

Use of CityHive Alarm

Each Tenant is given a unique four number alarm code. Tenants must NOT share their alarm code, or use their code to allow anyone else entry into the building.

ENTERING

To disarm the alarm when entering the building:

1. Unlock the yellow door and enter the building.
 - On unlocking the door you have 30 seconds to disarm the alarm.
2. Flip the cover of the alarm keypad down
3. Enter your personal alarm code using the number key pad
4. Then press the *off* button.
5. The alarm system is now off and you are free to move about the building.

LEAVING

To set the alarm when leaving the building:

1. Flip the cover of the alarm key pad down
2. Enter your personal alarm code using the number key pad
3. Press the *on* button
4. The alarm is now on.
 - You have 60 seconds to leave the building and lock the door.

DURESS

If you encounter problems or are in danger, you can:

- Call the police **9923 4519 or 000**
- Call emergency help **000**
- Call Andrew **0466 694 702**
- Set off the alarm

PROBLEMS

If you make a mistake, just restart the procedure.

If you get confused or there are problems, call Andrew

If it is a false alarm (ie you didn't get your code in correctly or on time) – continue with the disarming process and call Andrew on 0466 694 702 to let him know you are ok.

When the alarm is triggered the Executive Officer (Andrew) is notified by phone that the alarm has gone off.

Andrew will turn up promptly to assess the situation.

