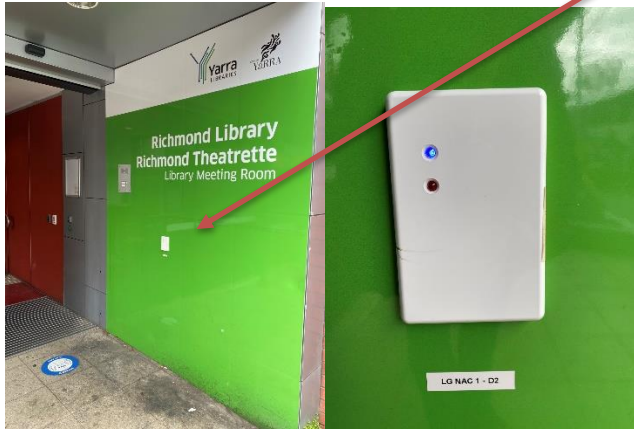


## Entering the building when library is open

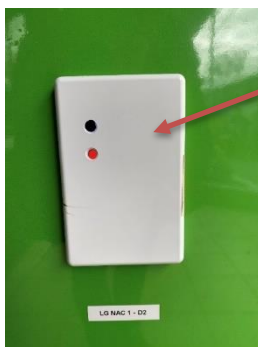
- Enter via the Front Door (Church Street) using the swipe card access panel. The light on the panel will be blue.



- Automatic doors will open.
- Go upstairs and use your swipe card to open the space you have booked (either meeting room or theatre.)

## Entering the building when library is closed

- Before you enter, if the building is armed - the swipe card access panel at the front door (Church Street) will show a red status light:



- To disarm the building, tap your card on the access panel, the red status light will go off, blue light will go on and the door will open.
- Once inside you can set the door to AUTO to open on a motion sensor as people arrive.
- You do not need to enter any codes on the security panel inside- it is no longer needed.
- Go upstairs and use your swipe card to open the space you have booked (either meeting room or theatre.) You may want to leave a person downstairs at the entrance to meet

and greet attendees. There is also an intercom downstairs from the street to the meeting room if the front door is closed and attendees are stuck outside.

## **Exiting the building**

- All members of your group should leave the building at the same time.
- Make sure the glass door is set to position: LOCK
- Exit the building using the **BIG GREEN BUTTON** on the wall below the alarm pad. You do not need to re-set alarm
- Once outside, make sure to waive your hand under the door opening sensor and ensure the door does not open.
- Walk around to the main library entrance on Charlotte St and return the pencil case with your swipe card inside via the book chute. Hold the pencil case against the chute until you hear a beep, then pull the handle to open.

**If for any reason the door does not disarm or you hear an alarm, please ring KTR Security on 1300 669 507 to advise issues/status. Voicecode is “Yarra”**

## **How to use the lift**

You will be issued with a key to allow use of the lift between the ground floor (0) and top floor (2)

Insert the small silver key into key barrel D and turn left to OFF setting

Push the button for the top floor (2)

If you expect several people to use the lift keep the key in place.

Once all attendees have finished using the lift, remove the key and put back in your pencil case.

Please note you are unable to access the library on the first floor.

