

# Key Fob Building Access

Evergreen's exterior doors are controlled by an electronic access system. This system controls the locking and unlocking of doors. Some doors are locked all of the time and some doors lock on a schedule.

Residents are issued key fobs, designed to be placed on a key chain, to access the main building through any of the doors controlled by the electronic access system.

## Using your Key Fob

Key fob readers are located at each of the circled doors below. Hold the key fob up to the key fob reader until the red light turns green and hear a click of the door unlocking. Once the door is unlocked, it will remain unlocked for 10 seconds. After 10 seconds the door will re-lock and the key fob will need to be used again to unlock the door.



# Key Fob Frequently Asked Questions

- **Why and electronic access system?**

The system provides Evergreen with better control over who accesses the main building after hours. It also allows Evergreen to automatically control the locking and unlocking of the doors without a staff member having to manually lock or unlock each door.

- **What if the door is already unlocked and I use my key fob?**

The light will change to green but you will not hear a click because the door is already unlocked. The door remains unlocked and you can enter the building.

- **What if I go outside and forget my key fob?**

It would be similar to forgetting your key. If the door is locked you will need to find an entrance that is unlocked, or if it is after 9:00 pm or before 5:00 am you will need to find an entrance where you can be buzzed in (Door 1, Door 2, Door 3 or Door 4) by calling the Charge Nurse on your personal cell phone or the house phone located in the vestibule. Instructions for contacting the nurse are posted.

- **What if I lose my key fob?**

If you lose your key fob you can request a replacement from Resident & Guest Services. There will be a \$25.00 replacement fee charged. The lost key fob will be deactivated and no longer work for unlocking doors. If you happen to find the lost key fob you can return it to Resident & Guest services and receive a credit.

- **Can I get a key fob for a family member(s)?**

Yes, key fobs can be issued to family members at the residents request for a fee of \$25.00 for each key fob. Key fobs issued to family members will only provide access to Door 1, Door 2, Door 3 and Door 4.

- **Do I need to return the key fob?**

When a resident discharges from Evergreen the key fob must be returned to the living option manager. If it is not returned the resident's final bill will contain a \$25.00 charge for each fob that is not returned, including fobs issued to family members.

- **What happens if Evergreen loses power?**

In such a case the doors default to "locked" status. You can still exit the building. Each reader contains a battery back-up that will permit the reader to continue working. It will provide appropriate access to all individuals who have valid key fobs when the power was lost.