

ACCESS CONTROL SYSTEM

HOW TO GET AN ACCESS CARD

- You will be issued an access card/badge on your first day of employment at NCI-Frederick.

HOW TO USE THE CARD

- Hold your cardkey near the IN reader.
- Open the door within 10 seconds after the green light appears.
- If the red light comes on, your cardkey may not be authorized for that time or location, or damaged. Use an emergency phone or ext. 1091 for assistance.
- If no light comes on, try again.
- Card out of the building using the OUT reader **as you exit.**
- Do not lend your cardkey to anyone - only you are authorized to use it.
- Do not bring visitor, children or pets with you - only you are authorized access after hours.
- Lost cards should be immediately reported to x1092

The access control system is designed to safeguard NCI-Frederick personnel and property and should not be misused. If you encounter any problems in operating the system, please use an emergency phone located near the door or call x1091.