



How To Use Your Key Fob

As you will have noticed the key to your building, apartment and bedroom is not an ordinary key. It is called a Key Fob. This one Key Fob opens all the doors that you have access to.

It is very important that you do not part with your key fob and always keep it on your person. If it is lost, report it immediately to the Accommodation Office in order for it to be cancelled.

A 30 euro charge must be applied to replace lost keys. This isn't to penalise residents, it's a charge levied on us by the key company to replace old keys.

Your key fob is also used as an ID by the accommodation office. DO NOT swap or mix-up your key with roommates, flatmates or friends. Students found with key fobs NOT in their name will have them immediately revoked by the Accommodation or Security Office.

Griffith Halls of Residence does not take any responsibility for lost or stolen key fobs not reported to the Accommodation Office. Key fobs remain the property of the Griffith Halls of Residence and can be withdrawn at any time.

We have posted a handy Instagram video that explains your key's 'Office Mode' function, which allows you to exit your bedroom and re-open the door without needing to take your key with you. You can find the video here - <https://www.instagram.com/p/B2ekkGUjwKx/?igshid=1jw9n4t4zfswl>

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