

Door Access in the RES Vivarium

1. **Individual Access PINs:** All researchers are now assigned their own Personal Identification Numbers (PINs) for accessing the RES Vivarium.
2. **Obtaining Access Code:**
 - If you have not received your access code, please contact DLAM via email: dlam@unthsc.edu , phone at the main line, 817-735-2017, or visit RES 127 in person.
3. **Usage Guidelines for Access Codes:**
 - **Confidentiality:** Do not share your access code with anyone.
 - **Compromised Codes:** If you suspect your access code has been compromised, inform DLAM immediately to regenerate a new code.
 - **Entering the facility:** If you are entering the facility with your code, do not allow others to enter behind you unless they work with you in your lab. It is crucial that everyone inputs their own code to gain access to the facility. This protocol is essential for maintaining security.
4. **Entering Access Code:**
 - When entering your access code, the display should indicate 'VALID'. See Image



- If the display shows 'INVALID', double-check the code for accuracy. See Image



- **Important Note:** If the code is entered incorrectly multiple times, the screen will lock up for one minute. Wait without pushing any buttons until the screen is blank, then re-enter the accurate code.

5. Push-to-Exit Buttons:

- At the exit of each door, there are now push-to-exit buttons.



- **Operation:** Depress the button fully and wait for one second to exit.
- **Automatic Doors:** If the door is automatic, it will open upon pushing the exit button.
- **Note:** Do not hold the button down and attempt to exit simultaneously.

6. Emergency Exit Procedure:

- If the push-to-exit button does not work, locate the small red button (refer to picture) under the push-to-exit mechanism.



- **Operation:** Hold down the red tab for 10 seconds. This action will release the magnets, allowing the door to open.

7. **Seeking Assistance:**

- If you encounter any difficulty with door access or the exit procedure, contact DLAM:
 - Flag down a technician.
 - Call the main line 817-735-2017
 - Visit the DLAM office in person at RES 127
 - Contact someone at DLAM. See [Contact List](#) on the [DLAM website](#):