

## 2. Entranceway

### (1) Nameplate

When you move in, write your name on the nameplate.

If you have a mailbox at the entranceway, write your name there as well. Failure to do so can result in mail being incorrectly delivered.



### (2) Steel Doors

Doors are made out of steel for security and protection against fire (some terraced houses excepted).

Forcing the door may damage its joints, preventing the door from closing.

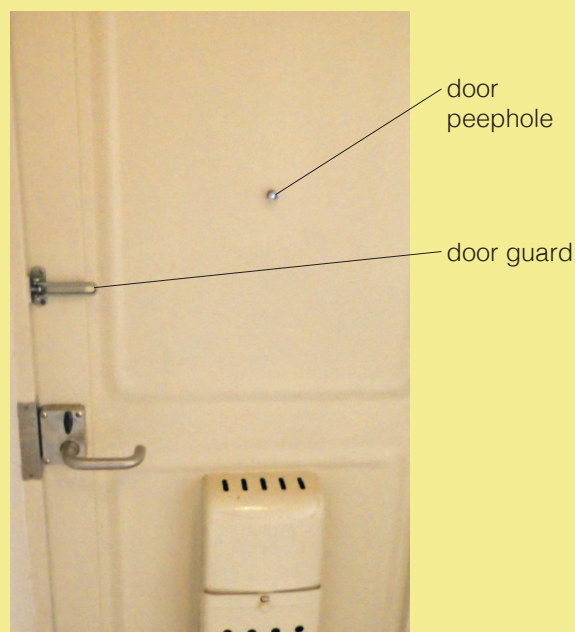
Beware of children's fingers being caught in doors.

### (3) Door Peephole and Door Guard

Doors are fitted with peepholes and door guards for your security.

If someone knocks or rings the bell, you should check their identity before opening by looking through the peephole.

While using door guards may seem annoying, you should make it a habit to keep them affixed at all times.



#### (4) Intercoms and housing information panels

UR rental housing apartments have one of the following installed.

##### ◆ Intercom/intercom with monitor ◆

When the intercom button at the entrance is pushed, the interior unit rings and the person at the entrance and the person inside can talk to each other. The ring volume is adjustable to your preferred volume level. If the intercom has an emergency button, an external alarm sounds when the emergency button is pushed during an emergency.

##### ◆ Housing information panel/housing information panel with monitor ◆

In addition to intercom functions (with an adjustable volume/ emergency button), it provides emergency/fire warnings and various information with alarm sounds.

- Visitors can be confirmed in the monitor if it is equipped with a monitor.
- It comes with a release button if there is an automatic door locking system.



Door interphone unit



Master interphone unit

#### (5) Cylinder Locks

Steel doors are fitted with cylinder locks. To use, insert the key fully, and turn to the right or left.

Please do not use force, as it may break the key or damage the lock mechanism.

If inserting the key becomes difficult, lubricating the parts of the key that cause friction by rubbing with pencil lead will make it easier to use. Do not apply oil to the lock as this attracts dust and can damage the lock.

If you should break the lock, please do not attempt to fix the lock yourself. Get a qualified repairperson to repair it for you.

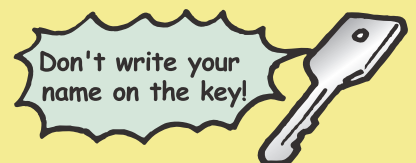
#### (6) Key

The housing key is lent to customers together with the housing.

This key is important, as it guards your safety and your belongings, and protects your privacy. If your key is lost or stolen, there is no master key kept by UR that will open your apartment. If this should happen, contact the Administration Service Office or Housing Management office as soon as possible.

Do not write your name or address on your key, as it may become a security risk if lost.

If you should lose your key, you will be responsible for paying for replacement of the cylinder as a safety precaution.



## (7) Door Closer

The door closer fitted to doors (except in some terraced apartments) is designed to regulate the speed at which the door opens and closes.

- ① It prevents the door from slamming shut, thus preventing loud noises.
- ② If you should rush out of your apartment in a fire, it will automatically close your door, thus preventing the spread of the fire.

These functions are important, so please do not remove the door closer.

Additionally, do not use door wedges or other objects to keep the door open, as this can damage the mechanism.



### Caution

A faulty door closer can be very dangerous, so read their instructions for use. For adjustment, please contact your Administration Service Office, the Residence Center or other management facilities, or a specialist.

## (8) Mail Boxes

In mid-and high-rise apartment complexes, there are mailboxes provided on the first floor near the elevators. Please put your name on your box upon moving in.

Only standard letters shall be put in these boxes. Registered mail and packages will be delivered to your apartment. Fitting the mailbox with a padlock is your responsibility.

