

Bisley WI Village Hall – Opening the Key Box

1. Stand with your back to the Defibrillator. Opposite you are 2 metal posts that support the porch roof. On the right-hand post you will see a black box. This is the key box. →



2. The key box is protected from the weather by a rubber cover. Open the cover by pulling it towards you. You will now be able to see the keypad. →



3. Ensure that the dial at the top of the keypad is in the vertical position, as shown in the picture. ←



4. Enter your code using the numbered buttons on the keypad. If you make a mistake or the box will not open, press and slide the “Clear” button down (ringed in red on the photo) then release the button. You can now re-type your code.

5. Rotate the dial clockwise through 360 degrees until it clicks. Pull the door open and take out the key to the Hall. →



Closing the Key Box

Put the Hall key back into the key box.

Close the door and lock it by turning the dial anti-clockwise 360 degrees. It should click at least once.

Ensure that the box has locked properly by turning the dial clockwise 360 degrees until it clicks. Try and open the door. If it does not open the key box is fully secure.

Close the lid of the rubber cover.