

## Electronic Door Locking, Operating Instructions

The entrance door locking and intruder alarm systems are fully electronic using a pass-card for the entrance door and the internal doors and a key-fob for the intruder alarm.

When you arrive at the main entrance door (within fifteen minutes of your allotted time) show the pass-card in front of the keypad once next to the door (see picture below left). This will unlock the door and the intruder alarm system will start bleeping as you open the door.



Once inside, within 30secs, show the key-fob in front of the alarm keypad (see picture above right) to the right of the entrance door and the system will switch off and the bleeping will stop



To enter the rooms that you have booked, press the button on the door lock, show the pass-card and the door will then unlock (see both pictures above). The door can be held open by clicking it onto the hold back magnet. Please note that you will always be able to exit the rooms at any time!

When your event has finished and you are ready to leave, check the windows are closed and locked, the fire exit doors are locked by the thumb-turn and all the lights are switched off. Push the little red button on the hold-back magnet and the door will then be released and will close (see picture below). **Please do not try to pull the door off the holdback!** Make sure you do this to all the doors you have hired and held open. Show the pass-card to each door lock mechanism you have opened to lock it closed.



Make sure everyone has left the building then show the key-fob in front of the alarm keypad and the alarm will start to bleep. You have 30secs to exit the building and once the main entrance door has closed show the pass-card to the door keypad which will then lock that door. Try the door to make sure it is locked.

Please put your completed feedback form, the pass-card and alarm key-fob into the envelope provided. Seal and post it into the letter box to the left of the entrance door for collection the later. Thank you.