

MagicLight Studios Instructions For Opening and Closing:

There are 2 locks on the front door. The upper lock is a deadbolt. To Open the deadbolt:

- 1 To enter press on the word at the top of the lock pad that says Schlage
- 2 Enter your 4 digit code you have been provided
- 3 The lock should open

The Lower lock is an electronic doorknob. To Open the doorknob:

- 1 Just punch in the 4-digit code you were given for the doorknob. It is different than the 4 digit code for the top lock
- 2 The doorknob will unlock. Once you enter the doorknob will automatically lock behind you but the deadbolt will remain open
- 3 If you want the doorknob to remain unlocked while you are in the studio, simply turn the knob on the inside to the vertical position. This will keep the doorknob unlocked. When you are ready to leave you must turn the knob to the horizontal position

Basics In Studio:

1. House lights in kitchen – first switch is for ceiling florescent and switch below dimmer is for main kitchen lights, additional switch's for under cabinet & over sink
2. Bank of switch's on wall under stereo controls 2 ceiling lights, kitchen and hallway
3. 2 dimmer switch's in hallway– be sure to turn off at rocker when leaving, not just dim
4. Light switch in the hall on left just before the back room controls rear room
5. For music – just plug in your phone or laptop to the black wire with mini jack coming from the stereo, turn on the main stereo and set to tape. If using your phone or laptop via Bluetooth, first connect the black minijack in to the airport express plugged in to electric on wall below stereo, then connect to main wifi and then look for MagicLight Express in your music browser dropdown choices for audio connections
6. Printer – there is a wireless printer at top of steps in back- Your first must be on the Magiclight wi-fi – then choose connect to HP 4650 in your printer options

Closing and locking Up The studio:

- 1 Be sure all Lights are turned off.
- 2 Be sure the AC/Heat is turned to the off position
- 3 Empty all trashcans in to the kitchen trash bag and put trash in the dumpster. The key is in the draw to the left of the dishwasher for the trash- attached to wood. Be sure to put the key back. Extra black kitchen trash bags if needed are in the pantry to left of trash can
- 4 Be sure the coffee pot is empty, clean and off or unplugged
- 5 Lock Bay door from inside by pulling down on chain and inserting chain into lock
- 6 Wi-Fi – MagicLight_5G Password - magiclight4935

Locking the Door:

- 1 Be sure the doorknob inside lock is in the horizontal position. To test that the doorknob will lock, the handle on the outside should not be moving the latch on the side of the door
- 2 The deadbolt on top you just have to press the word Schage and it should check green and you will hear it lock.
- 3 Please be sure both locks are locked
- 4 Send Robert a text that you are leaving at 310-283-8772 or call if you are having any problems
- 5 In the event of an emergency and you can not reach Robert you can text Call or text Robert at (310) 283-8772 or as backup Ed at (818) 314-7767

Thank you very much for renting at MagicLight and see you next time.
Robert Reiff