

**Keyless Entry Points are found  
at the following locations:**

- Chab Weyers Education Hixson Lied  
Art Building (Southeast Door)
- Butler Gymnasium (South Door)
  - Communications Building  
(East Door, Main Entrance)
  - Frees Hall (East Door)
  - Fuhrer Field House  
(West Door, Main Entrance)
    - Gaylord Hall  
(Southwest, Lower Level Entrance)
  - Hansen Hall (South Door)
  - Perry Campus Center  
(Lower Level, Southeast Door)
  - Sheldon Hall (South Door)
- Lied Science and Math Building  
(West Door)
  - Smith Hall (East Door)
- Whitcomb Lee Conservatory  
(Northeast Door)
- Butler Exercise Room (Interior Door)



**DOANE  
COLLEGE**

**SAFETY AND SECURITY**



**DOANE  
COLLEGE**



**Using Keyless Entry  
Points On Campus**

Effective August,  
2008

The keyless entry system at Doane makes life safer and more convenient for Doane students on a daily basis. Using the entry points can be as quick and easy as the swipe of a card and can be completed in a few sim-

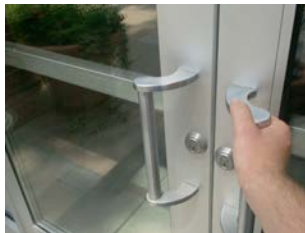
**1.** Locate the card reader on the outside of the building that you want access to. If it is flashing red and green, it is locked; so you must use your card to enter.



**2.** Situate your Doane Photo ID card in your hand so that it is completely visible and can be easily read.



**4.** Swipe the ID card in a downward motion. If the door was opened you will likely hear a beep followed by a click.



**3.** Hold your ID card with the back facing the device just above the card reader.



**5.** Open the door and enter the desired building.



## Other Helpful Information for Using the Keyless Entry System

- If the keyless entry point doesn't work at first, try again. If problems persist, contact the Doane Safety and Security Office.
- DO NOT PROP DOORS! If a door is left open, a silent alarm will sound.
- Keep your ID card in good condition, it will help to eliminate any difficulties you may encounter when using the keyless entry system
- If you damage or misplace your ID card, please report it to the Safety and Security office immediately. You can obtain a replacement card in the business office.
- To contact the Safety and Security office, call (402) 826-8669 or email [doanesafetyoffice@doane.edu](mailto:doanesafetyoffice@doane.edu)