



Centro Singular
en Tecnol

**CiTIUS access-control system
instructions**



Procedure to set and unset the CiTIUS access-control system:

The access-control system divides the building into 4 zones, with an independent alarm in each one. Zone 1 spans through the ground floor (excepting Secretary and the Directors Office), the first and second floors and the basement's hall. Zones 3 and 2 are the CITIUS and the USC data centers respectively. Zone 4 includes Secretary, the Directors Office and all the laboratories in the basement. There are four keyboards that operate the alarms, one for each zone, placed: at the CITIUS entrance(1), at the CITIUS(3) and USC(2) data center doors and at the basement's hallway(4). In each of these keyboards the alarm for the correspondent zone can be operated.

Each person working in the CITIUS has a personal code assigned to set or unset the Zone 1 alarm in the keyboard at the **entrance by the CIBUS walkway** (in the entrance column, under the keycard reader).

Anyone with access to the **Directors Office, Secretary or any of the basement's laboratories** can operate the Zone 4 alarm in the keyboard situated at the basement hallway's wall in front of LS02. The code is the same as for Zone 1.

Data center zones are restricted to authorized personnel and only them will have codes to operate those alarms.

The alarms will be connected every night from 22:00 to 8:00. The concierge is in charge of connecting and disconnecting the zone 1 and 4 alarms at the building opening and closing hours. When entering the building between the closing and the opening hours you have to disconnect the alarm of Zone 1. Zone 4 alarm must be disconnected only if necessary.

Using the keyboard is impossible to know if someone has already entered the building so the state of the alarm will always be unknown. To be on the safe side is better to always disconnect it anyway.

Access-control system operating instructions:

1. To connect the alarm: introduce your **PERSONAL CODE** and push the **A** key.
2. To disconnect the alarm: introduce your **PERSONAL CODE** and push **ENTER**.
3. If the **alarm is triggered** the procedure for disconnection has two steps:
 - Introduce your **PERSONAL CODE** and push **ENTER** in order to stop the ringing alarm.
 - Introduce your **PERSONAL CODE** and push **ENTER** again to reset the keyboard.

When connecting the alarm there is a countdown of a few seconds before it is effectively active. You must use this time to get out of the building. Once connected the alarm will beep for a few seconds to indicate that it's active.

Out of opening hours access procedure

If you are to remain inside the building after the closing hour (22:00) you must fill in a **form** located at the entrance hallway before 21:45 following this **procedure**:

1. Write your name and the name of your office/laboratory **before 21:45**.
2. When about to leave the building note the time in the form and check if there is someone without the leaving time written. That would mean that you are not the last person inside the building and that you can leave without activating the alarm.
3. If you work at the basement is your responsibility to check if there is anyone still inside any of the laboratories, in the Director's Office or in Secretary before activating the alarm of this zone.
4. If you are the last person inside the building you are responsible of activating the alarm before leaving.
5. You must always leave using the door in the CIBUS walkway. Never use any other exit.

To access the building **during bank holidays** you must disconnect the alarm and note the time you enter in the form. Once you are about to leave the procedure will be the same previously explained (note leaving time and activation of the alarm by the last person leaving).