



PRACTICAL GUIDE

For guests, relatives and service providers

Collect or drop off a key at Clé Libre in just a few simple steps.

1 Before you arrive

Have the following ready: the access code for the premises, the key-box number and the box code.

2 Entering the premises

On the keypad, press 0, enter the 6-digit code, then press the padlock button.

3 Opening the door

The handle unlocks: turn it to the left, anticlockwise, then push.

4 Letting the door close

Do not force or hold the door: it closes and locks automatically.

5 Using the key box

Find the correct number, enter the code, collect or deposit the keys, close the box, then scramble the digits.

6 Leaving the premises

Turn the handle to the right, clockwise, pull the door open, let it close, and check that it is properly locked.

GOOD HABITS

- Do not force the door or the key box.
- The door closes by itself: simply let it close.
- Always scramble the digits after use.
- If there is a problem, contact the person who sent you the codes.

DON'T FORGET

Door

Let it close by itself.

Key box

Close it and scramble the digits.

Need help?

Contact the person who sent the codes.