



Australian
National
University

Yukeembruk Village Room Guide

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1. Card reader

Building and room access:

You will need to use your ANU Student ID card to enter any of the building entrances. Only current Yukeembruk residents and approved staff have building access. Those with a registered bike will also use their student ID to access their bike shed. To access, simply tap your card against the black card reader. A green light will flash when access is granted. You may borrow a temporary access key from reception if you do not have your ANU Student ID when you arrive, but try to pick it up from ANU Student Central as soon as you can.

When you check-in, you will receive your Onity room access key. You will need to use this card each time you use the lifts, common spaces, and your room. To access, simply tap your card on the provided card reader. A green light will flash when access is granted.

It is important that you carry both of the above cards at all times. You are the only resident who can access your room. However, there will be occasions when staff, contractors, or cleaners will need to access your room. This will only happen when necessary (e.g. scheduled room inspections, maintenance, fire evacuations) and they will knock three times before respectfully entering.

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.

If either of the above occurs, please attend reception. For after-hours assistance, please ring the duty senior resident.

2. Room Wi-Fi

How to use:

Select 'ANU-Secure' in your suggested Wi-Fi options. To log-in, you will need to use the same log-in details as your WATTLE/ISIS page (e.g. u1234567 and your password).

Troubleshooting:

1. **Trouble connecting to ANU-Secure from an Android device:** There are specific instructions on how to connect an Android device [here](#).
2. **Connected to ANU-Secure but pages not loading:** Try forgetting the network then reconnecting. If the problem persists, please contact [ANU IT](#).
3. **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 as they are not programmed to be able to connect to Enterprise WiFi. The alternative to getting gaming consoles onto the network is by plugging an Ethernet cable into them.

See the following ANU links for more information:

- [More information about ANU-Secure](#)



- [Wireless security recommendations](#)



- [Accessing help and support](#)



3. Room power

How to use:

Use the switch as you enter your room to turn on your lights and ceiling fan.

To prevent the power to your room switching off, do not use kitchen appliances in your room and reduce the number of switches turned on at any given time to only the essential. Also, appliances with international plugs, that require lots of power (e.g. E-Scooters), and are cheap tend to trip the power more frequently.

Lastly, do not 'daisy chain' your power boards (connect a power board to another power board). This a fire hazard and it increases the likelihood of your power tripping.

Troubleshooting:

Power in your room switches off: This occurs when either a large volume of appliances or a faulty appliance has been connected to the power sources (PowerPoints) in your room, causing the circuit breaker in an electrical switchboard to trip.

These electrical switchboards are located in the floor corridors and are only accessible by staff.

If during office hours, call or make your way down to reception and inform them that there is no power in your room. After hours, call the Duty Senior Resident for assistance.

4. Heating

How to use:

Turn the dial located on the side of the heater to the desired setting. Settings range from a snowflake (indicates 1) to 5, with 5 being the maximum heat.

Please note that heaters will not function campus wide during summer and early autumn. You will be notified when the heating system is operational which tends to be between the end of April to the middle of October.

Troubleshooting:

1. **Heater not providing heat:** 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.

5. Ceiling fan

How to use:

The fan is controlled using a knob that is located on your light switch next to your door. The knob is labelled for easy use!

There is a summer/winter switch on the neck of the fan that will change the direction of the fan depending on if you want the room warmer/cooler.

Make sure to turn your fan off before toggling the switch or standing on your bed to access your high shelves.

Troubleshooting:

The fan is making a noise/wobbling: This will commonly occur when the fan is not spinning along its correct turn path. If you notice this occurring, please stop using your fan immediately.

At a minor severity, screws will need to be tightened. At a higher severity, your fan may need to be re-installed/replaced. Please log a maintenance job to have this fixed.

6. Mini-fridge

Every room has a cupboard designated to store a mini fridge (they are not provided).

The dimensions are: 910mm H x 580mm W x 530mm D.

If you are leaving Yukeembruk for an extended period of time, consider emptying your fridge and turning it off to save power and reduce the risk of overworking your appliance. Ensure your fridge is plugged in at the power point and that the switch is on.

7. Mesh sliding door

How to use:

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

Troubleshooting:

1. **Door not opening:** If your door is stuck or does not open, do not force it open as it may cause the door to fall off the tracks. Please log a maintenance job to have this fixed.
2. **Lock not working:** Make sure the door and the latch are as close together as possible before attempting to lock the door. If the lock is not operational, please log a maintenance job to have this fixed.
3. **Mesh is ripped:** Please log a maintenance job to have this fixed.

8. Glass sliding door

How to use:

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

Troubleshooting:

1. **Door not opening:** If your door is stuck or does not open, do not force it open as it may cause the door to fall off the tracks. Please log a maintenance job to have this fixed.
2. **Lock is not working:** Make sure the door and the latch are as close together as possible before attempting to lock the door. If the lock is not operational, please log a maintenance job to have this fixed.
3. **Glass is broken:** Please log a maintenance job to have this fixed.

9. Rolling blinds

How to use:

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

Troubleshooting:

If your blinds are stuck, have fallen off, or the strings have broken please log a maintenance job to have this fixed.

10. Sink tap

How to use:

To activate, lift the handle up to dispel water. The water from these taps is safe to drink.

Troubleshooting:

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 and let the water run for a short period of time. This will reset the seal. If the problem persists, please log a maintenance job to have this fixed.

11. Juliet balconies

Every room has a Juliet balcony that you can use to bring the outside in!

Please note that you cannot climb over or hang anything off your balcony. Also, you cannot smoke or vape on your balconies (or anywhere in the Residence).

12. Smoke detectors and fire alarms

In line with the ANU Smoke-Free Policy, smoking is not permitted on university grounds, including Yukeembruk Village. Electronic cigarettes (vaping) and all tobacco related products fall under this policy.

As such, every room, common room, hallway, and staircase has smoke/temperature detectors. It is illegal to tamper with, cover, or remove a fire detector.

In its normal state, the smoke detector in your room will be flashing green. When it is activated, it will begin to sound a siren and flash red.

If the detector is activated in your room, you will have approximately 5 minutes to clear the smoke before the building-wide evacuation tone starts. If a detector in a common rooms or hallway is activated, the building-wide evacuation tone starts immediately.

In the event the building-wide evacuation tone starts, all residents must listen to the directions of the Fire Wardens, evacuate using the nearest emergency staircase, and gather on the Village Green. If you do not evacuate, you may incur a fine.

Troubleshooting:

1. **Faulty fire alarm:** If your fire alarm is flashing red, please log a maintenance job to have this looked at.
2. **The fire alarm in your room activates:** Ways to clear your room of smoke are to turn your fan on the highest setting, open your balcony windows, and fan the smoke away from the detector itself. DO NOT open the door to the hallway UNLESS IT IS AN EMERGENCY. This will trigger the hallway smoke detectors and the building-wide evacuation tone will start.

13. Toilet and showers

Every room in Buildings 164 and 165 has an ensuite containing a toilet and shower. Every floor in Buildings 166 and 168 has a shared, gender neutral bathroom with toilets and showers.

How to use:

It is important that **only toilet paper is flushed down the toilets**. Paper towels and sanitary products (including, but not limited to, make-up wipes and dental floss) cannot be flushed and may cause blockages and flooding.

There are sanitary bins for these products in each toilet stall in Buildings 166 and 168. Residents in Buildings 164 and 165 should dispose of their sanitary products in their private bins (not provided).

Troubleshooting:

1. **(Buildings 166 and 168) The toilets and showers are dirty:** Please log a maintenance job to have this rectified.
2. **Flooding from toilets:** Please attend reception or call the Duty Senior Resident immediately.

14. Kitchen

Storage:

Every resident has a fridge bucket and under-bench bucket assigned to them based on their room number. In addition to this, there is a lockable cupboard for each resident. Freezer space is not assigned but residents can find a space for themselves.

Should a fridge or freezer break down or require maintenance, please log a maintenance job to have this rectified.

It is vital that all kitchen belongings are properly labelled and stored in the provided spaces in the kitchens or in your rooms.

Kitchen belongings left out on bench tops or not in a cupboard or bucket will be moved by our cleaning staff to a collection tub. This collection tub is emptied weekly and all contents are stored securely elsewhere in the Village. If your belongings are put in this tub and stored at weeks end, you can reclaim them by visiting reception during business hours.

This procedure is to ensure the cleanliness of the kitchen space for all residents. Any questions can be directed to the [reception](#).

14. Kitchen

Kitchen gas

How to use:

1. **If the red light is on**, press the black button for 10 seconds to activate the orange light.
2. **If the orange light is on**, press the black button for 10 seconds to activate the green light.
3. **Once the green light is on**, the exhaust fans will activate and the gas will turn on

Troubleshooting:

1. **If the red light is on**, make sure the emergency gas button is reset (pulled out) and then attempt the above.
2. **If the above doesn't work**, please attend reception or call the Duty Senior Resident.
3. **If you smell gas**, ensure all stove tops are turned off then please attend reception or call the Duty Senior Resident.

15. Magnetic locks (Mag lock)

How to use:

Simply open the door until the magnet on the back of the door meets the magnet holder. This will hold the door open.

To deactivate the magnet, press the red button on the magnet holder or press the "Press the close" switch near the light switch. This will occur automatically if your magnet is activated and the building-wide evacuation tone starts.

To ensure the longevity of the magnets, please do not allow the door to slam behind you. This may cause problems with your door lock, Onity scanner, or the magnet itself.

Troubleshooting:

1. **The magnet won't connect/latch:** Overuse and some weather conditions prevent the magnetic lock from operating as usual. Please try using the magnetic lock another time but if the problem persists, please log a maintenance job to have it fixed.
2. **The release switch does not work:** Please attend reception or call the Duty Senior Resident immediately.

16. Bin rooms

Every building has a Bin Room located on the ground floor. You can find them underneath the South Towers next to the lift in Buildings 166 and 168 and via an external door facing Daley Road in Buildings 164 and 165.

Simply scan the required card to enter the Bin Room and place your rubbish in the correct bin.

Some tips and guidelines:

- Put your rubbish in the bins and do not leave your rubbish on the floor. If the bin room has rubbish on the floors, the rubbish collectors may not be able to empty them.
- Make sure you are using bin liners/bags in your rooms to transport your rubbish to the bin rooms.
- Do not let your rubbish leak when you are transporting it to the bin rooms. It leaves a smell in the carpets and lifts!
- Empty your bins regularly! Collecting rubbish in your room may cause damage to your room for you and the next occupant.

17. Audio and video (AV)

There is a study room on every residential floor with a screen for students to connect to and display their computer content. For each screen there is an HDMI cord and instructions on how to connect your personal device to the screen.

The large screen in the Village Hall operates the same as the above. Use the cords in the AV box to the left of the screen and follow the prompts on your device and the controller screen.

Do not remove the HDMI cord from these rooms – they will not be replaced. Do not disconnect any cords behind the screen.

Troubleshooting:

1. **My computer won't connect:** Make sure you are connected to the ANU wifi in order to use the wireless connection option. Ensure all connectors and cords are plugged in all the way. It is also worth restarting your computer and ensuring the operating system on your device is up to date.
2. **The screen won't turn on:** Ensure all the cords behind the screen are plugged in and the screen has been turned on using the button on the screen itself. Attempt to use the HDMI cord rather than wireless connections. If the screen continues to be unresponsive, please log a maintenance job to have it fixed.

18. Shared spaces

Computer Lab and printer:

The Computer Lab and printer is located in the Bunker study space at the bottom of Building 164. It is accessible with your ANU student card. The computers in this space are connected to the ANU network and you can log in using your ANU credentials (e.g. u1234567 and password). Please log a maintenance job to have any broken equipment fixed.

The printer in this space is also networked. You can log in using your ANU credentials and print from the computers in that space. Instructions on how to do so are posted on the wall in the Computer Lab and in the following links:

- [Wireless printing at ANU](#)



- [Wireless printing instructions](#)



- [Printing from a personal device](#)



18. Shared spaces

Project Room:

At the bottom of Building 164 is a shared creative space named the Project Room. You can access this space with your ANU student card and use it for any projects you are undertaking for recreation or for your studies. Please log a maintenance job to have any broken equipment fixed.

Some tips and guidelines:

- This space is open to all residents so make sure all doors are closed behind you when you leave and any personal equipment is taken with you when you are done.
- Leave this space as tidy as you would like to use it.

Music rooms:

At the bottom of Building 164 is a multitude of state-of-the-art Music rooms. Each Music Room has sound dampening wall insulation and there is a secure storage room for personal and Village-owned equipment. You can get access to the Music rooms and storage room from reception when you arrive so only select few residents have access. Please log a maintenance job to have any broken equipment fixed.

Some tips and guidelines:

- You can only gain access during business hours from reception.
- You cannot bring food into the Music rooms and water can only be brought in a closable bottle.
- Loud dynamics and amps cannot be used after 10pm.
- For security, ensure all doors are closed behind you when you leave.

Outdoor gym:

On the Village Green is an outdoor gym for use for all residents. Make sure you read the instructions on how each piece of equipment should be used. Please log a maintenance job to have it anything broken fixed.

BBQ areas:

In the building courtyards in Buildings 166 and 168 and outside the Village Hall are BBQs for all residents to use. You can borrow BBQ cooking equipment from the reception and should return it cleaned. To use the BBQs, follow the instructions on the hot plates. Please log a maintenance job if any of the BBQs do not work.

Still experiencing problems after consulting this guide?

Click [this link](#) or scan the QR code to submit a maintenance request or contact reception at 6125 5660.



Contact us

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