

Post Montgomery Center

Cardkey User Guide

How cardkeys work

Each cardkey is programmed with information which unlocks doors and elevators for the person carrying the cardkey. Door and elevator locks are controlled by a device called a card reader. Card readers are located on the wall near doors or elevators; they can be identified by the red light on the front of the reader. When you hold your cardkey against a reader, the light will turn green and a beep will sound. The flashing light and the beep are the signal that the reader has scanned your card correctly.

Card reader locations

Lobby door card readers are located in the vestibule. You can use your cardkey to unlock the lobby doors on weekends and after normal hours.

High-rise elevator (floors 26-37) readers are located in the elevator lobby. After card scanning you can use the keypad to enter your floor number. The keypad display will indicate which elevator (labeled A-F) will take you to your destination.

Mid-rise (floors 15-25) and low-rise (floors 2-14) elevator readers are located inside each elevator. After scanning your card, you can push the button for the floor you wish to be taken to.

Unless it is specifically programmed to do so, your card will not activate the freight elevators or other secured areas.

When cardkeys don't work

If the cardkey does not seem to be working try the following:

Hold the card against the reader and count to three. It sometimes takes a few seconds for the cardkey to be scanned by the card reader.

Make sure you are only holding one cardkey against the card reader. If you have more than one cardkey near the card reader your access information cannot be scanned correctly.

Some cardkeys have expiration dates. Check with your employer or a lobby officer to confirm your access is current.

If you lose a cardkey

Replacement cards can be provided for a small fee. The lobby officers have request forms available.

Some tenants issue their own access cards to employees. If you lose one of those cards, you will need to contact your facilities manager to replace your card.

Visitor access

If you are expecting a visitor, please sign in to our service WorkSpeed at: workspeed.com. You can obtain your user name and password from your facilities manager. Once logged in, enter the required information about the visitor(s). When your guest arrives at the lobby, you will be notified via e-mail and a lobby officer will instruct the guest how to get to your floor.

If you have a visitor arrive unexpectedly (it has not been entered in WorkSpeed) you or a representative of your company will be required to come to the lobby to escort the visitor to your floor. Due to security concerns, lobby officers cannot accept a telephone call as authorization to grant a guest access.

If you have any further questions about building access or general security, please do not hesitate to contact the management office at 415-393-1500 or visit our website at: cwpmc.com/tenants

