

To Enter the Building (During Normal Business Hours)

- Present your access card to the reader. Listen for a “click sound” indicating the door is open.
- It is now safe to enter the building.

To Disarm the Building Alarm

- Present your access card to the reader to disarm the alarm system for that given area **ONLY**.
- Office Entrances
 - Interior vestibule
 - North office door
 - West double doors
- DC Entrance
 - Interior vestibule

To Arm the System when Exiting

- Press the "CMD" button in the lower right corner of DMP panel.
- Press the button under "arm".
- Enter code "6250 and push CMD".
- Display will ask "all"?
 - If no one else is in the facility press "yes".
 - To arm by zone press "no".
 - Office will be displayed press "yes" for office or "no" to advance to the warehouse.

Responding to Alarm

- The alarm will only sound on panel in vestibules.
- If the alarm goes off, go to the nearest disarm reader and present your card (Note: The building is divided into 2 zones – office and warehouse. You will need to scan your card at the reader in the appropriate zone).
- You can also disarm at the DMP panel by pressing "CMD, disarm, yes".

Emergency Contacts

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