

READER ROOM HELP GUIDE

CONTENTS

1	Introduction	1
2	How to access the Reader Room	1
3	How to login to Reader Room.....	2
4	Search for Standards.....	4
5	Reader Room menu	5
6	Access passes	6
7	Preview a standard	6
8	Access a full standard.....	8
9	Need support	10
10	Legal requirements	10

1 Introduction

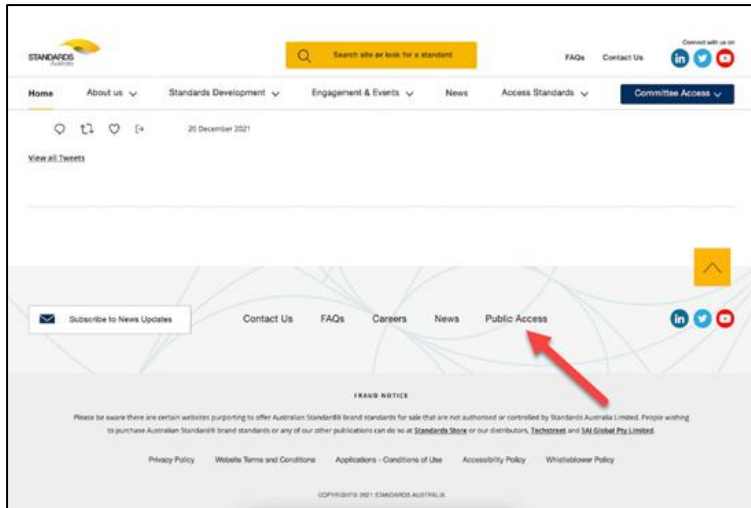
This guide provides an overview of the Reader Room platform which offers limited no fee access to Standards' publications for non-commercial use (personal, domestic or household).

2 How to access the Reader Room

You can access the Reader Room from the Standards Australia website.

1. In your browser, navigate to the [Standards Australia website](#).
2. Scroll down to the 'Public Access' link.

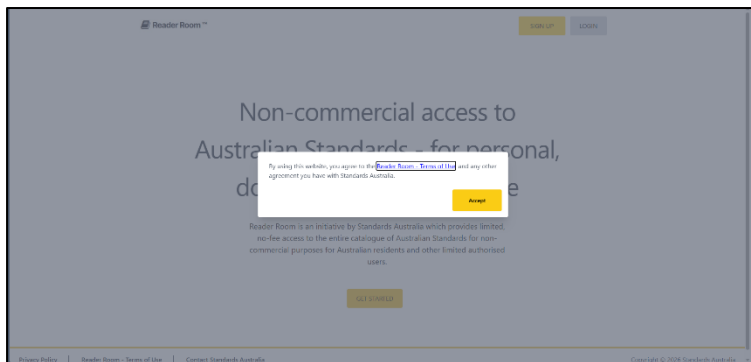
NOTE This is the only way to access the Reader Room. You will not be able to search for the link within the Standards Australia website or through a search engine.



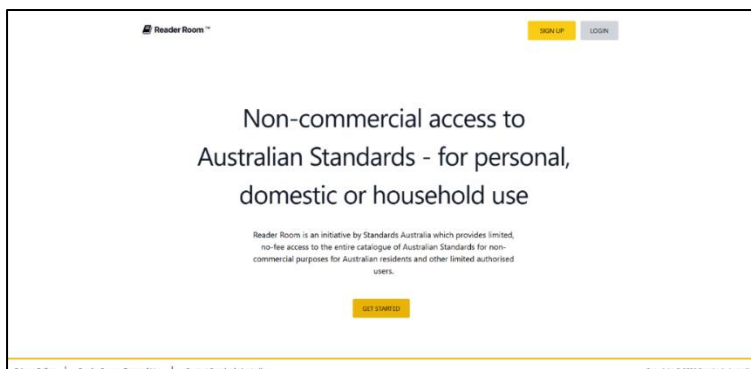
3 How to login to Reader Room

To log into Reader Room, follow these steps:

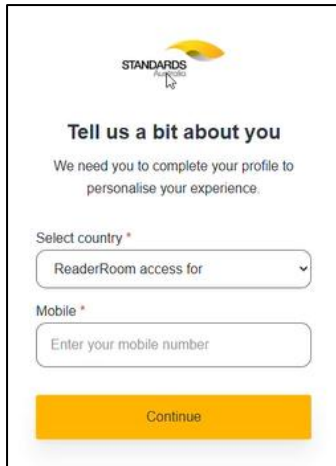
1. On the [Standards Australia website](#), click 'Public Access' link on the bottom right-hand side. The **Reader Room – Terms of Use** pop up is displayed.



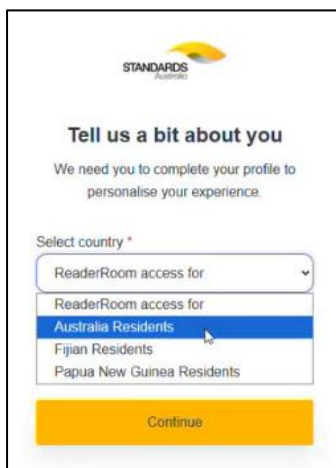
2. Click **Accept**.
The main Reader Room screen is displayed.



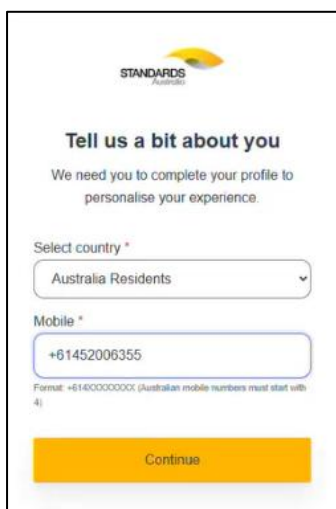
3. Click **LOGIN** ().
The **Tell us a bit about you** window is displayed.



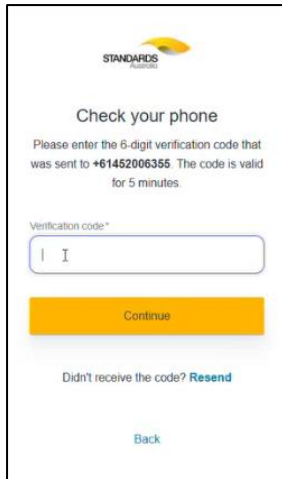
4. Select your country from the dropdown.



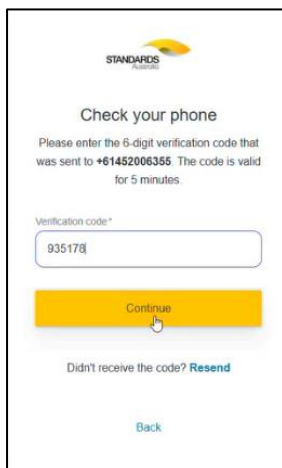
5. Enter your mobile number.



6. Click **Continue**.
The **Check your phone** window is displayed, and the **Verification code** is sent to your mobile phone.

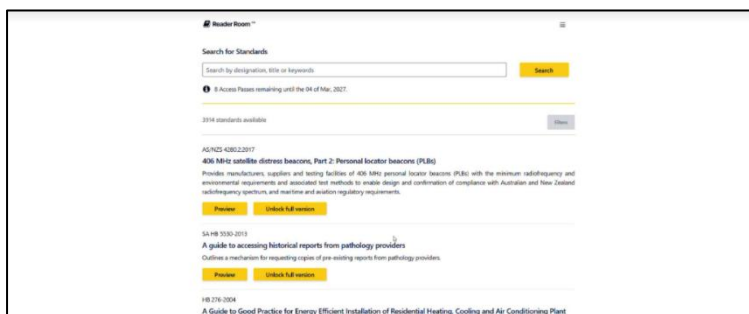


7. Enter the **6-digit** verification code.



8. Click **Continue**.

9. Once your login is verified, the **Reader Room Search for Standards** screen is displayed.



There are no functionality changes within the **Reader Room**, only the login validation process has been updated.

4 Search for Standards

Within the Reader Room platform, you can search for a standard using the designation (e.g., AS 1234), title (e.g., Automatic fire sprinkler systems) or keywords (e.g., fire).

1. Enter your search criteria into the search box.
2. Click **Search**.



The results will be displayed.

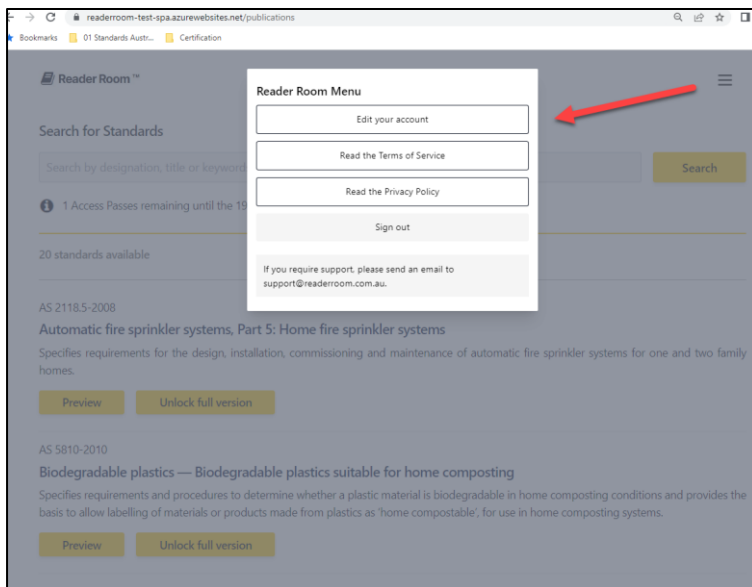
NOTE If any keywords are mentioned in the title or in the preview sections of the standard (e.g., in the Scope) then these will be displayed in the list.

Currently the catalogue of available standards in the Reader Room is listed in alphabetical order. Filters and Sort options will be included in future releases.

5 Reader Room menu

On the right-hand side of the Reader Room platform is the (☰) icon.

1. Click the icon to display the menu.



There are three (3) main options.

5.1 Edit your account

This option will allow you to change/update your personal details.

5.2 Reader Room - Terms of Use

The Reader Room platform provides access to the **Standards Australia Reader Room - Terms of Use** information from this main menu.

5.3 Privacy Policy

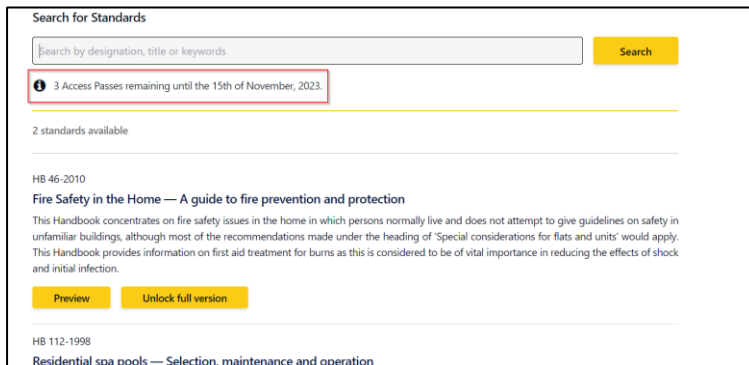
The Reader Room platform provides access to the [Standards Australia Privacy Policy](#) from this main menu.

6 Access passes

As a first-time user of the Reader Room, and from the date that you registered for access, you have three (3) access passes and 12 months to view standards within the Reader Room platform.

You have access to three (3) unique standards in one calendar year.

You can only view a standard once.

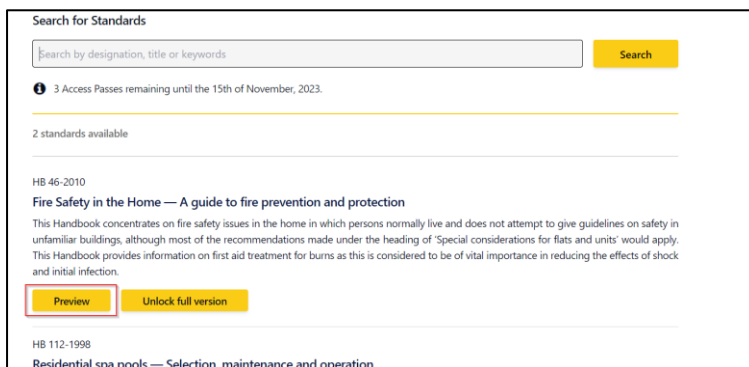


7 Preview a standard

7.1 Preview

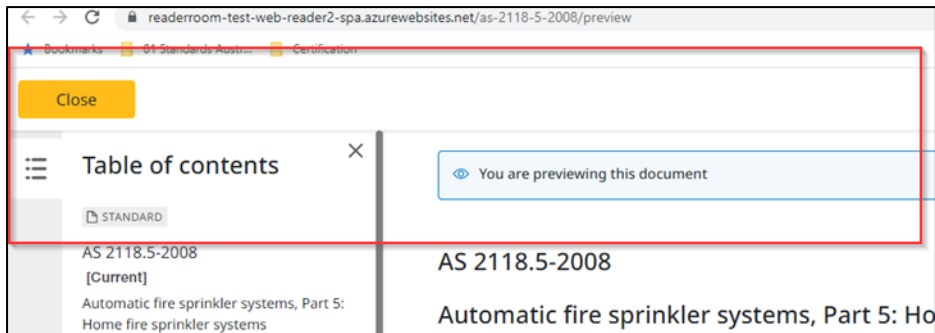
To preview a standard:

1. Click **Preview**.



2. The standard is displayed with basic preview functionality.

A notification at the top of the page reminds you this is **Preview mode** only.

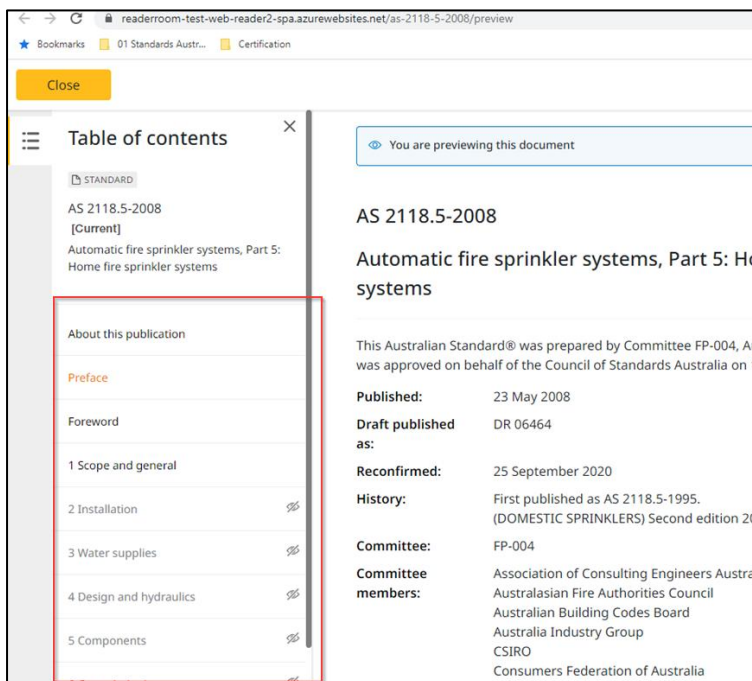


In Preview mode, the left-hand navigation pane shows all sections available for preview.

Any grey sections with the (🔒) icon are not available for preview.


NOTES

- The **Search** function in the Reader Room can return results on keywords within the preview sections of a standard.
- If you click on any links within the text in **Preview** mode, a message will display that no reference links are available in **Preview** mode.



7.2 Close

To close the Preview mode, choose an option:

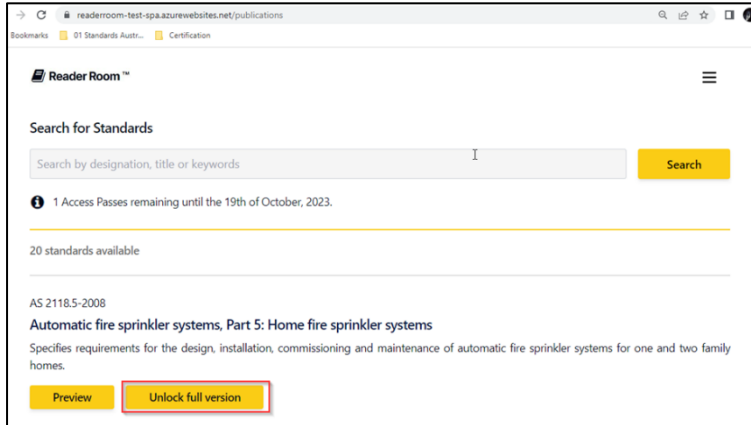
- Click the back button in your browser.
- Click **Close** ().
- Close the tab in your browser.

You will return to the main search screen of the Reader Room.

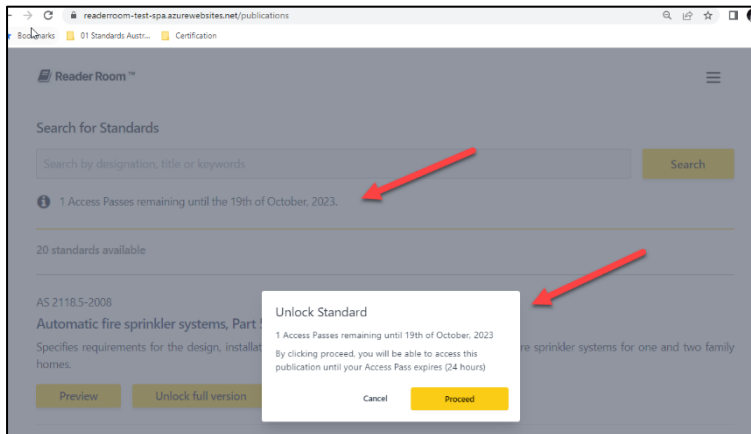
8 Access a full standard

To access the full version of a standard, you will need to use one of your Access Passes.

1. Click **Unlock full version**.

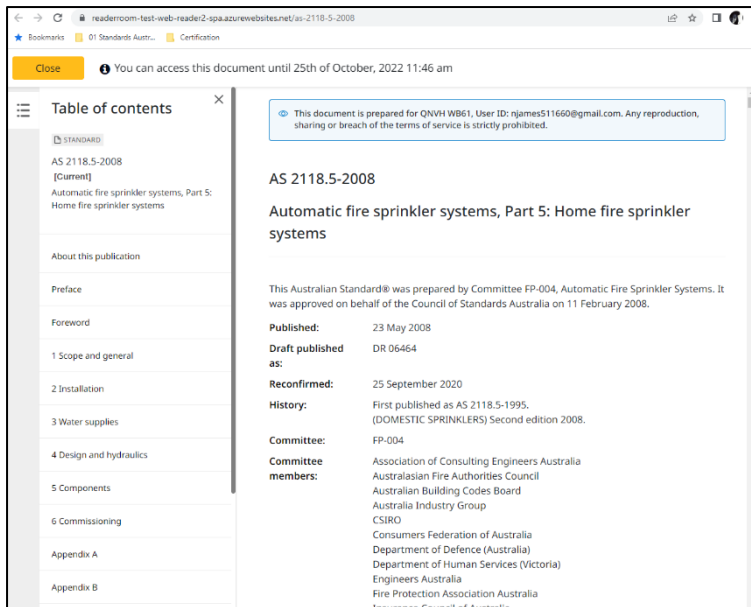


A pop-up message to unlock the standard will notify you regarding the use of your Access Passes.



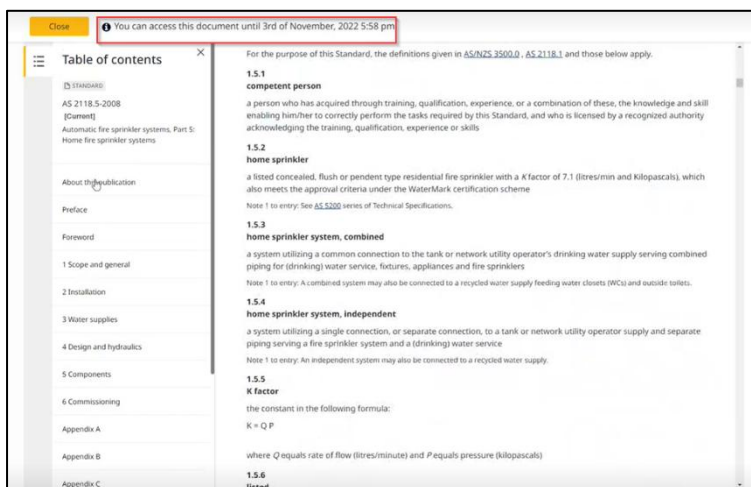
2. Click **Proceed** to unlock the standard.

The Table of Contents is completely unlocked, and you can navigate anywhere in the standard. Or you can use the scrollbar to navigate through the document.

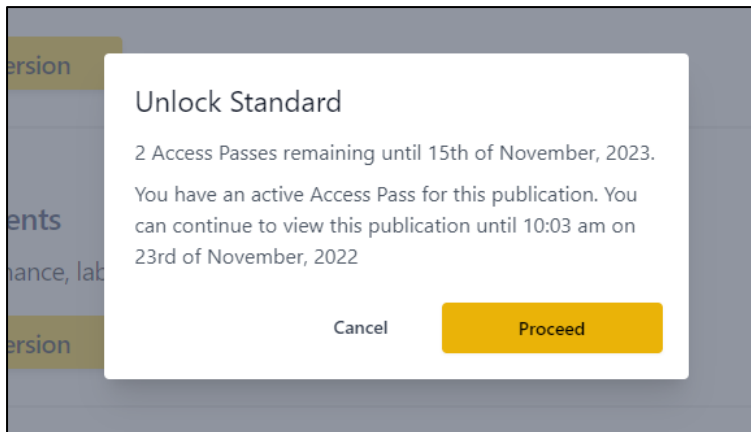


NOTES

- a. Internal hyperlinks within the text of the unlocked version do work. However, external document links do not work.
- b. Access to the standard is for 24 hours once you have unlocked the full version.



3. If you close the standard and access it again, a pop-up will inform you that you have an active Access Pass for this publication and you can return to it with unlimited access within that 24-hour period.
4. Click **Proceed** or **Cancel**.

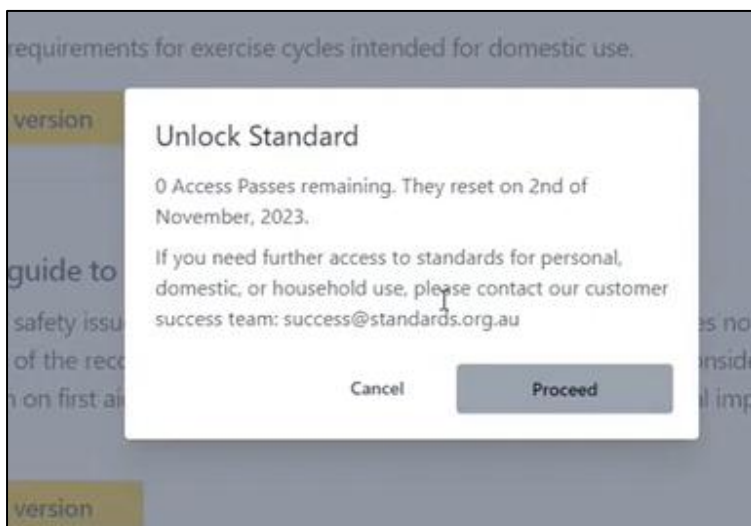


NOTE One Access Pass has been used.

8.1 No Access Passes available

If you try to unlock a fourth standard, with a fourth Access Pass, a message is displayed at the top of the main search page to inform you that there are 0 Access Passes available and the date when these will reset.

You may also see a pop-up notification regarding the 0 Access Passes and date of reset.



To request further access, [Contact Standards Australia](#).

9 Need support

If you require support with your Reader Room account or if you have any queries, [Contact Standards Australia](#).

10 Legal requirements

The Reader Room platform provides access to the [Standards Australia Reader Room - Terms of Use](#) information and the [Privacy Policy](#).

DOCUMENT HISTORY

Date	Author	Version and Amendment Details
07/02/2023	Reader Room/Policy Team	v1.0 – New document developed.
14/05/2026	GPMO/Policy Team	V2.0 – Updated login details.