

Principals,

Please set the time and date on your door system / burglar alarm (red keypad panel) by the end of the day tomorrow. To do this:

- 1.) 6016#63
- 2.) Change the time and date in each field using the \* (asterisk) key to jump to the next field.
- 3.) If you make a mistake just hit \* until you exit and start over.
- 4.) Note: If you need to change the AM/PM field on the time just hit any number key (0-9).

Your burglar alarm system and doors schedules will not work properly if the time is wrong. Please check the time and date periodically throughout the year.

Thank you.