



Lab Alarm & Lock Procedure for 207 Olscamp Hall

Obtaining the key or door combination

To use the Olscamp Hall Instructional Lab, you need either a university door key or a combination. The university door key unlocks the right door, and the combination is used to open the left door.

You can obtain the key from Instructional Media Distribution Services, 116 Olscamp, during their normal business hours, 8:00 a.m. to 5:00 p.m. weekdays (8:00 a.m. to 11:30 a.m. on Fridays in the summer). You can obtain the combination from Ginny Pinkelman in the Office of the CIO, 209 Hayes Hall, during their normal business hours, 8:00 a.m. - noon and 1:00 p.m. - 5:00 p.m. weekdays. Combinations will be provided to instructors who have standing reservations only.

Entering the lab

- Instructional Media Distribution Services is responsible for turning the lab alarm off when a class is scheduled to meet. Then all you will need to do is unlock the door.
- To unlock the door on the right, use the door key.
- To unlock the door on the left, use the door combination code. Enter the five digit code and turn the door handle. If the code has not been properly entered, wait for three beeps from the keypad and then attempt again. Keep in mind that when the door closes, it will automatically lock.
- The main room lights are located at the back of the lab (by the doors); and dimmer switches are located at the front of the lab.
- If you are not able to get access to the lab because your code or key does not work, check with the staff in Olscamp 116.

Leaving the lab

- The instructor should be the last person to leave the lab and is responsible for turning all computers and lights off.
- To turn off the lights, the dimmer switches in front of the lab must first be turned off. Then the room lights can be turned off using the switches in the back of the lab by the doors.
- Make sure both doors are closed when you leave. The doors should automatically lock when closed.