Check out/ Return Keys for Conference Rooms

HOW TO CHECK OUT KEYS

1. **Locate the key box on the fifth floor**
2. **Refer to your confirmation email through Scheduleit**
3. **Complete the prompted Key Check Out Form**
   - Enter your full name and email
   - Select “Checking Out”
   - Choose the key you wish to check out
4. **Follow the instructions at the top of the form**
5. **Use the Keypad as directed in the form**
   - Ensure you press key pad hard enough to hear a sound
6. **Retrieve the key once lock box opens**
7. **Confirm the receipt of key on the form**

HOW TO RETURN KEYS

1. **Locate the key box on the fifth floor**
2. **Refer to your confirmation email through Scheduleit**
3. **Complete the prompted Return Key Form**
   - Enter your full name and email
   - Select “Returning”
   - Choose the key you wish to check out
4. **Follow the instructions at the top of the form**
5. **Use the Keypad as directed in the form**
   - Ensure you press key pad hard enough to hear a sound
6. **When the lock box opens, return the key to its designated location**
7. **Confirm the return of the key on the form**