

# USER GUIDE

# 816

## HARDWIRED CONTROL PANEL



**Scantronic**

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816 Hardwired Control Panel User Guide.

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# 1. Introduction

## The 816 System

The 816 system comprises an end station, one or more keypads, and various detectors.

The end station is a steel box that houses the main components, power supply and stand-by battery. The end station is normally fitted out of sight in a safe place (for example under the stairs).

The detectors are installed at various places, or **zones**, around the premises. If something triggers a detector it signals back to the end station. How the end station reacts depends on whether the system is **set** or **unset**.

If the system is **set** it will raise an alarm whenever one of the detectors is triggered. The alarm might be a bell or strobe on the outside of your premises, or it might be a silent signal over the telephone line to a central monitoring station. When **unset** the system does not raise an alarm if a detector is triggered.

The 816 provides four different setting **Levels**, labelled A, B, C and D. Each Level may protect a different area of your premises. The system raises an alarm when a detector belonging to a set Level is triggered. If a detector belonging to an unset Level is triggered then the system will not raise an alarm. The Installer programs the Levels during installation. Ask your Installer to tell you which zone is allocated to each Level.

Your premises may be fitted with **24 hour** zones and **panic alarm** zones. If these zones are triggered the system will raise an alarm whether or not any Level is set.

The keypad is used to operate the system. From the keypad you can set and unset the system, read the event log, and make minor changes to the way the system operates.

You must enter an **access code** before the system will accept commands from the keypad. The system can store up to 16 different access codes, providing secure access for 16 users. One access code is reserved for the system supervisor, who can change the access codes of all the other users. None of the other users can change the access code for the supervisor.

1. Introduction

## Using the Keypad

Figure 1 below shows the keypad in detail.

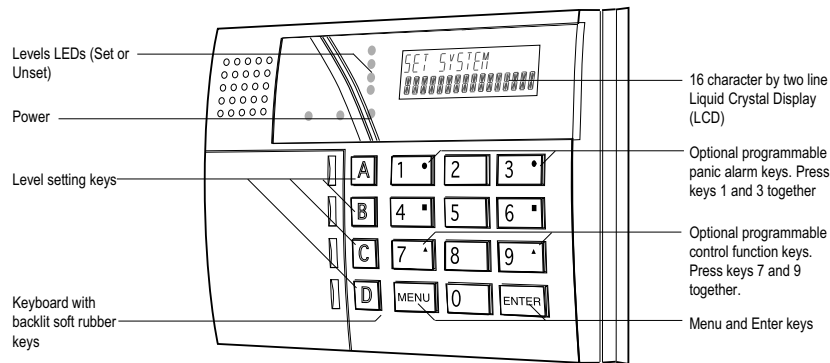


Figure 1. 816 Keypad

The keypad has the following displays and controls:

- |                    |  |
|--------------------|--|
| Level LEDs         | Each Level LED (Light Emitting Diode) glows when a Level is set. The LED is dark when the Level is unset.  |
| Power LED          | The Power LED glows when the system is using mains power. If the Power LED flashes slowly then the mains power has been disconnected and the system is running off the stand-by battery.   |
| LCD                | The system displays information and instructions through the LCD (Liquid Crystal Display). The system displays which detector has been triggered by giving its zone number. You can use the keypad to give detectors meaningful <b>zone names</b> . The system will then display the names when the detector is triggered. |
| Illuminated keypad | The keypad can be set up so that the keys are illuminated from behind.   |
| Level Setting Keys | Use these keys to set individual Levels. (Note that you will have to use your access code first.)  |
| Panic Alarm Keys   | Press keys 1 and 3 together to raise a personal attack alarm. (Check with your Installer that your system is programmed with this function.)   |

- Control Function Keys** Your system may be fitted to control other devices such as external lighting. Press keys 7 and 9 together to activate or deactivate the device. (Check with your Installer that your system is programmed with this function.)
- Menu and Enter** The Menu key (X) lets you start programming the system so that you can change some of its functions (see 5. Supervisor). The Enter key (tick) tells the system that you have finished entering an access code (or other command).

### **About This Guide**

The rest of this guide tells you how to use the system in more detail:

- 2. Everyday Operation Describes how to set and unset the system.
- 3. After an Alarm Tells you how to switch off the sounders after an alarm, how to see what caused the alarm, and how to reset the system so that it can be used again.
- 4. Special Functions Tells you how to use the more advanced features of the system.
- 5. Supervisor Tells you how to control who has access to the system, and how to limit what they can do. This section is intended for someone who is responsible for the whole alarm system.

## 2. Everyday Operation

The 816 provides several different ways for setting the system. All methods (except using a **Keyswitch**) require entering your access code at the keypad. The Keyswitch method uses a key in a special switch fitted outside your premises. "Setting the System" below describes each method. Ask your Installer to provide the method that suits your site best.

During installation the Installer programs the system to create an **exit route** for your premises. When setting the system you must follow this route to leave the premises. Similarly you must follow a specified **entry route** when going into the premises in order to unset the system. If you stray from these routes you may cause a false alarm.

**Note:** *The system may be programmed so that your access code can set some Levels but not others. See "5. Supervisor".*

### Setting the System

#### Timed Setting

With Timed Setting the system sets after a programmed **exit time**. Ask your Installer to make sure the exit time is long enough for you to leave the premises and close the final door. The exit time starts when you finish entering the set command at the keypad. During the exit time the keypads give a continuous **exit tone** to warn you that the timer is running. If you hear an interrupted tone from the keypad when you try to set the system then one of the doors on the exit route is open. Make sure that they are all closed.

1. Close all doors and windows.
2. Key in your access code at the keypad.
3. Press the appropriate Level button.

The keypad starts the continuous exit tone, the Level LED flashes, and the display shows:

LEVEL READY  
L E A V E

4. Leave via the designated exit route. Close the final door.

At the end of the exit time the system sets, and stops the exit tone. The Level LED glows to show which Level is set.

You can also set the system by entering your access code and pressing Enter. The system will set to the highest Level that the Installer has programmed.

If you do not close the final door before the end of the exit time then the system gives an internal alarm and **does not set**. Go back to the keypad and unset the system, see "3. After an Alarm".

**Note:** Some Levels on your system may be programmed for **Silent Set**. When setting these Levels the system does not give any tones from the keypads.

### Final Door

With Final Door setting the system sets when you close the last door. There is no fixed exit time.

1. Close all doors and windows.
2. Key in your access code at the keypad.
3. Press the appropriate Level button.

The keypad starts the continuous exit tone, the Level LED flashes, and the display shows:

LEVEL READY  
L E A V E

4. Leave via the designated exit route and close the final door.  
The system sets and stops the entry/exit tone seven seconds after you close the final door. The Level LED glows to show which Level is set.

### Exit Terminate Button

In Exit Terminate Button setting the system completes setting after you press a button mounted outside the premises by the final door.

1. Close all doors and windows.
2. Key in your access code at the keypad.
3. Press the appropriate Level button.

The keypad starts the continuous exit tone, the Level LED flashes, and the display shows:

LEVEL READY  
L E A V E

4. Leave via the designated exit route. Close the final door.
5. Press the exit terminate button.  
The exit tone stops and the system sets.

**Note:** The Installer may have programmed your system to set after a fixed time even if you do not press the exit terminate button. This is to make sure your premises are protected even if you forget to press the exit terminate button. Ask your Installer how your system is set up.

### Instant Set

With Instant Setting the system sets as soon as you complete entering the set command from the keypad.

1. Close all doors and windows.
2. Key in your access code at the keypad.
3. Press the appropriate Level button.

## 2. Everyday Operation

The system sets immediately. The Level LED glows to show which Level is set.

### Keyswitch Setting

1. Close all doors and windows.
2. Leave the premises and close the final door.
3. Turn the keyswitch.

The system sets.

Note that some keyswitches have two setting positions: "Full" and "Part". Ask your Installer which parts of your premises are covered by each of these positions.

### If the System Will Not Set

If the end station has detected a problem with one or more of the detectors then the keypad will give a "beep" and show either a **fault** or a **trouble** message.

A fault message means that one of the detectors is being triggered (for example, a door or window is open). **The system will not set until you have cleared all the faults.**

A trouble message means that one of the detectors may be reporting that it has a technical problem. The system can still set when there is a trouble message, but you should report the message to your Installer.

For both types of message the keypad display can show you which zones have problems.

For faults the display shows (for example):

```
SETTING STOPPED
02 FAULTS EXIST
```

The system cannot finish setting because two detectors are being triggered.

1. Press the A or B keys.  
The display shows each zone that is being triggered.
2. Press A or B repeatedly until you have seen all the faults. Note down the zones reported.
3. Go to each zone and find out what is triggering the detector. If possible remedy the fault.
4. Go back to the keypad, press Menu, and try to set the system again.



## 2. Everyday Operation

For trouble messages the displays shows  
(for example)

ZONES IN TROUBLE  
1 F A U L T

The system can still set.

1. Press the A or B keys.  
The display shows the zone that is reporting trouble.
2. Press A or B repeatedly until you have seen all the trouble messages.  
Note down the zones reported.

3. Press Enter.

The display shows:

LEVEL READY  
L E A V E

4. Leave via the designated exit route. Close the final door.

**Zones giving trouble reports do not affect the system security.  
Your alarm system will still work correctly. Contact your alarm  
company to let them check the system.**

## Unsetting the System

### If You Have a Keyswitch

Turn the keyswitch to OFF. The system unsets immediately.

### Using the Keypad

The system has a programmed **entry time**. Ask your Installer to make sure the entry time is long enough for you to enter by the designated entry route, get to the keypad and unset the system.

The entry time starts when you open the designated door on the entry route. During the entry time the keypads give a "galloping" **entry tone** to warn you that the timer is running. For the last 30 seconds of the entry time the galloping tone speeds up to warn you that the time is running out.

1. Enter the premises through the designated entry route and go to the keypad.

As you enter the premises the system starts the entry timer and the keypad gives the entry tone (a "galloping" tone).

2. Key in your access code at the keypad and press Enter.

The entry tone stops. **The system is now unset.**

**WARNING: If you enter your premises and the keypad is silent then there may be an intruder.**

## 3. After an Alarm

When your system raises an alarm you must **disarm** it in order to switch off the sounders and strobes. The system keeps a record of which zone(s) triggered the alarms, and shows the zone on the keypad display. Once you have disarmed the system, the system must be **reset** before you can start using it again.

### Fire Alarm

The system gives a fire alarm by sounding a warbling tone from the keypads and alarm sounder. The keypad shows the message:

\*\*\* FIRE \*\*\*  
LEAVE BUILDING

1. Evacuate the premises and call the Fire Brigade. Do not attempt to unset the alarm.
2. When the premises are safe, follow the instructions below.

### Disarming the System

1. Go to the keypad via the entry route.
2. Key-in your access code and press Enter.

The sounders go quiet and the display shows:      SYSTEM DISARMED  
RESET REQUIRED!

followed by the cause of the alarm  
(for example):

A01: ALARM  
DINING ROOM

3. Establish the cause of the alarm and then carry on and reset the system.

### Resetting the System

The 816 has three different methods for resetting:

**Customer Reset.** You can reset the system yourself from the keypad.

**Engineer Reset.** Someone from your alarm company must visit the premises to reset the system from the keypad.

**Remote Reset.** Your alarm company will give you instructions over the phone and a special code so that you can reset the system from the keypad.

Ask your alarm company what type of reset your system has.

### Customer Reset

1. Key-in your access code and press Enter.

The keypad displays:  
followed by the date and time.

SYSTEM RESET OK

You can now use your system as normal.

If the keypad displays (for example):

CANNOT RESET  
02 FAULTS EXIST

then a 24 hour detector may be operating,  
or the anti tamper protection on your system may  
be damaged.

1. Press A or B to see any more faults.
2. Contact your alarm company.

### Engineer Reset

1. Key-in your access code and press Enter.

The keypad displays:  
followed by:

UNABLE TO RESET  
CALL ENGINEER

2. Call your alarm company and ask them to come and reset the system.

### Remote Reset

If your system uses remote reset, the display shows the words "CONTROL CODE" and a four digit code on the bottom line.

1. Write down the four digits shown below the words "Control Code".
2. Contact your alarm company central station.

The central station will ask a few questions to make sure you are who you say you are. They will then ask for the circumstances of the alarm. If they do not need to send an Engineer to check the system they will give you a "Reset Code".

3. Key in the Reset Code on the keypad.
4. Key in your access code and press Enter.

The display shows:

SYSTEM NOW  
RESET!

**Note:** Your alarm company may use "RedCare Reset". Carry out steps 1 and 2 as described above. Once the central station have confirmed your identity, they will reset your system by sending signals over the telephone line. You must then key in your access code and press Enter .

# 4. Special Functions

## Introduction

Some users may be allowed to perform a number of other functions, apart from setting and unsetting the system. These functions are:

- Setting the system so that some zones are bypassed or **omitted**.
- Turning the **chime** function on or off.
- Testing the zones and sounders.
- Setting the time and date on the system's internal clock.
- Changing zone names.
- Reading the system log.

To use these functions you must key in your access code and then press Menu followed by a number. In addition, the alarm system supervisor (see section 5) must program the system to allow each user access to individual menu number. The rest of this section assumes that the user has access to the functions described.

## Omitting Zones (Menu + Level)

Your system may be programmed so that you can omit individual zones when setting the system. This function is useful, for example, if you have to by pass a detector while decorating. Ask your Installer which zones can be omitted. Note that omission is not permanent. You must omit the zone every time you set the system.

To set with a zone omitted:

1. Key in your access code.
2. Press **Menu**.

The display shows:

SELECT MENU NO  
OR LEVEL:-

3. Press the Level key for the Level you wish to set.

The display shows:

OMIT ZONES?

4. Press Enter.

The display shows (for example):

H A L L  
Z02: ZONE NOT OMITTED

5. Press A or B until the display shows the zone that you want to omit. Note that some zones may not be programmed for omission.
6. Press C or D until the display shows the words "IS OMITTED".

7. Press Enter.

The displays shows:

LEVEL READY  
L E A V E

The system carries on to set as normal. The system will not raise an alarm if the omitted zone is triggered. Note that the next time you set the Level the system will treat the zone as normal; omission only lasts for one setting/unsetting cycle.

### Omitting 24 Hour Zones (Menu 2)

If your system is fitted with 24 hour detector zones, you may be able to omit them if necessary. For example, your premises may have a fire door that you occasionally open. Ask your Installer if this is possible.

If your system is programmed to allow you to omit a 24 hour zone, then:

1. Key in your access code.
2. Press **Menu** followed by **2**.

The display shows:

2: OMIT 24 HOUR  
ZONES?

3. Press Enter.

The displays shows (for example):

FIRE DOOR  
Z16: NOT OMITTED

4. Press A or B until the display shows the 24 hour zone that you want to omit. Note that some zones may not be programmed for omission.
5. Press C or D until the display shows the words "IS OMITTED".
6. Press Enter.

The displays shows:

2: OMIT 24 HOUR  
ZONES?

The system will not raise an alarm if the omitted zone is triggered.

To reinstate a 24 hour zone: repeat steps 1 to 6 **but** at step 5 press C or D to make sure the display shows "UN-OMIT".

### Turning the Chime On/Off (Menu 3)

Your system may be programmed so that a chime tone sounds whenever certain doors are opened. If you want to turn this feature on or off:

1. Key in your access code and press **Menu** followed by **3**.

The display shows:

3: SYSTEM OPTIONS.

#### 4. Special Functions

2. Press Enter.

The system displays the current state of the chime function:

CHIME  
DISABLED

3. Press C or D to change between "DISABLED" and "ENABLED".

The display shows:

CHIME  
ENABLED

4. Press Enter to save the change.

### **Testing the System (Menu 4)**

You can set the system so that it will allow you to walk round the premises and test each of the detectors (a **walk test**). At the same time you can also test the external bell and strobe. Choose a time when the premises are empty to carry out the test, otherwise people may trigger any movement detectors before you do, and confuse the results of the test.

If any detector fails the test then call your alarm company and ask them to check the system.

**Note:** *If your system is fitted with 24 hour or personal attack detectors, you cannot walk test them. If you wish to test them call your alarm company.*

### **Walk Test**

1. Key in your access code.
2. Press **Menu** followed by **4**.

The display shows:

4: TEST OPTIONS

3. Press Enter.

The display shows:

WALK TEST?

4. Press Enter.

The top line of the display shows the total number of detectors to test, while the bottom line shows the zone number of each detector to be tested, for example:

13 LOOPS TO TEST  
01 02 03 04 05 06 >

5. Walk round your premises and trigger each detector. Note: do not trigger any 24 hour or personal attack detectors (they will not appear in the list of detectors to be tested). If you do trigger a 24 hour or personal attack detector the system will raise an alarm.

As you trigger a detector the internal sounder gives a tone, and the zone number disappears from the display.

When all detectors shown on the list have been tested successfully the display shows:

WALK TEST  
COMPLETE

*Note: You can abandon the test at any time by pressing Menu.*

### Bell Test

1. Key in your access code.
2. Press **Menu** followed by **4**.

The display shows:

4: TEST OPTIONS

3. Press Enter.

The display shows:

WALK TEST?

4. Press **B**

The display shows:

BELL TEST ?

5. Press Enter.

The system turns the external sounder, strobe, and internal sounder(s) on for five seconds each, one after the other. While the test is running the display shows the device that should be operating. At the end of the test the display shows the date and time.

*Note: You can abandon the test at any time by pressing Menu.*

### Setting the Time and Date (Menu 6)

The end station contains an internal clock/calendar that runs as long as there is power present (mains or stand-by battery). The system uses this clock to mark the time and date on the system log. If the power supply fails for any reason, and the stand-by battery is low, then the system loses track of the correct time and date. You may also need to change the time if you live in an area that uses summer/winter time.

To set the time and date:

1. Key in your access code.
2. Press **Menu** followed by **6**.

The display shows:

6 : S E T  
TIME & DATE ?

3. Press Enter.

The display shows (for example):

TUE 26 MAR 1996  
12 : 18

Note that one of the characters has a bar underneath it (called the cursor).

#### 4. Special Functions

4. Press C or D until the cursor is under the item that you want to change.

The display shows (for example):

TUE 26 MAR 1996
12: 1 8

5. Press A or B to change the numbers to the value you want.

The display shows (for example):

TUE 26 MAR 1996
13: 1 8

6. Press Enter followed by Menu.

The system saves the change you made and the display shows the new time and date:

TUE 26 MAR 1996
1 3 : 1 8

### **Changing Zone Names (Menu 7)**

The system allows you to store names for each detector zone. The display shows the names when it raises an alarm, or if you are using some of the special functions. Each zone name can be a maximum of 16 characters long, including spaces and punctuation marks.

Although the keypad only shows numbers, the system lets you enter letters one at a time by pressing a number key repeatedly until the display shows the letter you want. Each number key gives its own number and three letters of the alphabet.

The figure below shows which letters belong to each number key. When keying in a name, find the letter you want on Figure 2, then press the key shown the correct number of times. Use the right arrow key to move the cursor to the next space for a new letter.



For	Key in	For	Key in	For	Key in	For	Key in
<b>1</b>	1	<b>A</b>	1 1	<b>K</b>	4 4 4	<b>U</b>	7 7 7 7
<b>2</b>	2	<b>B</b>	1 1 1	<b>L</b>	4 4 4 4	<b>V</b>	8 8
<b>3</b>	3	<b>C</b>	1 1 1 1	<b>M</b>	5 5	<b>W</b>	8 8 8
<b>4</b>	4	<b>D</b>	2 2	<b>N</b>	5 5 5	<b>X</b>	8 8 8 8
<b>5</b>	5	<b>E</b>	2 2 2	<b>O</b>	5 5 5 5	<b>Y</b>	9 9
<b>6</b>	6	<b>F</b>	2 2 2 2	<b>P</b>	6 6	<b>Z</b>	9 9 9
<b>7</b>	7	<b>G</b>	3 3	<b>Q</b>	6 6 6	<b>Space</b>	9 9 9 9
<b>8</b>	8	<b>H</b>	3 3 3	<b>R</b>	6 6 6 6	'	0 0
<b>9</b>	9	<b>I</b>	3 3 3 3	<b>S</b>	7 7	(	0 0 0
<b>0</b>	0	<b>J</b>	4 4	<b>T</b>	7 7 7	)	0 0 0 0

Figure 2. Letters Generated by Each Number Key

If you make a mistake, press C or D to move the cursor over the letter you want to change, and key in the new letter. If you want to delete a name completely, press D repeatedly to move the cursor under the extreme left hand character of the name. Press D again. The display clears the old name.

To change a zone name:

1. Key in your access code.
2. Press **Menu** followed by **7**.

The display shows:

```
7: CHANGE
ZONE NAMES ?
```

3. Press Enter.

The display shows:

```
Z01:NAME =
ZONE 01
```

The top line of the display shows the zone number.  
The bottom line shows the current zone name. Note that the cursor is under the zone number.

4. Press A or B until the display shows the zone number you wish to name.

The display shows (for example):

```
Z03:NAME =
ZONE 03
```

4. Special Functions

5. Press Enter.

The display cursor moves to the first character of the zone name (for example):

Z03:NAME =  
ZONE 03

6. Key in the zone name as described at the beginning of this subsection (see Figure 2).

7. Press Enter when you have completed the zone name.

The system saves the new name and moves the cursor back to the zone number, for example:

Z03:NAME =  
LOUNGE

8. EITHER repeat steps 4 to 7 for all the other zones you want to name, OR press Menu twice to stop.

### Using the Log (Menu 9)

The system keeps a log of the last 250 events. You can examine this log from the keypad. If you have a printer attached to your system you can also print the log. To use the log:

1. Key in your access code.
2. Press **Menu** followed by **9**.

The display shows:

9: LOG FUNCTIONS

3. Press Enter.

The display shows:

VIEW EVENT LOG ?

EITHER:

4. Press Enter to examine the log from the keypad display.

The display shows (for example):

15:28 26/03/96  
U01:A04: UNSET

The first line of the display shows the time and date of the recorded event. The second line of the display shows the user on the left, followed by a zone- area- or level number in the middle, followed by the operation performed on the right.

5. Press A to see earlier events, or B to see later events.
6. Press Menu when you have finished examining the log.

The display shows:

VIEW EVENT LOG ?

OR (if you have a printer attached to the system)

7. Press A followed by Enter to print the log.  
The system starts printing the log and the display shows:

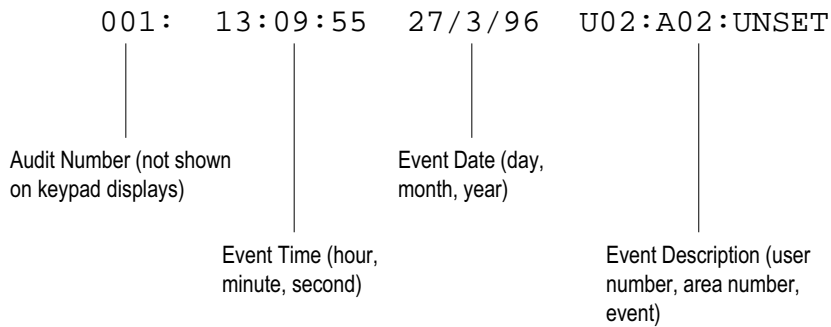
PRINTING LOG

When log is finished printing the display shows:

PRINT EVENT LOG ?

8. Press Menu twice.

The printed record of each event contains the same information as shown on the keypad display, arranged as follows:



Notes:

In the event description you may see the following user numbers:

- U00 when the installer has been programming the system
- U17 when a remote reset has taken place
- U19 when the system has been set by a keyswitch.

# 5. Supervisor

## Introduction

This section describes the facilities available to the alarm system supervisor. To be a supervisor you must use a special access code (see below). The supervisor can allow or deny access to all the special functions described in section 4. In addition, the supervisor can change access codes, restrict users to individual Levels, set up Duress Codes, and restrict users so that they can set the system but not unset it.

## **Access codes**

The 816 can store up to 16 different user access codes. For security you should give one code to each person who has responsibility for setting and unsetting the system. Do not allow users to share codes.

Every time someone enters an access code on the keypad the system records the event in its log. To distinguish all the users and keep their access codes hidden, the log shows each user as a number, for example "User 02", "User 03" and so on.

The supervisor's access code is always "User 01". User 01 has access to menu 8, which is used to change access codes and other user privileges. No other user has access to menu 8.

## **Restricting users to Levels**

If you wish to restrict users to particular areas covered by the alarm system ask the Installer to set up a **Partition**. The 816 can support two Partitions, each of which behaves as an independent alarm system. At the same time the Installer will allocate one or more Levels to each of the Partitions. Make sure you know which Levels belong to each Partition, and which areas they cover.

Once the Installer has created the Partitions, you must then assign each user to one or more of the Levels.

**Note:** *Any user with access to one Level in a Partition also has access to all the other Levels in the same Partition.*

## **Duress Code**

If your system is connected to a central monitoring station, you may want to give some of the users a **Duress Code**. If a user enters the Duress Code while the system is set, then the end station unsets the system, but at the same time sends a silent alarm call to the central monitoring station. This facility is designed for times when a user is being forced to unset the alarm system by an intruder.

Note that a Duress Code occupies one user number. The duress code cannot operate any of the special functions described in "4. Special Functions".

### Restricting users to Arm Only

Some of the people who enter your premises may not need full access to all the alarm system functions. You can give these users **Arm Only** status. This means that the user can set the system, but not unset it or use any special functions. This facility is designed for people like cleaners who may need to secure your premises after the daytime occupants have left.

### Changing Access Codes and User Privileges (Menu 8)

You must start from menu 8 for all the facilities described in this section.

To start menu 8:

1. Key in the User 01 access code.
2. Press **Menu** followed by **8**.

The display shows:

```
8 : USER
    INFORMATION
```

3. Press Enter.

The display shows:

```
EDIT USER
    INFORMATION ?
```

### Changing User Codes

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:CODE =".
3. Press A or B until the display shows the user number whose access code you wish to change.

The display shows (for example):

```
U02:CODE =
* * * *
```

4. Press Enter.

The display shows:

```
U02:CODE =
—
```

5. Key in the four digits of the new user code and press Enter. Note that the display shows " \* " characters instead of numbers. This is to prevent anyone reading the access code over your shoulder.

The display shows:

```
CONFIRM NEW CODE
—
```

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6. Key in the same four digits again.  
After you key in the last digit the display changes to show (for example):

U02: L : A :  
NO ACCESS

If the display shows:  
then you did not key in the confirmation correctly.  
Press Menu and go back to step 4.

CODE MISMATCH

If the display shows:

CODE ALREADY  
IN USE

then another user already has that access code.  
Press Menu and go back to step 4.

### Changing Level Access

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:L:A:".
3. Press A or B until the display shows the user number whose level access you wish to change.

The display shows (for example):

U02: L : A :  
NO ACCESS

4. Press Enter.

The display shows the cursor at the beginning of the bottom line:

U02: L : A :  
NO ACCESS

5. Press C or D to change access to the level.

The display shows (for example):

U02: L : A :  
HAS ACCESS

6. Press Enter.

The display shows the next level (for example)

U02: L : B :  
NO ACCESS

7. Repeat steps 4 to 6 to give the correct access to all four levels.

When you press Enter after changing access for level D the top line of the display shows:

U01: SYSTEM USE

## Setting Up a Duress Code

The system does not allow a user with a duress code access to any of the special functions listed in section 4. In addition, the system will not let you give User 01 a duress code.

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:CODE=".
3. Press A or B until the display shows the user number you wish to use for the duress code.  
The display shows (for example):
 

	U14:CODE =
	* * * *
4. Press Enter.  
The display shows:
 

	U14:CODE=
	—
5. Key in the duress code and press Enter.  
The display shows:
 

	CONFIRM NEW CODE
	—
6. Key in the duress code again.  
When you key the last digit of the duress code the top line of the display shows:
 

	U14:L:A:
--	----------
7. Press Enter until the display shows:
 

	U14:DURESS CODE
	<u>D</u> I S A B L E D
8. Press C or D to change from "DISABLED" to "ENABLED".  
The display shows:
 

	U14:DURESS CODE
	<u>E</u> N A B L E D
9. Press Enter.  
The system saves the change and the top line of the display shows:
 

	U14:SYSTEM USE
--	----------------

If you want to remove a duress code from a user number, follow steps 1 to 9 again **but** at step 8 press C or D to change the bottom line of the display to "DISABLED".

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### Giving a User Arm Only Access

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:SYSTEM USE".
3. Press A or B until the display shows the correct user number.  
The display shows (for example):  
U02:SYSTEM USE  
FULL USE
4. Press Enter.  
The display moves the cursor to the bottom line:  
U02:SYSTEM USE  
FULL USE
5. Press C or D to change between "FULL USE" and "ARM ONLY".
6. Press Enter.  
The system saves the change and the top line of the display shows:  
U02:OMIT ZONES

### Allowing a User to Omit Zones

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:OMIT ZONES".
3. Press A or B until the display shows the correct user number.  
The display shows (for example):  
U02:OMIT ZONES  
NOT PERMITTED
4. Press Enter.  
The display moves the cursor to the bottom line:  
U02:OMIT ZONES  
NOT PERMITTED
5. Press C or D to change the bottom line between "NOT PERMITTED" and "PERMITTED".
6. Press Enter.  
The system saves the change and the top line of the display shows:  
U02:LOG ACCESS

### Giving a User Log Access

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:LOG ACCESS".
3. Press A or B until the display shows the correct user number.  
The display shows (for example):  
U02:LOG ACCESS  
NOT PERMITTED



4. Press Enter.  
The display moves the cursor to the bottom line: U02:LOG ACCESS  
NOT PERMITTED
5. Press C or D to change the bottom line between "NOT PERMITTED"  
and "PERMITTED".
6. Press Enter.  
The system saves the change and the  
top line of the display shows: U01:CHANGE NAMES

### **Allowing a User to Change Zone Names**

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:CHANGE  
NAMES".
3. Press A or B until the display shows the correct user number.  
The display shows (for example): U02:CHANGE NAMES  
NOT PERMITTED
4. Press Enter.  
The display moves the cursor to the bottom line: U02:CHANGE NAMES  
NOT PERMITTED
5. Press C or D to change the bottom line between "NOT PERMITTED"  
and "PERMITTED".
6. Press Enter.  
The system saves the change and the  
top line of the display shows: U02:RESET

### **Allowing a User to Reset After an Alarm**

1. Start menu 8.
2. Press Enter until the top line of the display shows "U01:RESET".
3. Press A or B until the display shows the correct user number.  
The display shows (for example): U02: R E S E T  
NOT PERMITTED.
4. Press Enter.  
The display moves the cursor to the bottom line: U 0 2 : R E S E T  
NOT PERMITTED
5. Press C or D to change the bottom line between "NOT PERMITTED"  
and "PERMITTED".

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6. Press Enter.

The system saves the change and the top line of the display shows:

U01:CHANGE DATE

### **Allowing a User to Change the Time and Date.**

1. Start menu 8.

2. Press Enter until the top line of the display shows "U01:CHANGE DATE".

3. Press A or B until the display shows the correct user number.

The display shows (for example):

U02:CHANGE DATE  
NOT PERMITTED

4. Press Enter.

The display moves the cursor to the bottom line:

U02:CHANGE DATE  
N1OT PERMITTED

5. Press C or D to change the bottom line between "NOT PERMITTED" and "PERMITTED".

6. Press Enter.

The system saves the change and the top line of the display shows (for example):

U03:CODE=

### **User Records**

Use the table on the inside of the back cover to keep a record of the users who have access to your alarm system. **DO NOT** write down any access codes.

LEVEL PARTITION															
USER No.	NAME	A	B	C	D	01	02	DURESS	FULL USE	ARM ONLY	OMIT ZONES	TME & DATE	LOG ACCESS	ZONE NAMES	RESET
USER 01															
USER 02															
USER 03															
USER 04															
USER 05															
USER 06															
USER 07															
USER 08															
USER 09															
USER 10															
USER 11															
USER 12															
USER 13															
USER 14															
USER 15															
USER 16															

Installer name:
Day Tel:
Night Tel:

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