Dear students,

In the passageway from building B to C, you will find the student lockers. These are equipped with a combination of mechanical and electronic locking mechanisms.

You can open and close the lockers using your CampusCard.

There are two different types of lockers available:

1.

Short-term lockers:

Short-term lockers are those numbered from C0001 to C00048 and are marked with a **RED box** underneath the operating button. Short-term lockers are to be used for a maximum of 5 hours between 05:00 AM and 01:00 AM the following day. Any short-term locker used beyond this time range and which is not in the open position from 01:00 AM to 05:00 AM in the morning will be sealed electronically for an indefinite period. The student using that particular locker will also have their CampusCard blocked from accessing any other locker. The CampusCard will thus be unable to access any of the new electronic lockers until the student has paid Û10 to the relevant office *) to have their card unblocked. After that, the card must, without fail, be authorised at an update terminal (UT). As soon as this process has been completed, the locker can be opened again.

2.

Long-term lockers:

Long-term lockers are those numbered from C0049 to C0156. Long-term lockers are marked with a **BLUE box** underneath the operating button. There is usually no limit to the amount of time a long-term locker can be used during the semester. Previous restrictions on using lockers during special events (e.g. boom parties) still apply, and students will be notified accordingly when these restrictions are in place.

Operating instructions:

Every time you wish to use a CampusCard locker, you must first take your card to the AI (**A**ktivierungs**I**nterface), to authorise card access to a specific locker. The UT can be found at the top of the flagstone steps on the ground floor of foyer B, heading towards the machine hall on the right-hand side.

I.

Using a locker:

Hold your card in front of the **AI** reader until the message card updated is displayed. This can take a few seconds. You must then head straight to a locker that is not in use. A locker is not in use when its protruding operating button is coloured light grey. After placing your belongings in the locker, please make sure to carefully close the locker door Ð we ask that you take care not to slam it. Make sure that there are no objects blocking the locking mechanism or sandwiched between the door panel and the door frame. Place your CampusCard on the operating button. Press the light grey operating button down with your card until the button is level with the dark grey ring surrounding it. You will know that the locker is closed properly when you hear an audible clicking sound. There is also a visual cue that the locker has been closed; the light grey operating button will stay pushed down and not spring back up.

II.

Opening a locker:

Update your CampusCard in the same manner described above, under using a locker. Head straight to your locker. Place your CampusCard on the operating button. Gently press the light grey operating button down with your CampusCard until the button is level with the dark grey ring surrounding it. You will know the locker has been unlocked when you hear an audible clicking sound. The entire length of the light grey button will pop back out. The locker can now be opened. Information and instructions can also be found at the lockers themselves.

III.

Usage and special cases

All of the guidelines issued by Hochschule Hof regarding the use of the old lockers apply in full to the use of the lockers that are operated via your CampusCard. The new system offers a number of considerable advantages:

With their CampusCard, students can only use one locker at any one time. This means that students cannot use or reserve multiple lockers with the same CampusCard.

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If you forget your locker number, you can head to the relevant office *), where somebody will be able to retrieve your locker number for you.

Note:

If you wait too long between updating your CampusCard and using a locker, then you will have to go back to the UT and have your card re-authorised to open or close a locker. If you only hold your CampusCard on or over the light grey operating button, you will be unable to either lock or unlock the locker. The operating button MUST be pushed down accordingly, for the locker to work. When closing the locker, make sure to carefully push the operating button down. If you lose your CampusCard, it is in your own interest to report this to the relevant office *) as quickly as possible.

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*) You can find assistance at the following locations during office hours:

Facility Management

- In certain cases, the office will have to verify your identity.

ITSO

- Only in case of technical problems

Facility Services

- Only for emergency openings