

Our Lady of Perpetual Help uses an electronic access control system on most of our exterior doors and some of our interior doors. The controls automate the locking and unlocking of each door. The system can be programmed to unlock certain doors during events such as Mass (or your event) and then lock those doors at a certain time. We can also provide credentials for individuals to access certain doors during certain times.

Our Lady has three types of credentials that can be used:

- Access Card (the same size as a credit card but a little thicker)
- Key Fob (about the size of a silver dollar with a keychain ring)
- Smartphone app.

We are happy to provide EITHER an access card or a key fob. The smartphone app is free to download and we can offer that as a secondary way to unlock doors. Instructions for downloading, registering, and using the app can be found on our website's "Calendar Request" page. If you already have an RFID device for your work or personal use, we would be happy to try registering that same device with our system.

To use these credentials, you'll notice an access control point next to the exterior door. It looks like a small black rectangle with colored light at the top. If the light is red, the door is locked. If the light is green, the door is unlocked. If locked, simply place your credential up to the access control reader and when the LED turns green, the door will unlock. In general, the door will remain unlocked for three seconds and then will lock again.

Event Unlocking:

We can set up any number of doors to automatically unlock for a set amount of time. A diagram can be found on our website's "Calendar Request" page that labels the locations and names of the different doors around campus. To increase building security during your event, we encourage you to schedule the doors to lock at some point after your event's start time, but you are allowed to leave them unlocked for the duration of the event.

Since the doors will unlock whether there are people present or not, it is crucial that Tech@OurLadyGC.org be informed if an event is canceled. You can also call the Church Office at 614-875-3322 to let us know about a cancelation.

At no point should you let someone borrow your credentials! They are yours and you are responsible for them!

PLEASE DO NOT LEAVE DOORS PROPPED OPEN. Propped doors allow A/C to leak out, debris to blow in, and are often forgotten about at the end of an event.