**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.

*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.