

Description of the Access Control System in Buildings A, B1 and B2

Building entrance

The MU Faculty of Arts employees (incl. contracts for services and contracts for work), MU lecturers teaching in buildings A, B1 and B2, and MU Faculty of Arts students have access to buildings A, B1 and B2 based on the following policies.

Working days (Mo-Fr)

- Free access to buildings A and B2 through the door from the courtyard - without using the card - 7 am - 8 pm
- Access to buildings A and B2 through the door from the courtyard using the card - 5 am - 7 am, 8 pm - 10 pm
- Arming the envelope of buildings A, B1, B2 automatically at 10 pm
- Disarming the envelope of buildings A, B1, B2 automatically at 5 am
- Presence at the faculty after 9 pm must be reported at the reception along with the authorization from the faculty bursar. When leaving the workplace, call the reception (extension 1510) and wait for the guard to disarm the building envelope (the guard may be on a surveillance round). Do not leave the building before the system is disarmed - alarm may be triggered.

Weekends and public holidays

- Access to buildings A and B2 through the door from the courtyard using the card - 7:45 am - 8 pm
- Arming the envelope of buildings A, B1, B2 automatically at 10 pm
- Disarming the envelope of buildings A, B1, B2 automatically at 7:45 am
- Employees have to report their arrival and departure at the reception and provide the authorization from the faculty bursar.
- Presence at the faculty after 9 pm must be reported at the reception along with the authorization from the faculty bursar. When leaving the workplace, call the reception (extension 1510) and wait for the guard to disarm the building envelope (the guard may be on a surveillance round). Do not leave the building before the system is disarmed - alarm may be triggered.

Buildings A and B1

Each floor is armed separately and independently. **To disarm**, hold your card to the sensor (see figure on the next page). Disarming can be performed by **internal employees** whose department is located on the respective floor or lecturers teaching in the classroom on the respective floor. After disarming, **access is granted to MU Faculty of Arts employees** (incl. contracts for services and contracts for work) and **students** upon presenting their card. **During the day (9 am - 5 pm), some floors allow free access (without using the card).**

Building B2

Floors are not armed. Offices of PhD students have two modes:

1. Armed - red light on
2. Closed - green light on

To enter the office, it is **always** necessary to use a valid card.

Classrooms

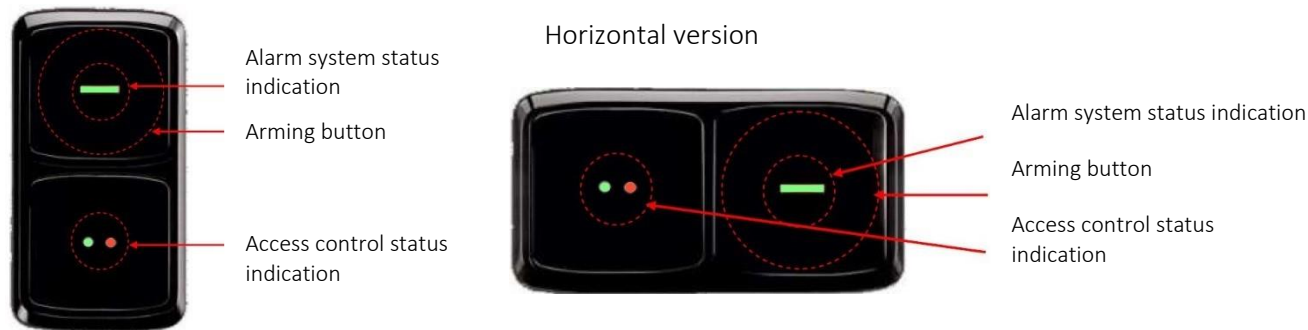
The authorization to **disarm the classroom** and possibly the access corridor is automatically assigned to **all employees teaching in the classroom based on the schedule in the MU IS** and also to **all active Faculty of Arts lecturers**. Others have to use an access card that can be borrowed at the reception. After disarming, the classroom is freely accessible without using the card.

The exception is the computer room **B2.33** which remains accessible only to the teachers and students having lessons there upon presenting their cards even after it has been disarmed.

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Arming

After the lesson ends, it is always necessary to arm the classroom so that it does not remain permanently open. Please, close the door and wait until the green light on the button lights up - then press the button and simultaneously hold your card to the sensor. The green light turns red - the classroom is armed.



Access to armed floors for visitors

Please, use the communicators located at the entrances to corridors to contact the employees at the respective office, who can open the door directly via the communicator.

Communicator statuses

Not ready
to arm

Ready
to arm

Armed

Alarm
(red light flashes)



More information

External employees may ask for a temporary access card at the MU Faculty of Arts Personnel Office. In accordance with the [MU Directive No. 5/2017](#) Identification Cards of the Masaryk University, the card is issued against a deposit of the price of the card - currently CZK 170. To request access to the premises guarded by the electronic system, please, fill in the form here: <http://www.phil.muni.cz/pozadavek>