

# TIPS FOR USING ROOM LOCKS

## CASSAT AND EVANS HALLS

### UNLOCKING YOUR DOOR

1. Position your card above the channel on the left side of the card reader and have the magnetic stripe on the back of the card (your picture is on the front) facing to the left. Draw the card down through the channel once. **DON'T** swipe the card in an upward motion or move the card up and down in the channel multiple times. Once in a downward motion is all that's required.
2. If the card has been successfully read, the light at the top of the reader will flash green and the lock will unlock.
3. If the card is not read successfully, the light will flash red and the reader will beep. Repeat steps 1-2.
4. If you perform steps 1-2 several times and still get a red light, check with your RA or the Residential Life Office to determine if your privileges have been correctly assigned for the door or if you may need a new OneCard.

### LOCKING YOUR DOOR

- 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.