

3 DIGITAL KEY, INTERNET AND PRINTING

4 SUPPORT

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1

Overview and changes

Workery+ service launch

Added

Workery+ App

Changed

Digital Key, Possibility for seat and meeting room bookings on W+ App

Wifi Credentials

Printing authentication

Network operator changed and internet speed doubled

Remains the same

Workery+ local team

Excellent Coffee

Community Events

Space and amenities

Retired

UMA Workspace App

UMA website meeting room bookings

Version 1
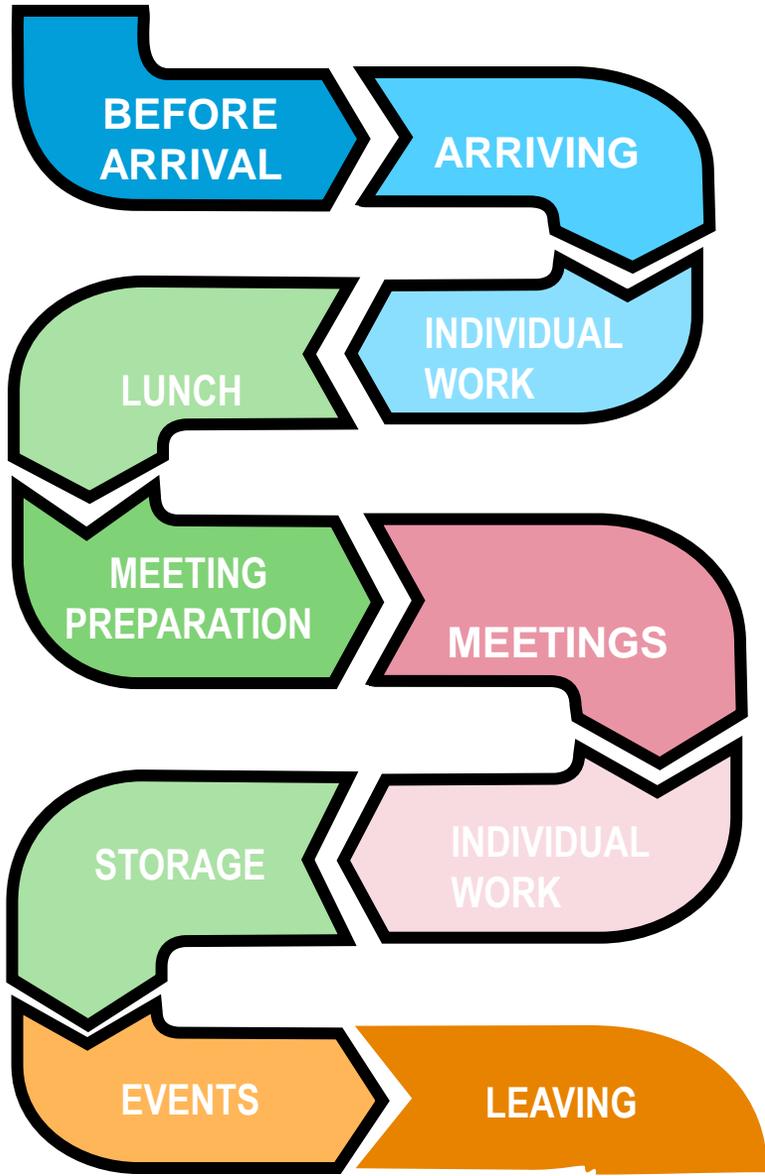
1 BEFORE ARRIVING	• UMA app is replaced by Workery+ app • Seat bookings available through W+ app
2 ARRIVAL	• Access to site using Workery+ app
3 INDIVIDUAL WORK	• Credentials will change for Internet and Printing
5 MEETING PREPARATION	• Meeting reservations through Workery+ app
6 MEETINGS	• Workery+ app notifications
7 INDIVIDUAL WORK	• **No impact**
8 STORAGE	• **No impact**
9 EVENTS	• Event Information and communications in Workery+ App
10 LEAVING	• **No impact**

2

STEPS TO ACCESS
NEW SERVICES

STEPS FOR A MEMBER
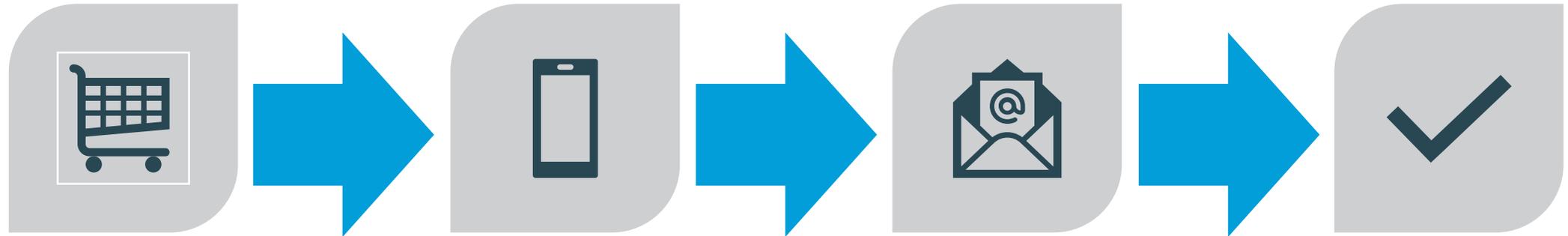
1. DOWNLOAD WORKERY+ APP

2. LOGIN TO WORKERY+ APP

3. RECEIVE WIFI CREDENTIALS VIA EMAIL

4. ENABLE DIGITAL KEY IN WORKERY+ APP TO ACCESS THE SITE

Workery+ App

The Workery+ app is your membership card and key to the premises.

Use the app to easily book a seat, meeting or project room.

Find updates on events and news from the community.
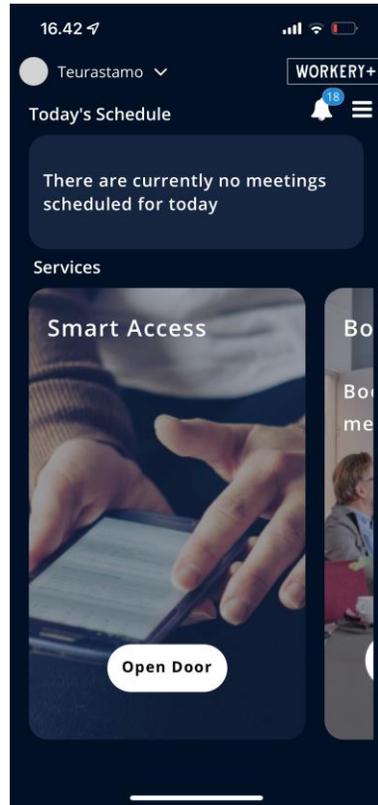
Home screen
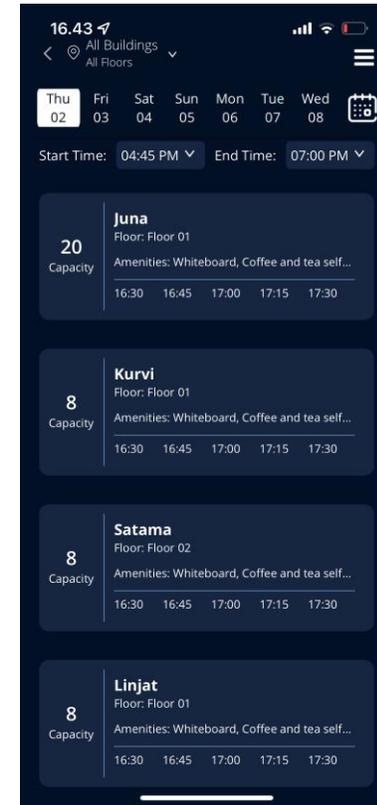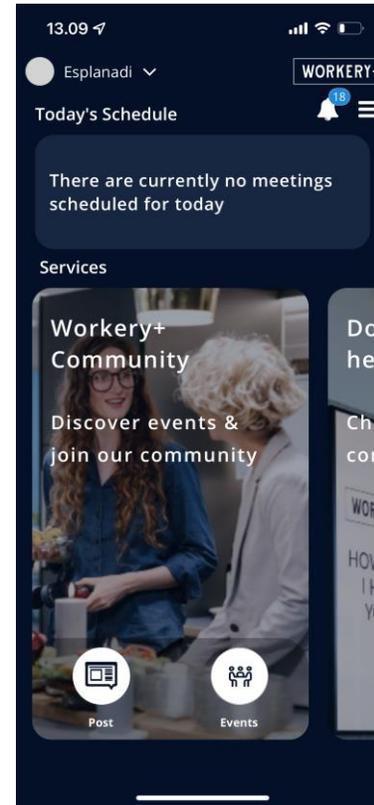
Meeting and Seat booking
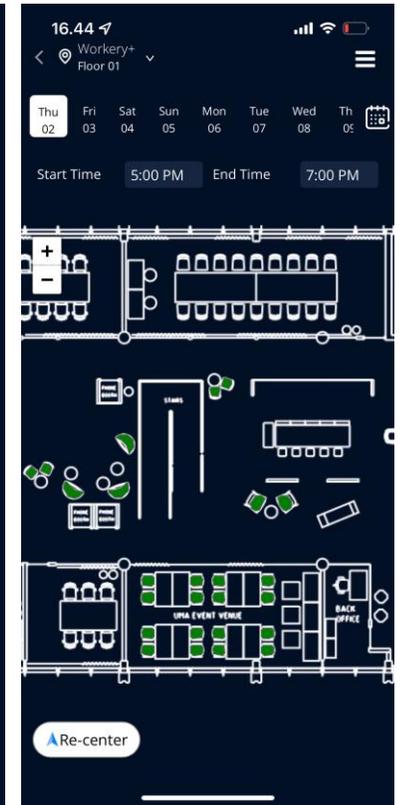
2) Credentials and available external accounts

- We recommend using existing user accounts in Workery+ app
- We have created user accounts for delivered social accounts based on earlier request to your company admin.
- If you wish to use external identity and your email differs from one used in UMA currently, please notify us the correct email address to be used in Workery+.
- Instructions on login with external account are available on the next slide.
- If you wish to use a separate account on Workery+, please follow the steps on slides 16 & 17 to create local account.
- Project team and hosts will provide assistance in any sign in related questions on pre-clinics, post support sessions and via email.

Account name	For	Notes
Local login	Users without other available accounts	New account creation needed, instructions on the slide 16 & 17.
Azure AD SSO	Microsoft Azure AD users	Company's AD federation needed
Google	Google Workspace (G-Suite) Gmail users	
LinkedIn	Users with LinkedIn account	
Apple ID	Users with Apple ID	

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2a) Login with existing account

(User subscription in Workery+ service needs to use the same email as preferred social account. Please contact your host for more information)

1. On Workery+ App Sign in -page, tap checkbox to Accept the Terms and Conditions and tap Log in -button
2. Select the preferred Social account from the list
3. Sign in to the selected service using your credentials
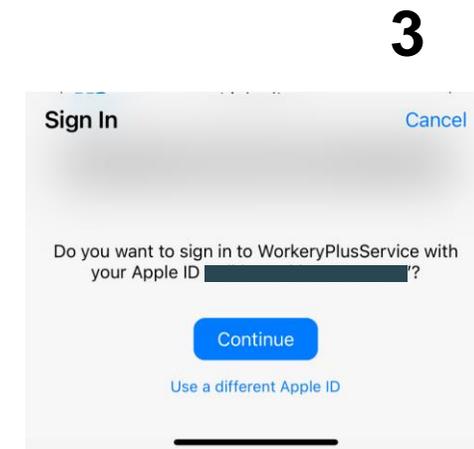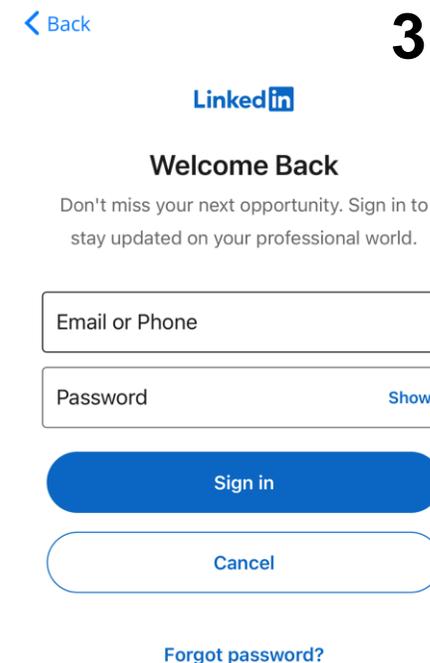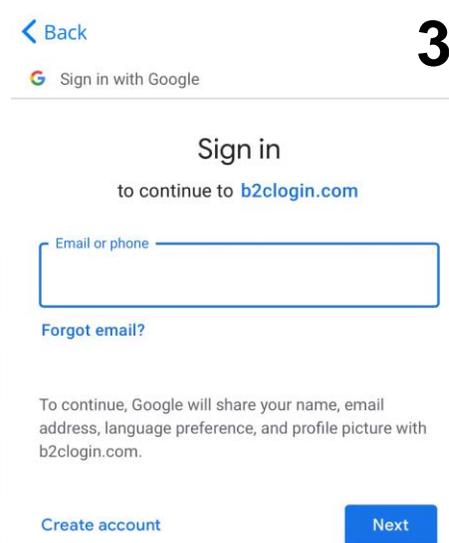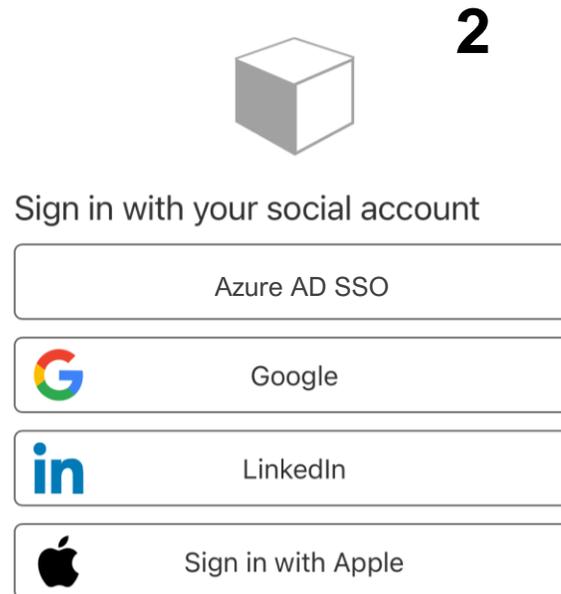
2b) Creating a user account for Workery+

- THIS STEP IS ONLY REQUIRED FOR USERS WITHOUT OTHER ACCOUNTS

1. Tap "Sign Up Now" to create a new account

2. Enter email address and tap "Send verification code"

3. Check your inbox and enter verification doe, tap "Verify Code"

4. Enter other required information and tap "Create" to finish the user account creation

2b) Signing in with Workery+ account

1. On Workery+ App, select Accept the Terms and Conditions and tap Log in
2. On Sign in page, enter your Workery+ account's email address and password and tap Sign in

3

Digital Key, Internet and printing

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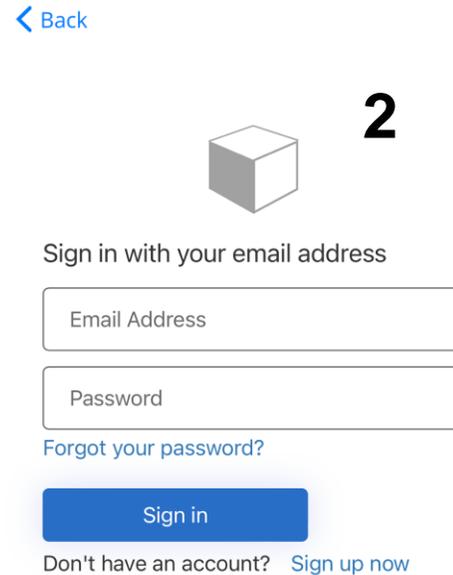
4) Access to the site

With Workery+ Application, your smart phone works as a digital key to access the site.

To enable Smart access:
1. Open Smart Access card on Open Door - button
2. Tap Register button to assign the given token number on your app
3. When token is assigned, you can open the door by placing unlocked phone close the reader (like Apple Pay or similar)

When Access token is registered to your phone in Workery+ App, you can access the door by bringing your unlocked phone near to a reader.
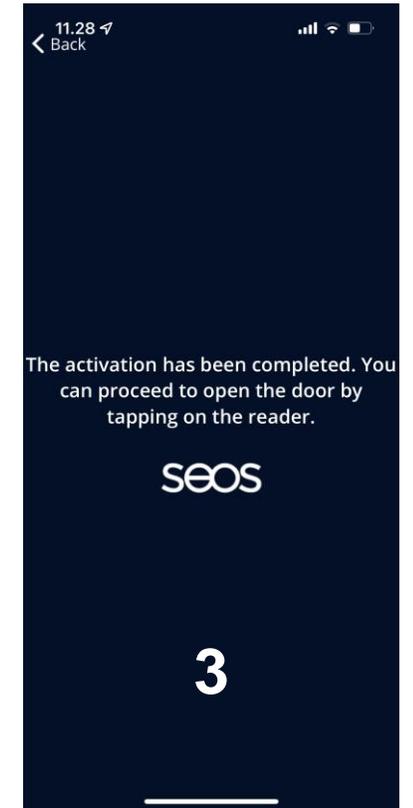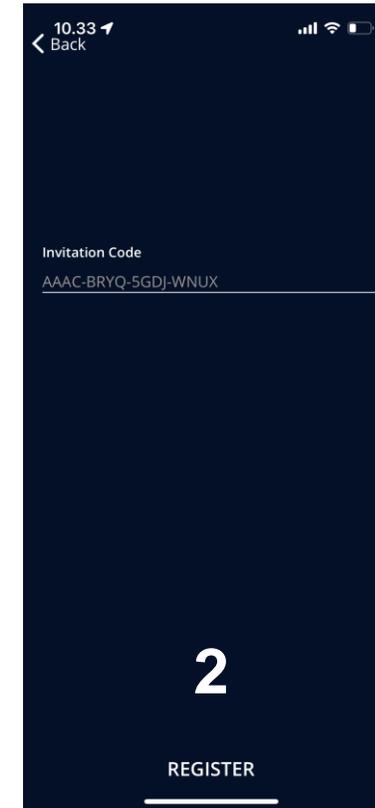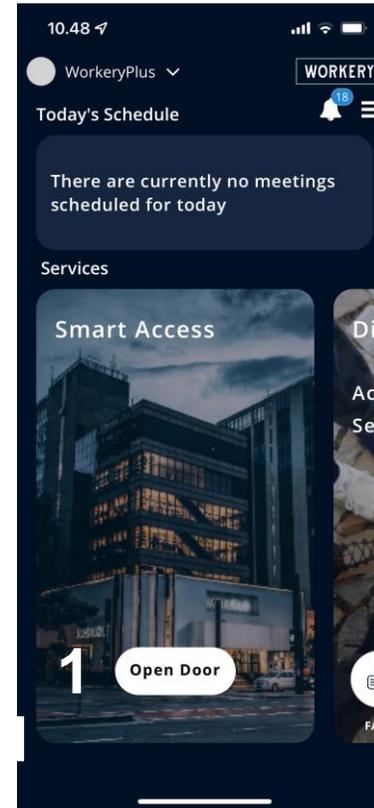
3) Wifi credentials

- Personal Workery+ Wifi password will be provided via email after the first login on Workery+ app

- Connect to "YIT Workery" network and login with the delivered username and password

- Visitors can use "YIT Workery Visitors" - network. Visitor network password is available on site.

WIRELESS INTERNET SERVICE

- Workery+ wireless internet services are available for all Workery+ members and visitors across all Workery+ locations

- Cyber security audited service is provided by Telia
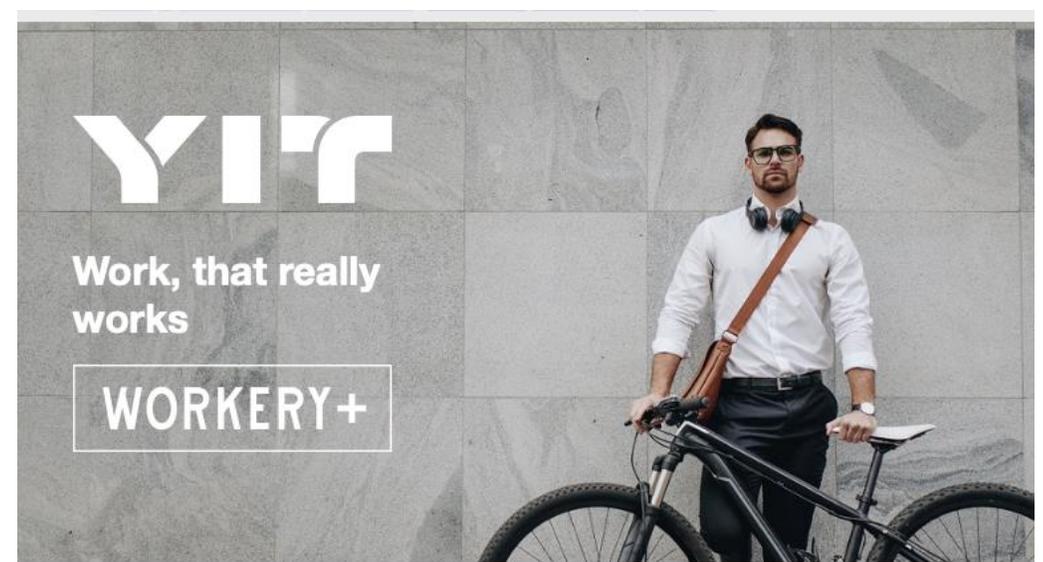
Meeting room and seat booking

- Bookings card on app front page contains seat and meeting room booking functions

- Remember to book a seat before arriving at the site

- Capacity and amenity information is available on each meeting room
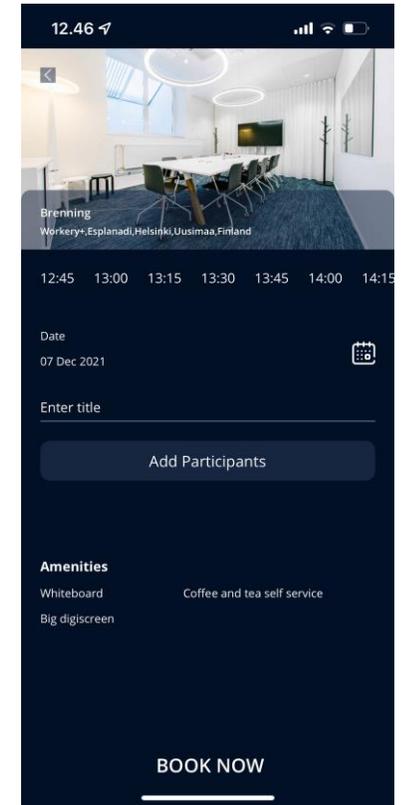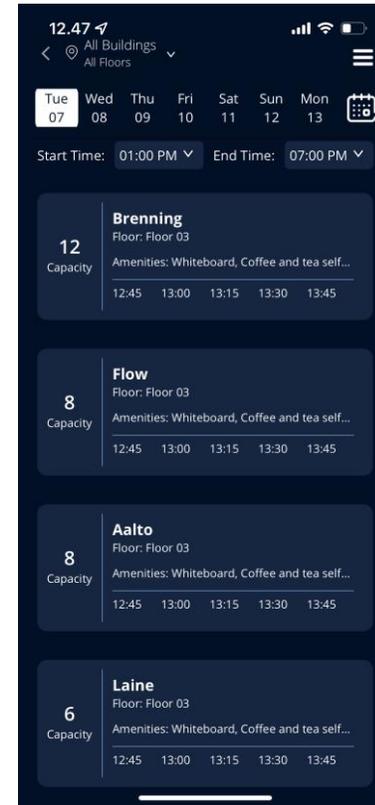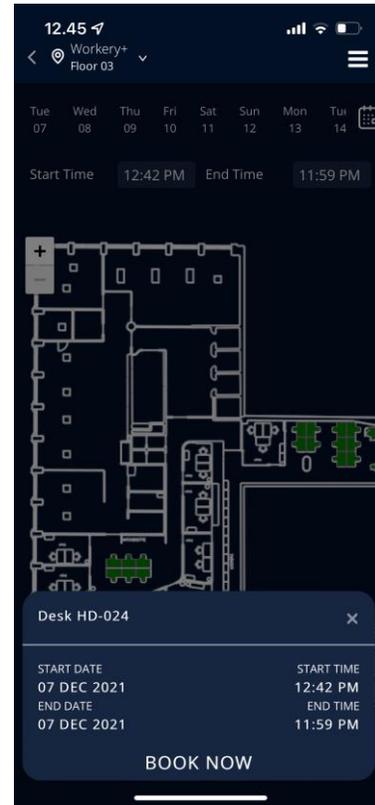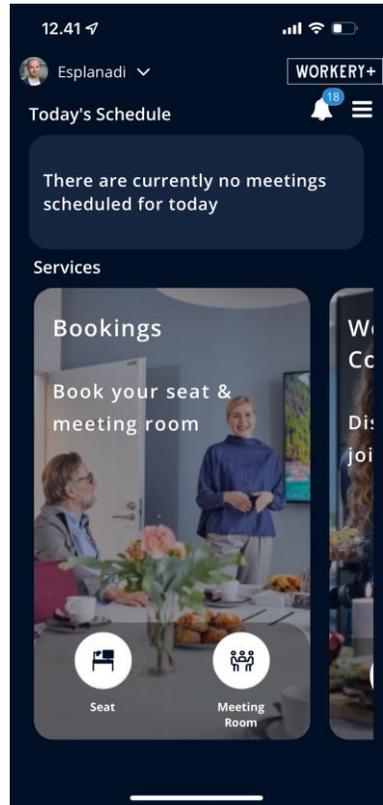
Meeting room and seat booking

PRINTING SERVICE

- Easy-to-use secure printing solution for Workery+ members including secure printing, copying and scanning services

- Events are sent to secure printing service by email

- Prints are released with a PIN key received from reply

- Service is provided together with Canon

- For other printing options, please contact hosts at the site

How to Print:
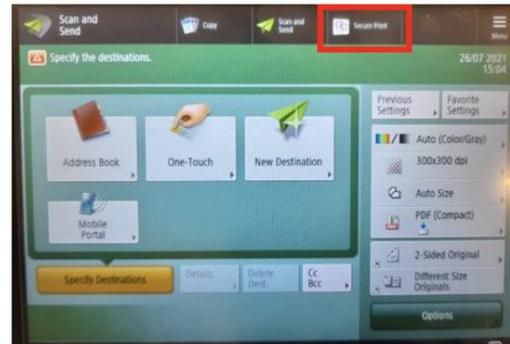
1. Send your documents as an email attachment to mobileprint@workeryplus.eu.uniflowonline.com

2. As a reply, you will receive a PIN-code

3. At the printer
   - Select "Secure Print" from the top menu
   - Select "Job code" from the bottom right corner
   - Input the Pin-code you received

4. Print your documents

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4

Support during the
service launch

MEMBER SUPPORT

Before

[Workery+ www site](#)

On-site clinics

Instructions

During service break

Services and Access to your office are not available:

Esplanadi 8.12. 18:00 → 9.12. 8:00

Teurastamo 16.12. 18:00 → 17.12. 8:00

Keilaniemi 17.12. 18:00 → 20.12. 8:00

Email will be sent to members when service break is over

After

On-site support on 1st day

Assistance from your local Workery+ Team

Available On-site clinics and support

Voluntary pre-migration clinics and post migration support sessions will be held accordingly:

Location	Clinic	Support	Meeting room
Esplanadi	8.12. 10-13	9.12. 8-14	Laine
Teurastamo	13.12. 9-14	17.12. 8-14	Sörkkä
Keilaniemi	15.12. 10-15	20.12. 9-15	Ollila

Workery+ team is available to assist you on-site and via email with any service related questions prior and post the Workery+ service launch.

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THANK YOU!

WORKERY+

www.yit/workeryplus