

Access and Security at Seekers Church Building

Seekers Church uses state-of-the-art entry and security systems for its building. The systems can initially seem a little complex, but are easy to use if these instructions are followed.

STEP ONE – ENTRY:

You can unlock the street door or parking lot door by putting your four- or five-digit code followed by a * (star) into the box mounted by the door (see picture). You may hear a click as the magnet unlocks and can then open the door.



STEP TWO – TURN OFF ALARM:

When you enter the building, if you hear a steady tone you will need to turn off the alarm. The alarm control boxes are right inside the parking door and across the room from the street door. There are two control boxes: the lower box controls the Lower (street) Level of the building and the top box controls the Main and Upper Levels of the building.

Flip down the cover of the box for the level you are on and enter your four-digit code (no other buttons need to be pushed). If you are opening the whole building, punch in your four-digit code in both boxes.

NOTE: The alarm is armed when the light on the box is red; the building is open when the light is green. If there is no light, shut the entry door. Do NOT enter your code if the light is already green, or you will turn the alarm on.



LETTING OTHERS IN:



Once you are in the building, you can always go to the street or parking doors to let others in – press the green button by the door (left) if the motion detector has not unlocked the door. In addition, you can speak to anyone who rings the doorbell (right) on any Seekers phone and then open the door they are at by pressing “5” on the phone. You also may wish to post your cell phone number on the door. *Note: The outside doors may not be propped open.*



EXITING THE BUILDING:

When you are finished using the building, if you are the last one to leave, please (i) close the iron gate at the top of the main stairs; (ii) turn out lights (emergency lights stay on all the time); and (iii) shut inside doors (to conserve energy). Then simply exit the building, close the door firmly behind you, and make sure it is locked. If you leave before 11:30 p.m., do not arm the alarm when you leave.



IF YOU HAVE PROBLEMS

IF ALARM SOUNDS:

Don't worry if the alarm goes off, but *do* speak to the monitoring service to let them know it is a false alarm. If the alarm sounds, punch in your alarm code to turn off the siren. **ONCE THE ALARM SOUNDS EVEN BRIEFLY, YOU *MUST* SPEAK TO THE ALARM MONITORING SERVICE** or they will summon the police to the building. The monitoring service will call the building right after the alarm goes off, so simply answer the phone and give them the secret password you have been provided. (Phones are nearby – in the kitchen by the Main Level alarm box and in the conference room on the Lower Level.) Note that your password is not the same as your code.

If you are not able to answer the phone in time, or do not hear it ring, call the monitoring service immediately using the number posted near each keypad and on the phone (or use the speed dial button on the phone). Give the person who answers the account number that is posted near the keypad or on the phone, along with your secret password.

CLEARING ERRORS WHEN USING BOXES:

When using the access or alarm boxes, try not to punch more keys than required.

If there is a problem outside with access, push the * (star) key to clear a mistake, but do not push the # key (which may confuse the system).

On the other hand, if there is a problem inside with the alarm boxes, do press the # key to clear any mistakes.

OTHER PROBLEMS?

If you have any problems getting into the building, getting the alarm turned off, or the like, you may call the following Seekers, any one of whom should be able to help you:

- Katie Fisher 240-210-4427
- Pat Conover 301-588-5718;
240-988-8843
- Keith Seat 301-681-7450
- Peter Bankson 703-683-4209
- Denise Leclair 617-694-4450

Some of these individuals are also programmed into the speed dial buttons on the Seekers phones.

OTHER INFORMATION

- Please do not give your codes to anyone outside your group or anyone who does not need them to open the building for your group. Different groups are assigned different codes.
- Your code may be restricted to open only a portion of the building (Lower Level or Upper Levels) and may work only during times or days agreed upon for your use of the building.
- The system records the codes used for each entry, so any unauthorized access to the building can be detected.
- Any opening of an exterior door for even a moment requires the alarm to be turned off to prevent it from sounding and the police from being called.
- Please do not let anyone in whom you do not know. Note, however, that diverse members of Seekers Church, as well as other authorized users, may come and go during your time in the building. Please do not assume that someone you encounter in the building is an intruder.

- Thermostats may be adjusted if necessary by pushing the upper button to make it warmer and the lower button to make it cooler (see picture). A key is required to open the clear cover to access the thermostat, but the up and down buttons can be accessed through a hole on the right side without removing the cover. Please be mindful to conserve resources. Please do not prop any door open and allow conditioned air to escape.



Please feel free to ask Katie Fisher (240-210-4427; space@seekerschurch.org) or Keith Seat (301-681-7450; kseat@keithseat.com) about anything that is not clear.