

4700 Lincoln Alarm System Instructions for Suite 102

1. Departing the Building:

- a. If you are the last person leaving your firm, enter your alarm code into the reader at your suite and press 0, followed by "away" or (*). (If you do not know your code, please see Justin Banghart).
 - 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 and interior suites 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 at the front or back main entrances and the suite you are in if equipped with a keypad by exit doors (or step out and FOB in) and it will not arm. Repeat these steps at 12:00 and 2:00 as needed. If the alarm dose set and you set the alarm off, Simply enter your code into the keypad at the front or back main entrances and the suite you are in if equipped with a keypad by exit doors (or step out and FOB in) and it will disarm the alarm.
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 8:00 a.m. to 5:00 p.m. during normal business hours.) Disarming/arming the secured parking area does not disarm/arm building.
 3. We do have IPS as our afterhours security and they are an armed response security service. If you are working afterhours and they stop by to do a building check and find an exterior door open, they will clear the building and make sure its safe. They will ask you who you are and to identify yourself and the company you work for. If they need more details or confirmation have them contact Justin Banghart at 505-301-6061.
 4. Should you need assistance, please contact Justin Banghart with Chavez-Grieves at 301-6061 (cell), 344-4080 x 1216 (office), or 342-6216. If I am unavailable you can contact Rich Rosley with A-Tech Security at 821-5777.