

# How to operate our self access system

To utilise our self access system you must know your Keycode. This is an 8 digit number which is always followed by "#". The first four numbers are your unit number, the second four numbers are your PIN number.

**If your unit number is 1111, and your PIN is 2222, your Keycode will be "1111 2222 #"**

**A £25.00 CHARGE WILL BE MADE IF YOU SET OFF YOUR ALARM OUTSIDE OPENING HOURS**

## Which door should I use?

You must enter via the side roller shutter door to fully operate this system. **Please close ALL DOORS when you leave.**

## To access your unit:

1. Enter your Keycode into either the external keypad or the keypad on the reception side of the single access door. These are marked "UNLOCK HERE"



2. Unlock the padlock on your unit door with your key. If your unit door remains closed for more than 15 minutes, the alarm will reset and you will need to enter your Keycode again.



## To leave and alarm your unit:

1. Close and lock your unit door with your padlock.



2. Enter your Keycode into the keypad adjacent to the red internal gate marked "LOCK ONLY"



## Opening and closing the side roller shutter door:

This door will open automatically when you put your Keycode into the external keypad.



Pic 1

To open the door from the inside press the up button. (Pic 1)

The door will then try to close every 90 seconds – just like the doors on a lift.



Pic 2

If you need to extend this simply press the red stop button on the door control. (Pic 2)

You must press the down button to close the door again. (Pic 3)



Pic 3

The roller shutter door on the front of the building can only be operated internally although the operation is exactly the same as the side roller shutter.

## Having problems?

If you are experiencing difficulties please contact us by pressing the button next to the external keypad and speaking into the microphone.



 **QuickStore**