

### Introduction

These instructions apply to disarming/arming each building within the Freeman School District. Each touchscreen keypad is located near the entrance of each building.



### STEP 1

The keypad will display 'disarmed' if the building is 'disarmed' and 'armed' if the building is 'armed'.

**To Disarm/Arm a building:**

- Press the shield icon to bring up your options



### STEP 2

**Press the desired action:**

- 'Arm' or 'Disarm'

It will then prompt for your code

- Enter your 4 digit pin code and then 'CMD'

The countdown timer will begin. You have 60 seconds to exit.

\*- Your 4 digit pin code must be given to Human Resources for input into Skyward.