

## Key fob lock system

To ensure your key fob functions correctly, it is important to update it at a main entrance (online door) with a maximum of 5 days in between. Each time you use the key fob at a main entrance, it will work for the next 5 days.

Main entrances can be found here at Store Børglum: entrance at the parking lot, entrance at the office, entrance at the Veri Center. Additionally, there is a key fob reader at the entrance to the bike cellar in block 4 that can be used for updates. For Lille Børglum, it applies to: the entrance door in block 21, the entrance door in block 23, and the entrance door in block 25. For Egmont Studentergaard, it applies to all entrance doors.

When you need to update your key fob, hold it on the key fob reader, which will first blink with blue light, then with green, and only after green, the key fob will be updated.

You must hold your key fob on the key fob reader to unlock your door. Your door is always open (unlocked) from the inside and locked by default from the outside. If you want your door to be unlocked from the outside, you need to open the door and hold your key fob on the key fob reader – you will hear some beep sounds, and the door will unlock. You need to do the same when you want to lock the door again. You can always check if the door is locked by pulling the external handle. **It is necessary to lock your door at least once a week** – so we can check if there is enough power in the battery of your door lock. If it runs out of power, the door will lock, and you can only enter with our assistance. Outside our opening hours, you will have to pay for us to provide the unlocking service.

**Make it a habit to pull the external handle before you exit and close the door.**

If the external handle can be pushed down, the door is unlocked.

If the external handle can be pushed down without resistance, the door is locked.

### If you get locked out

At Børglum Kollegiet and Lille Børglum: During office hours, you can borrow a key fob at the office. Outside office hours, you should contact a locking-in guard, see the list on the Resident website at [www.boerglumkollegiet.dk](http://www.boerglumkollegiet.dk) or on the notice board outside the office with names and mobile numbers.

Egmont Studentergård: Please contact the locking-in guard in the kitchen you belong to. Please see the poster in your kitchen with name and cell phone number.

### Door phone

**Applies to Børglum and Lille Børglum only:** When someone calls your door phone from an entrance, you can unlock the door by answering your door phone and press “5”. If you wish to make an internal call, please press “9” followed by the room number you wish to call.