

Lab Access Procedures

To Open/unlock the Lab Door

1. Swipe your RIT ID card
2. Enter your 5-digit PIN, then press **#**
3. The indicator light should change from **red** to **green**, you should here the lock click, and the door should be unlocked

To Lock the Lab Door

1. Swipe your RIT ID card
2. Enter your 5-digit PIN, then press **#** - you should hear two beeps
3. Enter 'star-5-pound', ***, 5, #**. You should hear several beeps.
4. The indicator light should change from **green** to **red**, you should here the lock click, and the door should be locked and alarmed - **always verify the door has locked**

To Lock the Lab Door

5. Swipe your RIT ID card
6. Enter the **first four digits** of your 5-digit PIN - you should hear two beeps
7. Enter 'star-5-pound', ***, 5, #**. You should hear several beeps.
8. The indicator light should change from **green** to **red**, you should here the lock click, and the door should be locked and alarmed - **always verify the door has locked**

Other Readers/Doors

There are other reader/door types; these can use swipe-only, PIN-only, or swipe-or-PIN. This type of reader/door unlocks briefly to allow entry, and then locks again. These doors should not be propped open (it can trigger alarms to Public Safety, and they may send officers to investigate). Examples: GOL2419 (kitchen), GOL-2512 (printer room), GOL-2410 (Security Lab) GOL-2660 (Grad Lab) and GOL-2670 (Open Lab).

Previously, the readers on the third floor in building 70 used 4-digit PINs. In the spring of 2020, most if not all of these rooms were changed to use the 5-digit PIN plus '#' for access. The instructions below might be needed if you encounter a door/reader that was not changed:

Lab Access Procedures (3rd floor)

To Open/unlock the Lab Door

1. Swipe your RIT ID card
2. Enter the **first four digits** of your 5-digit PIN
3. The indicator light should change from **red** to **green**, you should hear the lock click, and the door should be unlocked
4. To lock, use steps 1-3 above, then use the **'*,5,#'** sequence, and the lights change from **green** to **red**. **Verify the door has locked.**

