

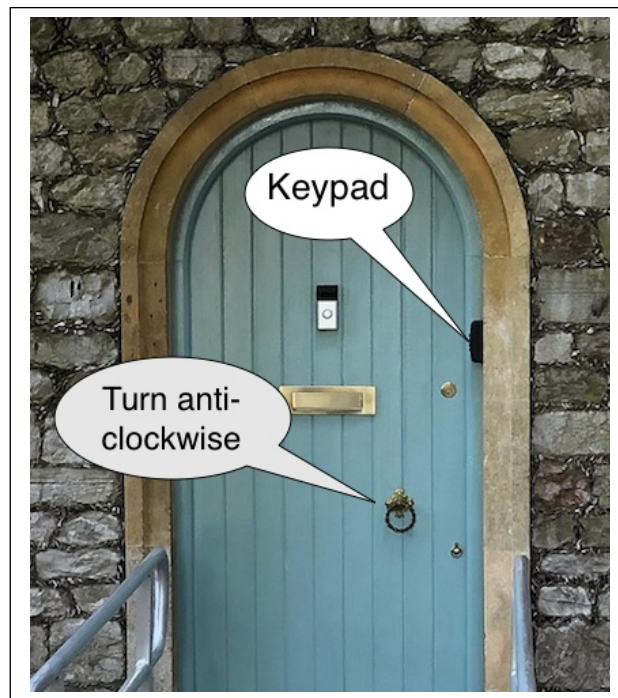


## Procedure for accessing the Centre by the Reception Door keypad.

### Introduction

As the Hirer you will have been allocated a temporary four-digit PIN to gain access to the Centre via the Reception Door for the period of the Hire as set out in the Hire Agreement.

### Opening the door to enter



At the Reception door, enter the PIN code provided into the keypad; on the right hand side. Two (2) bleeps will be heard, then press the “#” button, 3 bleeps will be heard, and the door latch will be released. At the same time, turn the gold ring anti-clockwise and push the door hard.

### Closing the door

After ensuring that all lights are off, that the front Main Doors are properly bolted (2 bolts) and the electric fire in the Reception is off, you should go out through the Reception Door and close it behind you. Once closed, please press the “\*” twice, the lock will bleep twice to confirm the lock is set. Leave the Centre.