



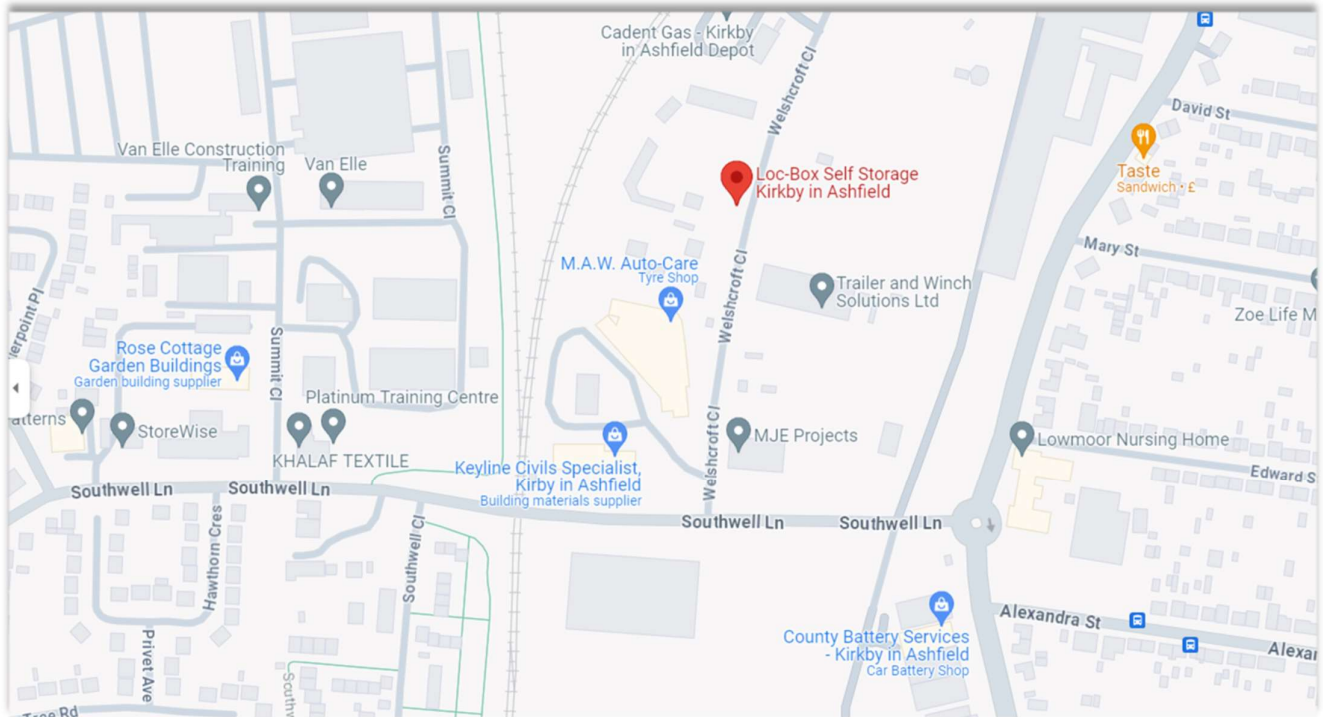
## **How to Access your Loc-Box at Loc-Box Self Storage Kirkby**

**Loc-Box Self Storage Kirkby, Welshcroft Close, Kirkby in Ashfield,  
Nottinghamshire NG24 8EP**

Please watch our video tutorial at <https://www.loc-box.co.uk/self-storage/>

- On the right hand side of our site entrance are a series of key safes. Go to your allocated safe and pull down the grey protective shield to reveal the combination codes.
- Type in your combination code from your booking email and squeeze the grey buttons either side of the key safe to open it.
- Inside the key safe you will find the key to your Loc-Box together with a black key fob for the site gate.
- Hold the key fob in front of the sensor in the right hand side of the gate and the gate will open.
- Proceed to your allocated Loc-Box, unlock the padlock beneath the metal shroud in the center of the doors (ensure the padlock bolt is pulled fully down) to ensure it is unlocked.
- Leave the left hand door of your Loc-Box closed. Free the pair of levers on the right hand door and rotate the levers one at a time away from the door until the levers are at right angles to the door.
- Once the right hand door handles are at right angles pull the door open from the metal padlock shroud in the center of the door. Once the right hand door is fully open repeat the process with the left hand door. Please note the doors are very strong and pulling too hard will not damage them.
- To exit the site hold the key fob to the exit sensor on the gate post and the gate will open. It will close automatically behind you.
- Please take your keys home with you and do not leave them in the key safe as it will be needed for the next customer.

## Location Plan



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