8 April 2021

Dear: Shareholders & Clerks,

This circular includes the following topics:

- *Mobile integration for security access*
- *Use of access cards and tags*

Mobile integration for security access

I refer to my circular of 1 April, announcing the recent upgrade of access card readers throughout the building. Over the coming weeks as the rollout completes, Members will be given a choice to either use their mobile devices (smart phones) instead of access cards or tags. The system is currently being tested and tuned to operate with mobile devices and CCL will be in touch with Clerks early next week to provide them with further information and to offer them the opportunity to participate in the testing programme.

Using mobile devices is an enhancement for security and is expected to provide Members with the convenience of not having to carry a separate card or tag with them.

Members will still have the choice to retain their card or tag if that is the preference.

Use of access cards and tags

As also mentioned in my circular of 1 April, the new readers operate slightly differently than the old readers. The most effective way to use cards and tags vary from the previous arrangement, CCL Staff have tested all access devices and attached are some instructions on the most effective way to use the new readers.

Members & Clerks please note; for assistance with access outside of business hours and when CCL staff are not on site, please call security on 1300 003 456. Security can also be reached on the buildings doorphones, located at all building entrances and also in the foyers in Wentworth & Selborne Chambers.

CCL Staff are also on site every morning during the week from 6am, and on Saturdays from 7am to 5pm, and can also be reached from the doorphones.

Kind Regards,
Debbie George
CEO

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Using your access pass or tag

There are three types of access pass or tag that Members, Clerks & Staff use throughout the buildings. Optimal operation for cards or tags vary and depend on the way the cards or tags are used, the following information illustrates the most effective methods of use.

Cards or tags work most effectively when removed from wallets, bags, purses, and phone cases.

Access Card:

When using an access card in the Building, ensure that the card is placed over the centre of the reader as shown below. Wait for the reader to beep and colour on the reader to change from red to green.
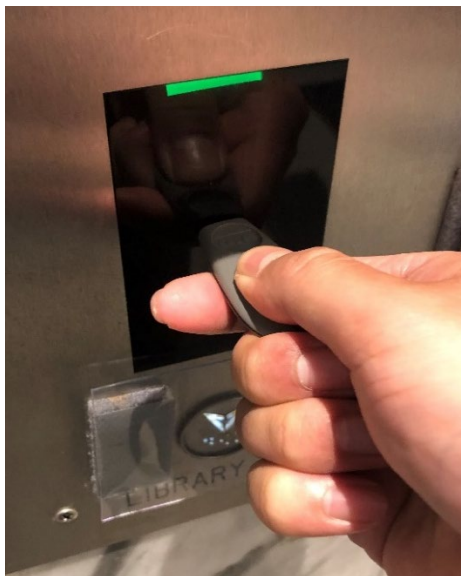
Oval access key tag:

When using the oval key tag in the Buildings, ensure that your thumb is placed on the indentation shown below.

Hold the oval key tag perpendicular to the reader and at the centre of the reader as shown below, wait for the beep and colour on the reader to change from red to green.

Round access key tag:

When using the round access key tag, ensure that the tag is placed flat over the centre of the reader. Wait for the reader to beep and colour on the reader to change from red to green.