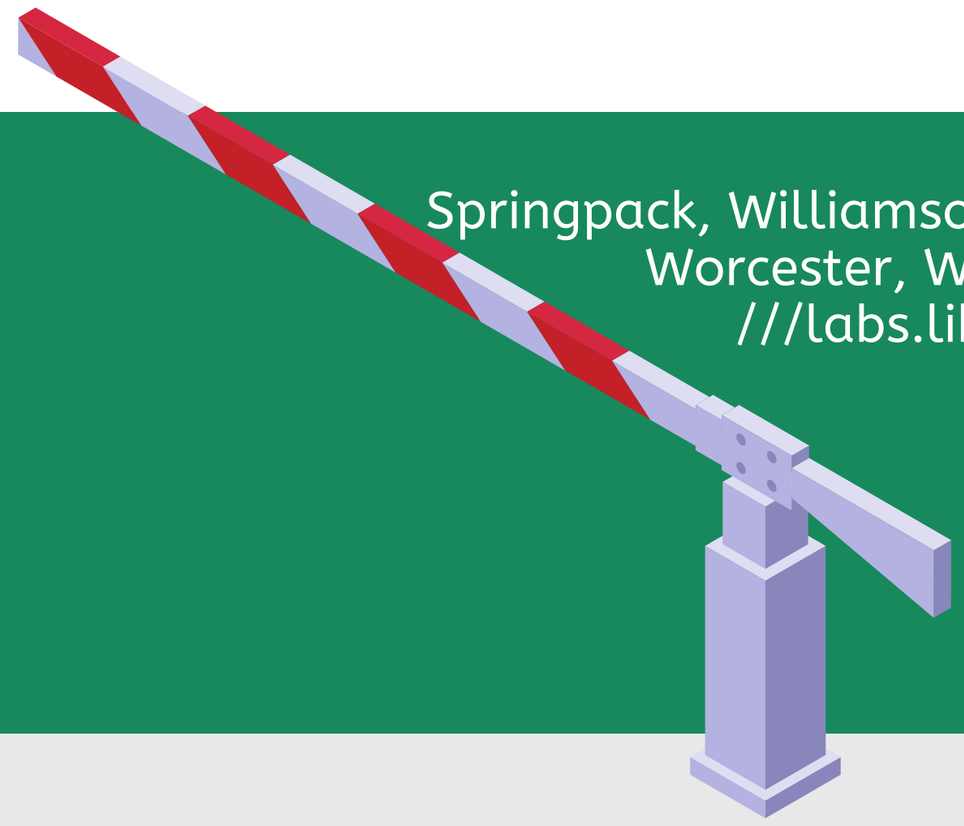
Visitor Welcome Process

Welcome to Springpack!
To maintain our high standards of safety and security we ask that you follow our welcome procedure when you visit us.

Entry

To gain access to Woodside point, please approach the barrier. Press the intercom or dial ***01905 457000***



Springpack, Williamson Road
Worcester, WR5 1SG
///labs.like.tonic

Parking

We ask that you park in one of the blue visitor parking spaces, at the front of the carpark.

Sign in

Using the iPad at reception, please sign in using the “Visitors” tab.

Reception

Take a seat in reception, and flick through a magazine. A member of the team will be with you shortly.

Exit

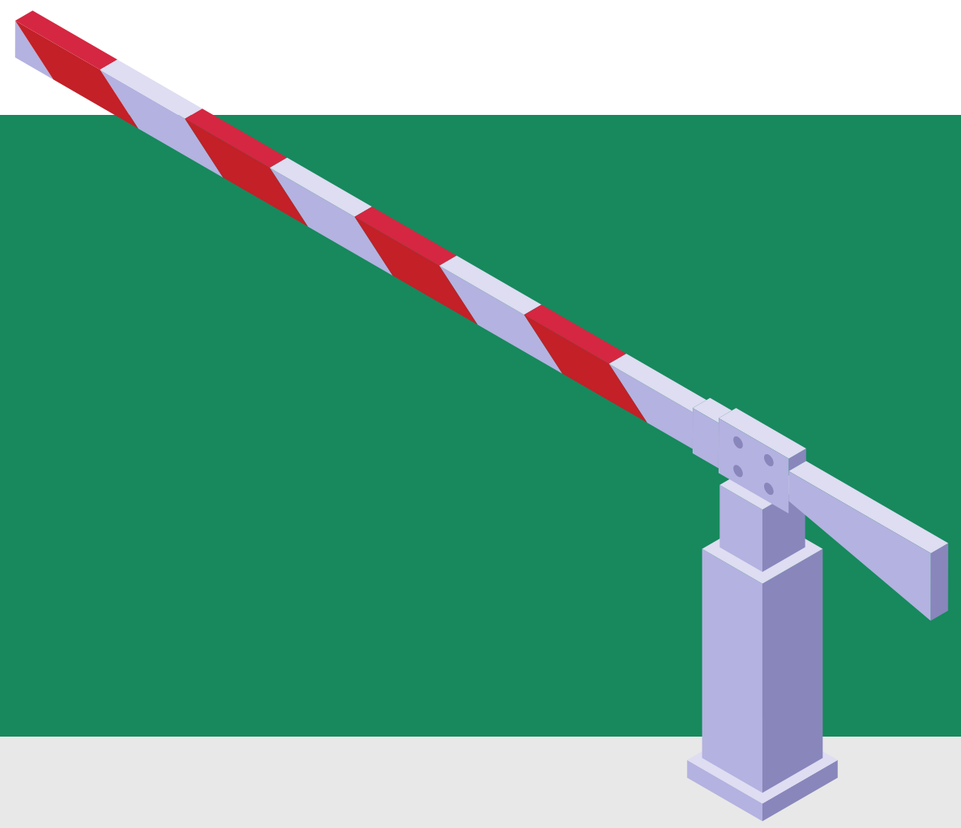
Upon exit, ensure you have signed out using the iPad.
The exit barrier is on a weighted loop, drive towards it and wait - it will open for you.

Customer Collection Process

Welcome to Springpack!
To maintain our high standards of safety and security we ask that you follow our welcome procedure when you visit us.

Entry

To access our Goods Yard, please approach the barrier to the right of the Security Cabin. Press the intercom or dial ***01905 671875***



Safety

For your safety, please wear a Hi Vis while on site. Site visitors who do not wear hi-vis will be refused entry.

Arrivals

Please pull up to the left, in front of the security cabin. For service, we ask that you approach the shutter door and ring the bell for assistance.

Reception

Customer Collection goods are available to collect between 8am and 3pm.

Please allow a minimum of 1 hour between order/payment confirmation and collection.

Exit

The exit barrier is on a weighted loop, drive towards it and wait - it will open for you.

Springpack, Williamson Road
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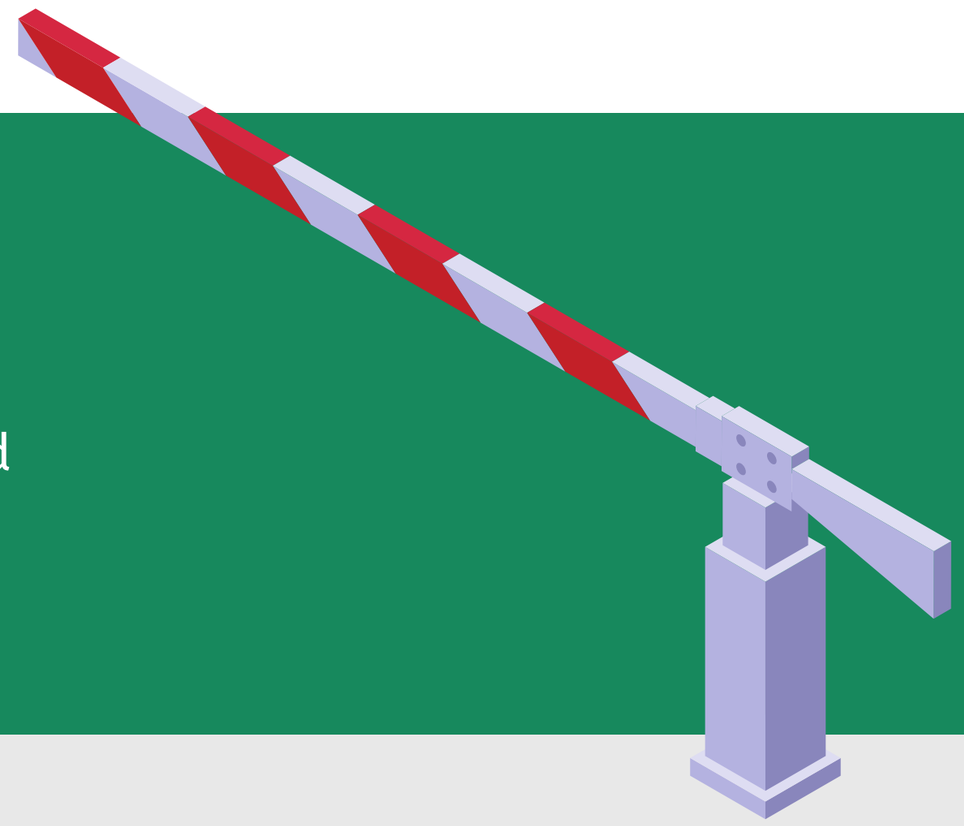
Staff Entry Process

Welcome Team!
To access the building, please follow the steps below...

Entry

To access the car park, pull over to the keypad and key in **9663,** or call the gate from your phone.

Main office: **07396 841286**
Goods in: **07396 841285**



Phone Access

If you are calling the gate from your mobile, your number MUST be up to date in Bob. If you change your number in Bob, please inform Ian.

Automation

Samsung and iPhones can automatically call the gate by setting up a “Routine” on your phone. Please speak to Alice (for Samsung) or Ian (For iPhone) about this

Sign in

Please remember to use the iPad or Sign In App to sign in/out of the building as you enter/exit. This is essential, it is used in the event of a fire.

Exit

The exit barrier is on a weighted loop, drive towards it and wait - it will open for you.

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Samsung Automation for Gate

To set up automation for the gate on a Samsung Phone, please follow the process below.
For this to work, you must allow location services when prompted, and have both Bixby and Routines on your phone.

Contacts

Main office: **07396 841286**
Goods in: **07396 841285**

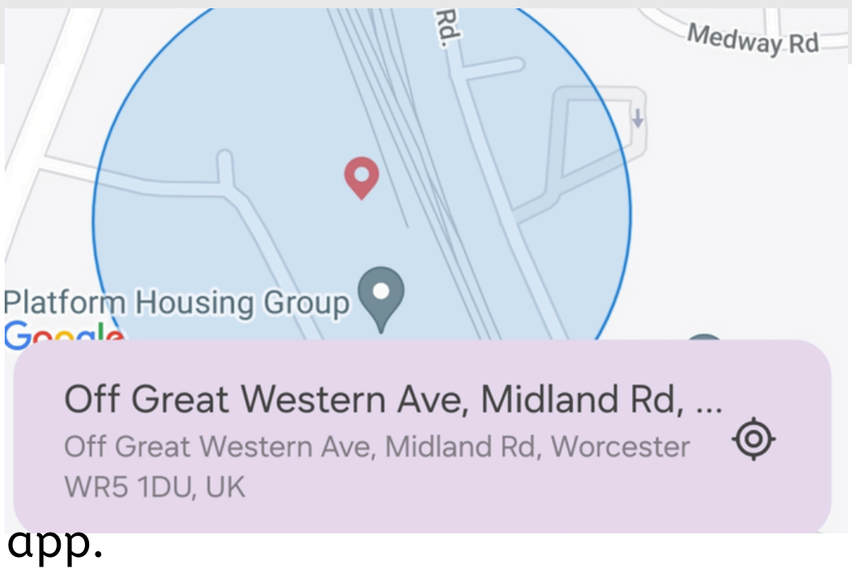
Add the barrier to your contacts and make a note of the name you have saved it as.
For this example, I am calling the Main barrier, and I have saved the contact as “Main Office Barrier”
Please change the steps below to match the contact name and number as appropriate.

Quick Comamnds

From your home screen, open the search box and search for Quick Commands. Select “App Options: Click Commands”
Open Quick Commands, and Press the +

Bixby

In “What to say to Bixby” type “**call main office barrier”**
in “what bixby does” Type **“call main office barrier”**
Save, and move to the next step.



Routines

From your home screen, Search for “Modes and Routines” and open the app.
Press the +, and add a routine for:
If - “Place”, and choose the location. Set to the above location, within 100m.
If - “Time Period”, select the time you usually arrive at work. For this example I have set this between 7:45-8:15. Set this to “Weekly” and select the days you are in the office.
Then - “Ask Bixby”, “Call Main Office Barrier”

Press Save - and now you are good to go!

If your phone is not calling the gate correctly, you need to adjust the location.
Alice and Ro are happy to lend a hand if you need help with setting this up, or turning the feature off.

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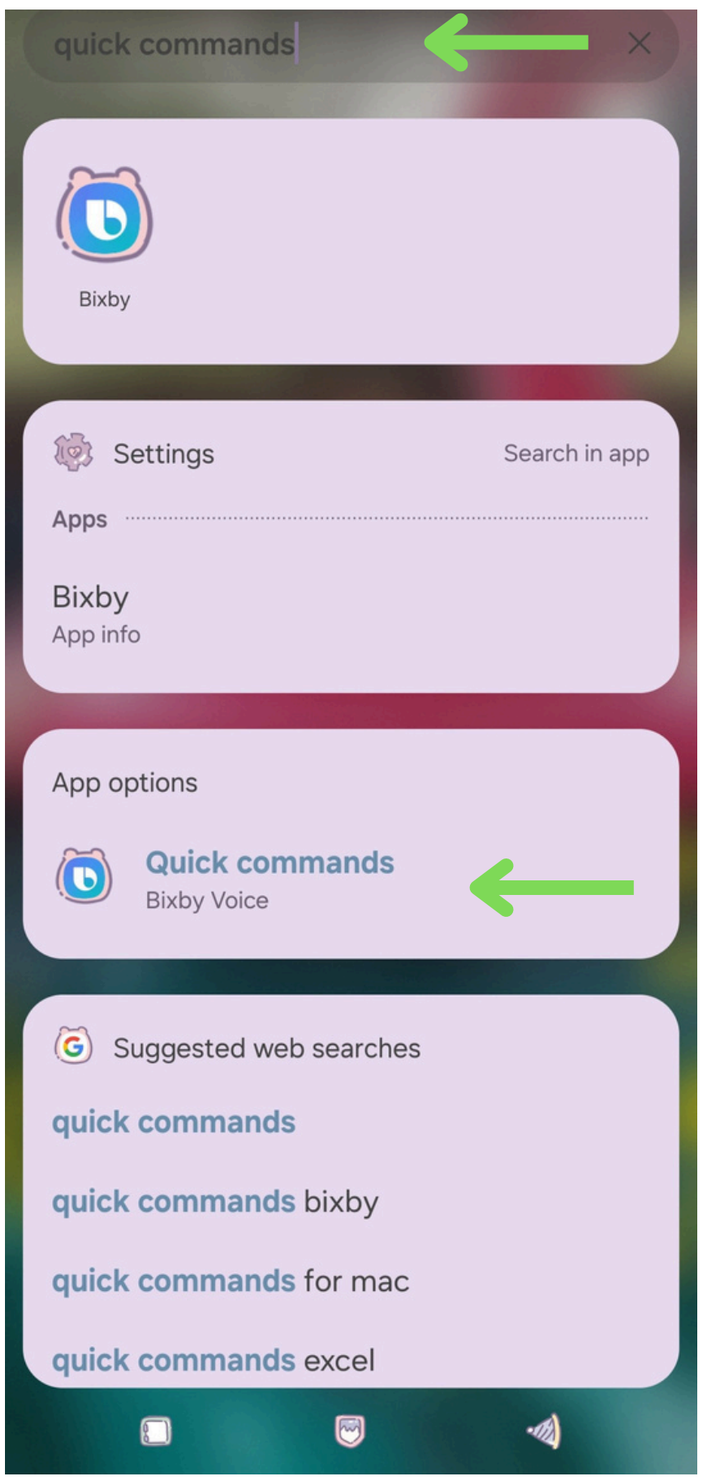
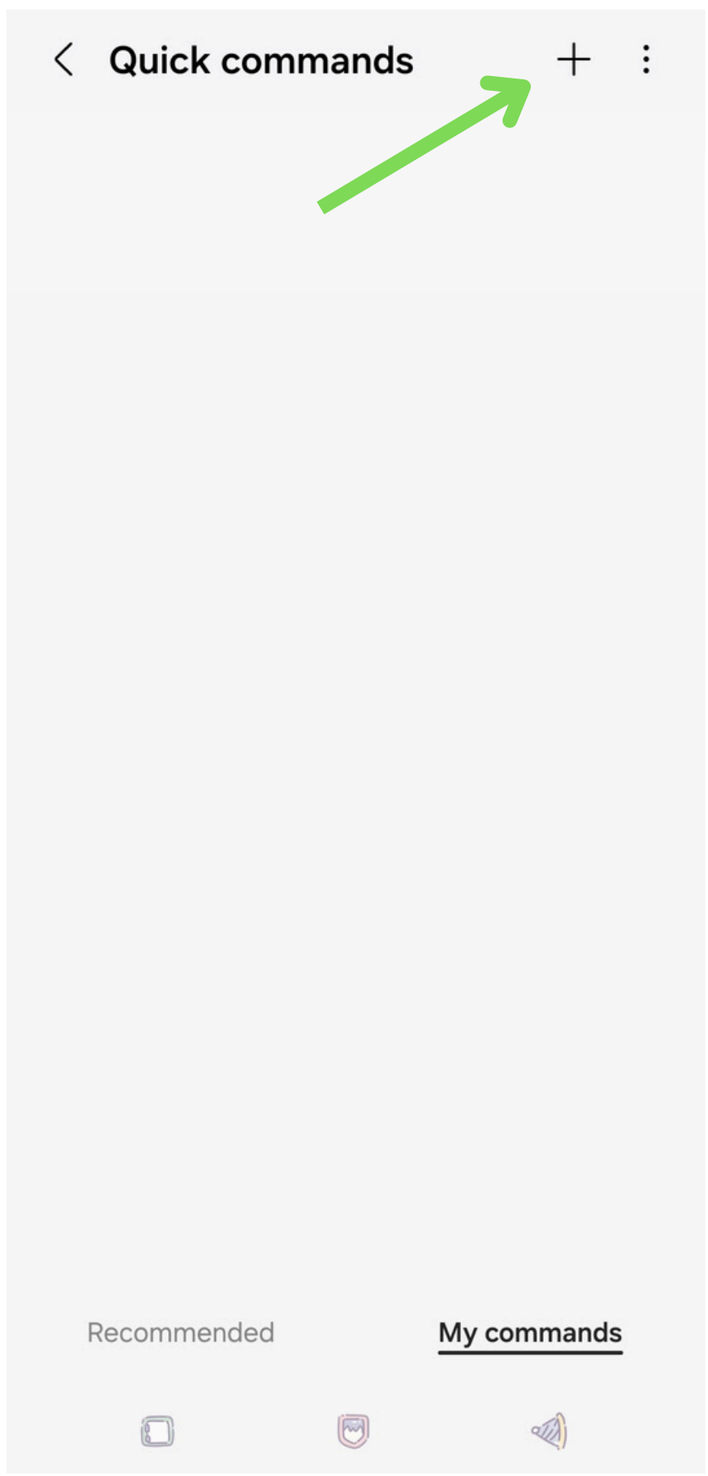
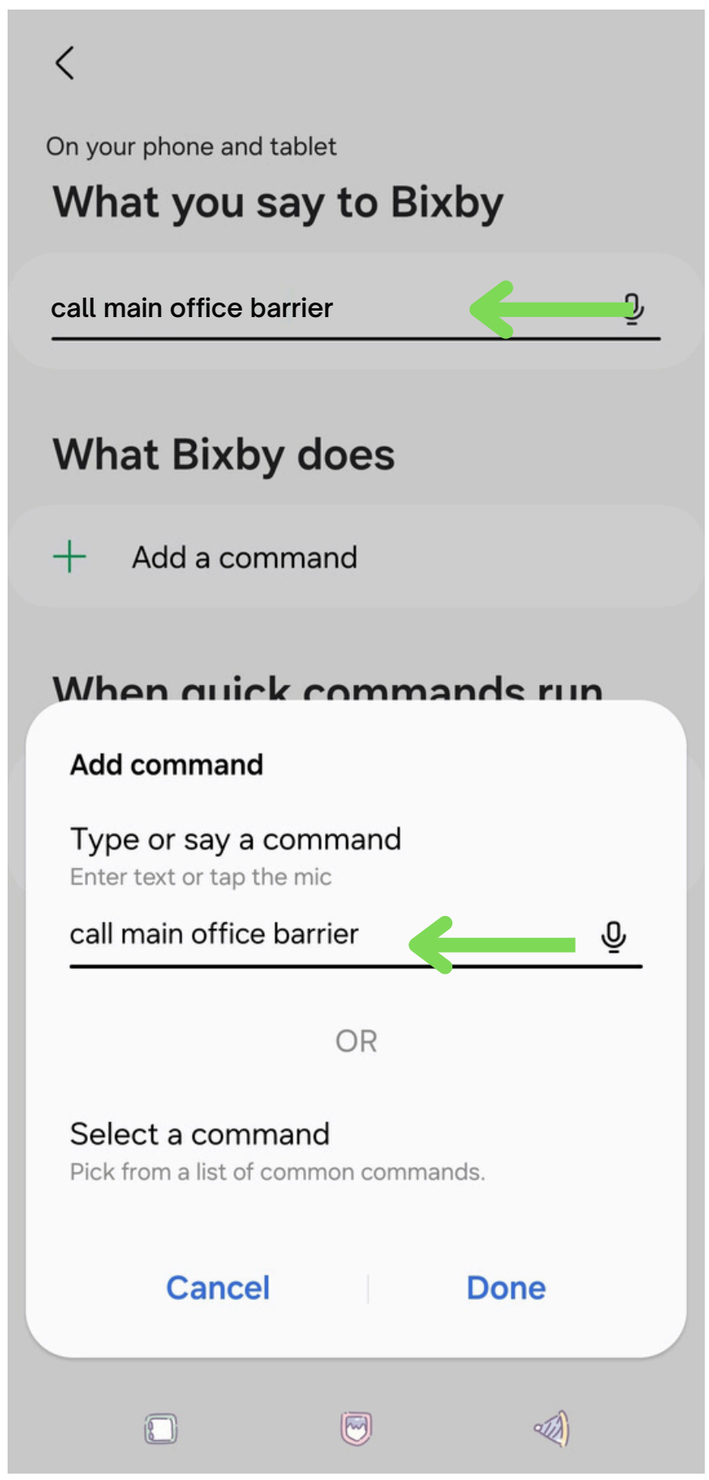
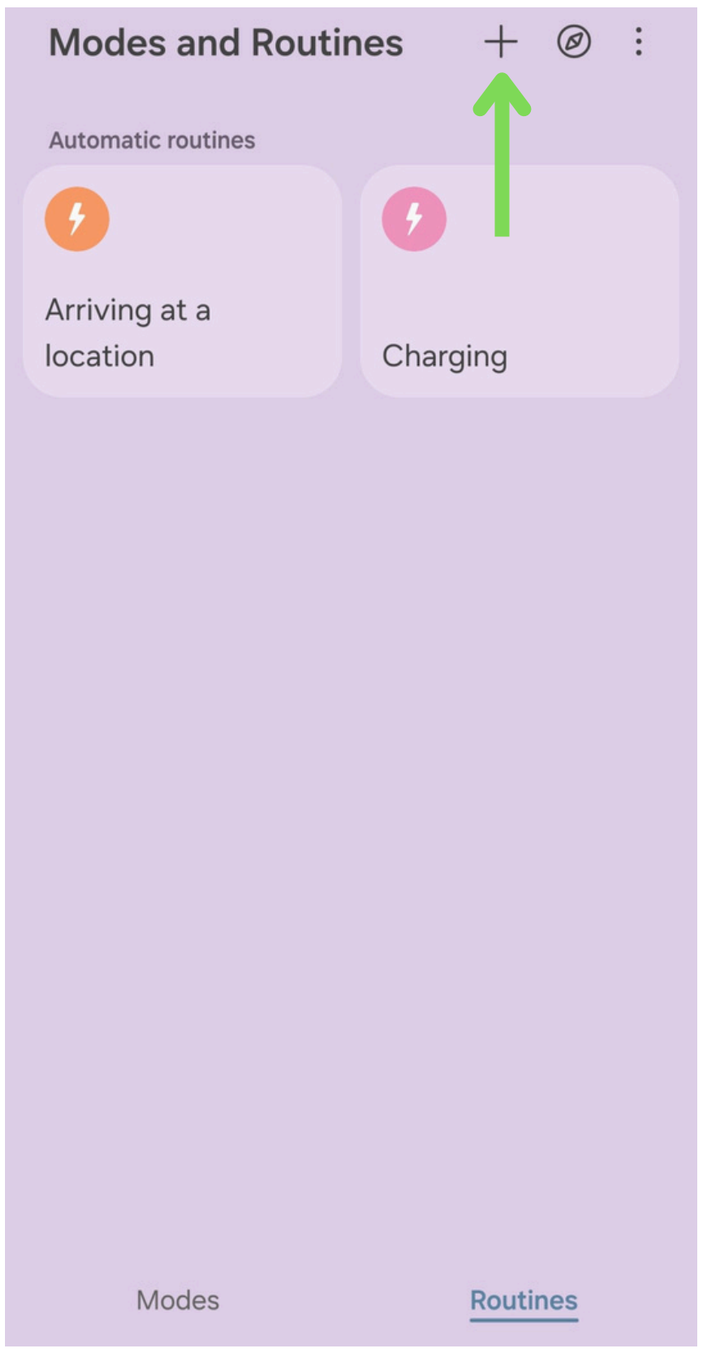
Samsung Automation for Gate

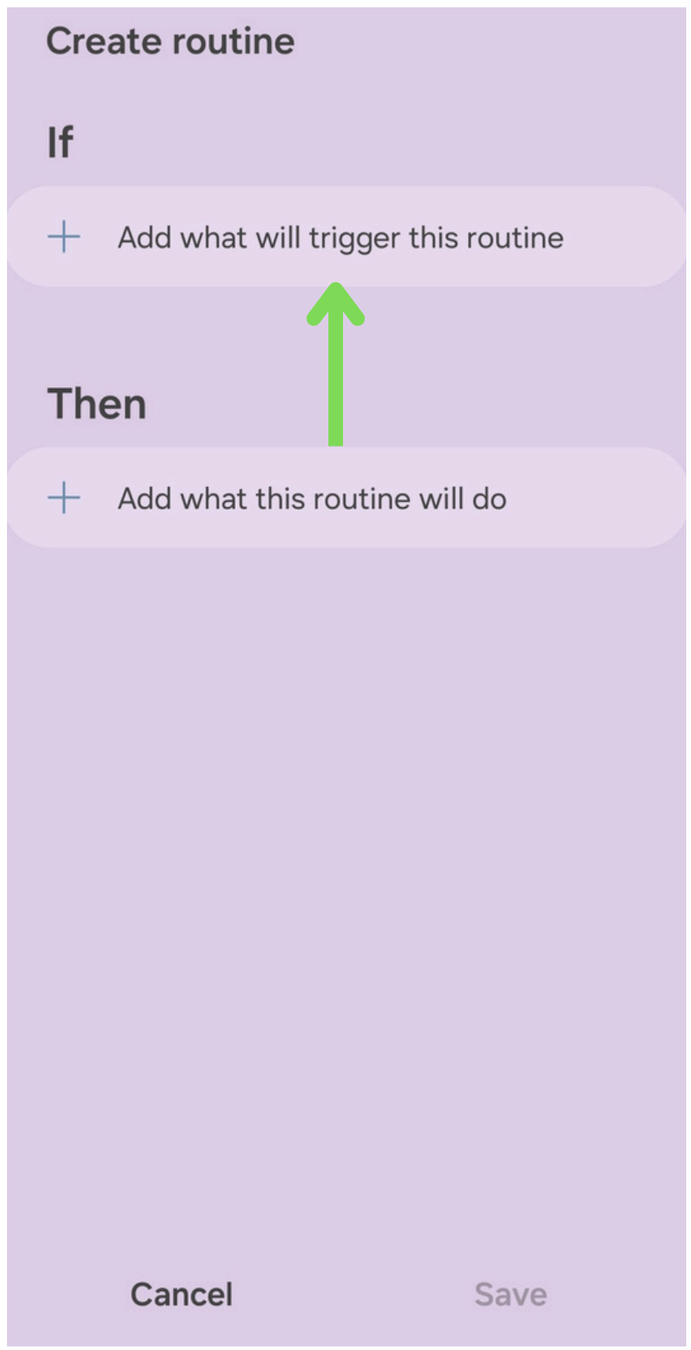
Follow the steps using the screenshots below.

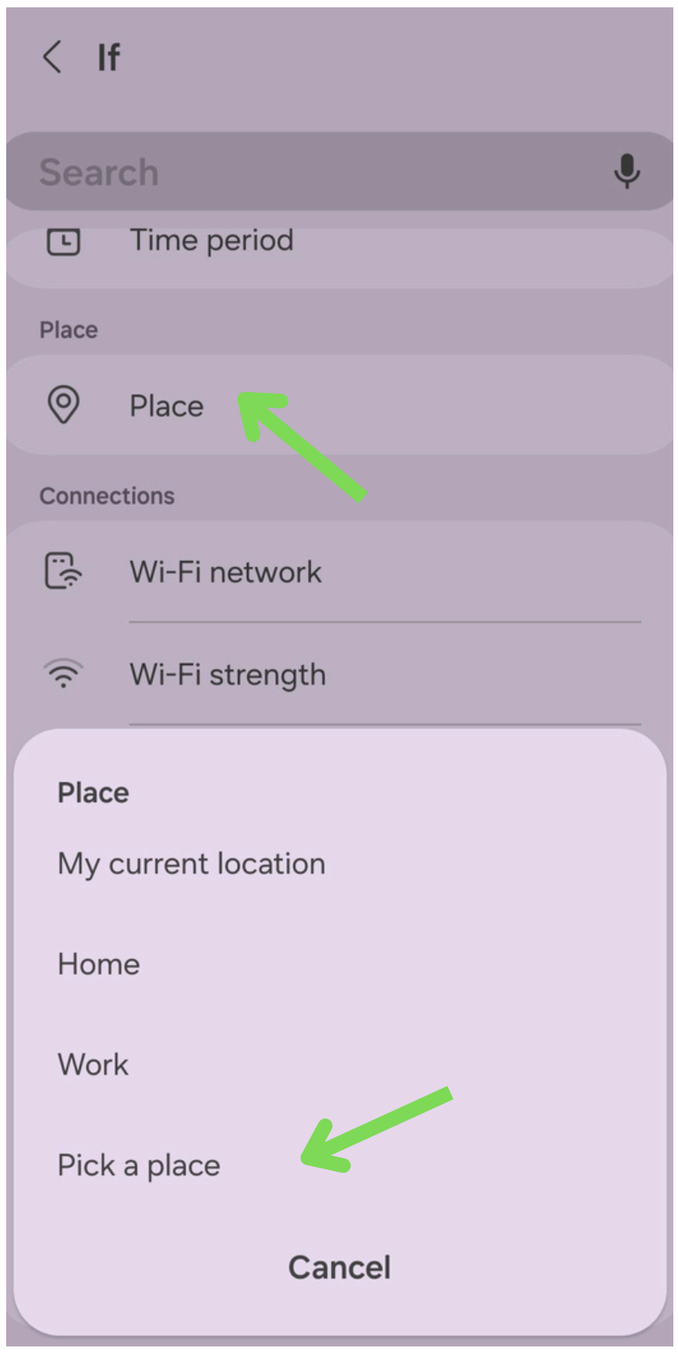












Samsung Automation for Gate

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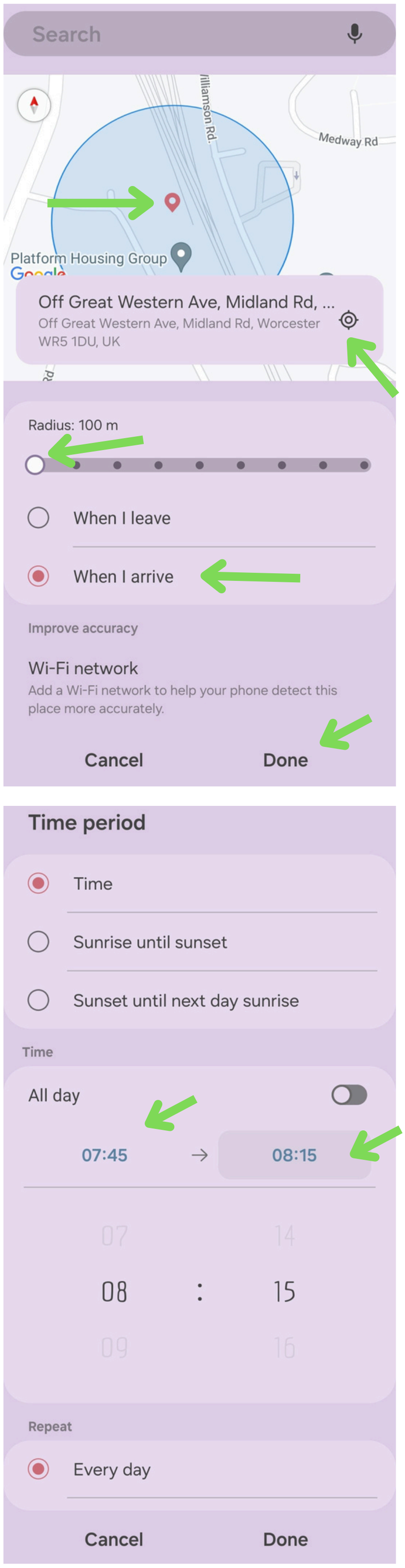
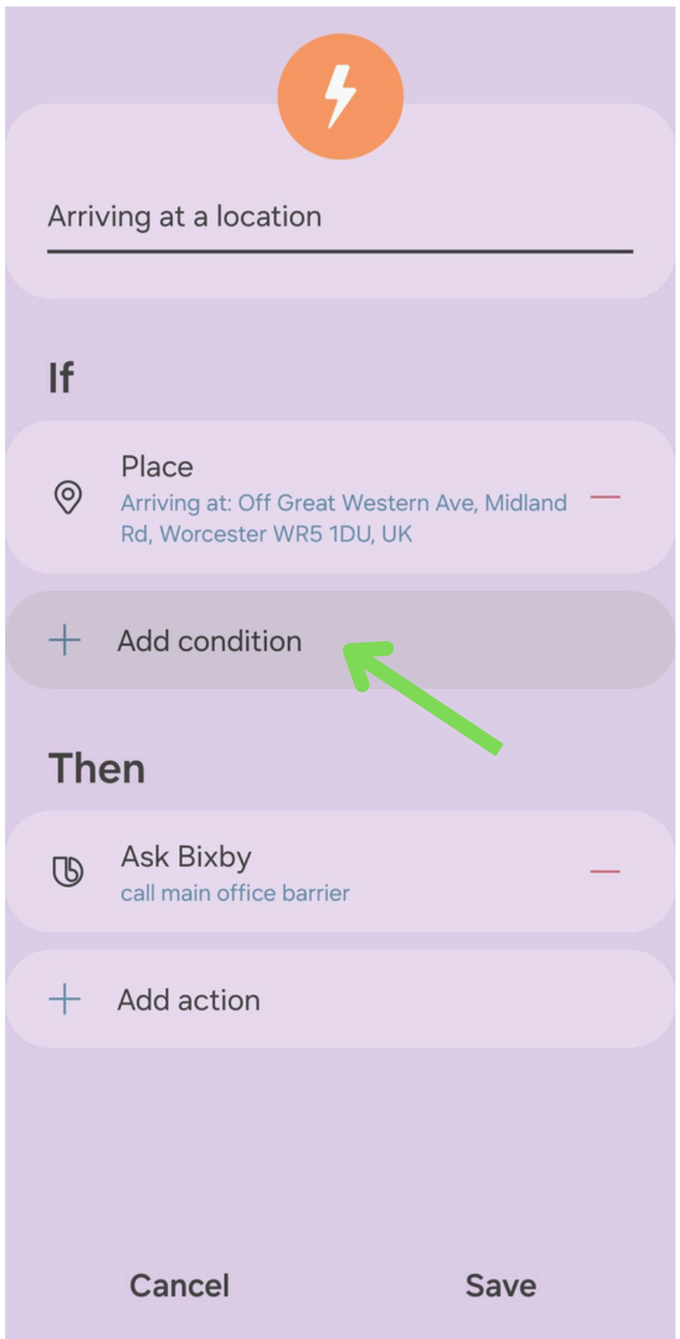
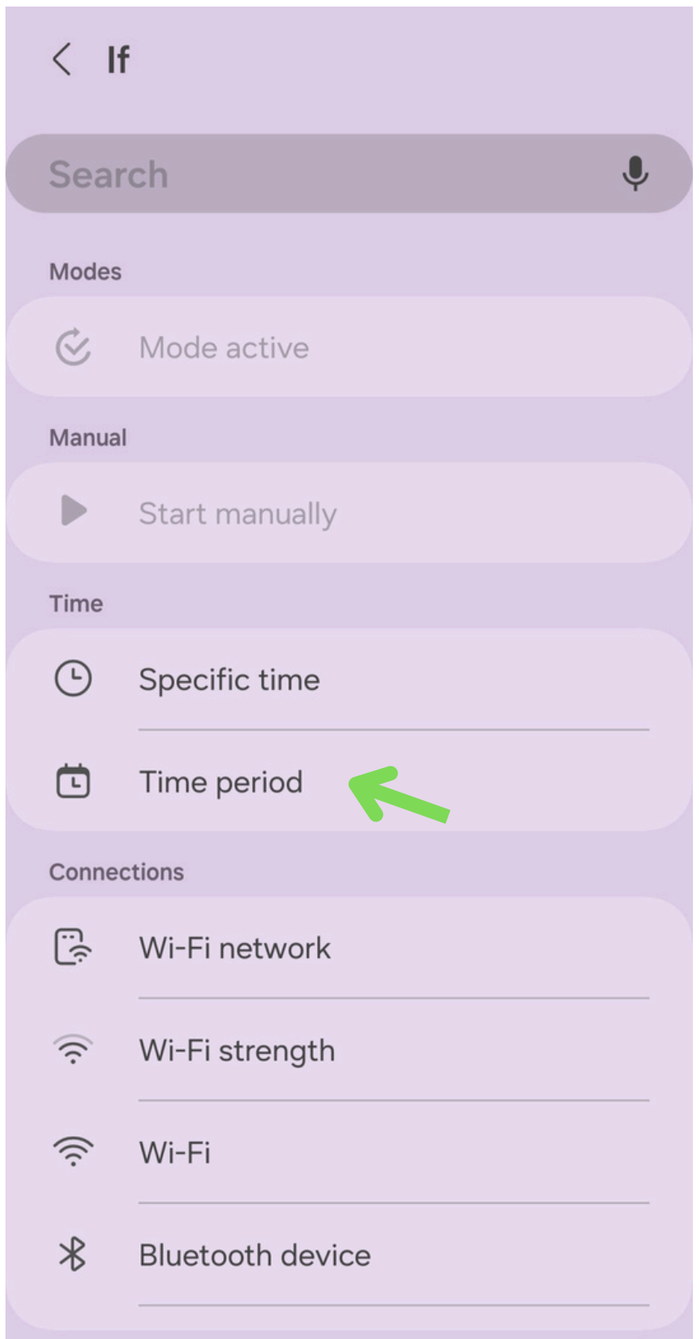
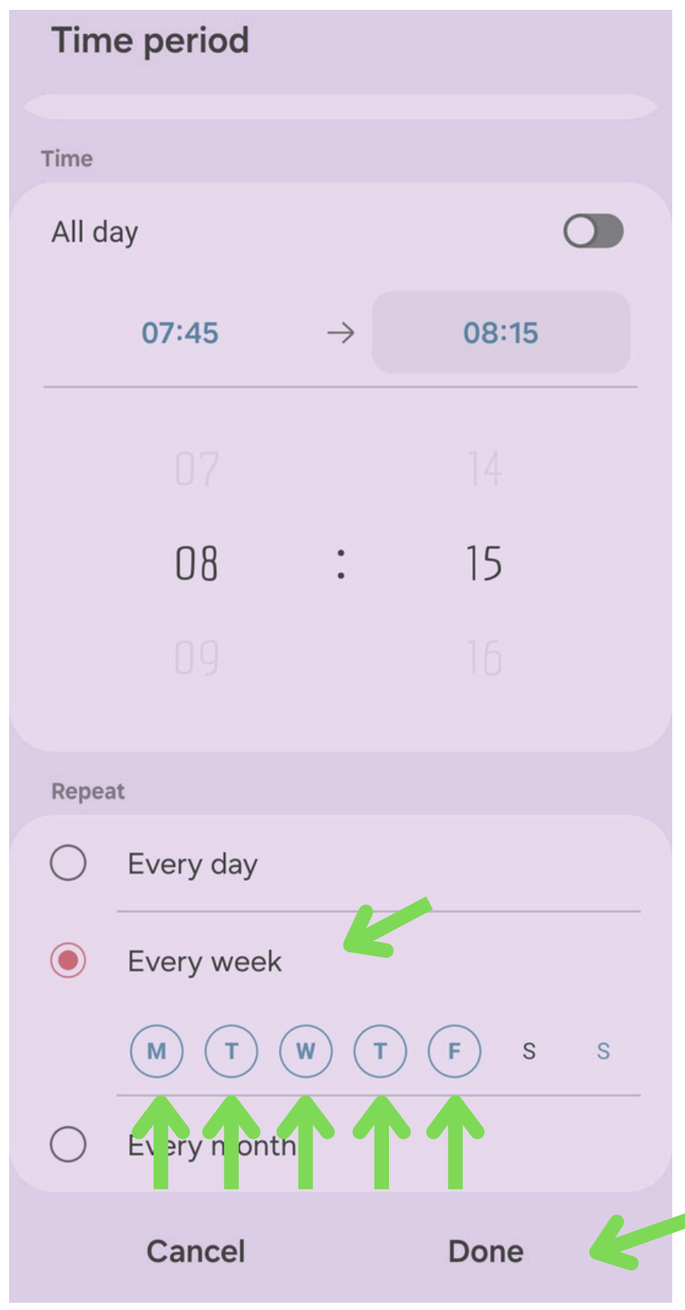
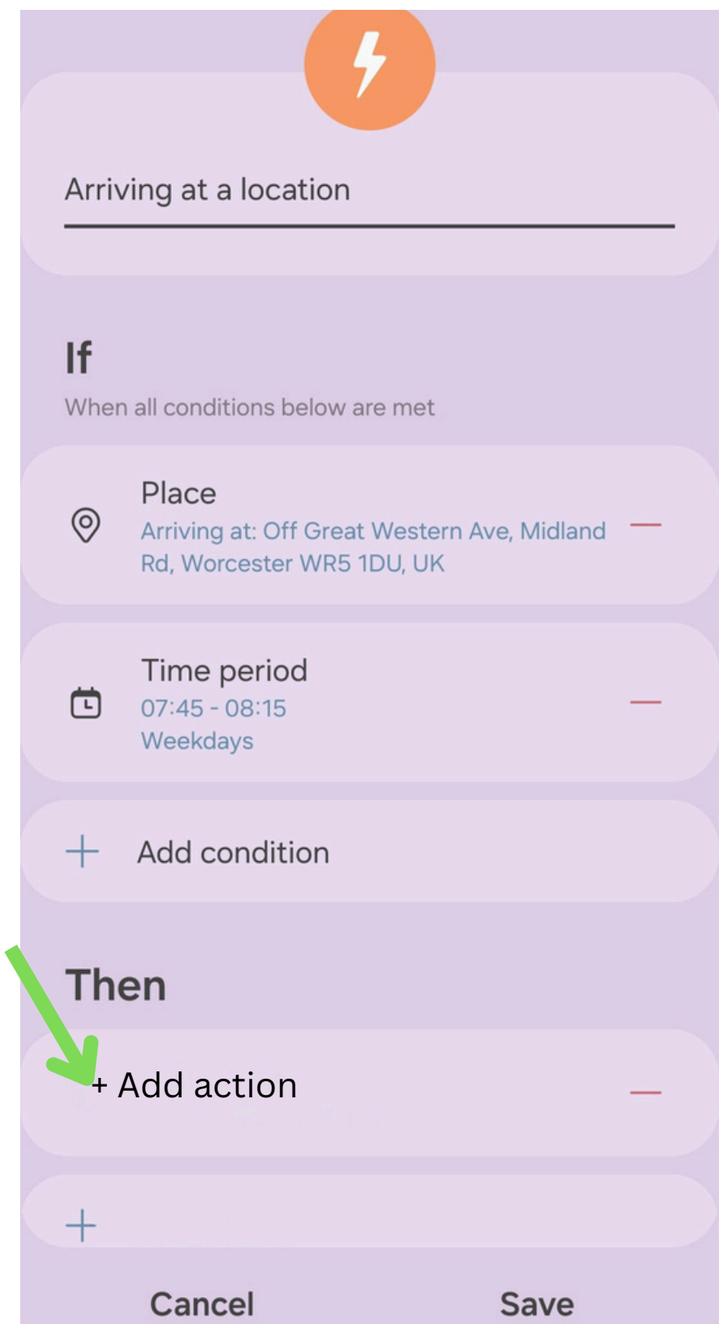
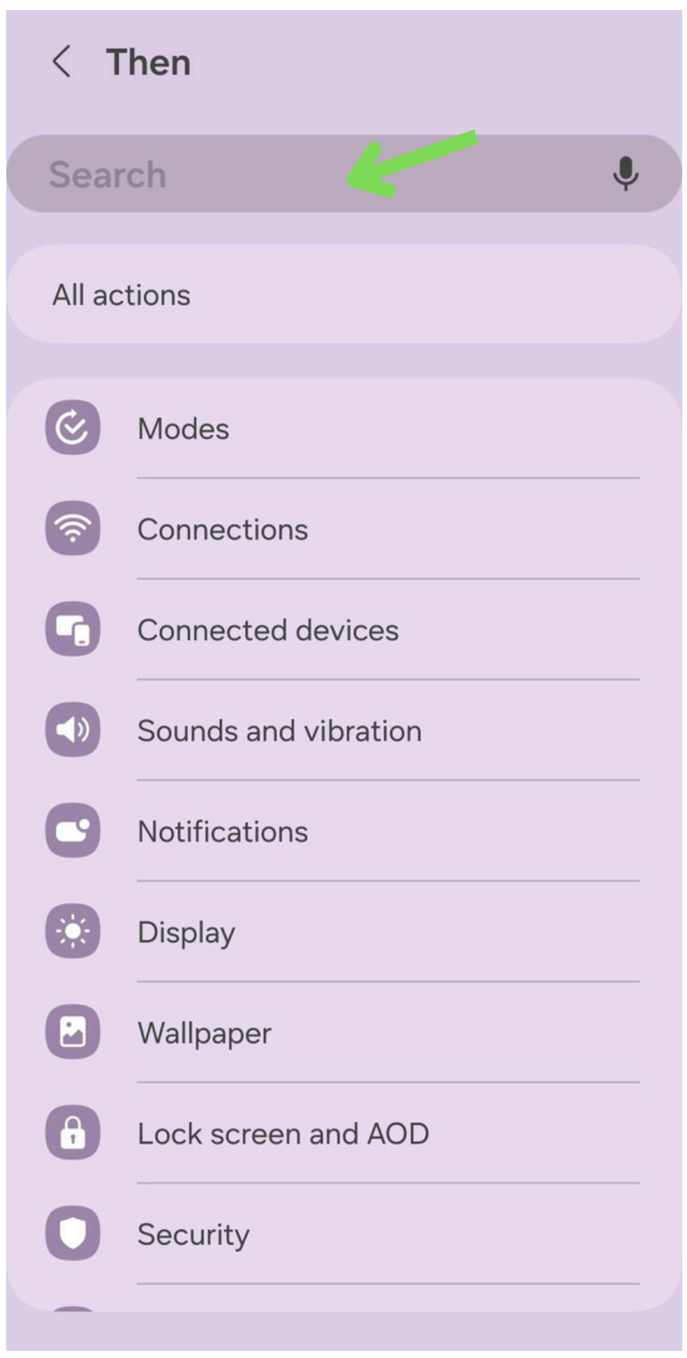
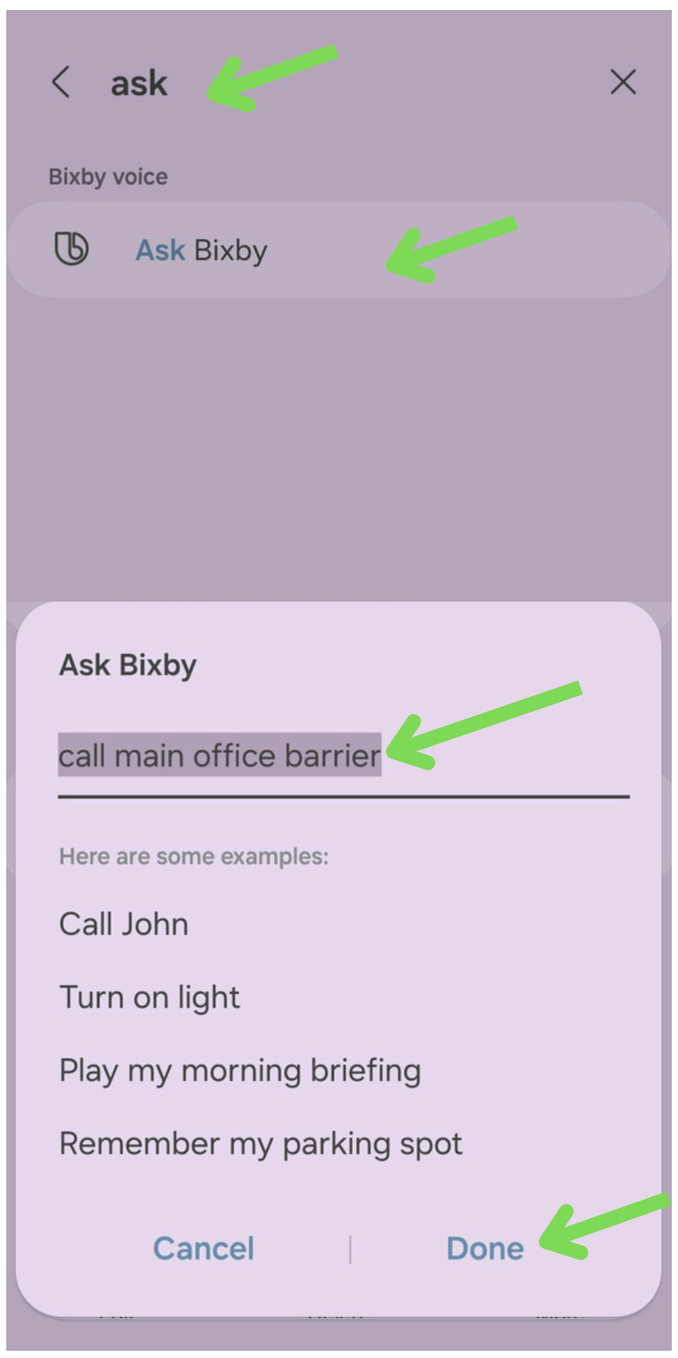
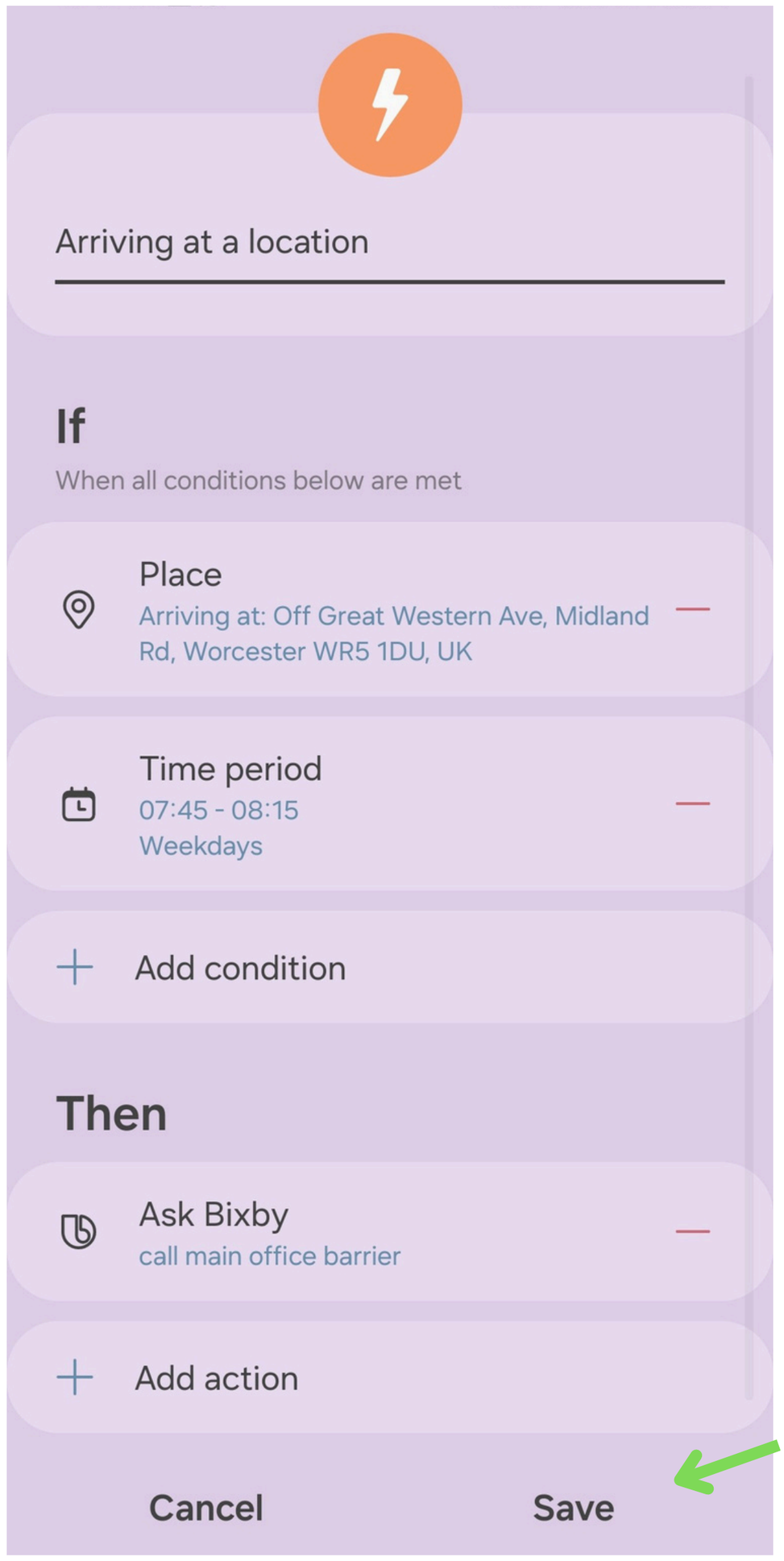










Samsung Automation for Gate

Follow the steps using the screenshots below.