



## New Door Lock & Keypad

1) Enter the code you have been assigned (4 digits) EX: 1234

You should then hear a beeping noise & a green light will appear on the door lock. Simply open the door & enter.

2) The door will lock again once the door closes.

The code will work during the date and time limitations you have indicated on your application for hall use.

*(A small bit of time has been added for set-up and take down of any projects)*

3) If you should have any problems opening the door, please call

**Becky Johnson**

**Clerk, Marengo Township**

**815-219-9039**

In the event that no-one is available to assist you with the door at the time of your meeting, we apologize in advance and hope you will contact Becky to inform her of the error so it will be corrected.

Sincerely,

**Marengo Township Board of Directors**