RMIT
UNIVERSITY

Property Services

Lockers in Building 80
Swanston Academic Building (SAB)

2015

1   Locker Locations

There are 32 lockers located on level 2 of Building 80 (Swanston Academic Building) for student use.
All 32 have the functionality to recharge laptop and mobile devices.

2   How to Rent and Re-enter a Locker

Multiple-Entry Customer Chosen Access Code

The locker system is set up to issue a ticket when a locker is hired. Choose a six digit access code which is then used to access the locker upon your return.

How to Rent a Locker

1. Select the preferred language.
2. Select "Rent A Locker"'.
3. Select the chosen hire period.
4. Deposit coins to pay the rental fee (PLEASE NOTE: The Locker System does not give change).
5. Choose your six-digit access code via the keypad;
6. The system assigns a locker and unlocks the allocated locker which is identified by a flashing light. At the same time the system prints a ticket with the locker number and six XXXXXX in lieu of the access code.
7. Place your items in the locker, hold the door shut, and lock the door by pressing on the illuminated push button.

How to Re-enter Locker

1. Select the preferred language.
2. You will be prompted to select either "Rent a Locker" or "Re-enter My Locker". Select "Re-enter My Locker" and then enter your code. You will then be asked if you wish to "End rental" which terminates that rental or "Continue Rental" which allows you to continue renting for the balance of the hire period.
3. The locker door unlocks, the light flashes and the screen displays the locker number.
4. You will be able to access the locker. Once finished, close the locker door, press the button and relock the locker.
5. The locker can be accessed repeatedly during within the hire period as long as you select "continue rental".

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3 General Information

- Locker hire fees are: $2 per four hours for a rechargeable locker.
- Lockers are positioned on Level 2 of Building 80 (the Swanston Academic Building) and have the added protection of Closed Circuit Television (CCTV).
- These lockers are easy-to use and industrial strength for maximum security.
- Lockers are available at a lower level to accommodate students with disabilities.

4 Important Information

Timeframes for your nominated locker **must be adhered to**. Additional costs will be incurred if you go over your timeframe. This fee will be added from the first minute the timeframe goes into the next 4-hour block so it's important to retrieve your items prior to the expiry time, if required.

If you do go over your timeframe, the locker will not open. It will keep accruing charges until you re-access your locker.

Keep your six digit access code confidential to ensure maximum safety and security of your items. Don't give out your access number and ticket to anybody else.

5 Problems with Locker Access

If you are having trouble accessing your locker, this may be because:

1. **Incorrect access code –** You have forgotten all or part of your pin number. If so, the **Screen** will display **INVALID**.
2. **You have accidentally selected to end your hire, rather than continue hire after your last opening of the locker.** When the locker is re-opened you are asked if you wish to end the hire or continue. If you select end hire rather than continue the **Occupancy** screen will show "**AVA**" (AVAILABLE) for the locker number.
3. When you finished your hire, but the door closes prior to you removing all of your items. If this happens there is a period of one minute when you can re-enter your pin number and re-open the locker before your pin number becomes invalid. **Occupancy** screen will show "**AVA**" (AVAILABLE) for the locker number
4. **If you have exceeded the time of your locker hire –** The rental point will display the overdue fee required to be paid. Once this overdue fee has been paid, you can enter your six digit code and the locker will open.
5. Should you require assistance, contact security on 9925 2051

6 Contact

If you have problems with locker access, or have a security concern, please contact security during Building 80 Opening Hours on **9925 2051.**

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