



Lab Alarm & Lock Procedure for 115 & 116 East Hall

Obtaining the codes

To use the East Hall Instructional Labs, you need a combination code for the door and a four-digit code for the alarm keypad.

You can obtain both codes from Ginny Pinkelman, 209 Hayes Hall, during normal business hours, weekdays 8:00 a.m. - noon and 1:00 p.m. - 5:00 p.m.

Entering the lab

When you enter the lab, you will need to unlock the door with the combination code and turn the alarm off within 30 seconds. The lab alarm is always on when the lab is not in use. When the alarm is on, the red light on the alarm box outside the lab door is illuminated.

To enter the lab when the alarm is on:

- Unlock the lab door by using the door combination code. Enter the five digit code and turn the door handle. If the code has been properly entered, the handle will turn. If the code has not been properly entered, wait for three beeps from the keypad and then attempt again. Keep in mind that when the door closes, it will automatically lock.
- When you enter the lab, you will hear a high-pitched sound indicating the lab's alarm is on. Go directly to the alarm keypad to turn the alarm off. It is located inside the lab on the wall to the right of the door. The message strip on the keypad will be displaying the message "Entry time 30".
- Press in the four-digit alarm code on the alarm keypad and press the on/off button. The light on the keypad should turn green to indicate that the alarm is now off.

Entering the lab and disarming the alarm must be done within the prescribed time frame or an intrusion alarm will be activated. Campus Security will be notified if the lab's alarm has been set off.

Leaving the lab

The instructor should be the last person to leave the lab. All computers and lights should be turned off.

To set the alarm after the students have left the lab:

- Close all doors and stand still for a few seconds at the alarm pad to allow the motion detectors to reset.

- When the message "System Ready" appears on the alarm keypad, press in the four-digit alarm code and press the on/off button.
- The light on the alarm pad should turn red to indicate that the alarm will be activated in 60 seconds.
- You should quickly leave the lab, making sure the door closes behind you. The door will automatically lock when you close it.
- From the hallway you will hear a high-pitched sound going off inside the lab for a short duration when the alarm is activated. You should also be able to see that the red light on the alarm light outside the door is illuminated.