

Card Reader Instructions



- 1) Swipe your Campus Card with the magnetic stripe facing the keypad
- 2) Wait for the alternating Red and Green lights to flash
- 3) Enter your 4-digit PIN code and then the # key
- 4) **If the Green light lights up the door unlocks**
- 5) **If the Red light lights up the door remains locked**

For any door access issues, please contact your Departmental Administrator.
For afterhours support, please contact the Department of University Safety at 613-520-2600 ext 3612.