

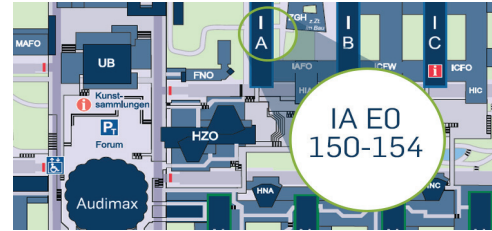
INSTRUCTION

ACCESS TO THE SELF RECORDING STUDIO (SAS) VIA KEY BOX

The key box

To get access to the self recording studio (ger. abbr.: SAS), a transponder must be picked up in advance from a key box. The key box is located in building IA on floor 0 between the service center and the storage room (room 150 - 154).

After you have booked an appointment in the SAS via the booking calendar, you will receive a confirmation e-mail with a code for the key box, if your reservation is successful.



Picking up the transponder

Enter the code via the touch display on the key box and confirm with "Ready (Fertig)". Then take the transponder from the output tray by pressing the flap.



Opening and locking the SAS

The SAS is located in building IA on floor 2 in room 160. On floor 2 you first have to open the alarm secured doors in the elevator area. Hold the transponder with some distance in front of the reader at the wall and press the transponder. The reader briefly lights up blue and the door opens automatically.

Now press the transponder with some distance to the door lock of the SAS and wait for a double beep. You can then open the door by rotating the door lock.

After finishing your recording, please lock the SAS again with the transponder. You can open the doors from the corridor into the elevator area by using the door button or the door handle.



Returning

The key box has a returning tray at the top left. Please throw the transponder in there.



For questions and problems

For questions and problems please contact our helpdesk: digitalemedien-sas@ruhr-uni-bochum.de.