INFORMATION

ABOUT THE

LU-CARD
ACCESS

Basic access for this card is allocated automatically within 24 hours, based on where you are registered.

In some buildings, access is managed manually. In that case, you must contact a local administrator (caretaker, reception etc.).

If you need extended access, please contact a local administrator. This applies even if you have automatically been granted basic access.
PIN CODE
The code for the card is sent to the card holder’s University email address (...@xx.lu.se) on the day it is issued.

If you forget your code, you can retrieve it by logging in with Lucat/Stil on www.lu.se/lukortet.

Your card and PIN code are personal and are not to be shared.

You cannot change your PIN code.
LU-READER
The LU reader scans the card without contact.

Simply hold your card in front of the reader.

The reader’s light signals
Green - the door is unlocked.

Red - access denied.

Alternating red/green - wait for a new light signal.

Flashing yellow - enter your PIN code
The LU reader scans the card without contact. Simply hold your card in front of the reader.

The reader has a display that show current status and gives instructions.
SALTO UPDATING READER

Salto replaces keys for employees. The card needs to be updated daily by holding it in front of the reader.

The reader’s light signals

Flashing **blue** - keep your card in front of the reader. This can take up to fifteen seconds the first time you update a new card.

**Green** - update successful - you can remove your card.

**Red** - update unsuccessful.
SALTO LOCK
Hold the card in front of the lock’s black reader.

The lock’s light signals
Green - door unlocked. Press the door handle down to open.

Red - card not updated or unauthorised to enter.

Flashing red three times and then green light — battery needs replacing, but the lock is still working.

Report this with the room number and building to lukortet@lu.se
SALTO CYLINDER
The indicator in the cylinder is in a ring between the metal and the black component. Hold the card in front of the cylinder.

The cylinder’s light signals
Green - cylinder activated. Turn the knob like a key to unlock/lock the door.

Red - card not updated or unauthorised to enter.
Flashing **red** three times and then **green** light - battery needs replacing, but the lock is still working. Report this with the room number and building to lukortet@lu.se

Flashing **orange** - the cylinder is out of order. Report this with the room number and building to lukortet@lu.se.

**LOST CARD**
If you lose your card, it will be automatically blocked when you get a new one at one of the card stations. For opening hours, see www.lu.se/lukortet.
CONTACT
For more information on the card and the card stations, see www.lu.se/lukortet.

To report malfunctioning cards, locks or readers, send an email with room number, building, card number and Lucat/Stil ID to lukortet@lu.se

For emergency opening of locks, please contact the University’s emergency service officer: 046-222 07 00.

Does not apply to LU accommodation!