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.

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