

TIPS FOR USING ROOM LOCKS

JAMES HALL

ENTERING MAIN SUITE DOORS

1. Be sure that the magnetic stripe on the back of your OneCard (your picture is on the front) is facing to the right and closest to the door.
2. Insert your OneCard at the top of the card reader slot and slowly drag it down until you see the red light come on.
3. Swipe the card downward fully through the card reader slot while the red light is still on. If the red light disappears before you get this step completed, remove your card and perform step 1 again. **DON'T** swipe your card upward; only swipe from top to bottom in the card channel.
4. If the card read has been successful, the green light will flash repeatedly and the lock will unlock.
5. If the red light comes on and the lock doesn't open, you may not have privileges for this door or your card may not have been read completely. Try steps 1-2 again and see if the result is different.
6. If you perform steps 1-2 and still get a red light, Residential Life Office to determine if your privileges have been correctly assigned for the door or if you may need a new OneCard.

BEDROOM DOOR ACCESS

- To unlock a bedroom door, use steps 1-4 above. After the door is unlocked it will remain unlocked until you If you want to lock the door from inside the room, close the door and press the button on the back of the card reader. The button will turn red and the door will lock.
- If you want to unlock the door from the inside, press the button on the back of the card reader again. The button will turn green and the door will unlock.
- If you want to lock the door when you are leaving your room, you must first close the door. You can't lock the door unless it's closed. This is a convenience feature to prevent locking yourself out of the room. Swipe your card downward once in the card reader channel just as you did to unlock the door. The light will turn red and the door will lock. **DON'T** swipe the card in an upward motion or move the card up and down in the channel multiple times.

If you swipe your card, the red light flashes repeatedly (9 times) and then turns to flashing green and the lock opens, this is a **low-battery indicator**. Submit a FWR so that the batteries can be replaced.

If there is **no light showing** on the card reader, this may be a sign of dead batteries in the lock. It may also be a sign that the computer in the lock needs to be reprogrammed. Complete a Facilities Work Order so that arrangements can be made to service the lock. Contact Security if you cannot access your room.

It's unlikely that you will ever be locked out of your bedroom in James, but you can be locked out of the suite. **Be sure to take your OneCard with you when you leave your suite to prevent being locked out.**