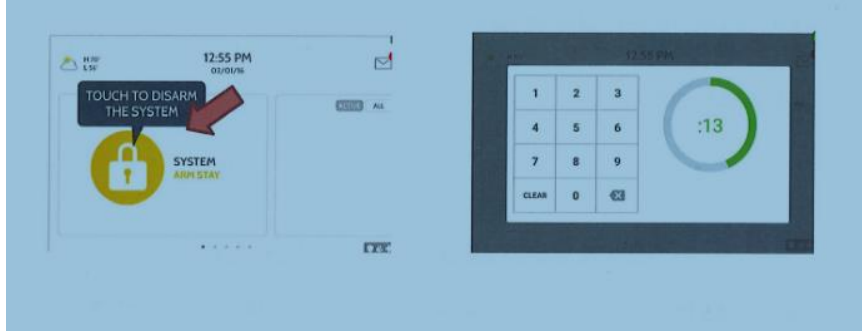


Alarm System for GSCTX Kodosky Building 12012 Park 35 Circle, Austin, TX 78753

✓ DISARMING

Locate the Alarm panel (behind the front reception desk at the Main entrance, or on the wall next to the East doors). It will be beeping.

- Tap the Lock symbol on the screen and enter your personal 4-digit code into the keypad.



✓ ARMING

Closing the Kodosky Service Center Headquarters building/Last person of the day to leave
Walk the entirety of the building and ensure that everyone is out of the building (check restrooms, kitchens, and office areas). Close all internal doors, turn off lights, and ensure that kitchen coffee pots and appliances are turned off.

- Locate the Alarm panel beside the reception desk.
 - Touch the Lock symbol to view arming options.
 - Select “**Arm Away**” and enter your personal 4-digit code into the keypad.



- You will have **60 seconds** to exit the building
- Ensure that the exterior door has closed and locked behind you
- **PLEASE NOTE** if the alarm does not allow you to arm away this is due to an exterior door or window is open somewhere in the building and will need to be secured to arm the alarm.

❖ TRIGGERING ALARM

- If you accidentally trigger the building alarm at opening or closing:
- Use your 4-digit personal PIN to disarm the alarm
- **Call or text Gayla Nakamura @ 512-939-3611** (the number is posted above the alarm panels behind the reception desk and at the East entrance).

Gayla will contact the alarm company to notify them to not send police/emergency resources.