

**Procedure for Entry to NSRL Target Room During Controlled Access Mode
(Using Iris Scan, Key-Tree and HID Edge Reader Integrated System)**

NOTE: New users enroll in Bldg 911, Room A128 (telephone extension 7007)

1. Go to the experimental access area. From a distance of about 10 inches look into the iris scanner and center the bridge of your nose with the green dot seen in mirror.

NOTE: There are two up/down buttons on either side of the scanner to adjust the scanner alignment for proper recognition.

2. Follow the instructions of the iris scanner automated voice command.
3. Choose key #1 or the next available key from the Key-Tree. You have four seconds to retrieve a key.

NOTE: Once the key is removed, you cannot access the Key-Tree again until a second iris scan. You cannot retrieve two keys at the same time without a violation.

NOTE: Each key has an RFID tag. Each tag has a unique ID based on its slot position in the Key-Tree. Each key is labeled with the number of its corresponding key slot.

4. Take the key to the adjacent control panel to the left of the iris reader. Observe that the YELLOW Controlled Access light is on (2nd light from top).
5. Request access from MCR Operations via the intercom. Identify yourself to the MCR operator by giving your name and ask for a release (opening) of the door.
6. Present the RFID tag within approximately 1 1/2 inches of the Edge Reader until the Green indicator light at the top of the Edge Reader is illuminated.

NOTE: The Edge Reader is the black box clearly labeled "HID Edge Reader" located close to the access gate.

NOTE: The access doors will open automatically.

NOTE: Do not manually open the doors.

Caution: The doors will open automatically towards you.

7. Important: Take the key with RFID tag with you into the target room.

Caution: Beam can not be sent into the target room unless all keys are properly returned to the key tree. Therefore, taking the key with you into the target room is important for your safety.

8. To leave the target room, use the intercom (or telephone) on the target room side of the doors and ask the operator for a release (opening) of the doors.

Note: You do not need to give your name to exit, and you will not use your key to exit.

Note: The doors will open automatically (swinging away from you this time).

Caution: Unless there is an emergency, do not manually open the doors.

In an emergency, open the doors manually and exit.

9. Proceed to the iris scanner for iris system logout and key replacement.
10. From a distance of about 10 inches look into the iris scanner and center the bridge of your nose with the green dot seen in mirror.
11. Upon recognition by Iris scanner, put the key back in the slot of origin within 4 seconds.

NOTE: You can only return the key to the same slot that you took it from. Any attempt to put the key in another slot will prove futile. Each key is labeled with the slot number on the Key-Tree.