

How to Use the Electronic Access System

September 2003



Slide your URI ID card **from LEFT to RIGHT**.



- Position your URI ID card as shown, and slide it smoothly through the lock from **left to right**.
- When the indicator light turns to steady green and you hear the door unlock, pull the door open.
- The door will remain unlocked until you slide your card again to lock the room before leaving.

Indicators:	Status:	Action:
Blinking green light	Door locked	Slide card to unlock door
Steady green light	Door unlocked	Slide card to lock door when leaving
Multiple beeps and a red light	Error: no access rights; damaged card; lock problem	Try several times. Report problem; see #2 below. Use departmental card to gain access; see #4 below.

Note:

1. If you have questions about how to use the locks, please contact the Facilities Services Access Control Office at 874-4577 or access@etal.uri.edu.
2. If you are assigned by Scheduling to a room with the Electronic Access System and have trouble using your card to gain access, contact the Facilities Services Access Control Office at 874-4577 or access@etal.uri.edu, or the Campus Access Office in the Memorial Union at 874-2055 to check your URI ID card.
3. To make access arrangements for someone who will cover a class for you, contact Scheduling at 874-2817.
4. Department offices near each room have a departmental access card and can assist you during normal business hours if your class needs timely entry. **The departmental access card for this room is located in:** _____
5. All other room doors must be closed before the main door can lock successfully.
6. Locking the room helps to secure the facility and helps to ensure that it will be in working order for the next class.
7. Unlocking and relocking the room limits your liability for the equipment.

How to Use the Electronic Access System Stand-alone Locks:

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Slide your URI ID card **from TOP to BOTTOM**



- Position your URI ID card as shown and slide it smoothly through the lock from **top to bottom**.
- A **red** light will indicate the card has been detected.
- While the indicator lights blink **green**, open the door.

Note:

1. If you have questions about how to use the locks, please contact the Facilities Services Access Control Office at 874-4577 or access@etal.uri.edu.
2. The door will lock **automatically** once the green lights stop blinking (about 8 seconds).