

## UN Documents Helpdesk

located in E building – 2<sup>nd</sup> floor, nearby door 40 entrance

welcomes you

From Monday to Friday: from 8h00 a.m. to 12h30 p.m. & from 1h30 p.m. to 5h00 p.m.

and provides you with the following services:

- Print on demand of official documents
- Personalized assistance for clients wishing to search for, share, download documents on USB keys
- Tailored training (upon appointment) on the use of the Official Documents System (ODS), various secretariats' websites and relevant applications
- Upon advance request, preparation of sets of documents, in any UN official languages combination, downloaded to USB keys or in hardcopy
- For remote assistance for the above services, please contact us:

e-mail: [un-documents-helpdesk@un.org](mailto:un-documents-helpdesk@un.org) or [distribution-counters@un.org](mailto:distribution-counters@un.org)

Tel.: + 41 (0)22 917 49 00 (last five digits from inside the premises)