

## To Enter the Building

- Present your card to the reader. It can be held several inches from the reader but, the closer the better. Listen for a “click sound” indicating the door is open.
- It is now safe to enter the building.

### Note:

- Presenting your access card to the reader disarms the alarm system for that given area **ONLY**.
- If you entered through the office, only the office alarm is disabled. Prior to entering the warehouse area present your card to a reader at a door leading to that area.
- As a general rule - It is best to always swipe your card when entering any area with a reader during off hours.

## To Arm the System when Exiting

- Push and hold the white button for 3 seconds and then release.
- Pass through the doorway and close the door securely
- Present your card to the reader

### Note:

- The white button is located on the inside of each entrance that has an alarm access panel.

## Responding to Alarm

- If the alarm goes off, go to the nearest reader and present your card (Note: The building is divided into 2 zones – Office and Warehouse. You will need to scan your card at a reader in the appropriate zone)
- You may call TYCO for assistance at the number below. Identify yourself as a Power Products, LLC employee and provide the building address (N85 W12545 Westbrook Crossing).
- When asked for the pass code, respond with “**New Orchard**”

## Alarm Company

- TYCO Integrated Security (800) 289-2647
- Select option 1.
- Pass code is “**New Orchard**”

## Emergency Contacts

- **Tim Duenkel:** 414.416.1438
- **Ed Welk:** 262.408.3968
- **Alvin Williams:** 262.353.8026
- **Dan Cherney:** 414.698.7216