**Alarm**

When you were employed, you were assigned a four-digit alarm code that can set or deactivate the alarm and a personal password to use for the monitoring company.

Please keep in mind:

* If you set off the alarm, dial the monitoring company number listed on the white sticker on the phone and give your password.
* If you set off the alarm and don’t properly notify the monitoring company, you will be responsible for reimbursing Books and Beyond for the fine if the police are dispatched.
* If you do not know your four-digit code and password, please get it from the HR department.

*Set Alarm*

Make sure the green *Ready* light is on.

Press your four-digit code.

Intermittent beeping will sound.

Verify that the red *Armed* light is on.

*Deactivate Alarm*

Enter the building and go immediately to the alarm keypad.

Intermittent beeping will be sounding.

Press your four-digit code.

Verify that the green *Ready* light is on.