

## FORD BUILDING CALL BOX INSTRUCTIONS FOR GENEALOGICAL FORUM OF OREGON

The Ford Building is locked at all times to keep it secure for tenants and visitors. They have installed a Call Box to make it easier for us to admit you to the building.



The Call Box is to the right of the Ford Building main doors on Eleventh Ave.

Look at screen

“Find” is at the bottom on the right.

Push the button under Find.

Then touch the number 4 (for G).

(See the next photo)



Currently, the GFO is listed first as the only G.

The carat > is pointed to Genealogical Forum of Oregon

Push the middle button: “Call”



Increase the volume by pushing the button on the right, Vol+ (see photo)

When someone at the GFO answers, speak into the speaker below the center button. Best is 6-12" away from the speaker. You are speaking over traffic noise.

Identify yourself and say that you are coming to use the library, "This is John Smith and I'm here to use the library"



The GFO volunteer will permit access. (see photo)

It is unlikely you will hear the door unlatch. Open the door PROMPTLY and enter the building.

DO NOT permit entry of anyone you don't know.

If you have any difficulty, call the GFO at 503-963-1932 and someone can come up to let you in.