

## Description of the Access Control System in Buildings C and D

Each floor can be armed independently (in some cases, more floors are linked together - where buildings C and D connect to one another). 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 employees (incl. contracts for services and contracts for work) and MU Faculty of Arts students upon presenting their card.

During the day (9 am - 5 pm), some floors allow free access (without using the card). The access to the Office for Studies is governed by official hours.

### Working days (Mo-Fr)

- Free access to buildings C and D through the door from the courtyard - without using the card - 7 am - 8 pm
- Access to buildings C and D through the door from the courtyard using the card - 5 am - 7 am, 8 pm - 10 pm
- Arming the envelope of buildings C, D automatically at 10 pm
- Disarming the envelope of buildings C, D 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.

### Weekend and public holidays

- Access to buildings C and D through the door from the courtyard using the card - 7:45 am - 10 pm
- Arming the envelope of buildings C, D automatically at 10 pm
- Disarming the envelope of buildings C, D 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.

## Access to armed floors for visitors

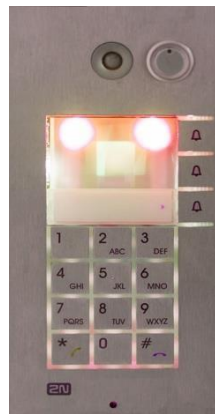
Please, use the communicators located at the entrances to corridors to contact the employees at the respective office, who can open the door directly via the communicator.

Communicator statuses

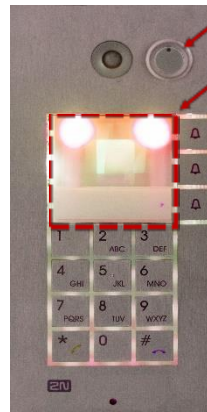
Ready to arm (light on the right is on)



Armed (light on the right is on)



Alarm (light on the right flashes)



**Arming button**

**Sensor (hold your card here)**

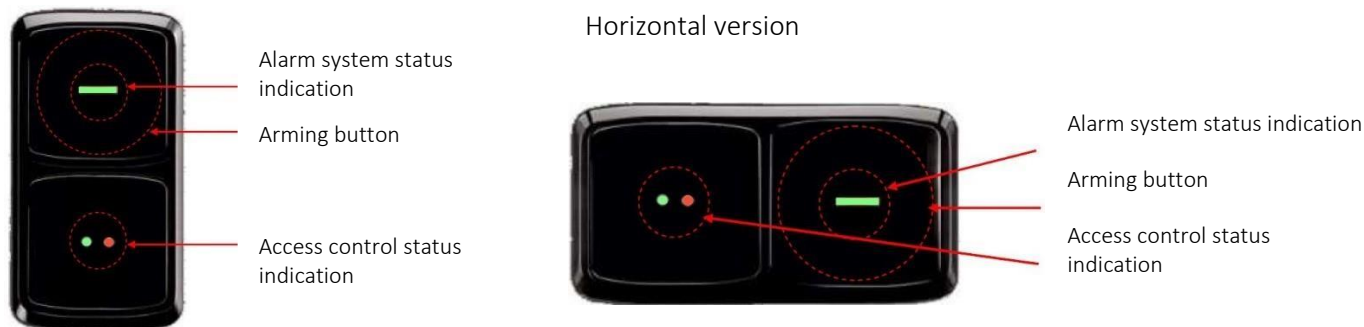
## Arming

To arm, **press and release the button above the sensor** (successful pressing is confirmed by a beep). Then place your card to arm the workplace. The card must be placed **within 2 seconds** after the button has been pressed.

## 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 to 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.

## 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 and release the button** (successful pressing is confirmed by a beep). Afterwards, place the hold to the sensor with the status indication to lock the classroom. The card must be placed **within 2 seconds** after the button has been pressed.

## 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://go.phil.muni.cz/pozadavek>