

## Proper LincPass Presentation to Card Readers

Below are instructions on the proper techniques of presenting your LincPass to a Card Reader when requesting physical access to a building or room.

1. Remove your LincPass card completely from the badge holder.
2. Present the picture side of the LincPass card towards the reader and place directly on the left protruding side of the reader in a portrait manner.
3. The top of the LincPass card should be positioned just below the Red light and held stationary for approximately three seconds.
4. Once access authorization has been confirmed, the light on the reader will flash from RED to GREEN for approximately five seconds, indicating access granted.



5. If you did not open the door in time, present your LincPass card to the card reader again.
6. There are two common reasons why physical access would be denied. One reason is that access is only allowed during certain hours of the day or days of the week. The other reason is that the card holder is not authorized to enter the area. The *uncommon* reason why access is not granted is because either the card or the card reader had malfunctioned. Make note if the card reader does not react to your card audibly with a beep and if the light doesn't flash momentarily. If access is not granted or the card

reader does not react to your card by beeping and flashing the red light, contact your local Facility Administrator for assistance.



7. If you continue to experience problems accessing the facility or other areas, contact your local Facility Administrator for assistance.