



## **FRONT DOOR ACCESS**

To enter the building, extract the keys from the key safe  
Unlock the front door with the large key, and using the handle, open the door manually

There is an operational box (OB) positioned to the left inside the vestibule, below the fire alarm control box

Use the small key to set the OB as required – to AUTOMATIC or OPEN or leave in OFF position. Leave the key in the slot until you leave

AUTOMATIC – allows people to approach the door from either side via the oval detection sensors. The door will open long enough for people to pass through. The door will then automatically close, providing that no one is close to it

Green and yellow floor tape indicate the parameters of the vestibule area within which the sensors will detect the approach of someone towards the door

OPEN – will keep the door open

OFF - means the door requires manual operation (pulling or pushing using the handle)

The long Safety Sensors above the door detect if someone is very near the door and will automatically stop the door moving against them

If you are sure that you are the last person to leave the building, please set the OB to OFF, extract the small key then exit. Lock the front door with the large key and finally return both keys to the key safe

THANK YOU

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