**IST/CSEC/IGM Lab Access Procedures (2nd floor)**

**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**

**IST 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 here the lock click, and the door should be unlocked

**To Lock the Lab Door**

1. Swipe your RIT ID card
2. Enter the **first four digits** of your 5-digit PIN - 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**

**Other Readers/Doors**

The lab readers/doors require you swipe your ID card and enter a PIN as outlined above, and that the doors be unlocked to enter, and locked when you leave.

There are other reader/door types; these can use swipe-only, PIN-only, or swipe-or-PIN. This type of reader/door unlock briefly to allow entry, and then lock 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).