

Access passes

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.



Mobile Device ID:

When using your mobile device ID, ensure your phone is placed under the light on the reader. Wait for the reader to beep and colour on the reader to change from red to green.



HID Mobile App

Your Android™ or iOS® mobile device can be used for access by holding it close to or “tapping” it on the readers located within the building.

Once you have indicated your preference to use your mobile device for access, getting set up involves:

Step 1: Download the HID Mobile Access App

From the App Store for iOS:

<http://appstore.com/hidmobileaccess>

From Google Play for Android:

<https://play.google.com/store/apps/details?id=com.hidglobal.mobilekeys.android.v3>

Step 2: Enter the invitation code

You will receive an email from HID Global, which will include a 16 character invitation code. If you have email set up on your mobile, and have downloaded the App, you just need to tap the code which will enter the code automatically. Otherwise, you can enter the code manually.

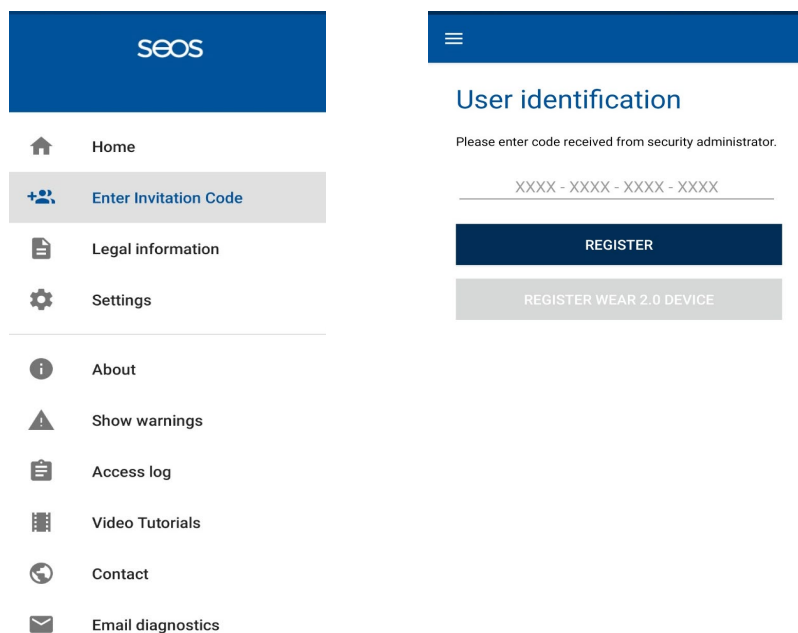


Figure 1 Manually Enter Invitation Code

Step 3: Let CCL's Maintenance team (maint@ccl.com.au) know that you are set up, we will authenticate your access and you can start using your mobile device.

Please inform your Clerk if you wish to use your mobile device instead of an access card or tag, CCL will commence making arrangements to initiate the process.

User tips

iOS®: Optimal Settings

The following settings are recommended for users to achieve the best experience for mobile access:

- Allow Mobile Access when must be 'Always'.
- Location services must be enabled and set to 'Always'.
- Twist and Go must be enabled.
- Mobile Device Bluetooth must be enabled.

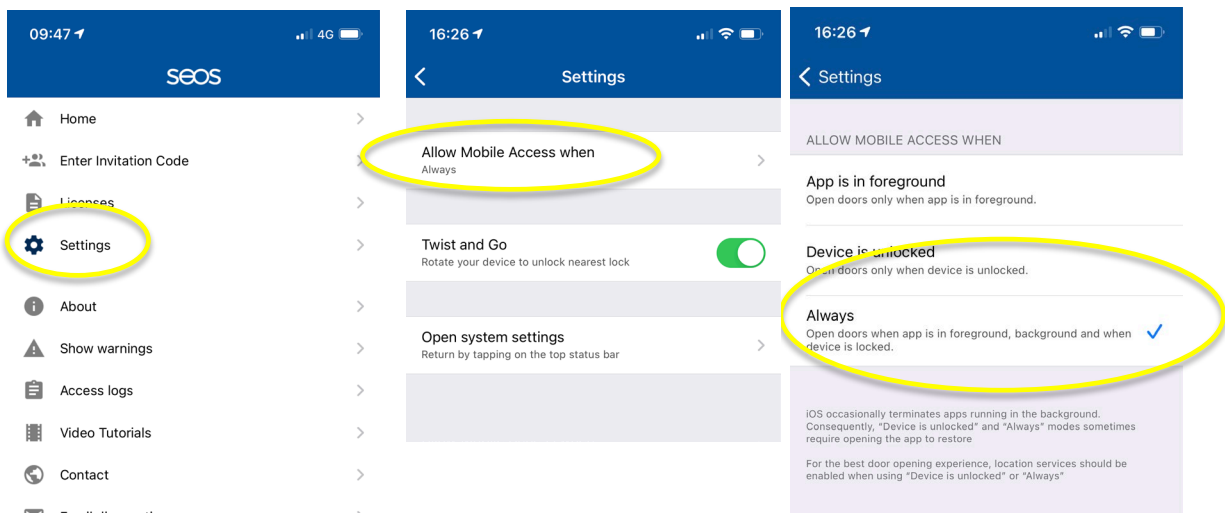


Figure 2 Allow Mobile Access When.

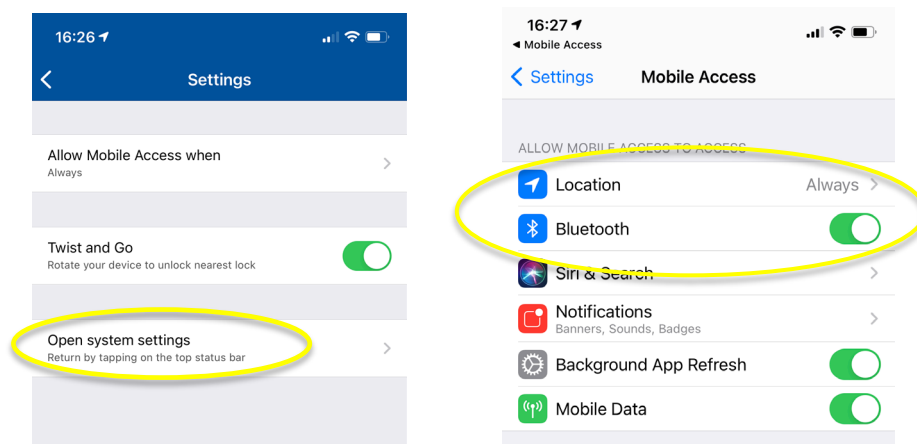


Figure 3 Enable Location and Bluetooth

Apple Wallet and Apple Pay:

Those who use Apple Wallet will notice that your Apple pay credentials will appear when using mobile access. This bug is known to HID and does not affect the operation of mobile access. User experience may vary for those with this feature, if you experience a conflict with Apple Wallet and mobile access, reopen the HID App on your mobile device.

Tutorials can be found within the App, and also online.

Android™: Optimal Settings

The following settings are recommended for users to achieve the best experience for mobile access:

- Mobile Device Location must be enabled.
- Mobile Device NFC must be enabled.
- Allow Mobile Access when must be 'Always'.
- Location services must be enabled and set to 'Always'.
- Notifications must be disabled.
- User Feedback must be enabled.
- Bluetooth Sensitivity must be set to 'Normal'.
- Twist and Go should be enabled.

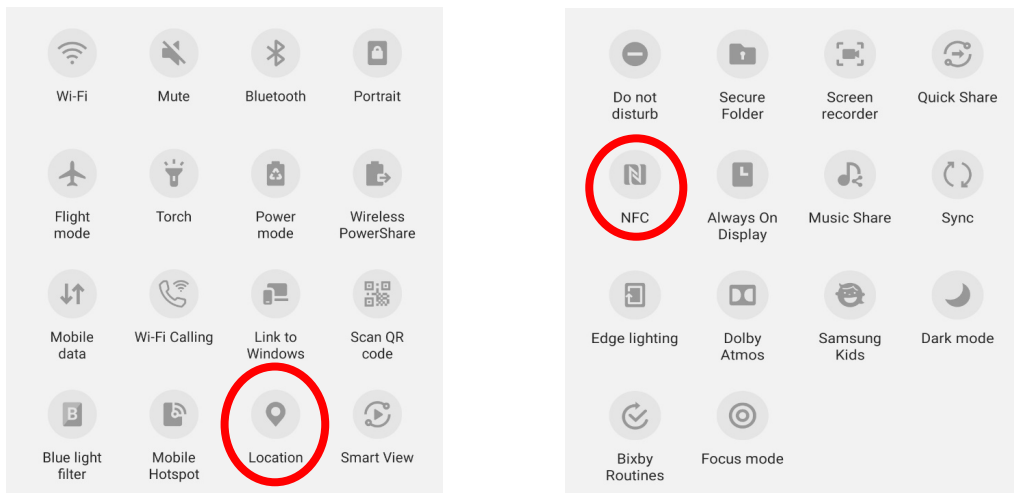


Figure 4 Mobile Device Location and NFC.

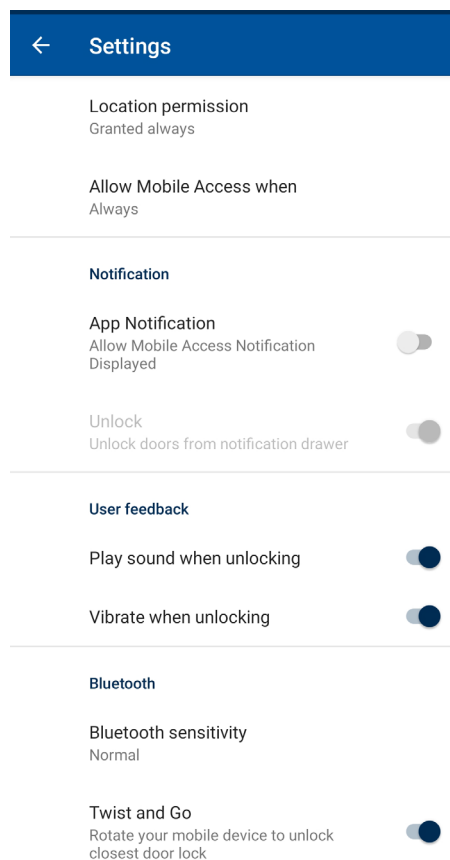
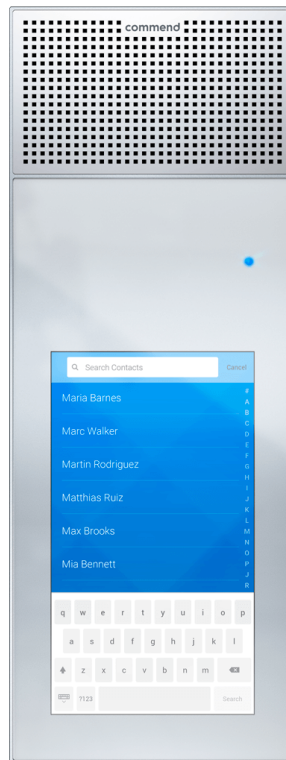


Figure 5 Android App Settings

Tutorials can be found within the App, and also online.

Door phones



From the door phone at the glass doors or in the lift lobby to your building (for double floors, at the side where your reception is located), visitors can browse the directory to locate your name, or use the search function, and then press the call icon. This will call your handset, if your reception is open the call will be diverted to your receptionist.

If you have a video-enabled handset (Cisco 8845 or 8865 models) you will also see a video feed from the intercom.

To grant access to your visitor, press “1” on your Cisco handset. This will open the door and allow your visitor to call the lift and access your floor via the lifts for one minute.

After hours and emergency contacts

For all emergencies, dial 000.

For assistance with access from Monday to Saturday, dial “CCL Caretaker” on the door phone.

For duress response, dial “Security: Duress only” or call Allied Security on 1300 003 456. Charges may apply.