

## **PROXIMITY ENTRY ACCESS CONTROL SYSTEM INSTRUCTIONS**

### **Access Control Directions:**

You have been provided an access proximity control fob that is uniquely coded for your individual use. Do not loan or give this fob to anyone. This fob is an electronic key, allowing you individual access into the front door of the building and providing you with elevator control.

### **To operate the fob:**

Simply hold the fob within a few inches of the fob proximity reader. You will see that the light on the reader will acknowledge the correct fob.

### **Front Door:**

Once the fob has been correctly read, open the door and proceed into the building. **ALWAYS** make sure the door shuts properly behind you.

### **Elevator:**

The elevator has a similar fob proximity reader and a keypad. You will need to present your fob or enter your own authorized code prior to selecting the floor of your choice. If the correct pin number or fob has been read, the elevator call buttons will then be operational and will allow you passage to the correct floor.

### **What to do about lost fob's:**

Report **all** lost fob's to The CWD Group Inc. at 206-706-8000 or [cam@cwdgroup.com](mailto:cam@cwdgroup.com).