

**SECURITY SYSTEM NOTES**

Installing/Service Company \_\_\_\_\_

For Service Call \_\_\_\_\_

**SPECIAL CODES**

Master Code \_\_\_\_\_ Duress Code \_\_\_\_\_

"Quick Arm" Digit \_\_\_\_\_ "Chime" Digit \_\_\_\_\_ "Entry-Guard" Digit \_\_\_\_\_

**AUXILIARY ARM / DISARM CODES**

02 _____	12 _____	22 _____
03 _____	13 _____	23 _____
04 _____	14 _____	24 _____
05 _____	15 _____	25 _____
06 _____	16 _____	26 _____
07 _____	17 _____	27 _____
08 _____	18 _____	28 _____
09 _____	19 _____	29 _____
10 _____	20 _____	30 _____
11 _____	21 _____	

**ENTRY / EXIT DELAY TIMES**

Exit Delay Time \_\_\_\_\_ Secondary Exit Delay Time \_\_\_\_\_

Entry Delay Time \_\_\_\_\_ Secondary Entry Delay Time \_\_\_\_\_

**ZONE DESCRIPTIONS**

01 _____	12 _____	23 _____
02 _____	13 _____	24 _____
03 _____	14 _____	25 _____
04 _____	15 _____	26 _____
05 _____	16 _____	27 _____
06 _____	17 _____	28 _____
07 _____	18 _____	29 _____
08 _____	19 _____	30 _____
09 _____	20 _____	31 _____
10 _____	21 _____	32 _____
11 _____	22 _____	

**THIS MANUAL IS FURNISHED TO HELP YOU UNDERSTAND YOUR SECURITY SYSTEM AND BECOME PROFICIENT IN ITS OPERATION. ALL USERS OF YOUR SECURITY SYSTEM SHOULD READ AND FOLLOW THE INSTRUCTIONS AND PRECAUTIONS IN THIS BOOKLET. FAILURE TO DO SO COULD RESULT IN THE SECURITY SYSTEM NOT WORKING PROPERLY. THIS BOOKLET SHOULD BE KEPT IN AN ACCESSIBLE LOCATION FOR THE LIFE OF THE SECURITY SYSTEM. IF YOU DO NOT UNDERSTAND ANY PART OF THIS MANUAL YOU SHOULD NOTIFY YOUR INSTALLING COMPANY AND ASK FOR THAT SECTION OF THE MANUAL TO BE EXPLAINED FULLY.**

The SECURITY CONTROL CENTER is turned on (ARMED) and off (DISARMED) by entering a 4 digit code into the Keypad Control, which is similar to a telephone keypad. The Keypad Control includes 22 lights and a built in electronic sounder. These provide specific information relating to the status of the security system which is described in this booklet. Understanding what the lights and sounds mean will help you easily operate your system.

**SO REMEMBER, READ THE ENTIRE MANUAL AND, IF POSSIBLE, PRACTICE ON THE KEYPAD CONTROL WHILE YOUR PROFESSIONAL INSTALLER IS AT YOUR BUILDING. IF YOU HAVE ANY QUESTIONS ASK YOUR INSTALLING COMPANY.**

**PLEASE KEEP IN MIND THAT THE LEVEL OF SECURITY YOU WILL OBTAIN WITH THIS SYSTEM RELATES SPECIFICALLY WITH TWO MAJOR FACTORS:**

1. The quantity, quality, and placement of security devices attached to this system.
2. The knowledge you have of the security system and how that knowledge is utilized in a weekly test of the complete system.

**YOU SHOULD BE AWARE OF THE FOLLOWING FACTS WHEN PREPARING A SAFETY/SECURITY PLAN FOR YOUR HOME/BUSINESS.**

1. Your security system is an electronic device and is subject to failure or malfunction. Do not rely on it as your single source of security.
2. Your system should be tested weekly.
3. Your system will not work without power.
4. Warning devices will need to be loud enough, wired correctly, and properly placed to provide notification of an alarm event.
5. Smoke and heat detectors may not detect heat and smoke in all situations.
6. Use qualified security professionals to select, install, and maintain your security system.

**PLEASE READ THE FOLLOWING INFORMATION AND INSTRUCTIONS CAREFULLY BEFORE OPERATING YOUR SECURITY CONTROL SYSTEM. IF YOU DO NOT UNDERSTAND ANY PORTION OF THIS MANUAL, OR IF YOU HAVE ANY QUESTIONS ABOUT YOUR SYSTEM CONTACT THE INSTALLING COMPANY LISTED ON PAGE 1 OF THIS BOOKLET.**

## **HOW TO ARM YOUR SECURITY SYSTEM**

To turn the security system on, close all of the protected doors and windows. The green "READY" light on the keypad control will illuminate when all of the protected areas and sensors are secure. If any of the zones are bypassed, a sensor in that zone can be violated without affecting the "READY" light. The security system will not arm if the "READY" light is not illuminated. With the "READY" light on, you may arm the security system with your master code or one of the auxiliary codes.

Each time a key is pressed on the keypad control, a short tone (beep) will sound. If the keypad beeps three times after the code entry or if it does not arm, it is an indication that the code has not been accepted. Press the [#] key to reset and re-enter a valid code. If the keypad control beeps continuously after code entry, it is an indication that the "POWER" light is off, the "FIRE" and/or "TROUBLE" light is on, or a phone line fault (problem) has been detected. The keypad sounder can be silenced by re-entering your four-digit code. If the "POWER" light is off, you should restore power to the system if possible. If the "FIRE" and/or "TROUBLE" light is on, you should press the [#] key (reset), and wait 10 seconds. If you are unable to correct the above conditions, you should contact the installing company listed on page 1 of this booklet for service. When the security system has accepted a valid code, the red "ARMED" light will illuminate indicating that the system has been turned on. If you choose to leave the protected area, you must exit through a designated exit door within the exit delay time noted on page 1. If you choose to stay within the protected area, insure that all interior zones that may be tripped by your movement are bypassed.

## **HOW TO DISARM YOUR SECURITY SYSTEM**

When you enter the protected area through one of the designated entry/exit doors, the keypad control will sound a continuous tone (beep) for the duration of the entry delay time, or until you enter a valid code. After a valid code has been entered, the red "ARMED" light will turn off, and the tone will stop. The security system is now DISARMED. If a valid code is not entered before the end of the entry delay time, an alarm will occur. (**NOTE: IF THE RED "ARMED" LIGHT IS FLASHING DURING THE ENTRY DELAY, THE ALARM SYSTEM HAS BEEN ACTIVATED IN YOUR ABSENCE. LEAVE THE BUILDING IMMEDIATELY AND CALL YOUR ALARM COMPANY AND/OR THE POLICE FROM A SAFE LOCATION.**)

## **HOW TO BYPASS ZONES**

To bypass any of the zones, disarm the control and press [\*], zone number(s) to be bypassed, and [\*]. Zone numbers less than 10 must be preceded by a zero (for example, 01, 02, 03). Zones cannot be bypassed or unbypassed while the control is in the armed state. Upon disarming, all bypassed zones will be unbypassed. As bypassed zones are not protected, the bypass procedure should only be given to authorized persons.

## **KEYPAD CONTROL LIGHT INDICATORS**

<b>ARMED</b>	RED LED is on while system is armed; off otherwise. Blinks as alarm memory if alarm was activated during arming cycle.
<b>READY</b>	GREEN LED is on when all zones are secure and/or Bypassed and the system is ready to arm; off otherwise.
<b>INSTANT</b>	RED LED is on while the entry/exit zones are instant or the Entry Guard is on; off otherwise.
<b>POWER</b>	RED LED is on while AC power is on; off otherwise. Blinks when the system standby battery is low.
<b>FIRE</b>	RED LED is on when a fire zone has been activated; off otherwise.
<b>TROUBLE</b>	RED LED is on when a fire zone has been in trouble; off otherwise.

### **KEYPAD CONTROL TONES (BEEPS)**

A sounder is built into the keypad control and may sound for one of the following reasons:

- Beeps for all keypresses.
- Beeps continuously during the Entry delay time.
- Pulses when a day zone is violated and the system is disarmed, a FIRE zone has a trouble condition, or when the armed status changes and the AC power is off, or a FIRE/TROUBLE condition exists. When pulsing, it may be silenced by entering a valid code. The Armed state of your security system will not change when you enter a code to silence a pulsing sounder.
- Pulses when a phone line fault is detected.
- 3 beeps for trying to arm with the "READY" light off.
- Beeps 1 second for the "CHIME" feature.
- Beeps 1 second at the end of the exit delay.

### **AUDIBLE ALARM SOUNDS**

**FIRE:** Steady Siren (Beeping Keypad)

**INTRUSION & PANIC:** Yelp siren

### **RESETTING YOUR SECURITY CONTROL CENTER**

In the event of a system malfunction in the Security Control Center, press the [#] (reset) key on the keypad control. This should reset the code sequence and restore normal operation. If the problem persists, call the service number located on page 1 of this booklet for service.

### **ALARM MEMORY**

To obtain the last alarm information, press [D]-[0] and wait 5 seconds. All zones violated during last alarm will flash. All zones bypassed during last alarm will be a steady light.

#### **QUICK-ARM FEATURE**

If checked, your security system has a "QUICK ARM" code programmed. This feature will allow you to arm the security system by pressing one, pre-designated key on the keypad control. This "QUICK ARM" code is for **ARMING ONLY**, and will not disarm the security system. This makes it ideal for a maid code, babysitter code, etc. This code can only be programmed and/or changed by your installing company.

#### **AUTOMATIC BYPASS OPTION**

If checked, your installing company has selected the "AUTOMATIC BYPASS" option. With this feature enabled, all interior zones will automatically bypass if you "ARM" your security system and do not leave through a designated entry/exit door. The "AUTOMATIC BYPASS" will occur at the end of the exit delay time. At this time, all bypassed "ZONE" lights will become illuminated. With the interior zones bypassed, occupants are allowed the freedom of movement inside of the Home/Business while the security system is "ARMED".

#### **GROUP BYPASS OPTION**

If checked, your installing company has selected the "GROUP BYPASS" option. If you wish to bypass all zones designated as "GROUP BYPASS" zones, you may do so by pressing the [\*] key during the exit delay. Once these zones have been bypassed, they will remain bypassed until the system is disarmed. Once "GROUP BYPASS" zones have been bypassed, the "AUTOMATIC BYPASS" option will not take effect for this arming time.

**INSTANT / DELAY OPTION**

If checked, your installing company has selected the "INSTANT" option. With this feature enabled, if you do not wish to have a delay on your entry/exit doors, this can be accomplished by pressing the [\*] key on your keypad while the system is "ARMED". At this time, the "INSTANT" light will illuminate and there will be no entry delay when the entry/exit doors are opened. Any time the "INSTANT" light is on and the exit delay has expired, the opening of an entry/exit door will produce an immediate alarm, making this feature ideal when a high level of security is desired, and no authorized entries are anticipated. By pressing the [\*] key again, the "INSTANT" light will turn off, and an entry delay will be present on designated entry/exit doors.

NOTE: Your installing company may have programmed the "INSTANT" option to occur in conjunction with the "AUTOMATIC BYPASS" feature. In this case, the "INSTANT" light and the bypassed "ZONE" lights will become illuminated at the end of the exit delay. If this occurs, you still have the ability to turn the "INSTANT" feature off, and/or on by pressing the [\*] key.

**ENTRY-GUARD OPTION**

If checked, your installing company has selected the "ENTRY-GUARD" option. If you wish to arm your system in a low security mode, you may do so by pressing the preset "ENTRY-GUARD" digit (see page 1 for the selected digit). Five seconds later, the security control will bypass all non "ENTRY-GUARD" zones, and arm the system with all "Entry-Guard" zones delayed. This mode of operation will allow you time to DISARM (turn off) the security system in the event a zone is accidentally opened.

**KEYPAD ACTIVATED PANIC/HOLD-UP ALARM**

If checked, your installing company has selected this feature. If so, when the star [\*] and pound [#] keys are pressed at the same time for one second, a local audible alarm will sound. If your system is connected to a monitoring center, an emergency report could be transmitted to that center. These keys should only be pressed in an emergency situation requiring immediate response by law enforcement personnel.

PLEASE NOTE: Some Panic/Hold-up alarms are programmed to be silent at the protected site while reporting an alarm to the monitoring center. Check with your installing company to determine how your security system will respond to the Panic/Hold-up activation.

**KEYPAD ACTIVATED FIRE ALARM**

If checked, this feature has been selected by your installing company. If so, you can activate the steady siren by pressing the one [1] and three [3] keys at the same time for one second. If your system is connected to a monitoring center, an emergency report could be sent to that center. These keys should only be pressed in an emergency situation requiring response by fire department personnel.

**KEYPAD ACTIVATED AUXILIARY ALARM**

If checked, this feature has been selected by your installing company. If so, you can activate the auxiliary alarm by pressing the four [4] and six [6] keys at the same time for one second. If your system is connected to a monitoring center, an emergency report could be sent to that center. These keys should only be pressed in an emergency situation requiring response by emergency personnel. When the "4" and "6" are pressed together, the keypad will start to beep until a code is entered.



### **FIRE ZONE**

If checked, your system has designated "FIRE" zones. When this option is selected, and approved heat or smoke detectors are attached to the selected zones, a steady audible siren can be initiated from the security system. You should familiarize yourself and your family or staff with this sound and follow an evacuation plan if this "FIRE" warning sound is heard. (See page 8 for assistance in formulating an evacuation plan). To silence the audible "FIRE" alarm, enter a valid code. To reset the "FIRE" light and /or smoke detectors, press the Reset [#] button on the keypad. After 10 seconds, the "FIRE" light should extinguish, and the light on the affected smoke detector should go out. If you are unable to reset the "FIRE" light or smoke detector after all smoke has cleared, you should immediately call the service phone number listed on page 1 of this booklet.



### **DURESS CODE**

If checked, your security system has a "DURESS CODE" option. If so, this code may be programmed to send a special message to the central monitoring station if you are forced to arm or disarm your security system against your will. Check with your Installing/Serviceing company to see if this option has been enabled for your system.



### **TURNING ON THE CHIME FEATURE**

If checked, your security system will operate in the "CHIME" mode, allowing the monitoring of pre-designated zones while the security system is not armed. While in the "CHIME" mode, the opening of any of these zones will produce a 1-second beep from the keypad control. To use this feature, press the "CHIME" digit (this digit has been selected by your installing company and is noted on page 1). Five seconds after pressing the "CHIME" digit, a beep will occur indicating that this feature has been activated. Repeat this procedure to turn the "CHIME" feature off.



### **SPECIAL INSTRUCTIONS FOR MULTI-AREA SYSTEMS**

If checked, your installing company has selected the MULTI-AREA option for your security system. If so, it may be possible to ARM different areas of your building independently from each other. The system may have up to 4 independent areas. To view another area from a keypad, a special "Change Area Code" will be required. To change the current area being viewed on the keypad control, press [C]-[9]-[9], (this tells the control you want to access another area). Then enter the "change area code", for example [4]-[3]-[2]-[1], followed by the key 1 to 4 representing the area to be viewed. For instance, to change the area to area #3, the sequence would be as follows:

[C] - [9] - [9] - [4] - [3] - [2] - [1] - [3]

### **PROGRAMMING ARM/DISARM CODES**

The security system can be armed and disarmed by the Master code (User Code #1), and up to 29 auxiliary codes. All codes must have 4 digits. These Auxiliary codes are individually numbered from 2 to 30 (NOTE: If your system is programmed for a DURESS code (above), user code #15 will not be available). If Auxiliary codes are desired, they must be programmed individually. Only persons knowing the master code can assign or change auxiliary codes (See "Programming Auxiliary Codes" on page 6.

**CHANGING THE MASTER CODE** - The master code is user code #1, and must be programmed by referring to its code. For example, if the Master code is [1]-[2]-[3]-[4], and you want to change it to [5]-[3]-[4]-[2], the sequence would be as follows. Press [C]-[0]-[1], (this enters programming for user #1). Then press [1]-[2]-[3]-[4], (old Master code) followed by the new master code [5]-[3]-[4]-[2]. The entire sequence would consist of pressing 11 keys as follows:

[C] - [0] - [1] - [1] - [2] - [3] - [4] - [5] - [3] - [4] - [2]

**PROGRAMMING AUXILIARY CODES** - In order to program Auxiliary Codes you must know the

Master code. As stated earlier, each auxiliary code has its own unique number from #2, to #30 and must be referred to by its number. It is programmed much like the Master Code. For example, to program Auxiliary user code #2, the sequence would be as follows:

[C] - [0] - [2] - [5] - [3] - [4] - [2] - [ ] - [ ] - [ ] - [ ]  
(New Code)

**REMOVING AUXILIARY CODES** - To remove an Auxiliary user code, simply program that code as [\*]-[\*]-[\*]-[\*]. For example, to remove user code #24, the sequence would be as follows:

[C] - [2] - [4] - [5] - [3] - [4] - [2] - [\*] - [\*] - [\*] - [\*]

### **TESTING YOUR SECURITY SYSTEM**

There are several tests you should perform on a periodic basis (at least once a week) to insure that your Security System is functioning properly.

- Enable THE CHIME feature and open all protected windows and doors. The Keypad Control should sound (beep) for each device and the appropriate yellow zone light should blink.
- Walk into all areas protected by motion detection devices while someone observes the Keypad Control. The appropriate yellow zone light should blink for each sensor tested.
- If your system has a FIRE zone, the Smoke or Heat detectors should be tested at least monthly. If your Security System is monitored by a Central Monitoring Station, always call beforehand to let them know that you are about to conduct a test of the fire detection system. Always call after the test to ask for results and to put your fire detection system back into service.
- If the Siren/Bell test option has been selected by your installing company, you may activate the siren/bell by pressing the one [1] and [7] keys at the same time for one second. To silence the siren/bell, enter your 4-digit master or auxiliary code.

IF ANY OF THE ABOVE TESTS ARE NOT SUCCESSFUL OR THE RESULTS UNCLEAR, CONTACT YOUR SERVICE COMPANY AT THE PHONE NUMBER LISTED ON PAGE 1 OF THIS BOOKLET.

**THIS SYSTEM HAS BEEN LISTED BY UNDERWRITERS LABORATORIES FOR GRADE A LOCAL, GRADE B & C CENTRAL STATION, POLICE CONNECT WITH BASIC LINE SECURITY, GRADE A HOUSEHOLD BURGLARY AND HOUSEHOLD FIRE.**

## **EMERGENCY EVACUATION PLANS**

An emergency evacuation plan should be established for an actual fire alarm condition. For example, the following steps are recommended by the National Fire Protection Association and can be used as a guide in establishing an evacuation plan for your building.

Draw up a floor plan of your home. Show windows, doors, stairs, and rooftops that can be used for escape. Indicate each occupant's escape routes. Always keep these routes free from obstruction.

Determine two means of escape from each room. One will be the normal exit from the building. The other may be a window that opens easily. An escape ladder may have to be located near the window if there is a long drop to the ground below. Set a meeting place outdoors for a headcount of the building occupants.

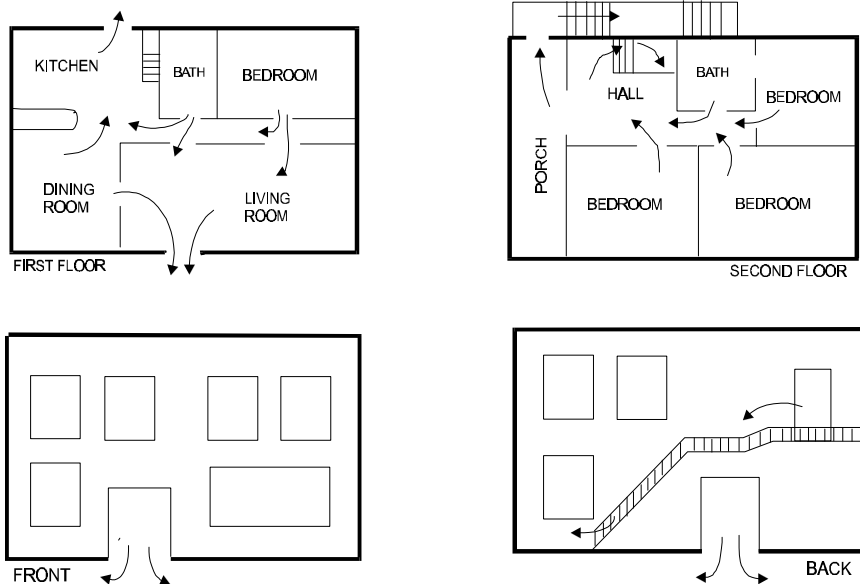
Practice escape procedures. In a home, sleep with bedroom door closed; this will increase your escape time. If you suspect fire, test the door for heat. If you think it is safe, brace your shoulder against the door and open it cautiously. Be ready to slam the door if smoke or heat rush in. Practice escaping to the outdoors and meeting in an assigned spot. Call the Fire Department from a neighbor's phone.

NOTE: After the installation of your Security System has been completed, notify your local Fire and Police Departments to give them your name and address for their records.

Early warning fire detection is best achieved by the installation of fire detection equipment in all rooms.

This equipment should be installed in accordance with the National Fire Protection Association's Standard 72 (Chapter 2). For additional information write the National Fire Protection Association, Batterymarch Park, Quincy, MA 02269.

The following are examples of evacuation plans. A plan unique to your home or business should be drawn and memorized by each occupant.







**Caddx Controls, Inc.**

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