How to call the facilities
The 4 digit numbers in the figure are telephone numbers.
+81-(0)29-864-5200+3XXX
+81-(0)29-864-5XXX
+81-(0)29-879-6XXX

How to use the bicycles for PF-AR users
We have prepared 10 bicycles for PF-AR users.
Please get in contact with your beamline scientist or Unten-Toban (PHS4209) when you want to use.

How to receive a parcel at PF
All the shippers (users wishing to ship materials to the Photon Factory) are requested to address the package as labeled below, and to send an e-mail informing of their shipping to.

Address Label
1. In case of sending packages to the PF building
   Photon Factory Office
   Attn: Receiver’s name
   c/o Experimental station (BL-xxxx), PF
2. In case of sending packages to the PF-AR building
   Photon Factory Office
   Attn: Receiver’s name
   c/o Experimental station (N×-xxxx), PF-AR

Attention!
Please note that the storage place for packages sent to the PF-AR building was moved from the "Minami Kontena” to the "PF-AR Kyodo-Kenkyu-Tou” building. For safety reasons, the entrance door of the new storage place will be automatically locked from 20:00 to 8:00, remaining accessible when using ID cards.

The e-mail informing shipping of materials should contain:
1. Shipper's name
2. Affiliation
3. Contact phone number during the stay at KEK
4. Shipping day
5. Name of the shipping company
6. Date and approximate time of the delivery
7. Number of packages
8. Experimental station

If you have further questions, please contact shipping@pfiqst.kek.jp

How to send parcels from PF
• You can send a parcel from the PF Office and the PF-AR South House.
  There are the application forms in the PF Office, so please ask them when you want to send (Cash on Delivery only).

How to use the PF truck
• You can use the truck in this campus according to KEK’s rule.