

## SCOV Genealogy Club Lockbox Access

- 1) The key for access to the genealogy lab is now located inside a lockbox with the Welcome Center
  - a. Go to the Kitchen area located in the middle of the building
  - b. The lockbox is located inside the drawer to the left of the stove.



- 2) Accessing the key in the lockbox.
  - a. Reset the box by sliding the Clear Button towards the Clear imprint on the box. Once the Clear button is totally slid to the bottom of its range, release the button.



- b. Punch in the three digit combination provided by the monitor room chairperson
    - c. Slide the Open Button towards the Open imprint and pull the top of the lid up and towards the bottom of the box.

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- d. Remove key and leave box open
- 3) Replacing the key in the lockbox
- a. Reset the box by sliding the Clear Button towards the Clear imprint on the box. Once the Clear button is totally slid to the bottom of its range, release the button.



- b. Put key inside lockbox

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- c. Punch in the provided code and slide the Open Button towards the Open imprint and snap the lid in place.

