

IMPORTANT NOTICE

FOB REGISTRATION REQUIRED

A new Commercial electronics access system has been installed. In order to include your FOB in to this new access system you must register your FOB or else your FOB will not be able to open the doors nor use the elevators after Feb 13, 2009.

(many broken FOBs returned back to us. For \$5 you can exchange your FOB to a new electronic access card. The credit card size card fits your wallet and also can be hang on your key ring)

NEW ELECTRONIC ACCESS POLICY:

- ALL electronic access cards / fobs must be registered to INDIVIDUAL holders.
- ALL electronic access cards / fobs not registered to individual holders will be deleted on Feb 13, 2009
- ALL electronic access cards / fobs will be automatically expired every two years at which point the individual holding the card will have to see the administrator to renew the card.

REGISTER YOUR FOB AT THE ADMINISTRATION OFFICE

We have walked around The Electra on January 23 and 25 to collect the bulk of the FOB information. Those of you who were not in or missed this opportunity please go see Terry in room 288 to register your FOB.

THE FOB REGISTRATION MUST BE DONE BY FEB 13, 2009.

CARDS NOT UPDATED BY FEB 13, 2009 WILL BE DELETED!

Terry Irving, Building administrator

Jan 30 2009