

# How to Access Office Buildings and Arm/Disarm Alarm System

## Purpose:

To explain how to get into office building locations and how to arm/disarm the alarm system

## Prerequisite:

- Have access code entered into security system for all locations that will be accessed by employee

## Who's Responsible:

- All active employees trying to access office locations

## Overview:

- All office locations entrance doors are locked 24/7
- Alarm system automatically disarms at 6:00 AM, Monday - Friday
- Alarm system automatically sets at 11:00 PM every day
- Alarms do not disarm automatically on weekends or holidays

## Process:

- Enter last 4 digits of social security number and last two digits of birth year into the key pad located at the entrance of the location you are trying to enter
- If you are the first person entering the building before 6:00 AM Monday - Friday or anytime on the weekends or holidays, go to the security keypad located inside the door, type in last four digits of social security number and then the number 1. This disarms the security alarm system
- If you are the last person leaving the building, go to the security keypad located inside door, type in last four digits of social security number and then the number 2. This arms the security alarm system. **NOTE:** Make sure to check the building to verify that you are the last one in the building. You can use the intercom system in the Mt. Pleasant office to state you are leaving and alarming the system. Wait to see if anyone replies that they are still in the building

## Troubleshooting:

- Submit a ticket to IT [support@jranck.com](mailto:support@jranck.com)

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