

# Entering the W Gallery

The Gallery may be locked when you arrive.

The Lock box code must be given to you before  
you can open the door.

You must contact us at least **24 hours** in advance,  
or sooner, for the code.

- Carefully punch in 4 code numbers on keypad
- Pull down the small square black plastic lever at the top of the box. The box top should lift up revealing the key inside.
- If the code was input incorrectly, pull down the Clear button and try again.
- Take out the key and open the gallery door.
- Return the key to the box and input the code to close the box. The black lever doesn't move without code input.
- Enter the gallery.
  
- CLOSING - Turn sign around to .Closed on door.
- Open the lock box as above to access the key to close.
- Lock the door – the key should turn all the way around counter clockwise.
- Return the key. Thank you for helping keep the W Gallery open!

\*We are looking for a volunteer for this code contact person role.  
Please let us know if you are interested.

To get the code you can email: [exhibits@artswayland.com](mailto:exhibits@artswayland.com)  
Or, call Nancy Boyle 508-561-2736 **at least 24 hours in advance.**

The W Gallery, 57 Andrew Avenue, Wayland, MA 01778