### 3.11 Alarms – Arming C3C Library System

**Purpose**

The Macquarie University C3C Library is to be armed at all times when not occupied.

**Guideline**

The Control Centre Operator is to remotely arm the C3C Library when the library keys have been returned by cleaning staff or the control room is advised by the cleaning supervisor.

Control Centre staff are to ensure that library staff are not on the premises prior to the alarm being engaged.

To arm the C3C library alarm system utilise the Main Control Centre Computer and

1. Click Configure from Menu Bar
2. Go to Alarm Zones
3. Scroll down to C3C Intruder Alarm Zone
4. Right click on C3C Intruder Alarm Zone
5. Go to Override
6. Scroll down from Override drop down menu
7. Select Armed or Disarmed
8. Press Override now
9. Press Apply

The C3C Library should now be armed.

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**Contact Officer**

Campus Security Manager

**Date Approved**

1 July 2012

**Approval Authority**

Director, Property

**Related Policies, Procedures, Guidelines, Forms or Templates**

Security Services Section – Standard Operating Procedures

**Next Date of Review**

1 July 2013