



Old Library

Levenshulme Community Arts Centre

ACCESS
DOCUMENT



Open the cabinet by pushing the little black tab next to the combination lock down.

This will make the flap open and reveal the keys.

DO NOT TOUCH THE RESET TAB.

Use the key to lock or unlock the TWO circular locks - one just below the main handle, and one at eye level.



Put the key back in the cabinet, close it and then scramble the lock.

Once you've unlocked the mortice locks use the electronic keypad to open the door. The code is **1904** - you'll hear a clunk and the LED should light up green.



If there's no-one else in the building you'll hear the alarm begin to beep. Turn it off immediately using the code **9696**

That's it! Welcome!

The lights can be found behind the main reception desk.

Please do not go through the Studio door as this is alarmed separately.

How to leave the building

1: If you're confident there's no-one else in the building, set the alarm (9696 - see note below*)

It will say "Welcome back ALL FM. Do you want to arm system?" Click yes and exit through the main door. You'll need to press the green button just to the left of the main door.

2: Leave through the main door so it remains unbolted.

3: Use the keybox on the outside of the building (1976) to get the main door key. Lock both locks as detailed on page 3, replace the key in the keybox and scramble the code.

You're done!

*this is the ALL FM alarm - we may give you a different code in the future. If you are asked "do you want to arm with faults?" still click yes.

If other users are in the Library space or ALLFM there's no need to set the alarm or lock the mortice locks. You can simply leave and make sure the door is fully shut behind you.

The Studio

The Studio has a separate door from the rest of the building. The sequence for accessing the Studio is the same as that of the Library, however the codes are different.

Key cabinet code: **2018**

There's no electronic keypad on The Studio door.

Unlock the bottom lock first, and top lock second

Alarm code: **6791** (it will ask if you want to 'Disarm NEST'. Press YES)

Locking up:

Set the alarm using the code above (it will ask if you want to 'arm system'. Press YES)

Lock the bottom lock

Return the keys to the keypad and shut.

Scramble the numbers

You're done! Bye!