

# 4700 Lincoln

## Alarm System Instructions

1. Departing the Building
  - a. If you are the last person leaving your firm, enter your alarm code into the reader at your suite, followed by “away” or (\*). (If you do not know your code, please see Rita).
  - b. If you are the last person leaving the building, enter your alarm code into the reader at the lobby vestibule, followed by “away”.
  - c. If you think you are the last person leaving the building, you may enter your alarm code into the reader at the lobby vestibule, but if there is someone else in the building that has not armed their suite, the alarm activation will be ignored.
  - d. As a failsafe in case the alarm is not activated, the lobby vestibule reader will try to automatically arm itself at 10:00 p.m., 12:00 a.m. and 2:00 a.m. If it is unsuccessful at 10:00 p.m., it will try again at 12:00 a.m. If it is unsuccessful at 12:00 a.m. it will try again at 2:00 a.m.
    - (1) If you are in the building working at 10:00 p.m., a few minutes before 10:00 p.m. the reader will sound a series of beeps to warn you it is about to automatically arm. Simply enter your code into the reader for your site and it will not arm. Repeat these steps at 12:00 and 2:00 also.
2. Your FOB will automatically open and close the secured parking area upon presentation to the reader. (Note: The secured parking area is automatically disarmed, and the north side of the gate remains open from 7:15 a.m. to 5:45 p.m. during normal business hours.) Disarming/arming the secured parking area does not disarm/arm building.
3. Should you need assistance, please contact Rita Phagan with Chavez-Grieves at 259-7661 (cell), 344-4080 x 1267 (office), or 342-6236. If I am unavailable you can contact Rich Rosley with A-Tech Security at 821-5777.