

NR_key_name: 8DD7F4C8C555A7AA852565E9006E0B2D
CN=Jeremy Gunn/O=ARRB @ ARRB;CN=Douglas Horne/O=ARRB @ ARRB;CN=Laura Denk/O=ARRB @ ARRB;CN=Eileen Sullivan/O=ARRB @ ARRB;CN=Bob Skwirot/O=ARRB @ ARRB;CN=Ron Haron/O=ARRB @ ARRB;CN=Michelle Combs/O=ARRB @ ARRB;CN=Cathy Rodriguez/O=ARRB @ ARRB;CN=Jerrie Olson/O=ARRB @ ARRB

SendTo:

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo: CN=R ecord/O=ARRB

From: CN=Tracy Shycoff/O=ARRB

DisplayFromDomain:

DisplayDate: 04/17/1998

DisplayDate_Time: 4:07:41 PM

ComposedDate: 04/17/1998

ComposedDate_Time: 4:01:58 PM

Subject: opening and closing
The front door is hanging crooked again and isn't opening and closing properly. If you are locking up the office you need to pull up on the silver handle so that the safe lock bolt can properly latch. Do this before checking the door with your swipe card. If the door isn't latched and opens up don't panic--follow these instructions:1. Turn off alarm pad. If the alarm goes off you'll need to hit reset also.2. The bolt will now be out and the door won't properly close. 3. Turn the alarm back on.4. Retract the bolt by turning the big silver button that says "turn" and exit. When the door shuts it will throw the bolt again.5. Now lift up on the door handle to complete the bolting process.6. Confirm with your swip card.7. Page me if you're still having problems.You may also need to pull up on the door handle to complete the opening process.

Body:

recstat: Record

DeliveryPriority: N

DeliveryReport: B

ReturnReceipt:

Categories: