Title:	Paging System (Headquarters)
Effective Date:	1997
Authorized By:	Library Director
Date of Last Revision:	4-2019

The Paging System is used for emergency announcements and severe weather alerts.

The paging system can be used from any phone in the building.

Dial ext. 5536. You will hear it ring, then there will be several beeps which means you are now hooked up into the paging system. At this time, enter one of the following paging codes:

>00 - all call (for entire building)
>01 - basement
>02 - 1st floor
>03 - 2nd & 3rd floors