

Keybox Instructions

- ❖ Rental keys are in the large keybox in the NW vestibule of BH (located directly across from the elevators). They can be accessed from the entrance at the corner of Chester Ave. and E 22nd St.
- ❖ To open the keybox, the primary approved driver will enter the 5-digit PIN assigned to them once the signed Rental Agreement form is returned and processed.
- ❖ Van keys are arranged in a single row near the bottom of the box. The LED lights directly adjacent to the keys (2 keys/van) will light up green to indicate the keys that may be removed for the rental.
- ❖ NOTE: access to the keys is on a 5-10 second timer, and if the LED turns off while the door is open, the primary approved driver will need to re-enter their 5-digit PIN to regain access to their keys.
- ❖ Ensure that the door is closed and fully latched once keys are retrieved. An alarm will be broadcasted to PTS and Access Control if door is not closed.

Primary Approved Driver Initials: _____

Keybox Acknowledgement

- ❖ You will receive an email from PTS informing you of your five-digit keybox PIN code. If a PIN change is needed (i.e. your PIN is lost or compromised), contact PTS at transportation@csuohio.edu.
- ❖ Only the primary approved driver will receive a PIN for access to the keybox. Sharing of PIN's is prohibited. If an extenuating circumstance prevents the primary approved driver from returning the key, please contact transportation@csuohio.edu so that the secondary approved driver may be issued a PIN.
- ❖ It is important that you return the keyring to the assigned slot within the allotted rental period, or an alarm will be broadcasted with notifications sent to you, PTS, and Access Control.
- ❖ You are responsible for reading the "Keybox Access Rules and Regulations" available on the Access Control & Security Systems website and linked here: www.csuohio.edu/access-security.

Primary Approved Driver's Signature

Date