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**USER GUIDE**  
*SERIES 4250*  
**AUDIO ALARM CONFIRMATION SYSTEM**

**CONTROL UNIT**



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# INTRODUCTION

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The 4250 Alarm System is one of the latest advanced security systems available and is designed to be fully in compliance with the latest industry standards. It provides 24 hour supervised remote monitoring with audio confirmation of security occurrences. The system may be set up to protect either a complete building or selected parts of it.

On detection of a possible security breach an alarm signal is sent to the Alarm Receiving Centre, where an operator can monitor and listen to the alarm activity at the premises and take the appropriate action. This may include alerting the local police and/or a designated keyholder in accordance with ACPO procedures.

Depending on the application of the system ie. domestic, commercial and/or nature of the risk, one of three security modes, SECURE, AUTOMATIC or AUTO-NO DIAL can be pre-defined by the Alarm Company when the system is “set up” by the Alarm Company Engineer.

If the applications require changes after the equipment is installed, then the customer must contact the Alarm Company.

ADT Modern Service	Tel No. ....
Alarm Receiving Centre	Tel No. ....

# INTRODUCTION

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## SECURITY CONDITIONS

Three security conditions are available to the user and can be selected using the keypad. They are as follows:

**FULL SET (Fully armed):** Selected to turn the system on when protection of the complete premises is required,

**PART SET (Partially armed):** Selected to turn the system on when protection is limited to pre-defined areas of the premises e.g. upper floor rooms protected and lower floor rooms unprotected.

**UNSET (Disarmed):** Selected to turn the system off. However, 24 hour zone sensors ie. PA buttons and emergency duress buttons are still monitored and if activated will alert the Alarm Receiving Centre Operator.

# GLOSSARY OF TERMS

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<b>Duress code:</b>	A code entered at the keypad that will unset the system, and will also transmit the duress condition to alert the Alarm Receiving Centre.	<b>Part Set:</b>	Security condition selected by the user at the keypad. Chosen to allow pre-defined areas of the premises to be protected when other areas are occupied.
<b>User code:</b>	A 'x' digit user code which is used to operate the system eg. Setting Unsetting.	<b>Full Set:</b>	Security condition selected by the user at the keypad. Selected to give full protection for the complete premises.
<b>Master code:</b>	A 'x' digit user code allocated to a system user for entering advanced feature options.	<b>Unset:</b>	Security condition selected by the user at the keypad. Selected to switch the system off.
<b>Entry time:</b>	A pre-set time delay on entry to allow the user to reach the keypad and unset the system.	<b>Zone:</b>	A zone is an area eg. room, corridor, that is monitored by a device such as a movement detector, door contact etc.
<b>Exit time:</b>	A pre-set time delay to allow the user to leave the premises after initially setting the system at the keypad.	<b>24 hr Zone:</b>	An alarm circuit which has been programmed to give 24 hour continuous protection whether the system is set (on) or unset (off).
<b>LCD:</b>	Liquid Crystal Display.	<b>Personal Attack (PA):</b>	Emergency switch or push button used to trigger the alarm system which results in the Alarm Receiving Centre Operator being
<b>LED:</b>	Light Emitting Diode status indicator on the keypad.		

# GLOSSARY OF TERMS

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alerted.

Final Exit/  
EntryDoor:

The last door closed by the user on exit and the first door opened on entry.

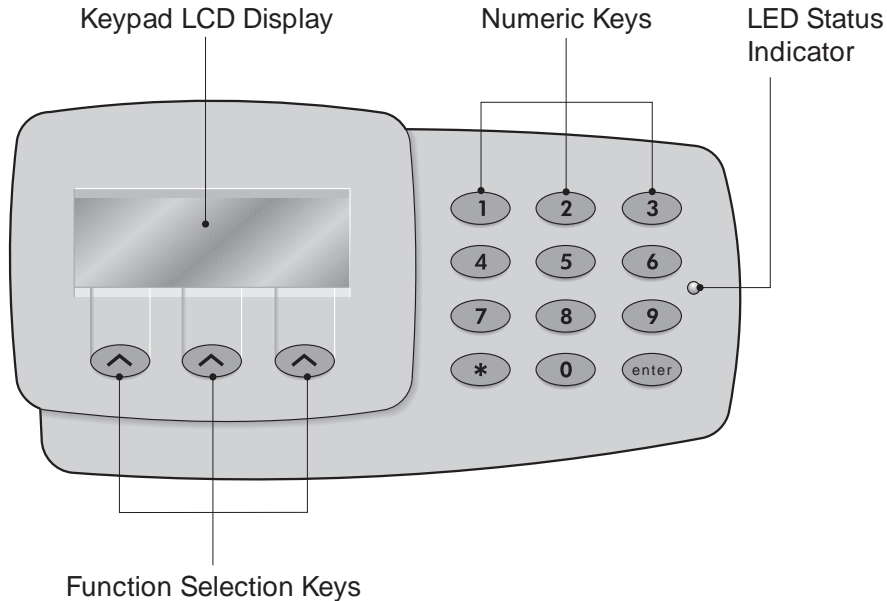
Exit  
Terminator:

A switch or push button located on the outside of the premises adjacent to the Final door. Used to finally set the system.

# USER CONTROL

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The user controls the system by means of a keypad.



Note: The LCD will display messages, prompt entries and indicate the functions of the selection keys.

## USER CONTROL

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### Keypad LED status indicator

The LED on the keypad changes colour depending on the status of the alarm system. The colours are designated as follows:

RED: System is in FULL SET mode  
(Armed).

YELLOW: System is in PART SET mode  
(Partially armed).

GREEN: System is in UNSET mode  
(Switched off).

FLASHING RED: An alarm has occurred whilst  
system was in FULL SET mode.

FLASHING GREEN: Mains power supply has failed.

NOTE: Battery back up is provided to power the system during mains failure. However, if the length of time the mains power is disrupted gives cause for concern contact the Alarm Company Service Department using the telephone number shown on page 2.



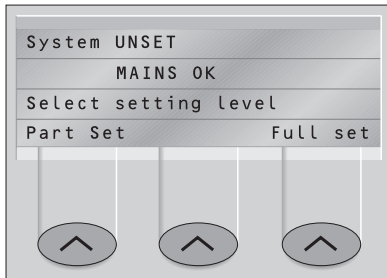
# SETTING THE SYSTEM (TURNING THE SYSTEM ON)

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## FULL SET (Full Arming)

The FULL SET selection procedure is as follows:

- 1) Close all doors and windows to secure the premises.
- 2) Prior to setting the system the keypad LED will be a steady green indicator and the Keypad Keypad LCD Display will show.



Part-Set

Full-Set

- 3) Press FULL SET key

- 4) The Keypad LCD Display will change and you will be prompted to enter your “x” digit user code and press the enter button.
- 5) Key in the ‘x’ digit user code and press “enter”.
- 6) After a short delay the code will be verified, the keypad and Exit/Entry buzzer (if fitted) will start to bleep. The keypad will begin to countdown a predetermined time in seconds to allow exit from the premises.
- 7) Leave the premises immediately via the designated Exit/Entry route, close and lock the final door and operate the Final Exit Terminator switch. If the Exit Terminator switch is not operated the system will automatically set after the predetermined exit time.
8. The keypad then beeps twice and the buzzer stops to confirm that the system is set.

# SETTING THE SYSTEM (TURNING THE SYSTEM ON)

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## PROBLEMS WHEN SELECTING “FULL SET”

The keypad display text will indicate the reason which prevents the user selecting FULL SET.

### Zone fault conditions

If alarm devices, other than the final door or Exit/Entry alarm devices are open or activated then this will prevent the setting procedure being started. Before setting the system all monitored zones, i.e. doors and windows must be secured. If a fault exists when attempting to set the system the keypad display will show a message indicating where the fault is located. For example, the following display, indicates the system remains UNSET due to a fault in zone 05.

Note: A zone is an area such as a room or corridor that is monitored by a device such as a movement detector, door contacts etc.



Omit key      Next key

If more than one fault exists by pressing the Next key other faults will be displayed in sequence. When the fault(s) indicated have been cleared, carry out the setting procedure for FULL SET. If the fault(s) cannot be immediately cleared and the user needs to set the system, the faulty zone(s) can be omitted from the system by the user with a master code (page 35).

This facility is subject to insurance company agreement.

## SETTING THE SYSTEM (TURNING THE SYSTEM ON)

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### PROBLEMS WHEN SELECTING “FULL SET”

Incorrect code entry

If the incorrect code is entered during selection procedure the keypad LCD Display will show.



Retry key

Press the RETRY key and enter the correct code.

After 3 attempts to enter your code the system will refuse further setting attempts for two minutes and this condition is reported to the Alarm Receiving Centre. After the two minutes have elapsed a further 3 attempts may be made.

## SETTING THE SYSTEM (TURNING THE SYSTEM ON)

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### PROBLEMS WHEN SELECTING FULL SET

#### Deviation from the Correct Exit Procedure

Deviating from the designated Exit route when the countdown period has started will cause the keypad exit bleep to change to a continuous tone. Returning to the correct route, i.e. closing any doors on the wrong route will cause the keypad bleeper tone to change to the normal intermittent bleep and you will be able to exit normally. If any zones having been entered by deviating from the exit route are not restored, e.g. doors not closed, within the set exit time the keypad display will show:

The “FAILED TO EXIT” condition will be reported to the Alarm Receiving Centre and the audible tone will continue to sound until the ‘x’ digit user code is entered.

Pressing the \* key will display the fault status condition. Eliminate the fault and repeat the FULL SET procedure.



## SETTING THE SYSTEM (TURNING THE SYSTEM ON)

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### PROBLEMS WHEN SELECTING "FULL SET"

Failure to complete exit procedure

If during the FULL SET procedure the user fails to exit the premises within the set exit time the setting fault condition will be indicated on the keypad LCD as shown:



The FAIL TO EXIT condition is reported to the Alarm Receiving Centre and the keypad audible tone will continue to sound. To reset the system, key in your 'x' digit user code and press 'enter'.

## SETTING THE SYSTEM (TURNING THE SYSTEM ON)

---

### PART SET (Partially armed)

The PART SET condition allows the alarm system to be armed (set) in certain zones of the protected premises while the remainder of the premises are occupied. Two PART SET selections are available as follows:

**Delay selection:** This feature is selected when access to the non-alarmed (occupied) area is via a protected part of the premises. When the PART SET delay selection is set at the keypad there is a time delay to allow the user to leave the protected area. On entering the protected area by the normal entry route there is a similar time delay to allow the user to key in the 'x' digit user code to UNSET (switch off) the system. During both time delays the keypad will bleep. An example of using this selection is a house with the downstairs protected and the upstairs occupied but the occupants require access to the keypad to PART SET or UNSET the system.

**Instant selection:** This feature is selected when access to the occupied area is not via a protected part of the premises. In this instance the keypad is located outside the protected area eg. a keypad is upstairs enabling the downstairs to be PART SET/UNSET with no time delay. Any intrusion downstairs will result in an alarm signal being reported to the Alarm Receiving Centre.

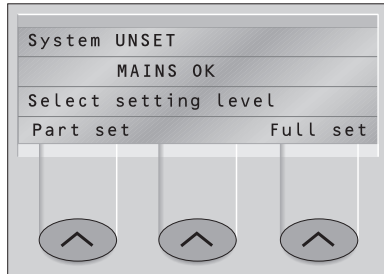
# SETTING THE SYSTEM (TURNING THE SYSTEM ON)

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PART SET (Partially armed)

To PART SET the system do the following:

- 1) Secure the pre-defined area to be protected.
- 2) The keypad LCD will display.



Part Set key

Full Set key

- 3) Press the Part Set key and the display will show.



Delay key    Instant key

- 4) Select "Delay" if time delay is required to exit the protected area or "Instant" if no time delay is required.
- 5) When "Delay" or "Instant" is selected, the display will request the "x" digit user code to be entered.
- 6) Key in the 'x' digit user code and press "enter".
- 7) If "Delay" is selected leave the protected area within the preset exit time.

# UNSETTING THE SYSTEM (TURNING THE SYSTEM OFF)

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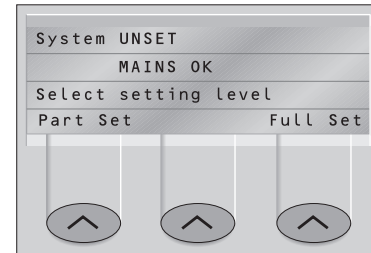
## UNSETTING FROM A FULL-SET CONDITION

To unset (disarm) the FULL-SET condition carry out the following:

- 1) Enter the premises via the designated Exit/Entry door or route.
- 2) The keypad bleeper and Entry route buzzer, if fitted, will sound intermittently as a reminder to disarm the system before the entry time expires. The display will show:



- 3) Key in the 'x' digit user code at the keypad and press 'enter'. After a short delay the code will be verified the keypad bleeper will cease whilst the keypad display will show:





# UNSETTING THE SYSTEM (TURNING THE SYSTEM OFF)

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## UNSETTING FROM A FULL SET CONDITION AFTER ALARM ACTIVATION

Perform the unsetting procedure on page 15. During the unsetting procedure the keypad status LED indicator will be flashing red to indicate an alarm has occurred. The keypad display will alternate between:



and



By pressing the \* key on the keypad the display will show the alarm history log indicating where the intrusion has taken place.

The user must contact the Alarm Company or Alarm Receiving Centre to investigate the reason for activation and to obtain a System RESET before it can be FULL SET again.

# UNSETTING THE SYSTEM (TURNING THE SYSTEM OFF)

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## UNSETTING FROM A 'PART SET' CONDITION

To UNSET the system from PART SET with 'Delay' carry out the following:

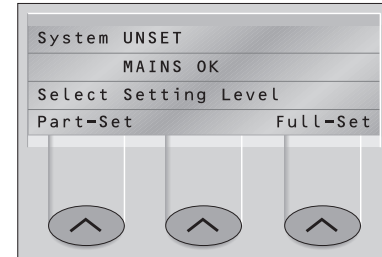
- 1) Enter the protected area by the designated route, the keypad bleeper will sound and the keypad display will show:



Unset key

- 2) Press the Unset key.

- 3) Key in the 'x' digit user code and press 'enter'. The display will show:

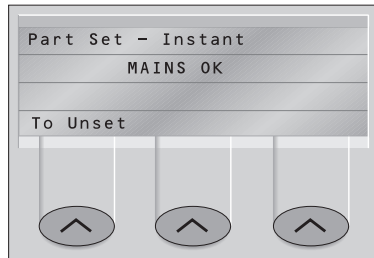


# UNSETTING THE SYSTEM (TURNING THE SYSTEM OFF)

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To UNSET the system from PART SET with 'Instant' carry out the following:

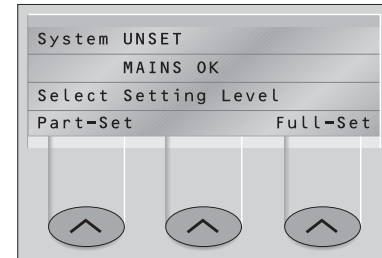
1) The keypad display will show:



2) Press the Unset key.

3) Key in the 'x' digit user code and press 'enter'.

4) The keypad display will show:



# UNSETTING THE SYSTEM (TURNING THE SYSTEM OFF)

---

## PROBLEMS WHEN UNSETTING THE SYSTEM

### Deviation from Entry route

Entering the premises via the designated route (Final exit only door), the Entry/Exit buzzer (if fitted) and keypad bleeper will sound intermittently. Deviating from the designated route e.g. opening another door will cause the sound to change to a continuous tone. On returning to the designated route the audible indication will revert to the intermittent sound, confirming that the zones have been restored to normal.

### Zones not restored during entry time

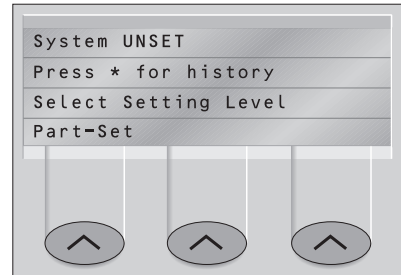
If zones outside the Entry route are not restored before the Entry time expires and the 'x' digit user code is entered using the keypad then the display will indicate FULL-SET. An alarm condition will be reported to the Alarm Receiving Centre and the keypad status LED will flash red.

Deviation from the route is reported to the Alarm Receiving Centre. The display will show "System FULL SET" and then upon entering the 'x' digit user code followed by enter the keypad display will alternate between (a) and (b).

(a)



(b)



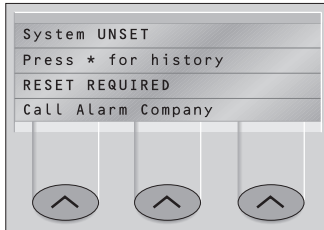
To obtain a system RESET refer to Page 16

# PROCEDURE FOR RESETTING THE SYSTEM AFTER AN ALARM ACTIVATION

Carry out the following on instructions from the Alarm Company or Alarm Receiving Centre (Page 16)

Reset the system as follows:

1) The keypad Keypad LCD Display will show:

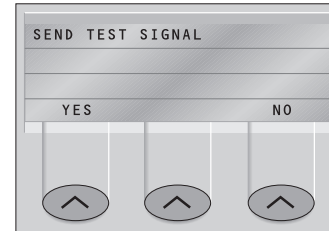


2) Press '\*' key, then key in the 'x' digit user code and press 'enter'. The display will show:



Call key

3) Press CALL key and display will change to:



Yes key

No key

4) Press YES key. The Alarm Receiving Centre will now reset the system.

Note: Whilst a RESET following an alarm activation can be carried out by the Alarm Receiving Centre Operator, a satisfactory security discipline is stipulated by the Police with their Intruder Alarm Policies as part of the Alarm Reset Procedure. This requires the cause of the alarm to be clearly described by the USER to the Alarm Receiving Centre Operator, and where it is evident that corrective maintenance is not required, a reset may be provided.

## EMERGENCY DURESS

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An Emergency duress code will send an immediate request for help to the Alarm Receiving Centre. This should only be used in cases of forcible restraint or emergency. No indication of this alarm will be evident on the premises. To notify the Alarm Receiving Centre of an emergency duress situation key in your Duress code and press 'enter'.

The emergency alarm signal will be sent to the Alarm Receiving Centre who will alert the appropriate authority.

When the appropriate Duress code is entered to send an emergency signal:

- 1) It will unset a full set system.
- 2) It will unset a part set system.
- 3) When the system is Unset (switched off) an emergency signal only will be sent.

# VIEWING ALARM HISTORY LOG

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It is possible via the keypad display to view the system's alarm history. A maximum of 100 events are stored locally. The history log enables the user to determine the zone or device that has activated and when it occurred, since the system was last armed. If an alarm occurred while the system was armed the keypad status LED will also indicate this by flashing RED.

To view the Alarm History Log after an alarm activation carry out the following:

- 1) Unset the system.
- 2) The display will show:



- 3) Press \* on the keypad and the display will show:



Previous key      Quit key      Next key

- 4) The first (most recent) event will be displayed. The next or previous events can be displayed by pressing the Previous or Next keys.
- 5) On completion of the examination of the History Log press the Quit key.

# SYSTEM FAULTS

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## MAINS POWER FAILURE

In the event of a mains power failure the Alarm System will operate from the back up battery supply. The keypad status LED will flash GREEN and the Alarm Receiving Centre will be notified. The Keypad LCD Display will show:

FULL-SET CONDITION



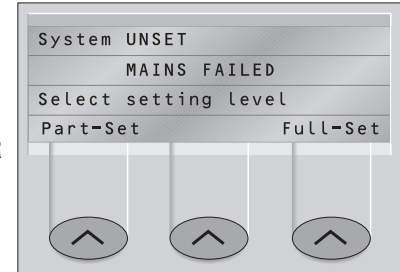
OR

PART-SET CONDITION



OR

UNSET CONDITION



When the mains power supply is restored the keypad display will revert to the MAINS OK format.



# SYSTEM FAULTS

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## BACKUP BATTERY FAILURE

Battery failure is notified to the Alarm Receiving Centre and the keypad display will show:

FULL-SET CONDITION



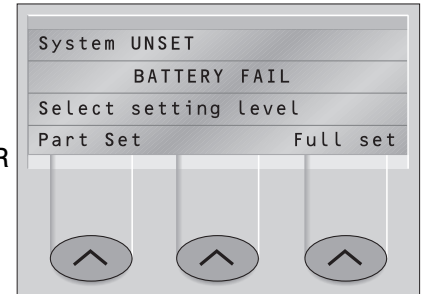
OR

PART-SET CONDITION



OR

UNSET CONDITION



If the fault persists contact the Alarm Company Service Department.

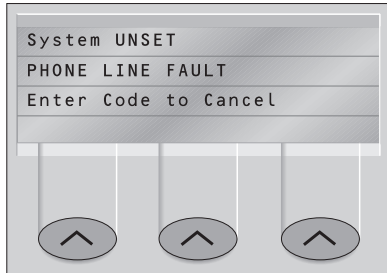
# SYSTEM FAULTS

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## TELEPHONE LINE FAULTS

The telephone line to which the system is connected is continuously monitored for line break or “line fault” conditions which could affect the integrity of the System.

If a telephone “Line fault” occurs during the Alarm Unset (Daytime) period, the keypad bleeper, and any other internal beepers/sounders connected in the system, will operate to warn the user of this condition, and the Keypad will display:



The user can cancel the audible warning by entering their normal ‘x’ digit user code, whilst the keypad will continue to display the Line Fault condition.

If the “Line fault” condition is still present when the user requires to set the system, the display will show:



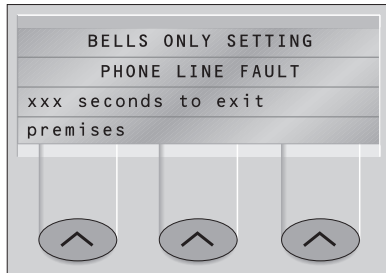
The system can still be FULL or PART SET by the user but will function as an audible (bells only) system. The alarm activation in this instance will not be reported to the Alarm Receiving Centre

# SYSTEM FAULTS

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## TELEPHONE LINE FAULTS

The setting procedure carried out is as normal with the display indicating the “Line fault” condition, during the system being set, e.g.:



The system will also attempt to “link up” with the Alarm Receiving Centre.

NOTE: If the “Line fault” condition appears to be permanent, contact the Alarm Company Service Department so that the fault can be confirmed and repaired by the Telephone Service Provider.

# SYSTEM FAULTS

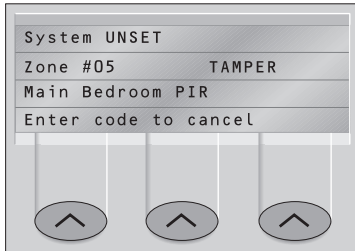
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## TAMPER FAULTS

The zone wiring and tamper switches are continuously monitored in accordance with British Standard 4737:Part 1:1986.

If a tamper condition arises during the UNSET period, the fault will be audibly notified and indicated on the keypad display.

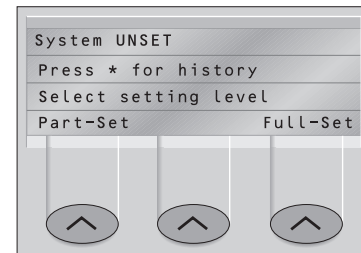
If a zone tamper fault exists, the display will identify the fault:



If a system tamper occurs, the display will show:



If the 'x' digit user code is now entered on the keypad the audible warning will be silenced and the display will indicate:

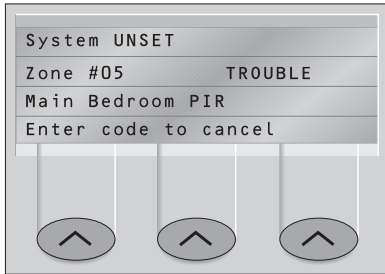


# SYSTEM FAULTS

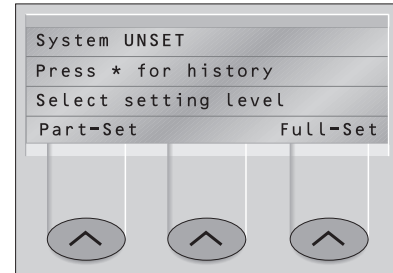
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## WIRING FAULT CONDITIONS

The system zone wiring is also monitored for correct system operation. If a fault condition arises, this will be indicated audibly in the same way as a tamper condition, and confirmed by the keypad display, e.g.:



Similarly, to silence the audible warning, the 'x' digit user code is entered on the keypad, which results in the display indicating:



The display indicator remains until the fault is cleared. If the fault remains and the reason is unknown then contact the Alarm Company Service Department.

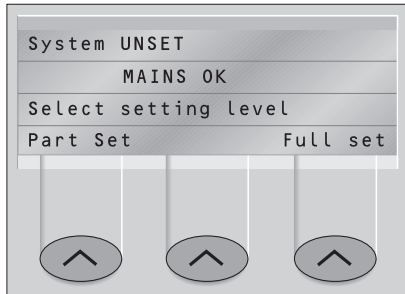
# TEST SIGNAL

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Following prior notification a test signal can be sent to the Alarm Receiving Centre for the following purposes:

- 1) Confirming the operational status of the system.
- 2) Obtaining a system reset following an alarm incident.

To send a test signal, the system must be in the UNSET condition as shown by the display:



Press the \* key on the keypad and the display will show:



Key in the 'x' digit user code and press the enter key:

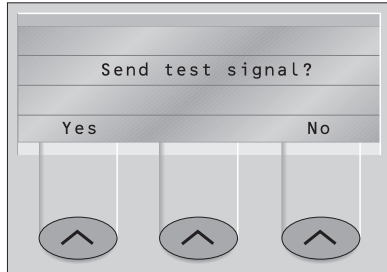


Call key    History Key

# TEST SIGNAL

---

Press the Call key. The display will show:



Yes key

No key

Press the YES key to send the test signal, the Alarm Receiving Centre Operator will notify the user as appropriate.

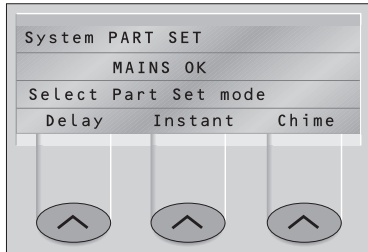
## CHIME MODE (OPTIONAL FEATURE)

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The Chime mode option causes the keypad to beep if a protected area is violated when the system is UNSET (switched off) or is PART SET. This will indicate when someone enters or exits a specified area. The alarm is NOT reported to the Alarm Receiving Centre.

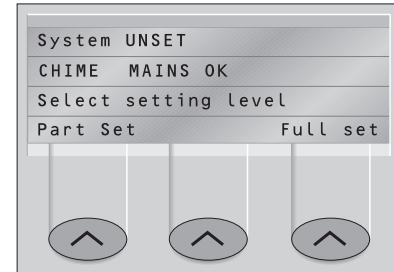
To select the Chime mode carry out the following:

- 1) At the keypad select PART SET and the display will show:



Chime key

- 2) Press Chime key.
- 3) Key in 'x' digit user code and press 'enter'. The display will show:



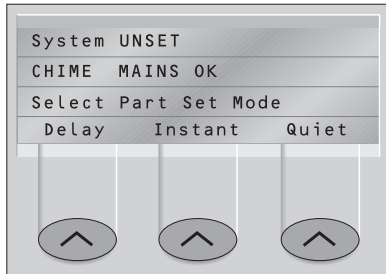


## CHIME MODE (OPTIONAL FEATURE)

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To disable the Chime mode carry out the following:

- 1) Select PART SET.



Quiet Key

- 2) Press Quiet key.
- 3) Key in 'x' digit user code and press 'enter'.

# ADVANCE SYSTEM FEATURES

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**NOTE:** To use any of the advanced system features the User will require the system master code.

## ADDING ADDITIONAL ACCESS CODE

The user can use the keypad to program a user assigned code into the system for specific individuals, such as cleaners or temporary employees. Only one user-assigned code can be in the system at any one time.

To program a user-assigned code carry out the following:

- 1) Ensure the system is in the UNSET condition. If not, then carry out the unsetting procedure.
- 2) Key in the system master code and press 'enter'.
- 3) Press the 'System' key.
- 4) Press the 'Change Code' key.
- 5) Key in the new user-assigned code and press 'enter'.
- 6) Verification of the new user code is now prompted. Key in the new user code again and press 'enter'.

**NOTE:** If a keypad action does not occur within 15 seconds then the display will return to the previous condition.

## REMOVING ADDITIONAL ACCESS CODE

To remove a user assigned code from the system carry out the following:

- 1) Ensure the system is in UNSET. If not, then carry out the Unsetting procedure.
- 2) Key in the system master code and press 'enter'.
- 3) Press the 'System' key.
- 4) Press the 'Change Code' key.
- 5) The display will prompt for a code, key in user code to be removed and press 'enter'.
- 6) Press 'OK' key.
- 7) The user code has now been removed.

# ADVANCE SYSTEM FEATURES

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## MULTIPLE PARTITION ARMING/DISARMING

**NOTE:** For multiple partition arming, all the partitions must be programmed in the same security mode. The programming of the security mode is a function of the Alarm Receiving Centre and Alarm Company.

### Arming

To carry out multiple partition arming carry out the following using the keypad located in Partition A.

- 1) Ensure the system is UNSET. If not, carry out the unsetting procedure.
- 2) Press 'Full Set' key, the display will change and prompt for the master code to be entered.
- 3) Key in the 'x' digit master code and press 'enter'.

- 4) Press the Yes key to arm all the partitions. The display will change to setting procedure display.
- 5) Carry out the Full Set procedure and on completion at the keypad leave by the designated Exit/Entry route within the time limit.

### Disarming

To carry out the following using a keypad located in any partition.

- 1) Key in the 'x' digit master code and press 'enter'. The keypad display will change to prompt a Yes/No answer.
- 2) Press 'Yes' key to disarm the zones, and follow instructions shown on the keypad display.

# ADVANCE SYSTEM FEATURES

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## OMITTING ZONES TO ALLOW SYSTEM SETTING

The Full Set setting procedure may be prevented by a zone fault condition (refer to page 9). To Omit the zone fault carry out the following:

- 1) Press Omit key and display will change to a request to enter the 'x' digit master code.
- 2) Key in the master code and press 'enter'.
- 3) Carry out the FULL SET procedure. The omitted zone is reported to the Alarm Receiving Centre.

On entering the premises the keypad display will show:



This display reminds the user that there is an omitted zone in the system.

Note: Zones can only be omitted by master code if pre-arranged authority has been agreed by the Alarm Company/insurance Company.

# ADVANCE SYSTEM FEATURES

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## ADVANCED ALARM HISTORY

This feature allows viewing of the last 100 events which have occurred for a maximum of seven days. The events include setting/unsetting and alarms.

To view the alarm history:

- 1) Ensure the system is UNSET, if not carry out the unsetting procedure.
- 2) Key in the 'x' digit master code and press 'enter'.
- 3) The display will change and display a prompt to "select display".
- 4) Select "History" and the last event will be displayed. Use the 'Previous' and 'Next' selection keys to view additional information.
- 5) On completion of history viewing select 'Quit'.

