

Quick User Guide for Operating Alarm System

1. **To disarm** simply press your 4-digit code either during arming or once the system is armed (once you open the door you have 30 seconds to enter your code to disarm it)
2. **To Arm the system in Stay Mode** (if you want to work after hours or on the weekend) Press and hold the Stay key and it will ask you for your code. Enter your code and it will arm just the doors.
3. **To Arm the system in Away Mode** (when no one else is going to be on the premises) Press and hold the Away key and it will ask you for your code. Enter your code and it will arm the doors and motion detectors throughout the school.
4. **In both cases of Arming, the Ready Light must be on.** If it is not it means that there is a door open or there is motion somewhere in the building. To find out what is open simply arrow right and the zone labels will tell you what is open. Either close that door or stop the motion and the Ready Light will come on allowing you to arm the system at this time.
5. **In case of a False Alarm**, in order to stop dispatching the police, the monitoring station must be called immediately. Dial 1-800-432-9250 and be prepared to provide your passcode (TEACHER)