



Using the Electronic Lockset Key Card

Always remember to take your room card with you when exiting your room. The doors automatically lock when closed. You may change the PIN number on your card to a different 4 digit combination. Locate the kiosk in the building or the nearest building. Never write the PIN number on your card.

Lockset Lights

The lock uses the red and green lights to communicate with the users as follows:

Normal Operations

Solid Green and Solid Red:	Waiting for PIN input
Green:	Valid card, access granted
Red:	Invalid card or PIN, access not granted

Routine Error Conditions (report to Community Center or Security)

Red After 6 seconds:	Card could not be read (bad card or bad reader)
Solid Green and Blinking Red:	Low batteries
Red and Green Alternating:	Card not yet valid (future activation)

Infrequent Error Conditions (report to Community Center or Security)

Blinking Red:	Blocked Lock
Blinking Green:	Lock is unlocked and in Office Mode
Blinking Green and Red together:	All users disabled