Disabling/Enabling Periodicals Door Alarms

1.) Sometimes the alarm needs to be disabled for a certain door because work is being done near that particular exit. If you are sitting at the Periodicals Desk, there is a group of switches to the right of the printer. Each switch has a corresponding number. Each number represents a different door.

2.) To disable the alarm, flip the correct switch, then go to the alarm panel that is mentioned earlier in these instructions. Open it up and hit the "Alarm Silence" button.

3.) To enable the alarm, flip the switch back to its original position, then hit the “Alarm Silence” button.