

# How to exit an NGP area that is in the Armed Stay state?

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## Procedure Steps

This procedure requires an NGP user with the Permission profile configured to Disarm areas and to Arm areas and/or Arm areas in Stay mode.

The NGP area is in Armed Stay. Someone wants to leave the area. The NGP user will remain in the area:

1. The NGP user logs into the NGP keypad.
2. User disarms the area using the NGP keypad.
3. User waits for the area to disarm.
4. If necessary, the person leaving will badge out to get a Granted Access.
5. Person leaves the area.
6. The NGP user uses the keypad to Arm the area in Stay mode.

When the last person in the area is leaving:

1. The NGP user logs into the NGP keypad.
2. User disarms the area using the NGP keypad.
3. User waits for the area to disarm.
4. The NGP user uses the keypad to Arm area or to Arm area in Stay mode.
5. If necessary, the person leaving will badge out to get a Granted Access.
6. Leave the area within the Exit Delay time.

## Applies To

OnGuard (All versions)

## Additional Information

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