

# **ATS Control Panel**

**User's Manual** 

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# WELCOME

This manual explains how to use the alarm system for every day use. It is applicable for all ATS control panels (ATS2000/3000/4000 series). Please read these instructions carefully before you start using the system for the first time, and keep them in a safe place for easy reference.

Symbols are used in this manual to help explain the information:



Note. Gives you extra information.



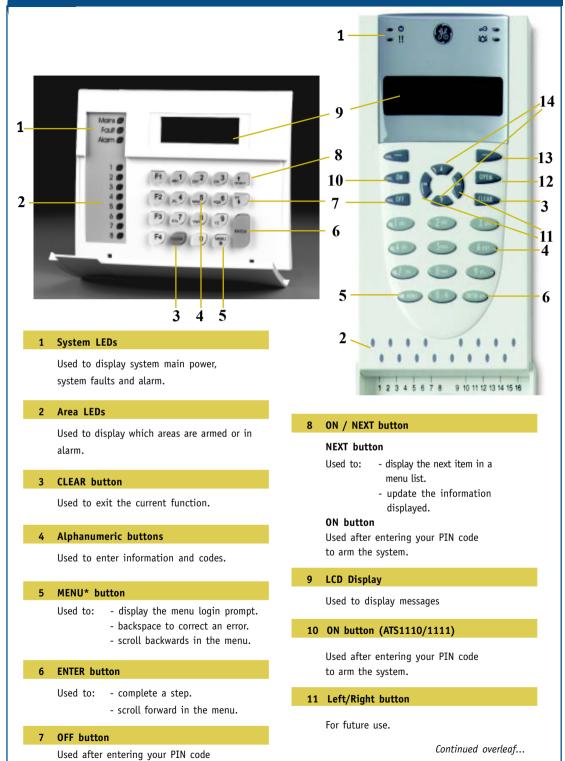
Press a button on the keypad.



The alphanumeric buttons on the keypad.

### 1048413 (02/2004)

### LOOKING AT THE KEYPAD



to disarm the system.

You need a PIN code and/or a card to use the Advisor **MASTER** system. Your PIN code has between four and ten digits and is unique for each user.

The manager of the security system has programmed your PIN code so that it lets you do specific tasks, such as arming or disarming the system. You can only access the menu options that your PIN code had been authorised to access. When you try to access an option that you are not authorised to access, you get the message *You are unauthorised for this function*. Also, although you may be able to access a menu option, depending on how your PIN code has been programmed, you may not be authorised to access all the information available on it.

If you access the menu and do not use any keys for two minutes, you will automatically exit from the menu. It is a good practice to exit the menu using the CLEAR button rather than the time out facility because if someone else uses the menu before it times out, the functions used can be logged against your PIN code.

#### 12 **OPEN button**

Used to: - open a door via a valid code (if programmed)

#### 13 For future use

#### 14 Up/Down buttons

#### Up button

- Used to: scroll up the menu list
  - update the information displayed.

#### Down button

Used to: - scroll down the menu list - update the information displayed.

# ACCESSING THE MENU OPTIONS

The Advisor **MASTER** system lets you carry out several different functions. These functions are accessed through the menu options. The instructions on the right show you how to move between the different menu options available.

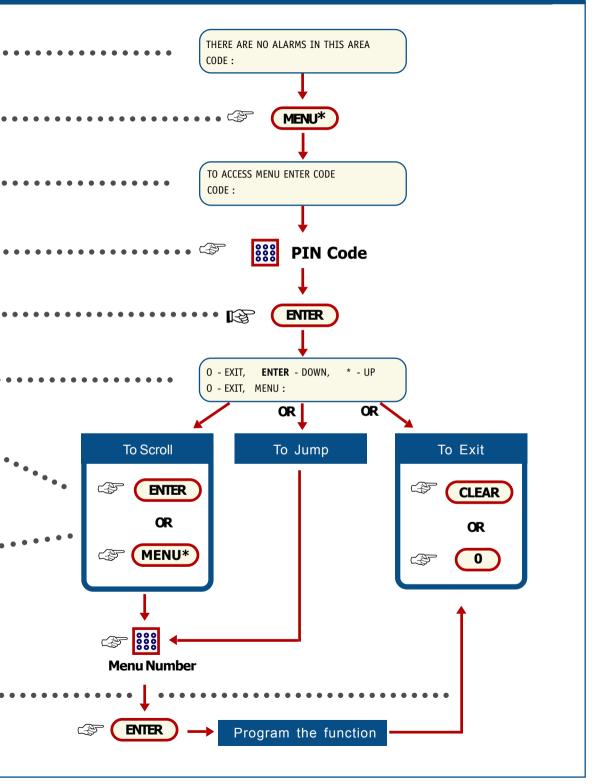
You can only access the menu options that are authorised for your PIN code.

See page 5, *Using your PIN code*, for further information.

Start with this display message with the Code prompt on the bottom line. Press the **MENU**\* button • • • • The new message is displayed. • • • • • • Enter your **PIN** code • • • • • Press the ENTER button •••• The new message is now displayed. • • • • Scroll – lets you scroll through the menu op tions one by one. Press ENTER button to scroll forward Press **MENU\*** button to scroll backwards Then enter the menu number of the menu you want to access. Press ENTER. **Jump** – lets you jump to a specific menu option. Enter the menu number and press ENTER. Exit - Lets you exit and return to the original display shown at the top of the page. Press CLEAR or O button to exit

automatically.

# TO ACCESS THE MENU OPTIONS



# **ARMING THE SYSTEM**

#### When to arm:

You arm the premises, or an area in it, when it is unoccupied, for example at the end of the day when everyone has gone home. Then if an unwanted event occurs, such as someone forcing open a door, this sets off an alarm.

#### The time limit to leave the premises once armed:

Once you have armed the system, you must leave the premises (or area) within a pre-set time as otherwise you will set off the alarm. The manager of your system will infom you what this time limit is.

Normally, you will hear a beeper during the time allowed to leave the building.

#### When you cannot arm or disarm:

You might not be authorised to arm/disarm specific areas in the premises because:

• Your PIN code has been programmed to arm/ disarm only specific areas in the premises. Make sure you know which areas you are authorised to arm/disarm.

• Your alarm system might have more than one control panel. If so, each will have been programmed to arm/disarm only specific areas in the premises. Make sure you use the correct keypad for the areas you want to arm/disarm.

• You cannot arm an area if it has a zone that is open, such as the magnetic contacts of a door or window. So, before arming, make sure that all doors and windows are properly closed.

If a zone is open when you try to arm, the keypad will beep quickly seven times and you will get the message "Active on ...". You must then fix the problem.

The manager of your system will tell you which keypad(s) you can use and which area(s) you can arm/disarm.

Start with this message.

The Code line is the bottom line. •••••••• The LED of the area you want to arm is off.

Enter your **PIN** code

Press ON

What happens next depends on how your PIN code has been programmed:

#### PIN code not programmed to display areas

After entering the code and pressing **ENTER**, all disarmed areas are automatically armed and the display returns to the beginning.

#### PIN code programmed to display areas

You can do one of three options:

1. **Display more areas** – lets you display the • • next disarmed area in the list. Select the area you want to arm as explained below (option 3) or press **NEXT** again. When finished, press **ENTER**.

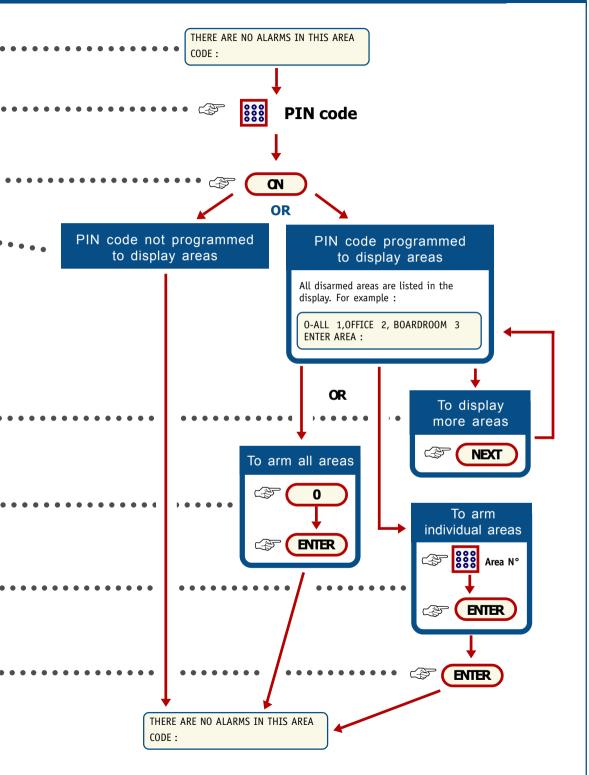
2. Arm all areas - lets you arm all the areas at ••• • once. Press the **O** button and then **ENTER**.

3. Arm individual areas- lets you arm selected area(s) one at a time. Enter the area number and press ENTER for each area you want to arm.

When finished, press **ENTER** again.

When an area is armed, its LED lights up red.

# TO ARM THE SYSTEM



# **DISARMING THE SYSTEM**

#### When to disarm:

If the area you want to enter is armed, you must first disarm the alarm system before you can enter as otherwise you will set off the alarm. You will know when an area is armed because its LED on the keypad will be lit red.

#### The time limit when disarming:

Once the system is armed, you have to disarm the area within a pre-set time as otherwise you will set off the alarm. The manager of your system will tell you what this time limit is.

You will normally hear a beeper during the time allowed to enter.

#### Disarming when there is an alarm:

If there is an alarm condition while you are disarming the system, the alarm is reset. You must then find out what caused the alarm and fix it.

Use the function "Listing recent alarms" to get a list of all the alarms that recently have happened

(see page 20).

#### When you cannot disarm:

You might not be authorised to disarm specific areas in the premises. See the earlier section "When you cannot arm/disarm" on page 8 for more information.

The system is armed. Start with this message. •••• The Code line is the bottom line. The LED of the area you want to disarm is red.

Enter your **PIN** code

Press OFF

What happens next depends on how your PIN code has been programmed:

#### PIN code <u>not</u> programmed to display areas

All programmed armed areas are disarmed automatically.

#### PIN code programmed to display areas

You can do one of four options:

1. **Display more areas** – lets you display the • • next disarmed area in the list. Select the area you want to disarm as explained below (option 3) or press **NEXT** again. When finished, press **ENTER**.

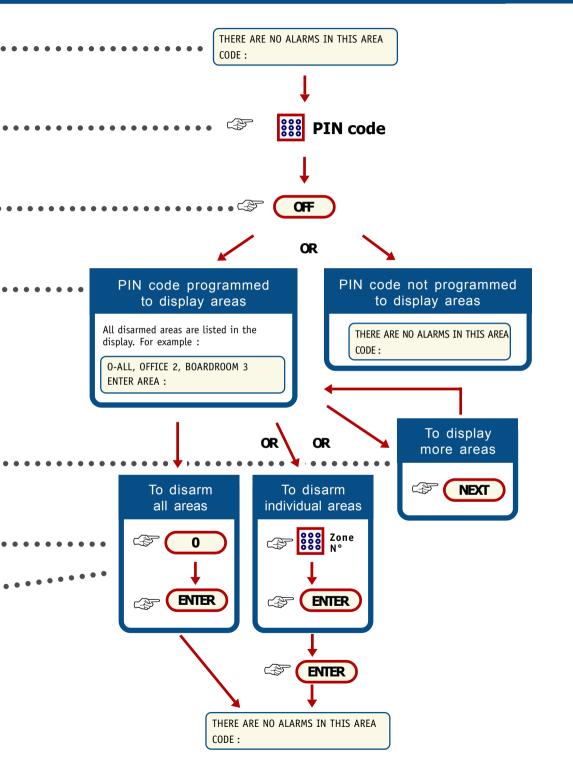
2. Disarm all areas - lets you disarm all areas at once. Press the O button and then ENTER.

3. **Disarm individual areas**- lets you disarm selected area(s) one at a time. Enter the area unmber and press **ENTER** for each area you want to disarm. When finished, press **ENTER** again.

4. **Exit** – lets you exit the disarming procedure. Press **CLEAR**. Areas stay armed.

When an area is disarmed, its LED turns off.

# TO DISARM THE SYSTEM



# **INHIBITING A ZONE**

This function is used to inhibit zones and exclude them from the security system. You do this, for example, when an zone is faulty or broken. By inhibiting it, you stop it causing an alarm until it is fixed.

There may also be occasions when you want to inhibit a normal zone. For example, if you want to leave a window open when the system is armed. By inhibiting the zone associated with the window, when you arm the system you will not set the alarm. Enter your **PIN Code** 

Press 10 and ENTER.

What happens next depends on whether or not there are inhibited zones:

All zones are normal- You can inhibit normal zones if you know their zone number.

Enter the **zone number** and press **ENTER** to inhibit the zone, or press **CLEAR** to exit programming.

*Active zones* - There are one or more zones active. These zones are listed either:

- one by one, or
- as a list of numbers

When the zones are listed one by one, to scroll use the **NEXT** button

Depending on the state of the zones you can:

#### • Inhibit the active zone

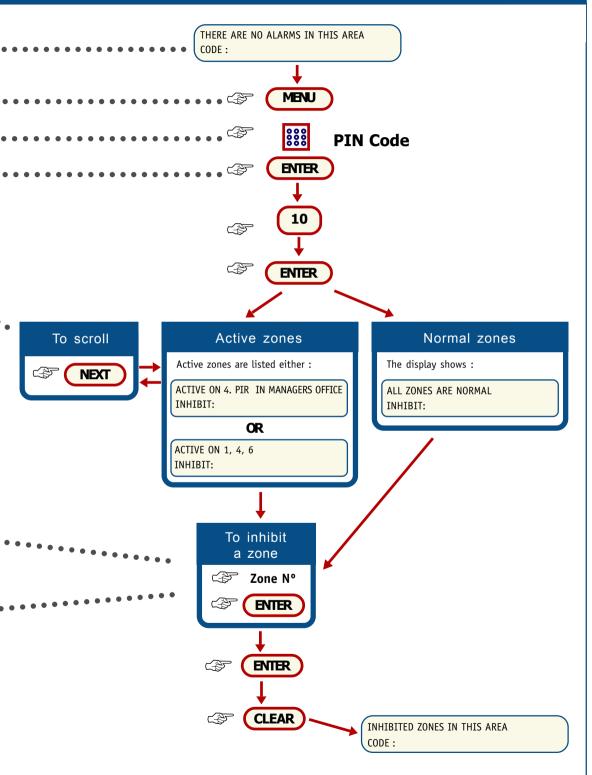
Enter the **Zone N°** and then press **ENTER**. When finished, press **ENTER** and **CLEAR** to exit programming.

#### • Inhibit the normal zone

Enter the **Zone**  $N^{\circ}$  and then press **ENTER**. When finished, press **ENTER** and **CLEAR** to exit programming.

• Exit - lets you exit programming. Press CLEAR.

# TO INHIBIT A ZONE

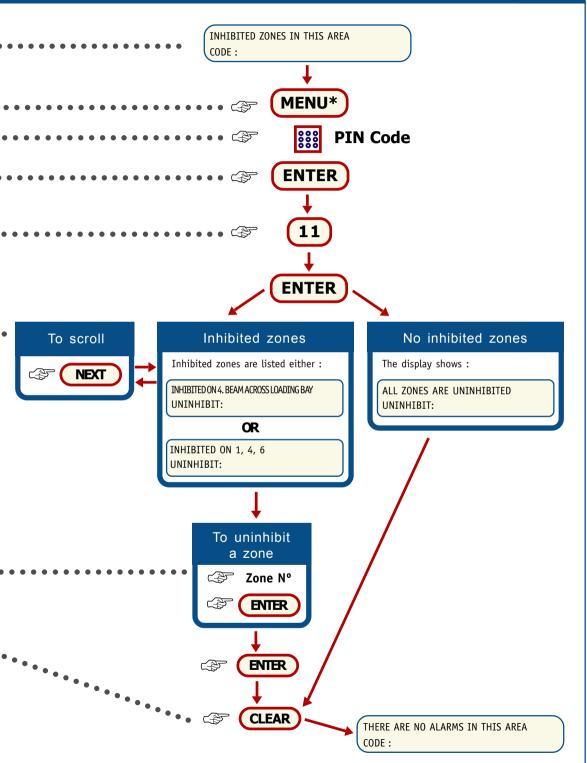


# **UNINHIBITING A ZONE**

This function is used to uninhibit zones and include them into normal operation.

Start with the Code line on the bottom line of the display. Press the **MENU**\*button • • • • Enter your **PIN code** • • • • Press ENTER (see page 6 for more information on accessing menu options). Press 11 and ENTER . • • What happens next depends on whether or not there are inhibited zones: No inhibited zones - Press CLEAR to exit programming **Inhibited zones**- There are one or more inhibited zones. These zones are listed either: - one by one, or - as a list of numbers. When the zones are listed one by one, to scroll use the NEXT button. Depending on the state of the zone, you can now: • Uninhibit the inhibited zone lets you uninhibit the selected zones. Press the Zone Nº and then ENTER . When finished, press **ENTER** to return to the beginning. •••••• • Exit- lets you exit programming. Press CLEAR.

# TO UNINHIBIT A ZONE



# WHAT TO DO WHEN THERE IS AN ALARM

When there is an alarm, the LED of the area in alarm flashes red on the keypad.

The message "There are no alarms in this area" is no longer displayed.

If it is a local alarm, the message "Local Alarm" is shown.

An area can have many zones associated with it. When there is an alarm, it is important that you know exactly which zone is causing the problem so that you can quickly deal with it.

#### What happens when there is an alarm:

There are different types of alarm and they occur under different situations.

• Local alarm - This occurs when the area is occupied (that is, disarmed). The alarm is only heard inside the premises and is dealt with locally. The area LED on keypad flashes (depending on how it has been programmed). The control panel emits a discontinous tone until someone acknowledges the alarm at the keypad. The message on the display says "Local Alarm".

It occurs when a zone programmed as fire door has been activated.

The central station does not need to be contacted.

• Alarm - The exact type of alarm signal depends on how the system has been programmed

(flashing lights, sirens,...). The LED on the keypad flashes quickly.

Can occur 24 hrs a day depending on the programming, e.g. a door is forced open while the area is armed.

When programmed, the alarm will be send to the central station.

The LED associated with the area in alarm flashes red. • The message Local Alarm is displayed.

Press **ENTER** twice to determine the location of the alarm. The zones causing the alarm(s) are then listed.

The display depends on how the system has been programmed. The zones are listed:

- one at a time, or

- as a list of numbers.

You can now choose between these different options:

- Acknowledge the local alarm - Lets you stop the sirens and reset the alarm. All zones in local alarm have A (=Alarm) in front

of the zone number. Press **0** and **ENTER**.

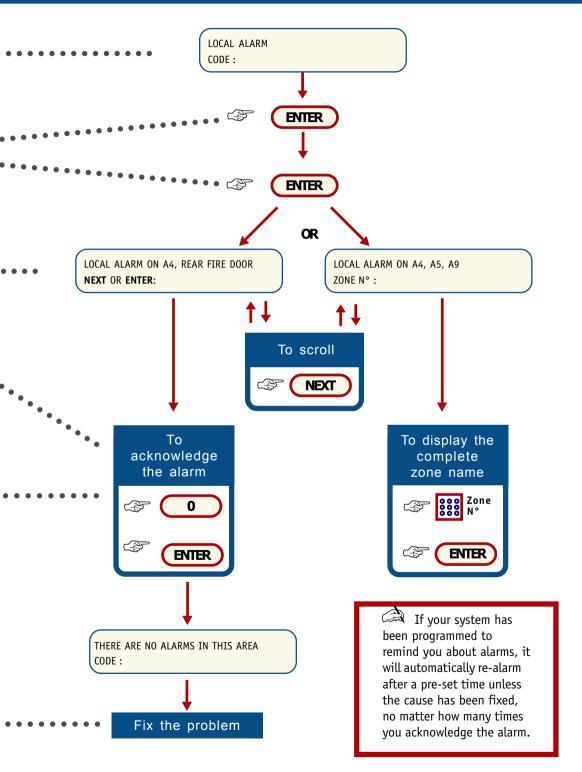
You can only acknowledge one zone at a time.

- **Display the complete zone name** - Lets you see the complete name of the zone in alarm. You then know the exact location of the zone in the area. Enter the zone number and press **ENTER**.

Fix the problem (e.g. close the fire door).

Continued overleaf...

# TO RESET A LOCAL ALARM



# WHAT TO DO WHEN THERE IS AN ALARM (continued)

• **System alarm -** This alarm can occur at any time. The exact type of alarm signal depends on how the system has been programmed (flashing lights, sirens,...).

It occurs when the security equipment (such as the panel ) has been tampered with, or detects a fault.

You can only reset a system alarm if your PIN code has been authorised to do so.

When programmed, the central station is contacted automatically by the system.

#### Who to contact when an alarm occurs:

Contact the manager of your security system when an alarm occurs.

#### Problems that can occur:

• There is a faulty zone - This will continue to cause an alarm until it is inhibited from the system (see page 10).

As soon as you inhibit the faulty zone, the alarm is reset automatically.

• Your PIN code does not work when you try to reset an alarm- there are two possible reasons:

- You can only reset an alarm for an area if your PIN code is assigned to it. If it is not and you try to reset an alarm, you might arm/disarm the area instead.

- You cannot reset a system alarm unless your PIN code is authorised to do so.

An area LED on the panel flashes to show in which area the alarm is located.

Enter your **PIN code**. • •

Press **OFF**. •••••••••••••

What happens next depends on how your PIN code has been programmed:

### PIN code not programmed to display areas

All programmed armed areas are disarmed automatically.

### PIN code programmed to display areas

You can do one of four options:

1. **Display more areas** – lets you display the next armed area in the list. Select the area you want to disarm as explained below (option 3) or press **NEXT** • • again. When finished, press **ENTER**.

2. **Disarm all areas** - lets you disarm all areas at once. Press the **O** button and then **ENTER**. •••

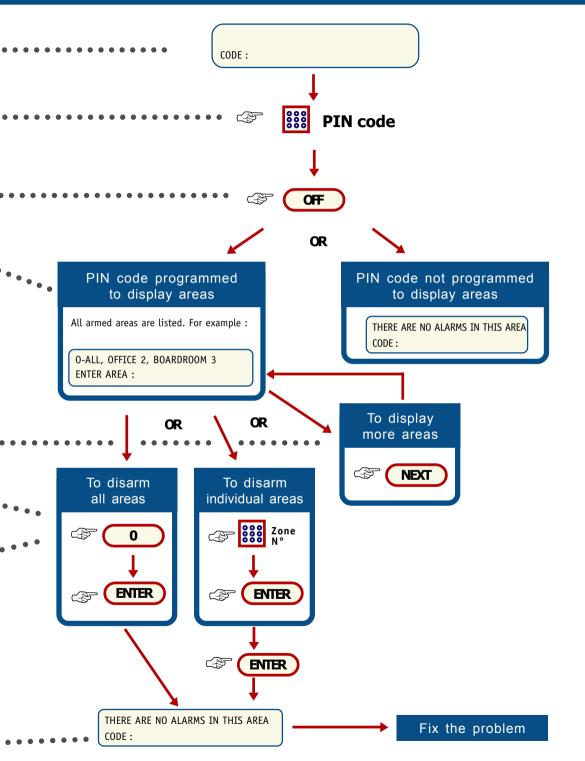
3. **Disarm individual areas**- lets you disarm selected area(s) one at a time. Enter the area number and press **ENTER** for each area you want to • • disarm. When finished, press **ENTER** again.

4. Exit – Press CLEAR. Areas stay armed.

The LED stops flashing. The area is now disarmed.

Fix the problem (e.g. close the door)

# TO DISARM AN AREA IN ALARM



### LISTING RECENT ALARMS

This is a quick and easy way to review where and when alarms have happened. This information is useful when you have had to reset an alarm without initially checking its cause.

If there is an alarm condition when you request the list, then only information about that alarm is shown.

### WHEN THERE ARE NO ALARMS:

Press the **ENTER** button twice to get the recent alarms information

The display shows where the alarm is occuring.

You can now:

- Scan recent alarms. Press 1.

- **Exit history.** Lets you exit the alarm history and return to the initial display. Press **0.** 

### WHEN THERE IS AN ALARM:

Press the **ENTER** button twice to get the recent alarms information

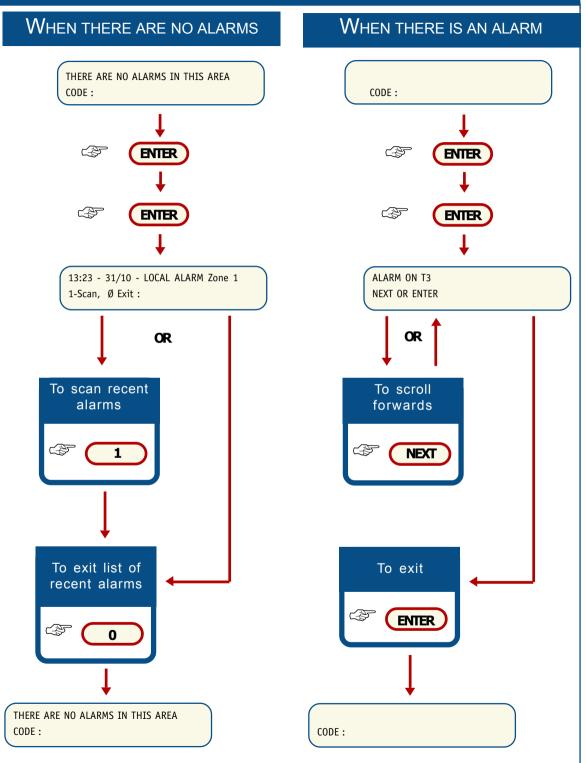
The display shows where the alarm is occuring.

You can now:

- Scroll forward in the list. Press NEXT.

- **Exit.** Lets you exit the alarm history and return to the initial display. Press **ENTER.** 

# TO LIST RECENT ALARMS EVENTS



# GLOSSARY

Active zone (open)	The device on the zone is activated, for example the door is opened.
Area	The section of a premises with its own security requirements. There can be several areas in a premises, such as the meeting room, office, and store room.
Armed	The security system is switched on.
Central station	A security company that monitors whether an alarm has occurred. It is located away from the premises/areas it monitors.
Control panel	This is the "brain" of the system. It monitors all zones and determines how they will respond.
Disarmed	The security system is switched off. The tamper, duress, hold up, panio and fire zones are still operational.
History	A list of recent alarm events that are stored in memory. It is displayed on the LCD display of the keypad.
Inhibit	The zone is temporarily disconnected from part of the security system.
LCD	The messages are displayed on the Liquid Crystal Display of the keypad connected to the control panel.
LED	A Light Emitting Diode is a light on the control panel that indicates a condition, such as normal status or an alarm. It is green (normal), orange (fault), or red (armed/alarm) depending on the condition.
Normal zone (closed)	The device on the zone is not activated, for example the door is closed
PIN code	The <b>P</b> ersonnel Identification <b>N</b> umber that lets you arm and disarm the system as well as giving access to other functions (if allowed). It is a 4 to 10 digit number used to enter the security system via the keypad before most functions can be carried out. Each user has a unique PIN code.
PIR device	Passive infra red motion detection unit.
Tamper	A tamper is a safeguard against the zones or control panel being interfered with or broken, such as a cable being cut. When such a situation is detected, an alarm is activated.
Zone	A zone is connected to devices, such as a magnetic contact or PIR device that can generate an alarm. Each zone has its own number and associate name, such as: 6 Entrance.

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