

Wright Hall

# Wright Hall Room Guide



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# Card Reader

## How to access your room:

The rooms at Wright Hall operate using Onity key cards and card readers. You will need your key card to gain access to the building, to enter the lift foyer, common spaces, and your own room. To access, simply tap your card on the provided card reader. A green light will flash, indicating access has now been granted.

## Troubleshooting:

- 1 Red light is present after tapping your key card:** A solid red light tapping represents that your key card has been declined access to this door. Typically, this is the result of a wrong key card being used or that your key has expired. In these instances, please come and see the friendly team at reception who can check your key and update/provide a replacement key if necessary.
- 2 Red/green light is flashing after tapping your key card:** A red/green flashing light occurs when your door lock is running low on batteries. You will still be able to access your room. Please come and notify reception of this at your earliest convenience so the batteries can be replaced.



# Wi-Fi

## How to Use:

Select ANU-Secure or ANU-Secure2 in your suggested Wi-Fi options. To log in, you will need to use the same log-in details as your Wattle/ISIS page.

## Troubleshooting:

- 1 Connected to ANU-Secure or ANU-Secure2 but pages not loading:** Try forgetting the network then reconnecting. If the problem persists, please contact ANU IT on:  
<https://servicedesk.anu.edu.au/sp>
- 2 Can't connect a gaming console to Wi-Fi:** Unfortunately, gaming consoles such as PlayStation and Xbox aren't able to connect to ANU-Secure or ANU-Secure2 using Wi-Fi as they are not programmed to be able to connect to Enterprise Wi-Fi which is what ANU-Secure is considered as.



# Heater

## How to use:

Turn the dial (it will pop-up) located on the top of the heater to the desired setting. Settings range from a snowflake (indicates 1) to 5, with 5 being the maximum heat.

## Troubleshooting:

- 1 Heater not providing heat:** Please note that heaters will not function campus wide during summer and early autumn (turned on typically around Anzac Day). If the desired heat is not being omitted, please check to ensure that a low setting has not been selected on the dial and adjust accordingly. If problems still persist, log a maintenance job.
- 2 Heater omitting a rattling or suction noise:** This will typically occur when there is a build-up of air in the system or there are problems present with pressure. Please log a maintenance job to have this fixed.



# Wall Fan

## How to Use:

**Fan with pull cords:** Pull the right cord to switch the fan 'ON'. At first start-up, the fan will operate at low speed. Pull on the same right cord a couple of times to reach desired fan speed. Choose between Low (1), Medium (2), and High (3) fan speed. Pull on the left cord to switch on the oscillation mode. The fan oscillates from left to right.

## For remote control:

- 1 **SPEED/ON** Press the “SPEED/ON” button. At first start-up the fan will operate at low speed. Press the same button to choose between Low, Medium, and High speed.
- 2 **SWING** Press “SWING” button to switch on the oscillation mode. The fan oscillates from left to right, to stop pressing the button again. **MODE** There are 3 mode functions; Normal, Natural, and Sleep.
- 3 **TIMER** Press this button repeatedly to change the timer setting. When you press the **TIMER** button the function is activated. You can set the timer from 0.5 – 7.5 hours, each time you press this button it will increase by 0.5 hours. No obstacles should stand between the remote control and fan otherwise it will not function.
- 4 **REMOTE CONTROL** The sensor of the remote control must be pointed at the fan receiver to operate properly. The distance between the remote and receiver should be no more than 6 metres and 30 degrees radius, left to right of the fan.

## Troubleshooting:

**The fan is making a noise/wobbling:** This will commonly occur when the fan is not spinning along its correct turn path. At a minor severity, screws will need to be tightened. At a higher severity, your fan may need to be re-installed/replaced. Please submit a maintenance report.



# Mesh Sliding Door

## How to use:

- 1 Unlock the mesh sliding door by pulling up the lock then push the mesh sliding door open.
- 2 To lock the mesh sliding door, shut the door then pull the lock down.

## Troubleshooting:

### Mesh sliding door unable to lock:

Check that there is no debris in the track and that your door is pushed all the way shut so that the locking mechanism engages. If you are still experiencing troubles, please submit a maintenance request.



# Glass Sliding Door

## How to use :

- 1 Unlock the glass sliding door by pulling the lock down then push the glass door open.
- 2 To lock the glass sliding door, shut the door then pull the lock up.

## Troubleshooting:

### Glass sliding door unable to lock:

Check that there is no debris in the track and that your door is pushed all the way shut so that the locking mechanism engages. If you are still experiencing troubles, please submit a maintenance request.





# Rolling Blinds

## How to use:

Pull the front string down to lower the blind, pull the back string up to raise the blind.

## Troubleshooting:

**Blinds unable to be opened/closed:** To fix, ensure that all strings have been untangled all the way from the base to the top. Once complete, each pair of strings should now be easily distinguishable and you will be able to follow the steps as outlined above. If you are still experiencing troubles, please submit a maintenance request.



# Sink Tap

## How to use:

To activate, turn the handle to the left then lift up the handle to dispel hot water. Turn the handle to the right then lift up the handle to dispense cold water.

## Troubleshooting:

- 1 **A bad smell:** When a sink has not been used for a period of time, the seal (created by water) in the plumbing begins to diminish, allowing odours to come up through the system. To fix it, simply turn on your tap for a small period of time. This will reset the seal.
- 2 **Minerals or debris:** If you find debris or minerals in your water, simply turn on your tap for a minute or two, this will clear the pipes after not being used for a period of time.



# Still experiencing problems after consulting this guide?

Scan the QR code to  
submit a maintenance  
request.





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## Contact us

### Wright Hall

163 Daley Rd, Acton ACT 2601

T (02) 6125 6888

E [reception.wrighthall@anu.edu.au](mailto:reception.wrighthall@anu.edu.au)