

NR_key_name: 2F44A25CB829BE70852561960041C4B1
SendTo: senior staff;CN=Chet Rhodes/O=ARRB @ ARRB;CN=Valerie Trzaska-Sails/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 04/06/1995
DisplayDate_Time: 8:06:05 AM
ComposedDate: 04/06/1995
ComposedDate_Time: 7:58:22 AM
Subject: locking-up
Some of you are aware that last night the safe lock on the front door couldn't be locked. This is because the tiny little silver button on the back of the lock (on the inside of the door) had been pushed in. This button is a safety feature that allows one-handed exiting. If you are trying to secure the office and that lock won't lock, open the coat closet next to the door and remove the black key that is hanging on the inside wall. Insert the key around the silver button and turn it until the button pops out. Now you're all set to lock up as usual. Please remember to replace the key back in the closet.If this doesn't make sense or you have questions, please feel free to ask me. Thanks.On another note, I had a voice mail this morning from the receptionist desk extension and it was just the sound of the alarm going off! Did someone have trouble last night? If you set off the alarm, please let me know the next morning. Thanks.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: