

# Green/Red Card Function

Most buildings have a main exterior door that is scheduled to unlock during business hours on school days. For example, some elementary buildings exterior door are scheduled to be open from 8:30 AM to 4:30 PM on school days. Outside these times (before 8:30 or after 4:30), if you scan your Green Card on your exterior door it will (should) unlock and remain unlocked until you scan the Red Card to lock the door(s). A scheduled task runs each night at 10:00 PM to lock all Green/Red Card doors.

The Green/Red Card eliminates the need to manually unlock or prop open that door for events like P/T conferences, book fairs, etc. The advantage is if the building is put into lockdown, the door will lock. That is not the case if you manually unlock or prop open a door.

As currently programmed, the cards will only work on your main exterior door. In theory, they can be programmed to unlock multiple doors although, that scenario has not been tested yet. Additional cards can also be programmed to work on different doors if there is a need.

Three sets of cards were issued to each building. One for the Principal, one for the office, and one for your custodian. If you responded to the email inquiring about these cards they are still active. All other cards have been deactivated.

**Warning: if the Red card is used when your door is scheduled open, the schedule is overridden and the door will remain locked until the next schedule period.**

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