

# Keele Undergraduate Residence Electronic Lock Operating Instructions

**IMPORTANT:** Your door does not automatically lock when it closes. Always lock your door when leaving.

## Know Which Card You Use

### YU-card

Stong Residence  
Vanier Residence  
Winters Residence

Hold (tap) your physical or mobile YU-card against the lock reader to unlock and lock your room or suite door.

### Onity Keycard

Bethune Residence  
Founders Residence  
Pond Residence  
Tatham Hall

Insert your Onity keycard into the lock to lock and unlock your room or suite door.

## Important: Your Door Does Not Automatically Lock

- Regardless of which lock system is used in your building, your room or suite door does not automatically lock when it closes.
- These lock systems help prevent accidental lockouts and allow residents to control when their room or suite is locked.
- In shared rooms and suites, roommates and suitemates can still access the space using their assigned access card, even when the deadbolt is engaged.

## For your safety and the security of your belongings:

- Always use the deadbolt when you are inside your room or suite.
- Always use your card to lock your door when leaving your room or suite.
- Always confirm that your door is locked before walking away.
- Never leave your door unlocked.
- Never lend your keys, YU-card, or Onity keycard to another person.

## Lost, Stolen, Damaged, or Non-Working Access Cards and Keys

- Report lost or stolen keys and access cards immediately. **Follow the instruction on the [Lost/Broken Key Information page](#) to report lost/stolen keys and get access to your room or suite.**
- If your key, keycard, or YU-card is not working properly, contact your Housing & Conference Services Office.
- Residents are responsible for all applicable replacement and lock change charges.
- Residents using an Onity keycard should [submit an online maintenance request](#) if both the red and green lights on their lock are flashing.

## Responsibility

York University is not responsible for loss, injury, or damage resulting from a resident's failure to follow these instructions, including leaving a room or suite unlocked or using keys or access cards improperly.

## Resident Acknowledgement

- I confirm that I have read and understood these instructions and agree to comply with them.
- I acknowledge that I am responsible for all keys and access cards assigned to me and for any applicable charges associated with lost, stolen, missing, or damaged keys or access cards.