



SYSTEM USER GUIDE

X R F I R E C O N T R O L P A N E L

HOW TO HANDLE AN ALARM

While the fire alarm horns, strobes, or sirens are going off, use one of the following methods to silence the alarm:

1. Turn the keyswitch to enable the four function keys, then press the **SILENCE** key.
2. Enter your User Code, then press **COMMAND**.



Note: You may silence an alarm using both of the above methods on the Remote Fire Command Center too.

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FIRE CONTROL PANEL FEATURES

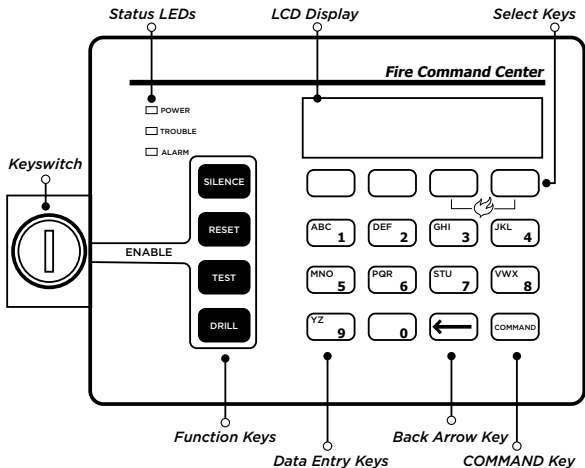


Figure 1: Fire Control Panel Features

GET TO KNOW THE FIRE COMMAND CENTER

Your system comes equipped with a built-in, easy-to-use Fire Command Center that allows you to properly operate the system. The Command Center is also available in a remote version. The keyswitch to the left of the keyboard must be turned to the “enable” position before you can use the four functions keys. It is not necessary to use the keyswitch when using a user code to perform operations. Figure 1 and the descriptions below highlight some features of the Fire Command Center.

The Select Keys

There are four keys under the display called the Select Keys. They allow you to choose what to do by pressing the Select Key under choices being shown in the display.

Data Entry Keys

These keys allow you to enter your user code and other information into the system.

The Back Arrow Key

Use the Back Arrow key to go back through displays while operating your system. Press the Back Arrow key to back up through the list of User Menu functions or to make a correction by erasing the last character you entered.

The Command Key

The **COMMAND** key allows you to advance through the displays or User Menu. You can also use the **COMMAND** key to complete a data entry function.

Status LEDs

Power LED

This LED remains on steady when both AC and battery input are good. The LED turns off when AC input is low. The LED flashes when battery input is low.

Trouble LED

This LED turns on when any trouble displays in the status list, such as AC, battery, phone line, transmit, ground fault, NAC, or any zone trouble. This light is off when no trouble displays in the status list.

Alarm LED

This LED is on when any alarm currently displays in the status list. This LED is off when no alarm currently displays in the status list.

Entering Alpha Characters

To enter an alpha character, press the key that has that letter written below it. The keypad displays the number. Next, press the Select Key that corresponds to the location of the letter under the key. Pressing a different Select Key changes the letter. Press another number is pressed to continue.

Entering Non-Alpha Characters

To enter a space in an alpha entry, press the 9-digit key followed by the third Select Key. The three characters on the 9-digit key are **Y**, **Z**, and **space**. You can also enter the following characters: - (dash), . (period), * (asterisk), and # (pound sign) using the **0** (zero) key and the four Select Keys from left to right. See the table below:

KEY NUMBER	SELECT KEY 1	SELECT KEY 2	SELECT KEY 3	SELECT KEY 4
1	A	B	C	(
2	D	E	F)
3	G	H	I	!
4	J	K	L	?
5	M	N	O	/
6	P	Q	R	&
7	S	T	U	@
8	V	W	X	,
9	Y	Z	space	_
0	-	.	*	#

Using the Keypad

Multi-Lingual Display Option

Your system may be programmed to display the User Menu and Status Display text in multiple languages. When the **COMMAND** key is pressed, the option to choose the language displays.

Keypad Displays Current Programming

Most User Menu options displayed at the keypad show the currently selected option in the panel memory. These options are either shown as a number, a blank, or a NO or YES. To change a number press any top row Select Key. The current option is replaced with a dash. Press the number(s) on the keypad you want to enter as the new number for that option.

It is not necessary to enter numbers with leading zeros. The panel automatically right justifies when you press the **COMMAND** key.

To change an option that requires a **NO** or **YES** response, press the top row Select Key under the response not selected. For example, if the current option is **YES** and you want to change it to **NO**, press the third top row Select Key. The display changes to **NO**. Press the **COMMAND** key to go to the next option.

Multiple Displays

For many User Menu options on burglary keypads of combination burglary and fire systems, such as **Access Areas**, there are several displays containing lists. For example, in **Access Areas**, areas 1 - 32 display on four separate displays. First, areas 1 - 8 display. Press the **COMMAND** key to display areas 9 through 16. Press the **COMMAND** key again to display areas 17 - 25. Press the **COMMAND** key one more time to display areas 26 - 32.



Note: Only areas pre-programmed at installation can display.

Asterisks in Burglary Area Armed Displays

Asterisks display next to a programming option that is already selected. As shown in the example, options chosen to display the current programming selection have an asterisk next to the number. Those that are not selected simply display the number. In the example, Burglary Areas 3, 8, 9, 15, 19, 23, 25, and 31 are not selected. In both examples the numbers with asterisks are selected.

To select or deselect a number, enter the number using the digit keys on the keypad. This is also used when viewing the panel armed status and other programming and operational functions. Press the **COMMAND** key to display the rest of the device or area numbers.

BURGLARY AREAS			
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32

User Options

Allows you to make adjustments to your keypad.

To access User Options, press and hold the Back Arrow and **COMMAND** keys for two seconds. The keypad display changes to **SET BRIGHTNESS**. Press the **COMMAND** key to display the next option or the Back Arrow key to exit.

Backlighting Brightness

Sets the keypad LCD and AC LED backlighting brightness level. At the **SET BRIGHTNESS** display, use the left and right Select Keys to lower or increase the keypad brightness.

Internal Speaker Tone

Sets the keypad internal speaker tone. At the **SET TONE** display, use the top left and right Select Keys to make the tone lower or higher.

Volume Level

Sets the keypad internal speaker volume level for key presses and prewarn conditions. During alarm, trouble, and prewarn conditions, the volume is always at maximum level. At **SET VOLUME LEVEL**, use the left and right Select Keys to lower or raise the keypad volume.

Model Number

The keypad model number, firmware version, and date display but can't be changed.

Four Function Keys

After turning the keyswitch, you can quickly perform vital functions using the four keys on the left side of the keypad.

SILENCE Key

Pressing the **SILENCE** key silences the alarm bells.

RESET Key

Pressing the **RESET** key performs a sensor reset and silence the alarm bells.

TEST Key

Pressing the **TEST** key performs a system test.

DRILL Key

Pressing the **DRILL** key displays a prompt **SURE? YES NO**. Press **YES** to begin the fire drill. Press **NO** to return to the status list.

Special Fire Command Center Displays

ALARM

A 24-hour zone or an armed burglary zone has been tripped.

ALARM NOT SENT

On a Burglary Keypad, the alarm signal was not sent to the central station because it was disarmed before the alarm was sent to the central station.

ALARM CANCELLED

On a Burglary Keypad, an Alarm Cancel signal was sent to the central station because it was disarmed after an alarm was sent to the central station.

SILENCED

An Alarm Silence has been performed to turn off the notification appliances. Zone names display.

SUPVSRY (SUPERVISORY)

A Supervisory type zone alarm has occurred. The zone name displays.

TROUBLE

There is a problem with a protection device or system component. A description of the problem displays.

ENTER CODE

The system requires you to enter your user code. User codes can be required for turning your system on (arming), turning your system off (disarming), etc.

As you enter your user code, the keypad display shows an asterisk (*) in place of each digit pressed.

TRY AGAIN or INVALID CODE

The user code you have entered is not in the system. Check the user code and try again.

INVALID PROFILE

The profile you entered is not in the system.

INVALID AREA

A user has attempted a door access for an area they are not assigned.

INVALID TIME

A user code assigned to a specific schedule is entered outside of the valid schedule.

ARMED AREA

A user has attempted a door access to an armed area to which they do not have authority.

FAILED TO EXIT (ANTI-PASS BACK)

On a Burglary Keypad, anti-passback requires users to exit (egress) an area they have previously accessed. If they fail to exit through the proper card reader location they are not granted access on their next attempt. A Failed to Exit message appears when a user assigned the anti-passback option attempts to re-enter an area which they did not exit properly. The user must exit the area through the proper door. If not possible, your system administrator should select the Forgive option in the User Codes menu option.

SYSTEM TROUBLE or SERVICE REQUIRED

There is a problem with one or more of the components in your system. Contact our service department.

SYSTEM BUSY

The system is performing another task of a higher priority. This usually only takes a few moments.

Special Fire Command Center Tones

Fire Alarm Tone

An intermittent sweeping siren that sounds until the fire alarm is silenced.

Key Press Tone

A short beep each time you press a key on the keypad and it is acknowledged by the system.

Prewarn Tone

A continuous pulsed tone that sounds when you open an entry delay door on a system that is armed (turned on) reminding you to disarm the protection. The tone silences as soon as the first user code digit key is pressed.

Exit Tone

A continuous pulsing tone that sounds during the exit countdown just after arming to remind you to exit the premise. At ten seconds prior to the end of the countdown, the rate of pulsing increases.

Trouble Tone

A steady tone indicating a trouble condition on your system. Press a Select Key to silence.



Note: Silencing the trouble tone by pressing any key only silences the keypad and does not correct the condition that originally caused the trouble.

USER MENU

Some features displayed in the User Menu can't be interacted with. Only the features that can be interacted with are listed in this guide. Press the **COMMAND** key to skip any displays and prompts not discussed in this User Guide.

User Menu Options

The list below shows the User Menu options in the order they display.

ALARM SILENCE

Silences an alarm bell or siren.

SENSOR RESET

Resets smoke or glassbreak detectors that have latched due to an alarm condition.

OUTPUTS ON/OFF

Allows you to turn on or off any of the outputs described in the System Setup section of this guide.

ZONE STATUS

Allows you to see if a zone is either armed, bypassed, in alarm, open, or shorted.

SYSTEM STATUS

Displays the current condition of the system AC power, backup battery, optional panel tamper, and keypad model and version numbers.

SYSTEM TEST

Tests the system siren, communication to the central station, and backup battery.

USER PROFILES

Allows you to add, delete, or change user profiles.

USER CODES

Allows you to add, delete, or change user codes.

TIME

Allows you to change the Day, Date, or Time that is currently programmed in the system.

DISPLAY EVENTS

Allows you to view or print the last 10,000 door accesses or 2,000 system events that occurred on your system.

SERVICE REQUEST

Allows you to send a message to the Central Station requesting service on the alarm system.

FIRE DRILL

Allows you to test the system fire bells.

Accessing the User Menu

1. Press the **COMMAND** key, if the multi-language option is enabled, the available languages display. Press the top row Select Key under the language to use for text display.
2. Press the **COMMAND** key until **MENU? NO YES** displays.
3. Select **YES**. The keypad displays **ENTER CODE**. Enter your user code and press **COMMAND**. You can now scroll down through the list of system features available to you.

Alarm Silence

Silences the alarm bells or sirens during an alarm.

Using Alarm Silence does not stop an alarm report from being sent to the central station and does not reset any alarmed devices.



Note: The keypad tone silences as soon as the first user code digit key is pressed. You can also silence an alarm by entering your user code and pressing **COMMAND** or by presenting your card to a reader while the Status List displays. If using a proximity card, areas assigned to your card may be disarmed and door access occurs.

1. Access the User Menu. The keypad displays **ALARM SILENCE?**
2. Press any Select Key to silence the bells and exit the User Menu.

Sensor Reset

Resets smoke or glassbreak detectors which must be reset before they can detect any additional alarm conditions. Also clears Fire/Supervisory alarm and trouble displays.

Make sure all smoke is cleared from around the smoke detector areas before performing a Sensor Reset to prevent the alarm from occurring again.

1. Access the User Menu. Press **COMMAND** until **SENSOR RESET** displays.
2. The keypad displays **SENSORS OFF** for five seconds followed by **SENSORS ON**.
3. The keypad automatically exits the User Menu.

Lockdown

Locks all Public Doors from the keypad in an emergency situation.

1. Access the User Menu. Press **COMMAND** until **LOCKDOWN?** displays.
2. Press any Select Key. The door access relay is activated and all Public Doors are locked.
3. Press **COMMAND** to return to the Status List display.

Door Lock/Unlock

Locks and unlocks doors from the keypad.

1. Access the User Menu. Press **COMMAND** until **DOOR LOCK/UNLOCK?** displays.
2. Enter the door number and press **COMMAND**.
-OR-
Press the fourth Select Key to browse door names. Use the **COMMAND** key to scroll through names and press any Select Key when the desired door is displayed.
3. Press the Back Arrow key to return to the **DOOR LOCK/UNLOCK?** display.

Door Access

Operates an electric door strike from the keypad.



Note: The door strike function is not available on the Model 7872 Graphic Touchscreen keypad.

Door Access is used to operate the door strike relay that is built into some keypads. Power for the door strike is connected to the keypad relay and can be interrupted by using the Door Access function.

Your system may be pre-programmed at installation to transmit a door access report to the central station.

1. Access the User Menu. Press **COMMAND** until **DOOR ACCESS?** displays.
2. Press any Select Key. The door strike relay turns on momentarily.
3. The keypad returns to the Status List display.

Outputs On/Off

Allows you to manually turn the system or door access relay outputs **ON** and **OFF**.

This function can individually turn your system relay and access door outputs **ON** and **OFF**. Your system may use these outputs to control door access, interior and exterior lighting, heating, air conditioning, or other appliances.

Outputs can be turned **ON** or **OFF** regardless of the output settings in Schedules.

Your system may be programmed to require that your user code profile have access to areas assigned to the keypad. **INVALID AREA** displays when your user code does not have access to the keypad's areas and the output does not turn on.

Under certain conditions, some outputs cannot be turned on. If you select a restricted output, the keypad displays **CANNOT TURN ON**.

1. Access the User Menu. Press **COMMAND** until **OUTPUTS ON/OFF?** displays.
2. Press any Select Key to display **OUTPUTS DOOR**.
3. Select the type of output you want to turn **ON** or **OFF** by pressing the Select Key under **OUTPUTS** or **DOOR**.

4. Enter the output number you want to turn ON or OFF. The output number displays. The range for outputs is 1-6, 500-999. The range for the door is 1-16.
5. With the output number displays, press the Select Key under **ON** or **OFF**. The remains in that chosen state until you change it. The keypad displays the output or door name followed by either **ON** or **OFF** for four seconds to provide visual verification of the action. Press the **COMMAND** key to end the four-second display.
6. The system automatically returns to the output or door prompt to allow you to select a new output to turn **ON** or **OFF**. Refer back to step 4.

Favorite

Allows you to activate a Favorite.

1. Access the User Menu. Press **COMMAND** until **FAVORITE** displays.
2. Enter a Favorite number from 1-20. Pressing **COMMAND** activates the Favorite.

Zone Status

Zone Status can be used to give you a list of zones by category or display the current status of an individual zone number.

1. Access the User Menu. Press **COMMAND** until **ZONE STATUS?** displays.
2. Press any Select Key to display **ARM BYPS ALR NBR**.

ARM, **BYPS**, and **ALR** provide a list of zones with that status to scroll through using **COMMAND**.

NBR allows you to select a specific zone to acquire its status.

- Select **ARM** for a list of zones that are currently armed.
- Select **BYPS** for a list of zones that are currently bypassed.
- Select **ALR** for a list of zones that have gone into alarm during the current or previous armed period.

- Select **NBR** and **ZONE NO** displays. Enter the zone number you want to check and press **COMMAND**. The zone number and name display followed by the zone status. The following is a list of the zone status displays:

OKAY	The zone is in a normal condition
BYPAS	The zone is bypassed
BAD	The zone is in a bad or faulted condition

After displaying the zone status, **ZONE NO** returns for you to enter another zone number.

System Status

System Status displays the internal system hardware current condition.

System Status shows the panel condition of AC power, battery power, and optional panel tamper. When System Status is selected, each monitor displays followed by OKAY or TRBL (Trouble) to indicate the current condition.

1. Access the User Menu. Press **COMMAND** until **SYSTEM STATUS?** displays.
2. Press any Select Key. The display starts listing each system monitor and status. For example: **AC POWER - OKAY**. Below are the System Monitor displays:

KEYPAD DISPLAY	WHAT IT MONITORS
AC POWER	AC power
BATTERY	Battery power
TAMPER	Panel box tamper

These are followed by either **OKAY** or **TRBL** (trouble). If **TRBL** displays, call the service department for assistance.

3. The system then displays its firmware version, the panel model, and then exits the User Menu.

System Test

System Test is used to test the battery, alarm bell or siren, and communication to a central station. The System Test function begins automatically as soon as you select it.

Using the System Test Function

1. Access the User Menu. Press **COMMAND** until **SYSTEM TEST?** displays.
2. The keypad displays **SYSTEM PANICS**. Press the Select Key below **SYSTEM**.
3. The System Test begins automatically and the keypad displays the following messages in this order:
 - a. **BELL SOUNDING** during a two second bell test
 - b. **KEYPAD SOUNDING** all keypads assigned to the same area sound their alarm tone for two (2) seconds during the keypad sounder test
 - c. **BATTERY - OKAY** or **BATTERY - TRBL** to indicate the battery condition
 - d. ***TRANSMIT TEST** and **ATTEMPT NO: 1** during the transmit test
 - e. **TRANSMIT OKAY** or **TRANSMIT FAILED** to show the results of the transmit test
 - f. **TEST END** to indicate the System Test is complete.
 - g. You can press the Back Arrow key to end the transmit test.

* The transmit test does not occur on local systems.

Using the Panic Zone Test (XR550DNFC with Network)

1. Access the User Menu. Press **COMMAND** until **SYSTEM TEST?** displays.
2. Press any Select Key. The keypad displays **SYSTEM PANICS**.
3. Press the Select Key below **PANICS**.
4. The Panic Zone Test begins automatically and the keypad displays **TRIPS: END**.
5. During the test, trip each panic zone (or button) on the system by pressing and holding the panic for 1 to 2 seconds.



Note: You do not have to hold the panic for 2 seconds in normal mode. You are only required to hold the panic during the Panic Zone Test because the zone takes additional time to report when the system is in test mode.

Each time you trip a panic zone, the display number increments and the keypad buzzer sounds for two seconds.

The number of panic zones tripped constantly displays until the test ends or no panic zone activity has occurred for 20 minutes.

6. Press the Select Key below **END** to stop the Panic Zone Test.

7. When **PANIC TEST OKAY** displays, the Panic Zone Test is completed and all zones tested **OK**.
8. When the Panic Zone Test ends and a zone failed (did not trip) during the test, the keypad displays the zone name and number and the buzzer sounds for one second. Press the **COMMAND** key to display the next failed zone.



Note: During the Panic Zone Test, any zones that fail are not sent to the receiver unless pre-programmed at installation to be sent.

User Profiles

Change User Profiles, that define the authority of each user code in the system. Several characteristics define the authority of each User Profile within the system.

Always make sure that at least one administrator in your system has a profile with all authorities and all areas.

Profile Number

Each profile may be assigned a unique number from 1 to 99.

Profile Name

Each profile may be assigned a 16-character name. The Profile Number is the default name.

Arm or Disarm Areas

Each profile may be assigned specific areas of the system for arming and disarming. When profiles 1 to 98 are created, NO areas are assigned by default. The default for profile 99 is ALL areas assigned. Profile 99 is predefined in the system by the factory.

Access Areas

Each profile may be assigned door access area assignments. Default for profile 1 to 98 is NO areas assigned. Default for profile 99 is ALL areas assigned. Profile 99 is predefined at the factory.

Output Group Assignment

Each profile may be assigned an output group number from 1 to 10. Default for profile 1 to 98 is NO output group assigned. Default for profile 99 is output group 10. Your system may be programmed to turn on an output group at certain keypads when door access occurs.

User Menu Assignments

Each user profile may have any of the menus assigned to it as shown in the User Profile Record below. The User Profile Record lists the user menu profile assignments and the system functions users are allowed to access based on the profile numbers assigned to their codes.

User Profiles Reference

MENU DISPLAY			PRIVILEGE
ARM	NO	YES	Arm
DIS	NO	YES	Disarm
ALM SLNC	NO	YES	Alarm Silence
SNSR RST	NO	YES	Sensor Reset
LOCKDOWN	NO	YES	Lockdown
DOOR LOCK/ UNLOCK	NO	YES	Door Lock/Unlock
DOOR ACS	NO	YES	Door Access
ARM AREA	NO	YES	Armed Areas
OUTPUTS	NO	YES	Outputs ON/OFF
FAVORITES	F01 - F20		Favorites
ZN STATS	NO	YES	Zone Status
BYPAS ZN	NO	YES	Bypass Zones
ZONE MON	NO	YES	Zone Monitor
SYS STAT	NO	YES	System Status
SYS TEST	NO	YES	System Test

MENU DISPLAY			PRIVILEGE
PROFILES	NO	YES	User Profiles
USR CODE	NO	YES	User Codes
SCHEDULES	NO	YES	Schedules
TIME	NO	YES	Time
DIS EVNT	NO	YES	Display Events
SERV REQ	NO	YES	Service Request
FIRE DRILL	NO	YES	Fire Drill
EXTEND	NO	YES	Extend Schedules
TEMP CODE	NO	YES	Temporary User Code
ANTI PASS	NO	YES	Anti-Passback
ACCESS SCHEDULES	Sch.	1-99	Allow: Shift/Time Access
RE ARM DLY	0 - 720		Re-Arm Delay
SEC LANGUAGE	NO	YES	Preferred Language

Changing User Profiles

1. Access the User Menu. Press **COMMAND** until **USER PROFILES?** displays.
2. Press any Select Key. The keypad displays **ADD DEL CHG**.
3. Press the far right Select Key, under **CHG**.

4. At the **PROFILE NO** option, enter a profile number and press **COMMAND**. The display changes to **PROFILE NAME**.
5. Press any Select Key to display -.
6. Enter a profile name of up to 16 characters. The default Profile Name uses the Profile Number.
7. Enter the Profile Name and press **COMMAND**.
8. At the **ARM/DIS AREAS** option, enter the area numbers (1-32) for arming and disarming assigned to this profile.
9. At **ACCESS AREAS**, enter the area numbers (1-32) assignment to allow door access for this profile. Press **COMMAND**.
10. At **OUTPUT GROUP**, Enter the number (1 through 20) for the Output Group assigned to this profile. Press **COMMAND**.
11. The keypad displays each of the menus as shown in the Profile References Table. Enable or disable the menu function for this profile number. Select **YES** or **NO** and press **COMMAND** to advance to the next menu selection.
12. After all User Profile menu assignments are selected, the keypad displays the **PROFILE CHNGD** message for 4 seconds, indicating the profile is changed.

TEMP CODE

When you select **YES** for this menu option, and this profile is assigned to a user code (see next section), the keypad displays **TEMP EXPIRE DATE**. Enter the ending date for the profile to expire. Default is seven days from today. The system deletes Temp users at 12:00 AM on the last date.

ANTI PASS NO

Anti-passback requires that you properly exit (egress) an area previously accessed. When you fail to exit through the proper location you cannot access it until you properly exit. Default is **NO**.

ACCESS SCHEDULES

This option allows you to assign two Schedules to a profile for door access. When the keypad displays **FIRST ACCESS SCHEDULE** press **COMMAND** to browse available Schedules. Enter the Schedule number and press **COMMAND**. When the keypad displays **SECOND ACCESS SCHEDULE** repeat the same process for the third through eighth access schedule and press **COMMAND** to return to the User Menu.

RE ARM DELAY

This option allows the entry of 0 to 720 minutes to be used to delay automatic rearming when the user disarms an area outside of schedule. If zero is selected, the rearming occurs based on permanent programming in the panel.

RE ARM DELAY is also used to delay a late to close message to the central station when the panel does not use automatic arming.

If the user has Extend Schedule authority, **2HR 4HR 6HR 8HR** displays at disarming. If the user does not make a choice, the **RE ARM DELAY** is used to extend the schedule.

For example, an exit door near the trash is scheduled to be armed at all times. When the custodian needs to remove trash, program 10 minutes for the activity. Or, an overhead door only requires access when a delivery is made. Program up to 250 minutes to allow the loading dock supervisor to load or unload a semi-truck.

User Codes

This option allows you to add, delete, or change a user code. You may also assign specific User Profiles to individual users.

User Number

Every user is numbered 1 - 9999. This number identifies the user to the system and is transmitted to the central station when the user arms or disarms areas.

User Code

Each user also has a 3- to 6-digit code, to enter into the LCD keypad when arming or disarming the system.



Note: A User Code cannot begin with zero, and 3-digit codes cannot begin with 98.

User Names

Each code may also be programmed with the user name. You may enter up to 16 characters for the name.

User Profile

The user is also assigned a Profile (1 to 99) by the administrator of the system. The profile number determines the areas and functions the user can access.



Note: Your system must have at least one user with user code authority in order to add or delete user codes. Do not delete all users with user code authority from your system.

Adding User Codes

1. Access the **USER CODES?** display. Press any Select Key. The keypad displays **ADD DEL CHG BAT**.
2. Press the Select Key under **ADD** or **BAT** (Batch) to add a new user code.
3. At the **USER NUMBER** prompt, enter a user number and press **COMMAND**. The display changes to **USER CODE**.



Note: Do not program a code for user number 1 unless you intend to use the Ambush function, see Ambush Codes.

4. Enter a user code of 3 to 6 digits and press **COMMAND**. The user enters this number to arm, disarm, etc. After entering the code the keypad displays **USER NUMBER ###** as the user name.
5. A 16-character name may be entered to identify the user. Press any top row key to clear the current name. Enter the new name and press **COMMAND**.
6. The display changes to **PROFILE NO**. Select the profile number to assign a set of authorized functions to the user code.
7. At the **PROFILE NO** display, enter a profile number from 1 to 99, and press **COMMAND**. The displays shows **USER # ADDED**.

Deleting User Codes

To delete a user code, you must have a user code with a profile that has user code authority.

1. Access the **USER CODES?** display. Press any Select Key. The keypad displays **ADD DEL CHG BAT**.
2. Press the second Select Key, under **DEL**, to delete a user code from the system. To delete a user code, you must have a user code with a profile that has user code authority.



Note: Be careful not to delete all users with user code authority from your system. Also, the user code used to enter the user menu to delete codes cannot be deleted. In other words, you can not delete yourself.

3. At the **USER NUMBER** prompt, enter the user number you want to delete and press **COMMAND**. The display changes to **USER # DELETED**.
4. The display then changes back to **USER NUMBER** allowing you to delete another user.

Changing User Codes

1. Access the **USER CODES?** display. Press any Select Key. The keypad displays **ADD DEL CHG BAT**.
2. Press the third Select Key, under **CHG**, to change a user code.
3. At the **USER NUMBER** prompt, enter the user number to change and press **COMMAND**.
4. The display changes to **CODE NO: * * * * ***. Press a Select Key and enter the new user code. Press **COMMAND**.
Changing a user code does not change the user number.
5. The display then shows the current user name. Press any top row key to clear. See *Entering User Names in Working with Browsers* to enter a new name.
6. The display changes to **PROFILE NO**. Select the profile number to assign a set of authorized functions to the user code.
7. After entering the profile number, the keypad displays **USER # CHANGED** for 5 seconds followed by **USER NUMBER**. This display allows you to change another user code.

Extend Closing

Extending schedules (**EXT**) allows the Closing Check operation to delay until the new closing time expires. This allows the current schedule to ignore its closing time and not send a **LATE TO CLOSE** message to the central station. This function is designed to allow workers to stay later and does not extend door access authority. The extended schedule erases when it expires.

1. Access the User Menu. Press the **COMMAND** until **SCHEDULES** displays.
2. Press any top row Select Key to view **OUT DOOR HOL EXT**. Select **EXT** to program Extended Schedules.
3. If Area Schedules are set to **YES** in Area Information you are prompted to enter the Area for which you wish to extend the closing time. Press any Select Key to browse Area names and press **COMMAND** at the chosen Area.
4. The keypad displays **AM PM**. Enter a time to extend the current Closing Check open period. Press **COMMAND** to exit the menu.



Note: If the system is not armed by the scheduled closing time, a Late to Close report is sent to the central station. If the schedule is extended, a Schedule Change report is sent to the central station.

Setting Schedules

1. Access the User Menu.
2. The keypad displays **TIMES AREAS DOOR**. Press **COMMAND** to display **OUTPUT HOLIDAYS**. Select the function you want to program.

Times

The keypad displays **ADD DEL CHG**.

Adding a Schedule

Select **ADD** to enter a new schedule number.

1. Enter the Schedule number 01-99 that you want to add. Press the **COMMAND** key to accept your Selection. You are then given the option to enter a Schedule name. Press **CMD** to proceed.
2. The keypad displays **SUN MON TUE WED**. Press the **COMMAND** key to display **THU FRI SAT HOL**. Select the day you want the schedule to begin. If you select **HOL**, go to Setting Holiday ABC Schedules for additional instructions.



Note: After selecting the day of the week or holiday for the schedule to begin, the keypad displays any currently programmed Begin and End times previously set for that day. This feature allows you to review programmed schedules at any time.

3. If Begin and End times already exist, the keypad then displays **DELETE KEEP**. Select **DELETE** to enter new times.
4. The keypad then displays **BEGIN TIME?** followed by the display **MON - : AM PM**. Enter the new opening time and select **AM** or **PM**. Enter all schedule times using a 12 hour clock. For example, to enter 6 AM you would enter a **0 + 6 + 0 + 0** and select **AM**. For 11 PM you would enter a **1 + 1 + 0 + 0** and select **PM**.

The keypad then displays **END TIME?** followed by the display **MON - : AM PM**. Enter the new closing time and select AM or PM. Select whichever day displays, for example, **MON** allows you to scroll through the days of the week and create a schedule window that spans multiple days.



Note: You must enter a Begin and End time or the system will not recognize the schedule.

5. Now that the new schedule is programmed into your system, the keypad goes back to the **SUN MON TUE WED** display. Press the Back Arrow key to enter another schedule.
6. To clear a schedule press **DELETE** and then **AM** when the opening time is requested. Press the Back Arrow key to exit the User Menu.

Delete a Schedule

Select **DEL** to delete a schedule number.

1. Enter the Schedule number 01-99 that you want to delete.
2. The keypad displays **DELETE SCHEDULE SURE? YES NO**. Select **YES** to delete the schedule.
3. The keypad displays **SCHEDULE NO: - DELETED** and the keypad prompts you for the next schedule number to be deleted.

Change a Schedule

Select **CHG** to edit an existing schedule.

1. Enter the schedule number 01-99 that you want to change.
2. The keypad displays **ENTER SCHEDULE** and the schedule name. To edit the name press any Select Key to make changes. Press **CMD** to proceed.
3. The keypad displays **SELECT WEEK DAY** and **SUN MON TUE WED**. Press the **COMMAND** key to display **THU FRI SAT HOL**.
4. Enter the Begin and End times for each day of the schedule. Refer to Adding a Schedule for more information.
5. The keypad goes back to the **SUN MON TUE WED** display. Press the Back Arrow key to enter another schedule.

Setting Area, Output, and Door Schedules

The Schedules function allows you to assign up to 8 different schedule numbers to each area, output, and door access relay connected to your system. The schedule number allows the opening and closing times for the area and on/off times for outputs and door access relays

1. Access the User Menu.
2. Press **COMMAND** until **SCHEDULES?** displays. Press any Select Key.
3. At **TIMES AREAS DOOR**, press the **COMMAND** key and the display changes to **OUTPUT HOLIDAYS**. Select **AREAS**, **DOOR**, or **OUTPUT**.
4. At **ENTER THE AREA/OUTPUT/DOOR NUMBER**, enter the area, output, or door number you want to assign a schedule. Press the **COMMAND** key.
5. At **SCHEDULE NO**, press any Select Key and enter the schedule number (01 to 99). Press the **COMMAND** key. The keypad returns to the **TIMES AREAS DOOR** display allowing you to enter additional programming.

Setting Holiday ABC Schedules

Three Holiday Schedules are available. This allows an output, area, or door to have three different schedules for holidays. For example, Holiday Schedule A for those holidays when the building stays closed, Holiday Schedule B for a day that only opens for a morning, etc. Also, Holiday Schedules can be used to cross multiple days. These schedules become active and supersede the current day's schedule when a Holiday Date occurs. See Setting Holiday Dates (HOL).

1. Access the User Menu. Press **COMMAND** until **SCHEDULES?** displays. Press any Select Key.
2. At **TIMES AREAS DOOR**, display, press the **COMMAND** key until the display changes to **OUTPUT HOLIDAYS**. Press **COMMAND** once more and the display changes to **FAVORITES**.
3. Select **HOLIDAY** to program holiday schedules.
4. The keypad displays **HOL: A B C**. Select **A** to set the first of three holiday schedules.

5. The keypad displays **A - : AM PM**.



Note: After selecting the schedule, the keypad displays any current times previously set for that holiday. This feature allows you to review the programmed times.

6. If times display, the keypad then displays **DELETE KEEP**. Select **DELETE** to enter new times.

7. The keypad then displays **BEGIN TIME?** This is followed by the display **AM PM**.

Enter a new time and select **AM** or **PM**.

The display changes to **END TIME?** This is followed by the display **AM PM**.

Enter a new time. Enter all schedule times using a 12 hour clock. For example, to enter 6 AM you would enter **0 + 6 + 0 + 0** select **AM**. For 11 PM you would enter **1 + 1 + 0 + 0** and select **PM**.

8. The keypad returns to **HOL: A B C** allowing you to enter **A**, **B**, and/or **C** holiday schedule for the same Output or Door. Go back to step 3 to add additional holiday schedules.

Setting Holiday Dates

Setting Holiday Dates provides the system with dates in the year when the normal opening and closing schedules are not used and superseded by one of the Holiday Schedules A or B or C. When the panel determines that it is a holiday, the Holiday Schedule supersedes the current schedule for that day. Up to forty different holiday dates can be entered.

1. Access the User Menu. Press **COMMAND** until **SCHEDULES?** displays. Press any Select Key.
2. At **TIMES AREAS DOOR**, display, press the **COMMAND** key once more. The display changes to **OUTPUT HOLIDAY FAVORITES**. Select Holiday to program Holiday dates.
3. At **HOL: xx mm/dd A**. You can now enter the month and day for the first holiday. Select **A** to change to **HOL B**. Pressing again changes to **HOL C**. Example: July 4th would be entered by pressing the **0704** keys. The keypad displays **HOL:1 07/04 B**.

4. To step to the next holiday number, press **COMMAND**. To clear a holiday press any top row Select Key when the appropriate holiday number displays. Press the Back Arrow key when **HOL: 1** or the **COMMAND** key when **HOL: 40** displays to exit the menu.



Note: The Holiday Dates entered indicate the days of the year when HOL schedules are used. For information on setting holiday schedules for Area, Output, and Door, see Setting Holiday ABC Schedules.

Setting the Date and Time

Allows you to change the current date and time displayed on the LCD keypad and used by the system.

1. Access the User Menu. Press **COMMAND** until **TIME?** displays. Press any Select Key.
2. The keypad displays the current day and time. Press the **COMMAND** key. The keypad displays the current date. Press the **CMD** key to make any changes.
3. The keypad displays **TIME DAY DATE**.

4. Press the Select Key under **TIME** to change the time. The keypad displays **AM PM**. Enter the current time and select **AM** or **PM**. The display changes back to **TIME DAY DATE**.
5. Press the Select Key under **DAY** to change the day of week. The keypad displays **SUN MON TUE WED**. Press the **COMMAND** key to display **THU FRI SAT**. Press the Select Key under the correct day. Use the Back Arrow key to toggle between the different day of the week displays.
6. Press the Select Key under **DATE** to change the date. The keypad displays

MONTH	Enter up to 2 digits for the month. Press CMD .
DAY	Enter up to 2 digits for the day. Press CMD .
YEAR	Enter up to 2 digits for the year. Press CMD .

The display returns to the **TIME DAY DATE** display.
Press the Back Arrow key to exit the User Menu.

Ambush Codes

Your system may be programmed to allow user number 1 to be used as an Ambush code. This Ambush code functions identically to a standard code with the exception that it sends a silent alarm to the central station. This silent alarm alerts the operator to a duress situation at the premises and prompts immediate notification of authorities.

Refer to the System Setup section of this guide to see if your system is programmed for Ambush. If so, do not program a code for user number 1 unless you intend to use the Ambush function.

Display Events

Allows you to review up to 12,000 past door access and system events. Examples of these events include:

- **Zone Activity:** zone alarms, troubles, and restorals.
- **User Code:** adding, deleting, and changing user codes.
- **Supervisory:** problems with system hardware components.
- **System Monitor:** problems with AC Power, Battery, phone line, or tamper problems.


The system memory holds a maximum of 12,000 past events for 45 days. Any event older than 45 days automatically clears from the system memory. Also, once the full 12,000 events are stored, any new event causes the oldest event to be cleared.

About the Display Events Section

While in the Display Events function, use the **COMMAND** and Back Arrow keys to navigate through the list of events. To view more information about each display, press the Select Key as directed in the explanations.

Using the Display Events

1. Access the User Menu. Press the **COMMAND** key until **DISPLAY EVENTS?** displays. Press any Select Key.
The keypad displays **FRST LST PRT SRT**.
 - a. Select **FRST** (first) to view the oldest to newest events. Then use the **COMMAND** key to scroll up through the events. Select **LST** (last) to view the newest to oldest events. Then use the Back Arrow key to scroll down through the events.
 - b. Select **LST** (last) to view the newest to oldest events. Then use the Back Arrow key to scroll down through the events.
 - c. Select **SRT** to sort through the Display Events log and collect information specific to a user or system event.
 - d. Select **PRT** to print the complete Display Events log.
2. To use the Sort feature, press the Select Key under **SRT**. The keypad displays **FRST DATE: 8/21**. Press any Select Key and enter a 4-digit beginning date for the sort. Press **COMMAND**.
3. The keypad displays **LAST DATE: 10/17**. Press any Select Key and enter a 4-digit ending date for the sort. Press **COMMAND**.

4. At **USER NUMBER**, to sort events for a particular user, enter their user number or press **COMMAND** to sort for all users. To search for a user, press any Select Key then use the **COMMAND** and Back Arrow keys to browse through the user names in the system. When the user you want displays, press any Select Key then press **COMMAND**.
5. The keypad displays five event types that you can include in the sort. Press the fourth Select Key to display **YES** as the event type name displays on the keypad. Press **COMMAND**. The following are the five sort event types:
 - **ACCESSES:** Door accesses granted
 - **DOOR NUMBER:** Leave blank for all doors
 -  **Note:** If you select **YES** for access then only Door Access Granted Events are included in the sort.
 - **ZONE EVENTS:** Zone alarms, troubles, and restorals
 - **USER EVENTS:** Adding, deleting, and changing user codes
 - **SUPERVISORY:** System hardware problems and door access denied events
6. After the last event type displays, the keypad again displays **FRST LST PRT SRT**. You can now view or print the sorted Display Events or press **SRT** to define a new sort.

Service Request

Your user code profile may be programmed for Service Request. This allows you to press any top row Select key when **SERVICE REQUEST?** displays and have the system send a “Request for Service” message to the central station. The **REQUEST MADE** display confirms your request was sent.

Fire Drill

Fire Drill is used to test the fire bells or fire horns in your system. The Fire Drill test turns your system bell circuit on, but does not send a message to the central station.

Starting a Fire Drill test

1. Access the User Menu. Press **COMMAND** until **FIRE DRILL?** displays. Press any Select Key.
2. The keypad displays **SURE? YES NO**.
3. Press the Select Key under **YES** to start the Fire Drill test.

Ending a Fire Drill test

1. Enter your code at the keypad and press **COMMAND** to end the Fire Drill.
2. The Fire Drill test automatically ends with **ALARM SILENCE** or the programmed Bell Cutoff time.

COMMON KEYPAD DISPLAYS

Listed in the following table are several keypad messages you may see on the display. Follow the instructions in the Possible Solutions column to correct the problem. In many case, you need to call a service person to correct the problem. Displays that are not discussed here mean that your service representative should be called.

MESSAGE:	MEANING:	POSSIBLE SOLUTIONS:
INVALID AREA	The user has attempted a door access to an area they are not assigned.	Change the user access areas if access to the area is needed. If access is needed, the user cannot enter the area.
INVALID CODE	The user code you entered is not recognized by the assigned profile.	Check the user code and try again.
INVALID PROFILE	A user has attempted a function that is outside of the assigned profile.	Check the user profile settings.
INVALID TIME	A user code assigned to a specific schedule was entered outside of the valid schedule.	See Schedules and User Codes. Check the system clock.
ENTER 2ND CODE	The area you are attempting to disarm or access is a Two Man Area.	A second and different user code must be entered.
CLOSING TIME!	The schedule has expired and in a short time the area will automatically arm.	Users still on the premise should arm the system or extend the schedule to a later time.
LATE TO CLOSE	The system was no armed at its scheduled closing time.	Users still on the premise should arm the system or extend the schedule to a later time.
FAILED TO EXIT	A user assigned the anti-passback option has attempted to re-enter an area from which they did not exit properly.	The user must exit the area through the proper door. If not possible, your system administrator should select the Forgive option in the User Codes menu.

Information furnished is believed to be accurate and reliable.
This information is subject to change without notice.



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