

## Elevator Operation Rules

### Using the elevator:

1. Be sure which condo you are going to and select the number. Numbers will be display as the elevator moves.
2. If you have a Key Card, pass it through the laser detector and push the number (the card is programed to ONLY open the condo you own or are visiting. If your digital print has been entered in the system, simply place your finger in the laser lector and select your condo number.
3. Allow people to get out of the elevator BEFORE you get in. People closer to the door must get out first.
4. Watch the numbers being displayed as the elevator approaches condos and listen the bell once you have arrived.
5. When the elevator stops, and the door did not open:
  - a. Push the  BUTTON. If the door still does not OPEN,
  - b. Push Lobby (1L) or Ground Level (S) and try to use your Key Card or fingerprint again.
  - c. If neither of these two options worked, push the ALARM button, or use the phone or interphone.
6. **During COVID 19 everybody using the elevator MUST be wearing a mask.**

### The following are prohibited:

7. **Using the elevator when your clothes are dripping. You or other users could have an accident!**
8. **Children under 7 years using the elevator must be with an adult.**
9. **Using your hands, foot, or any other object to keep the doors open.**
10. **Using the elevator in case of fire or earthquake.**

### If the elevator stops between floors:

- ✓ Push the ALARM button of call, **322-228-0781/ 322-228-0791 option2.**
- ✓ **Do not try to force the door to get them opened.** Wait for maintenance crew to help you out.
- ✓ **Be patient, help its on its way. There is no risk, the elevator will not fall or lack of oxygen.**