



UNACCOMPANIED HOUSING/NGIS

After Hours Check-In Procedures

Should you arrive at CFAC UH / NGIS after normal front desk hours and have a reservation

- a) Digital combination lock boxes are located in the vestibule of the building #721.
- b) Your name and box number will be posted on a digital board next to the lock boxes.
- c) To unlock and open safe, enter the last four digits of your UH/NGIS reservation and press "E" button. Green light will turn on.
- d) You will have 5 seconds to turn a door entry knob to the right and open the door.
- e) Your room key and check-in form are in an envelope in the lock box.
- f) Report to the front desk with returning the check-in form at the following morning to confirm check-in.

* Front desk work hours : 07:30 ~ 15:30 (7 days a week)