

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

Monitoring Station \_\_\_\_\_

**SPECIAL CODES**

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

**AUXILIARY CODES**

"Quick Arm" \_\_\_\_\_ "Chime" \_\_\_\_\_ 08 \_\_\_\_\_

02 \_\_\_\_\_ 09 \_\_\_\_\_

03 \_\_\_\_\_ 10 \_\_\_\_\_

04 \_\_\_\_\_ 11 \_\_\_\_\_

05 \_\_\_\_\_ 12 \_\_\_\_\_

06 \_\_\_\_\_ 13 \_\_\_\_\_

07 \_\_\_\_\_ 14 \_\_\_\_\_

**SYSTEM NOTES**

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

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

Fire Alarm Sound (check one)     Steady Siren     Pulsing Bell

Burglar Alarm Sound (check one)     Yelp Siren     Steady Bell

**ZONE DESCRIPTIONS -  CHECK FIRE ZONES**

ZONE 1 \_\_\_\_\_  Fire

ZONE 2 \_\_\_\_\_  Fire

ZONE 3 \_\_\_\_\_  Fire

ZONE 4 \_\_\_\_\_  Fire

ZONE 5 \_\_\_\_\_

ZONE 6 \_\_\_\_\_

**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 SYSTEM can be ARMED and/or DISARMED by entering a 4 digit code into the system keypad, which has a 12 button touchpad similar to a telephone touchpad. The LED keypad includes 10 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 to 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.
7. It may be possible to arm the security system without the backup battery connected. Your periodic test should be done with A.C. Power removed to verify the battery is connected and adequately charged.
8. Care should be taken to plug in and properly restrain the A.C. Transformer after testing.

**PLEASE READ THIS ENTIRE BOOKLET 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 Arm the security system, close all of the protected doors and windows. The green "READY" light on the keypad control will be illuminated when all of the protected zones 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 unless "FORCE ARMING" has been enabled (see "FORCE ARMING" page 4). 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 a code entry, it is an indication that code has not been accepted. Press the [#] key (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, meaning there is no AC power to your system. 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 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 which 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**

When zones are open or unsecured, their corresponding LEDs will flash. To bypass any of the zones, press [\*], zone number(s) to be bypassed, and [\*]. When bypassed, corresponding zone LEDs will be on steady. 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.

### **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, the "AUTOMATIC BYPASS" option has been selected by your installing company. 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". Interior zones that have been bypassed automatically can be unbypassed by pressing [first digit of the Master Code]-[\*].

**INSTANT / DELAY OPTION**

If checked, the "INSTANT" option has been selected by your installing company. 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.

**GROUP BYPASS OPTION**

If checked, the "GROUP BYPASS" option has been selected by your installing company. If you wish to bypass all zones designated as "GROUP BYPASS" zones, you may do so by entering [\*]-[9]-[\*] while the system is disarmed. Once these zones have been bypassed, they will remain bypassed until the system is armed and disarmed.

**FORCE ARMING OPTION**

If checked, the "FORCE ARMING" option has been selected by your installing company. Force arming allows the system to be armed without a green "READY" light illuminated. Any zones that restore prior to the end of the exit delay will become active in the system, while those zones that do not restore prior to the end of the exit delay will become bypassed zones. Caution: If this feature is selected, an intrusion through one of the bypassed zones will not be detected.

**AUTOMATIC ARMING OPTION**

If checked, the "Automatic Arming" option has been selected by your installing company. This feature is used to make your system automatically arm itself at a designated time of day, if it is not already armed. The keypad will sound a continuous tone for a 50 second time frame before automatically arming. If a valid code is entered during this time frame, the system will not automatically arm. When automatic arming occurs, all zones that are not secure, will become bypassed.

### **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 activate this feature, press [ 1 ] for "CHIME" mode. Five seconds after pressing the "CHIME" digit, a one second tone will occur indicating that this feature has been activated. Repeat this procedure to turn the "CHIME" feature off.

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

If checked, this feature has been selected by your installing company. 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 Fire alarm 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.

### **FIRE ZONE**

If checked, your system has zones designated as "FIRE" zones. When this option is selected, and approved heat or smoke detectors are attached to these selected zones, a Fire alarm sound can be initiated from the security system. You should familiarize yourself and your family or staff with this sound (see page 1, Fire Alarm sound) and follow an evacuation plan if this "FIRE" alarm sound is heard. (see page 8 for assistance in formulating an evacuation plan). To silence the audible "FIRE" alarm sound, enter a valid code. To reset the zone LEDs designated as "FIRE" zones and /or smoke detectors, press the [#] key (reset) on the keypad. After 10 seconds, the zone LEDs designated as "FIRE" zones should extinguish, and the light on the affected smoke detector should go out. If you are unable to reset the LEDs for designated "FIRE" zones or smoke detectors 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/Service company to see if this option has been enabled for your system.

## **PROGRAMMING ARM/DISARM CODES**

The security system can be armed and disarmed by the Master code (User Code #1), and up to 13 auxiliary codes. All codes must have 4 digits. These Auxiliary codes are individually numbered from 2 to 14. (NOTE: If your system is programmed for a DURESS code on page 5, user code #7 will not be available). If Auxiliary codes are desired, they must be programmed individually. Codes 2 through 7 can be changed by the procedures described below, while codes 8 through 14 can only be changed by your installing company. Only persons knowing the master code can assign or change auxiliary codes 2 through 7. (See programming Auxiliary codes below).

**CHANGING THE MASTER CODE** - The Master Code is user code #1, and must be programmed by referring to it as code #1. For example, if the Master code is [1]-[2]-[3]-[4], and you want to change it to [5]-[3]-[4]-[2], the programming sequence would be as follows. Press [\*]-[1]-[#], (this enters programming for user #1). Then enter the current Master Code of [1]-[2]-[3]-[4]. Press [\*]-[1]-[#] to verify user #1 programming. Now enter your new Master Code of [5]-[3]-[4]-[2], and exit programming with [\*]-[1]-[#]. The entire sequence would consist of pressing 17 keys as follows:

[\*]-[1]-[#] - [1]-[2]-[3]-[4] - [\*]-[1]-[#] - [5]-[3]-[4]-[2] - [\*]-[1]-[#]

**PROGRAMMING AUXILIARY CODES 2 THROUGH 7**- In order to program Auxiliary Codes 2 through 7 you must know the Master code. As stated earlier, each auxiliary code has its own unique number from 2 through 7, 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:

[\*]-[2]-[#] - [1]-[2]-[3]-[4] - [\*]-[2]-[#] - [ ]-[ ]-[ ]-[ ] - [\*]-[2]-[#]  
(New Code)

**REMOVING AUXILIARY CODES** - To remove an Auxiliary user code, use the sequence above, and program the new code as the Master Code.

## **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.

## **AUDIBLE ALARM SOUNDS**

**FIRE:** Steady siren or pulsing bell (see page 1)

**INTRUSION & PANIC:** Yelp siren or steady bell (see page 1)

### **KEYPAD CONTROL LIGHT INDICATORS**

- ARMED** RED: On when system is armed; off otherwise. Flashes for alarm memory if alarm was activated during arming cycle.
- READY** GREEN: On when all zones are secure or and/or Bypassed and the system is ready to arm; off otherwise.
- INSTANT** RED: On when the entry/exit zones are instant; off otherwise.
- POWER** RED: On when AC power is on; off otherwise. Blinks when the system standby battery is low.
- ZONES** YELLOW: Flashing means unsecure. Steady means bypassed. Off means secure.

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

**A sounder is built into the keypad and may sound for any of the following reasons:**

- # Beeps for all keypresses.
- # Sounds a continuous tone during the Entry delay time.
- # Pulses when a dayzone is violated while the system is disarmed.
- # Pulses when a FIRE zone has a trouble condition.
- # Pulses when the armed status changes and the AC power is off.
- # Beeps 3 times for trying to arm with the "READY" light off, if "FORCE ARMING" has not been selected.
- # Beeps 1 second for the "CHIME" feature.
- # Beeps 1 second at the end of the exit delay.

When pulsing, the keypad sounder may be silenced by entering a valid code. The arm/disarm state of your system will not change when entering a code to silence a pulsing keypad sounder.

## **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.

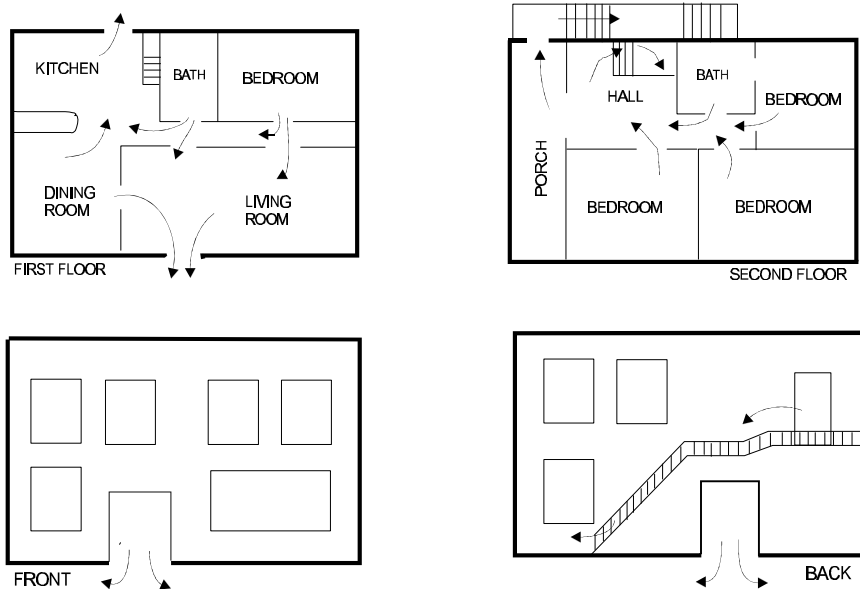
Practice escape procedures. In a home, sleep with bedroom door closed; this will increase your escape time. If you suspect fire, test the door for heat. If you think it is safe, brace your shoulder against the door and open it cautiously. Be ready to slam the door if smoke or heat rush in. Practice escaping 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. 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.





**SYSTEM NOTES**



**Caddx Controls, Inc.**

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