

<b>TWP PROCEDURE:</b>		<b>PRO(TWPPO)-040.002</b>
<b>Author: TWPO</b>	<b>OPENING TWP OFFICE</b>	<b>18 August 2004</b> <b>Page 1 of 2</b>

## Opening TWP Office

### I. Purpose:

This procedure describes the steps to open the TWP Office.

### II. Cautions and Hazards:

None.

### III. Requirements:

None.

### IV. Procedure:

- A.** Unlock door in bldg. 82 (doors for blgds. 80 & 81 remain locked).
- B.** Turn on all in hallway lights, and in room #108 & #126.
- C.** Turn on small copier in room #108.
  - 1. Press the grey button on the right side of the copy machine.
- D.** Check fax machine for incoming faxes and distribute as soon as possible.
- E.** Turn copier on in room #126.
  - 1. Press grey button on the front of the copier right below the screen.
- F.** Transfer phone from answering service.
  - 1. Pick up line 7-1186.
  - 2. Dial \*85 (hang up).
- G.** Check for messages with answering service.
  - 1. Call 1-800-687-3407.
  - 2. Tell them you are from the TWP Office and want to know if there were any messages.
  - 3. Type the message into an email and send to recipient.
- H.** Distribute answering service email messages as soon as possible.
- I.** Check voice mail (only if line 7-1186 indicates that there is voice mail).
  - 1. Pick up line 7-1186.
  - 2. Dial 7-5286.

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3. At the prompt, enter the password, 276897 (ARMTWP) then pound (#).
  4. Save any messages that are unclear or have a long detailed message.
- J.** Unlock the personnel drawer in room 102 (key is located in TWP Administrator's top desk drawer in room 102).

**V. References:**

None.