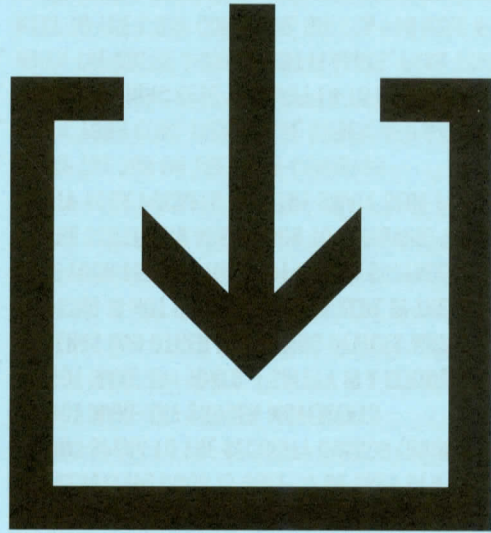


**PLEASE**

**ENTER HERE**



45. WHEN THE ELEVATOR DOORS OPEN, YOU WILL SEE YOUR NAME DISPLAYED ON THE VIDEO SCREEN ABOVE THE BUILDING PASS SCANNER
46. WHEN YOU SEE YOUR NAME, YOU MAY ENTER THE ELEVATOR
47. MOVE TO THE BACK AND FACE FORWARD
48. WHEN YOU HEAR YOUR NAME ON THE ELEVATOR SPEAKER, PLACE YOUR PALM FLUSH ON THE BIOMETRIC SCANNER LOCATED TO THE LEFT OF THE ELEVATOR DOOR
49. WHEN THE ELEVATOR OPENS ON YOUR PERMITTED FLOOR, YOU WILL HAVE THREE SECONDS TO EXIT THE ELEVATOR CAB
50. ON EXITING THE ELEVATOR INTO THE UPPER FLOOR ELEVATOR LOBBY, PLACE YOUR BUILDING PASS OR TEMPORARY BUILDING PASS IN THE SLOT OF THE BUILDING IDENTIFICATION CARD READER
51. WHEN THE ACCESS BUZZER SOUNDS, LOOK DIRECTLY INTO THE IRIS SCANNER NEXT TO THE UPPER FLOOR ELEVATOR LOBBY EXIT DOOR
52. WHEN THE ENTRY CHIMES SOUND (BEETHOVEN'S FIFTH), YOU MAY ENTER YOUR CHOSEN FLOOR. YOU WILL BE GREETED BY THE FLOOR GREETER (OCHRE UNIFORM) AND ESCORTED TO THE APPROPRIATE RECEPTIONIST
53. PRESENT THE RECEPTIONIST WITH YOUR BUILDING PASS OR TEMPORARY BUILDING PASS AND TAKE A SEAT IN THE RECEPTION AREA
54. SHOULD YOU NEED TO USE THE LAVATORY WHILE WAITING IN THE RECEPTION AREA, NOTIFY THE RECEPTIONIST WHO WILL ARRANGE FOR A LAVATORY ESCORT (ORANGE UNIFORM) TO ESCORT YOU TO THE LAVATORY
55. SHOULD YOU LEAVE THE RECEPTION AREA TO USE THE LAVATORY, REQUEST A "THIS SEAT TAKEN" SIGN FROM THE RECEPTIONIST
56. PLACE THE SIGN ON THE SEAT IN WHICH YOU WERE SITTING
57. EMPLOYEES MUST WASH HANDS AFTER USING THE LAVATORY
58. IN THE INTEREST OF THE GLOBAL ENVIRONMENT, PLEASE USE NO MORE THAN A SINGLE PAPER TOWEL TO DRY YOUR HANDS
59. PLEASE DISPOSE OF THE TOWEL IN THE RECYCLING BIN
60. THE LAVATORY ESCORT WILL AWAIT THE COMPLETION OF YOUR LAVATORY VISIT AND ESCORT YOU BACK TO THE RECEPTION AREA
61. RETURN TO YOUR ORIGINAL SEAT AND RETURN THE "THIS SEAT TAKEN" SIGN TO THE RECEPTIONIST
62. WHEN YOU ARE CALLED BY THE RECEPTIONIST, FOLLOW HIS OR HER INSTRUCTIONS CAREFULLY. YOU WILL BE ESCORTED TO THE APPROPRIATE OFFICE BY AN UPPER FLOOR ESCORT (PERIWINKLE BLUE UNIFORM)
63. HAVE A NICE DAY