

Trouble shooting the automatic doors for Snowden Library:

1. If malfunction occurs during the work day, notify Bob Dick.
2. If malfunction occurs at night or on weekends, determine whether the problem is related to the doors and timing (won't shut, won't open, won't open at the right time, etc.) or to the card access system.
3. If timing is off or non-existent for the doors, reset the door mechanism.
 - a) Take a paper clip and stick in the small hole on the locking mechanism.



- b) Hold the paper clip in the small hole for about 10 seconds. You will feel some pressure/resistance as you trigger the reset button.
- c) The doors should be reset and should work again. Bob Dick is really the only one that can fix a further problem and needs to be notified and/or the library staff and security need to make arrangements for securing the entrance depending on the particular way the doors are malfunctioning. Even if the reset is successful, an e-mail should be sent to Bob Dick so that he is aware of the problem.