



10 St. James Avenue Security Gate User Orientation Guide



OVERVIEW:

To pass through the lane – Approach the lane, present your access card to the rectangular window, look for the green symbol to change from the rectangle to the arrow, the gates will open; walk through the lane without stopping or stalling.





INDICATORS:



Presenting Your Card – To be granted access to the lane you must present your access / ID card to the window below the indicator lights. There is a card reader that sits behind the ‘hand with card’ symbol. Place your card here. Once the card has been accepted, the barriers will open and allow you to pass through the lane.

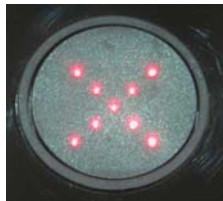


Present Card – When this symbol is present – the lane is available for use. You can follow another person through the lane even if the gates have not closed when you see this symbol. Should you stand in the lane for too long, the Present card icon will begin flashing, followed by an audible alert. Simply present your card to the window and proceed through the lane.



behind you.

Access Granted – This icon will appear after you have presented your card to the card reader window. When the barriers open, proceed through without stalling or stopping. The gates will NOT close on you if you stand in between them, however, stalling or stopping in the lane will cause an alarm to occur and will also affect the flow of traffic



Alarms – When the red X is flashing, the unit is in alarm and can not be used. You can back out of the lane and wait for the alarm to clear before attempting to proceed through it, or simply use a different lane. If you are unable to gain entrance to the facility, see the Security Officer posted at the desk for assistance.

When passing through the turnstiles, here are a few tips to make things a little easier:

- ✓ Have your ID card ready before you approach the lane. Searching for your card once you reach the lane will slow the flow of traffic and may cause unnecessary alarms and mishaps.
- ✓ Once access is granted, move swiftly through the lane.
- ✓ If an alarm occurs, Do Not Panic. Simply back out of the lane and try again after the lane resets.
- ✓ Do not congregate around the turnstiles, this may cause false alarms and impede the flow of traffic.

Please contact the building management office at 617-451-9436, if you have any questions or concerns.

Thank you.