



New Affiliate Users,

Welcome to Fermilab! We are pleased to have you here. Please take a moment to familiarize yourself with the instructions below on how to **retrieve your keys**.

DIRECTIONS

1. Take a right on **Sauk Blvd** next to Aspen East (white house to your right).



2. Go to the Laundry & Vending building located to your left at **18 Sauk Blvd**.



3. Once you enter the building, down the hall to the left will be the lock box cabinet.



4. Open the cabinets and find your lock box number that has been assigned to you.
(Lock box # and combination are attached in this email)



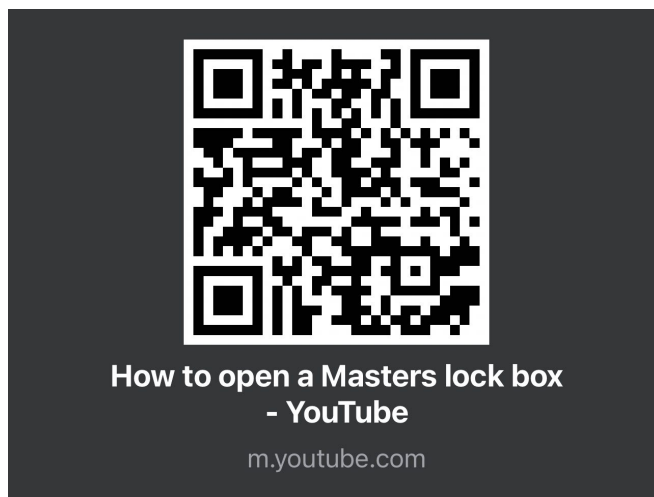
5. Unlock the lock box
 - a) Match combination on the line so the numbers are in a row.
 - b) Pull the lever to the left down to open up the box.
 - c) When done, close the box as normal till it clicks in place.



6. Please sign the sheet on the inside of the lock box door. This lets us know you received your key.

[illegible]

Posted below is a video link on how to open the lock box.



<https://www.youtube.com/watch?v=WpiQDW5lmBc>

If you need assistance...

1. The house phone is located to the left of the front door.	
Dial *3414 for Security Assistance	

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We look forward to having you here with us. Please contact the numbers below if you need any assistance during your stay.

Thank you!

SECURITY	HOUSING OFFICE
Fermilab Security: 630-840-3414 Fermilab Security Ext: *3414	Housing Office/Aspen East Global Services MS 322 630.840.3777 (phone) 630.840.2823 (fax)