## **ELECTRONIC LOCKS**

The following explanation refers to the operation of electronic locks on bedroom doors that are within apartments.

Except on bedroom doors within apartments, electronic locks remain unlocked for about 5 seconds after a valid card is used. After 5 seconds the electronics cause the mechanical assembly to lock. The door may be opened from the inside but remains locked on the outside. This is the standard mode of operation.

This standard mode is not suitable for doors within apartments because it would inhibit residents moving freely around the apartment. Every time a resident left a bedroom they would return to a locked door and therefore would have to carry their key card with them at all times. To enable residents to move between the shared areas of the apartment and their bedrooms, the locks on bedroom doors are programmed in 'passage mode'.

In effect, what passage mode allows is the lock to be toggled by card swipes between locked and unlocked states, and once swiped, the lock remains either locked or unlocked until the next swipe. Swiping an open lock will switch it to a locked state and swiping a locked door will switch it to an unlocked state.

It is important to remember that because the electronics control the mechanical assembly in the lock, using the dead shot bolt on the inner side of the door is ineffective when the lock is in an unlocked state. In this case to obtain privacy in your room you need to open the door and swipe the lock to switch it to an unlocked state. Then, using the dead shot bolt, you get added privacy which prevents access by master cards.

It is also important to remember that if the lock is in a locked state and you leave the room, you will need your key card to re-enter.