

April 2021 BLC Card access system upgrade FAQ

1. Brief overview: When did we get the existing system? Why are we getting a new system?

Our old system was installed on two doors in 2011. The system worked well but had limitations such as requiring a stand-alone computer to service it. The software was outdated and no longer supported. Making a change before the system broke down was essential to ensure smooth access and operations. When considering our needs, we were able to incorporate another door (the Perrin Street accessible entrance!) to our access system.

2. Important Dates:

Installation was completed on April 14, 2021. The old cards no longer work, and a new card will be required to unlock the exterior doors. If you have not already received direct contact with a link to the new card request form, please contact the church office. We've been working hard to avoid a gap in service for any of our users. If you have any questions or concerns, please reach out to Beth Schoenfeld or Bob Stolze.

3. What doors are affected by this change?

Only the exterior doors are affected. The doors inside the building are not changing. Existing metal keys for those will continue to work as before.

Card readers will be located at the office wing door, the school parking lot door, and the Perrin Street entrance by the elevator. Other exterior doors cannot be opened from the outside. This is the same as it has been, with the addition of the Perrin Street entrance.

4. What is the process for making the change?

To maintain access, you will need to provide the information on our new access registration form. [Click here to access that form](#) or contact the church office for assistance or to request a hard copy. Once we've received your form, we will make arrangements to get the card to you through designated drive-thru pick up times or by appointment, if necessary.

5. Will my current card work with the new system? Who can have a card?

No, your old card will not work with the new system. Anyone engaged in Bethlehem's ministry or who uses Bethlehem's facility (upon agreement to the terms) can request an access card. If you would like to have a keycard for access (whether you already have one or are a new requestor) you must [fill out the form](#).

6. What should I do with my old card?

Your old card will no longer work with the new system. Since the card contains no hazardous materials it can be recycled or put into your regular trash.

7. What else is different?

Our new system allows us to program specific times for the doors to be automatically locked and unlocked to accommodate events happening inside of our facility. We will be working with leaders and event facilitators in the coming weeks to train them on the new protocols.