



## Visitor Information

KKFI is located on the southeast corner of the intersection of 39th and Main streets in midtown Kansas City. Our office is in Suite 203 on the second floor. Business hours are 9:00am - 4:00pm Monday through Friday.

## Parking

Parking is accessible from Walnut Street on the east side of the building; and the entrance faces the lot. You will probably notice signs identifying it as a paid lot managed by [Premium Parking](#). KKFI has four reserved parking slots on the north side of the lot; closest to 39th Street. These slots can be identified by *Reserved for KKFI* signs.



If you are viewing this document on a mobile device, you can tap, pinch and zoom to view images. Desktop and laptop users can double-click images to enlarge them.

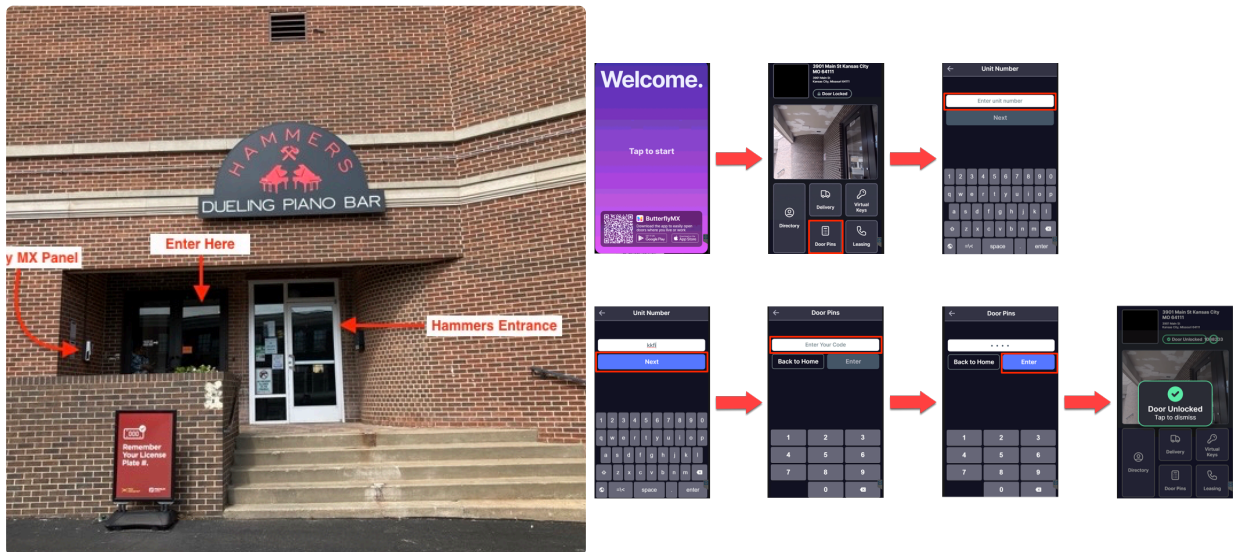
If all of the reserved slots are taken, park in any available space and make a note of your license number. We will need it to validate your parking. If by chance you receive a ticket, do not pay it. Instead, please take a photo of the ticket and email it to our [station manager](#). Premium Parking has agreed to this arrangement, and you will not be in danger of having your car towed or other repercussions.

## Building Access

### East Door • Parking Lot

The building uses an electronic entry system. It is mounted on the brick wall to the left of the double doors at the entrance. Upon arrival, please use the panel to gain access by following the steps below.

**Please read these instructions in their entirety before using the panel. You may also access this page from a mobile device or download and print the PDF version below for reference when you arrive.**



1. Tap the Welcome screen, then the Door Pins button. You will be prompted to enter a unit number and PIN.

Unit number: Enter "kkfi" and tap the Next button

Code: Enter "5534" and tap the Enter button

2. You will hear a chime and a message will appear on the screen: Door Unlocked.

Quickly move to the door on your right and pull firmly. You may notice some resistance, but the door should open.

**The door on the left will not unlock. Also, please ignore the screen instruction to "Tap to dismiss." it is not necessary to use the screen any more at this point.**

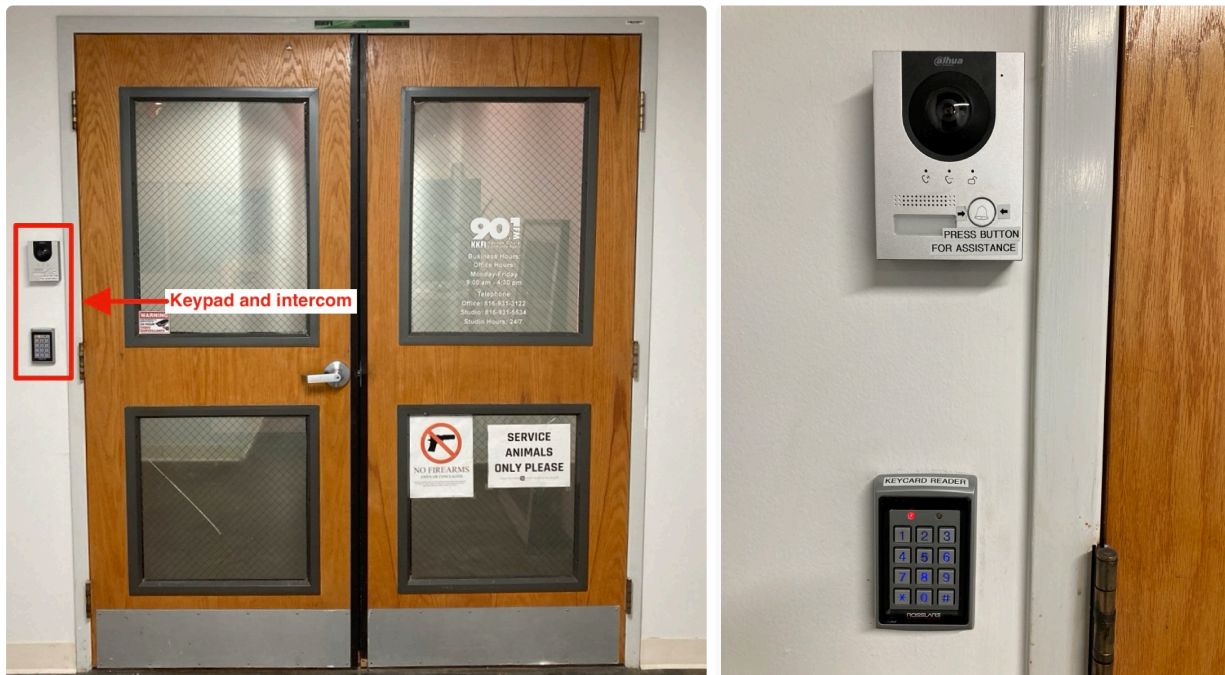
3. If you encounter problems, please contact the person you are scheduled to meet. Alternatively, during business hours you can tap the Welcome screen, then the Directory button and locate KKFI Front Desk in the list of entries. You may have to scroll by dragging your finger on the screen to find the correct button. You can also use the Search function to quickly locate the Front Desk by using the onscreen keyboard to enter "kkfi".
4. Tap the Front Desk button, then the Call button. Someone will answer and unlock the door after confirming your appointment. When you hear the chime, follow step 2 to open the door and enter the building.
5. After entering, use the elevator\* or stairs to your immediate left. Our office is located on the second floor, Suite 203.

\*The elevator may run slowly during colder weather.


## Office Entrance

Our office doors are locked at all times. To enter the office, you may use the keypad and intercom mounted on the wall to the left of the double doors.

Unlock the door by using the same numeric code you used to access the building (5534) and the pound sign (#), then turn the handle to open the door. If you need assistance, press the intercom button to speak with someone.



If you have been invited to be a show guest, please complete the Guest Instructions form below before arriving at the station if you have not done so already.

 Guest Instructions • KKFI

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