

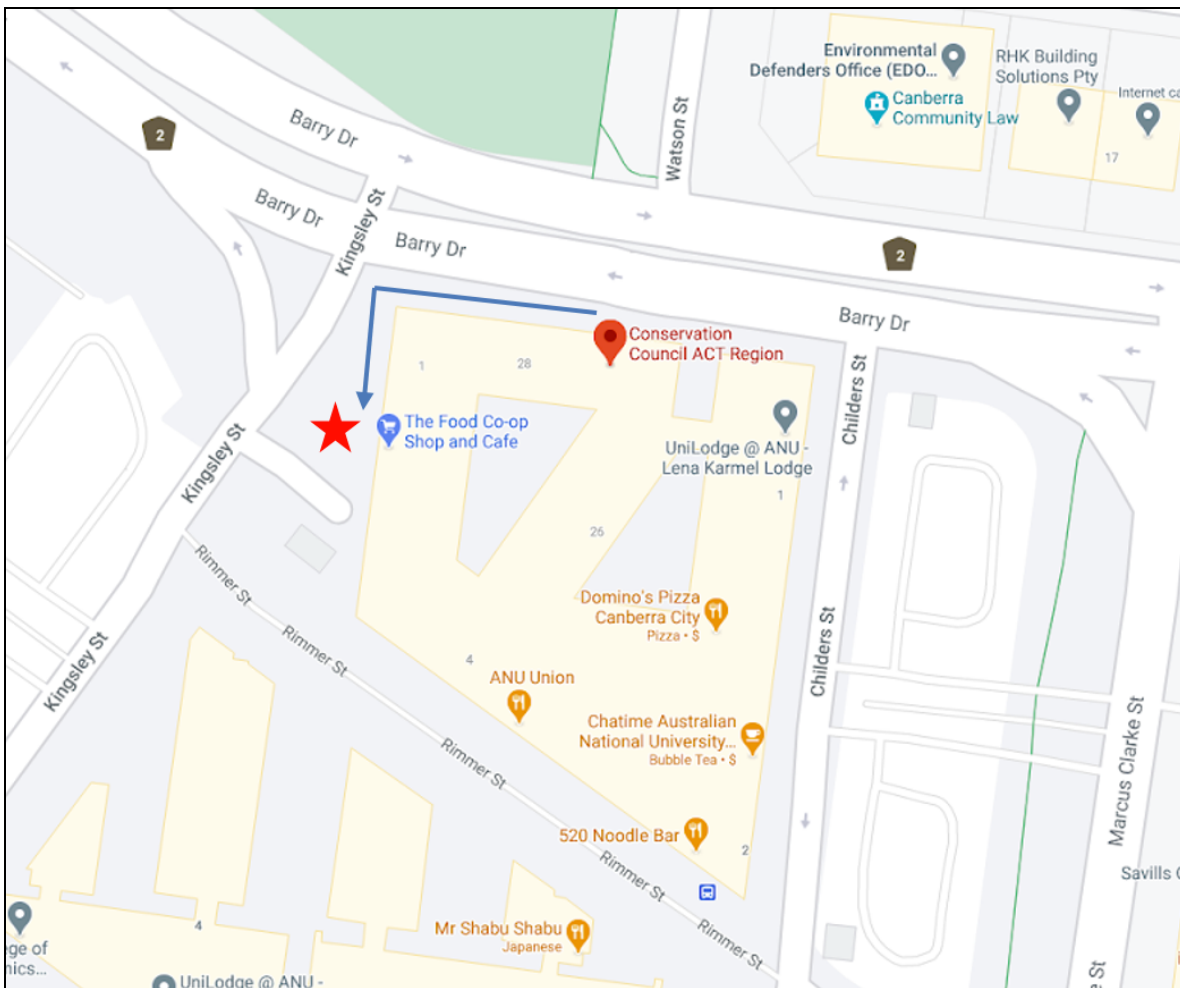
## Key Box Instructions



If you require access to the Conservation Council office after hours, a key can be obtained from our key box.

The key box is located at **The Food Co-op Shop and Cafe**, 3 Kingsley Street, just around the corner from the Conservation Council. The lock is attached to the first aid drawer located behind the grocery counter (Not the counter that serves food).

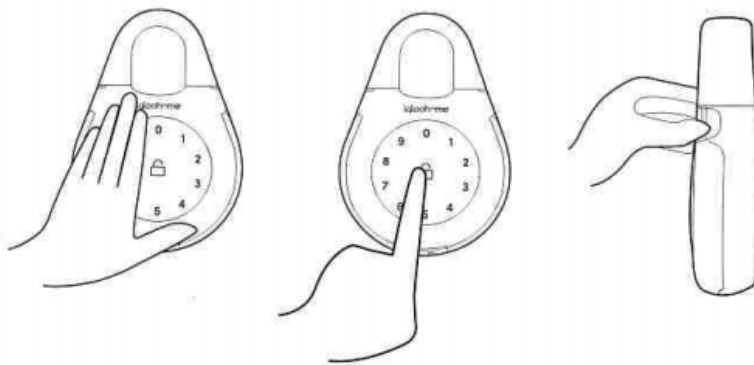
Their opening hours are: **Weekdays:** 10am – 7pm, **Weekends:** 10am – 4pm



## To Unlock the Key Box

Each member group has their own unique **8 digit** code to access the key box.

1. Place your palm over the keypad to wake the device up (the numbers on the front panel will light up).
2. Key in your 8 digit code followed by the “unlock icon” (unlock icon is located in the middle of the keypad and is a picture of a unlocked padlock)
3. You will hear the internal mechanism working, wait until you hear a long beep.
4. Grasp the tabs on each side of the key box and give a pull forward to open the lock.



## To Lock the Key Box

1. Simply close the key box, ensuring it clicks shut.
2. You will hear the internal mechanism working, wait until you hear a long beep.
3. Check that the key box is now locked.

## Please remember:

- The Conservation Council office should never be left unlocked and unattended.
- All meetings must be arranged in advance by contacting the office via email or phone.
- Member groups are responsible for returning the key to the key box at the Co-op!
- If your meeting will finish after the Co-op closes, follow the following procedure upon arrival:
  - Lock the door from the outside whilst the door is open - ensure someone remains inside the office.
  - Return the key to the key box at the Co-op
  - Ask your friend to let you back in! Whilst the door is locked from the outside it can still be opened from the inside.
  - When you leave, make sure the door closes completely.