Global Locks: How to Make Them Work for You!

All of our Raider Rooms now have global locks. This new locking system gives instructors more freedom with their classrooms. The previous locking system kept the rooms locked. These locks could only be unlocked for a short period of time by the instructor’s Tech ID card. Now, instructors can choose to keep their room locked or unlocked for the duration of their class period!

To Unlock a Raider Room:

- Locked Raider Rooms will display a red LED light in the card reader
- Unlocked Raider Rooms will display a green LED light in the card reader
- Hold your Tech ID card near the black card reader OR slide your card through the mag card reader on the side (if it is available).
- The lock will go from red to green.
- When the lock is green, the door is unlocked.
- Holding up the card once will unlock the door for 8 seconds.
- The door handle does not turn due to the locking mechanism. Push (or pull as necessary) to open the door.

To Keep a Raider Room Unlocked for a class period:

- Hold up your Tech ID card once to unlock it for 8 seconds.
- Then hold it up a second time while the lock is still green.
- Additional beeps will sound and the lock will stay green for the duration of the class.

ID Access

Instructors must use their Tech ID to unlock a Raider Room. As an instructor of record, their access is automatically added to their card. Access is tied to their R#. If an instructor ever needs to replace their card, it will already have access as their R# will not change with a different card.
Teaching Assistants can also have access added to their ID card. Instructors can contact the operations staff at operations.raiderrooms@ttu.edu to confirm their TA's R# and the room in which they will be teaching. This can also be done with guest speakers. (If a guest speaker/lecturer is not a TTU employee, a temporary access card can be issued).

**Proximity Cards**

Most Tech IDs issued now are proximity cards. This means that there is a chip implanted in the card which makes it unnecessary to use the mag card reader. We encourage the use of the proximity ID function, as it will not wear out the card as quickly as a mag card reader will.

A proximity card will look like this on the back:

- There will be a HID logo in the corner as well as a row of number above the magnetic strip.

If you or your TA does not have a proximity card, you can:

- Go to the ID office at the SUB
- Bring your existing ID with you
- Exchange it for a proximity card for free!

If you have any questions about door locks and access, please let us know!

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