



Guide to Card Access System

Milton Academy has a card access system in many buildings. This system is designed to help keep you and your belongings safe.

What's what??



ID

Your ID will get you into buildings you have permission for. MA policy requires you to have your ID in your possession at all times, while on campus. Lanyards, for wearing IDs, are available at Campus Safety.

Card Reader

The card reader is what you pass your card access card/FOB near. There are card readers both inside and outside of most doors.



Motion Sensor

This equipment tells the doors to let the door open without setting off the alarm.

DMA

This is the most important part of the access control of your door. This unit tells the door to allow or deny entry or exit. It also is the alarm.



Time Schedule

The card access system is working 24 hours a day.

Many doors on campus are locked 24 hours and require you to swipe in, and sometimes out, of a building.

The different divisions of Milton Academy work on different time schedules. If you are wondering when doors open and close, please contact Campus Safety directly so you can have the most up to date information.

Alarms

You must pay attention when exiting a building. Sometimes you may set the alarm off by accident. Here is how you exit a building without causing an alarm to sound.



RED LIGHT

Do **NOT** open the door. RED means stop. The alarm will sound.

Make a large movement with arm to activate the motion sensor. The DMA light should turn green.

GREEN LIGHT

You are **OK** to open the door. Green means go. The alarm will not sound.



You may hear a series of short beeps. That indicates the door has been held open too long. You MUST shut the door as soon as possible. If you do not shut the door, the alarm will sound.

If you set off the alarm by accident, please call Campus Safety at 617-898-2911. Campus Safety will respond as soon as possible to silence and reset the system.

Please call Campus Safety if you are having problems with your ID. We will try to fix the situation as soon as possible.

Welcome to



Milton Academy