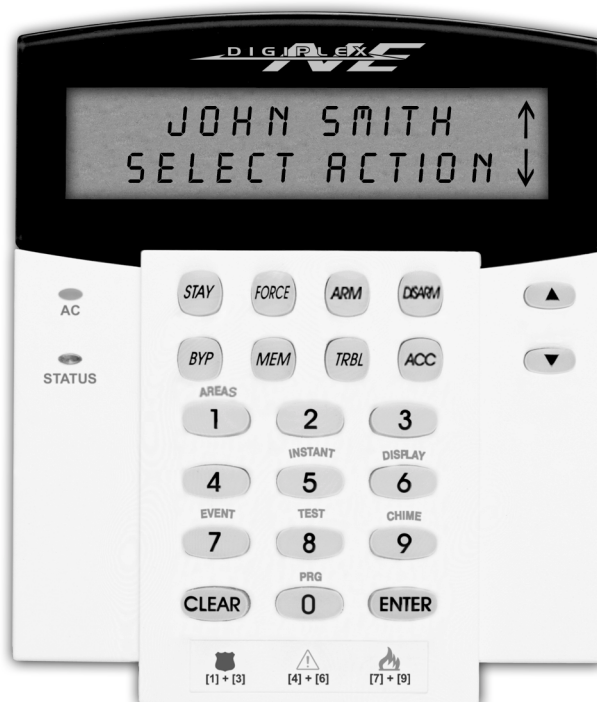




### LCD Keypad & Access Control LCD Keypad



DGP2-641 / DGP2-641AC

## System Manager's Manual

Also includes



Operating Instructions

**P** **▲** **R** **▲** **D** **O** **X**<sup>®</sup>  
**S E C U R I T Y   S Y S T E M S**



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# 1.0 INTRODUCTION

Your DigiplexNE Sabotage-Proof High-Security System is an advanced technology security system that will provide you with reliable security protection and powerful features that are easy to use. The elegant and user-friendly LCD keypad will allow you easy access to your security system's functions and information at the touch of a button. The 32-character LCD screen will display messages and menus to guide you through the system's operations. Your Installer can even customize the messages for your home or business.

Since you will communicate your instructions to your system through the keypad, please read this manual carefully and have your Installer explain basic system operation.

If you have the InTouch Voice Assisted Arm/Disarm Module (APR3-ADM2) connected to your DigiplexNE system, please refer to page 21 for operating instructions.

## 1.1 LEGEND



Indicates a warning or an important note.



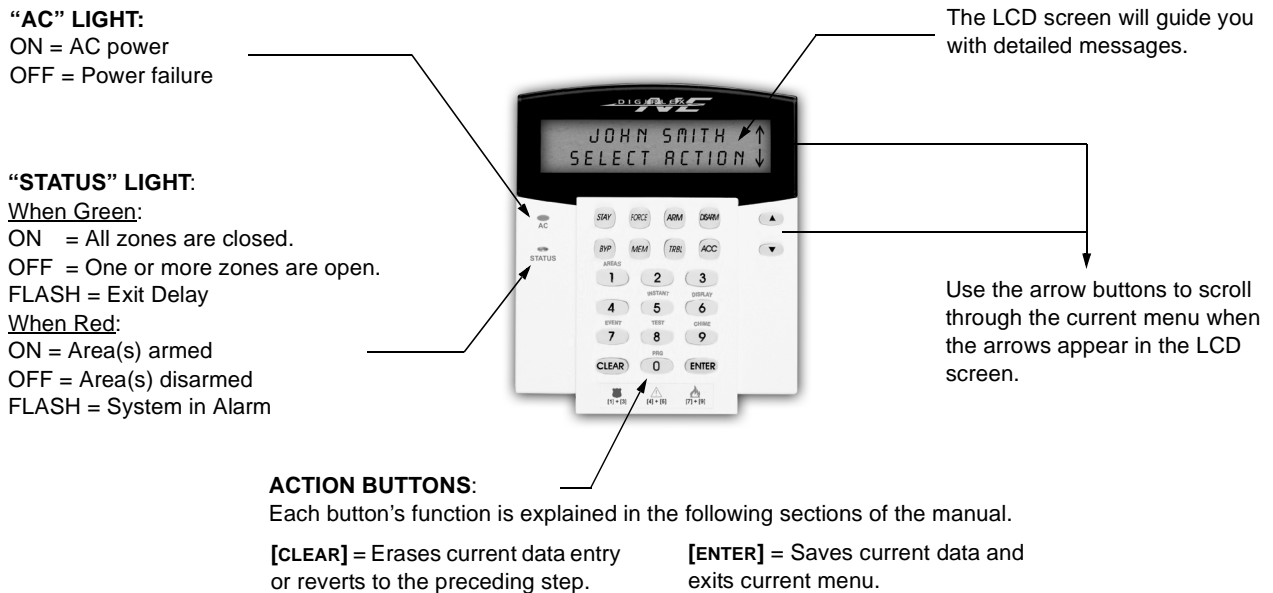
Indicates useful information or a tip.

[SQUARE BRACKETS] Indicates information that must be entered on the keypad.

# 2.0 BASIC OPERATION

The following sections will introduce you to the roles of the buttons, lights, and messages on your LCD keypad.

**Figure 2.1: Basic Overview**



## 2.1 AUDITORY FEEDBACK (BEEP TONES)

When you enter information on the keypad, the keypad will guide you with beep tones to communicate the acceptance or rejection of your entries.

**Confirmation Beep:** When an operation (i.e. arming/disarming) is successfully entered or when the system switches to a new status/mode, the keypad emits an intermittent beep tone (“BEEP-BEEP-BEEP-BEEP-BEEP”).

**Rejection Beep:** When the system reverts to a previous status, or when an operation is incorrectly entered, the keypad emits a continuous beep tone (“BEEEEEEEEEEEP”).

## 2.2 CONFIDENTIAL MODE

Your Installer can program keypads to not display the status of your system automatically by changing the LCD screen to Confidential Mode. In Confidential Mode:

- The zones and status messages will NOT be displayed
- The indicator lights will NOT illuminate
- Depending on how your keypad was programmed by your installer, you must either press a button or enter your User Access Code to illuminate the indicator lights and activate Normal Mode.

## 2.3 PARTITIONED SYSTEM

A separated system is called a Partitioned System, which can be useful in situations where shared security systems are more practical. Your installer can design your system to recognize up to eight separate protected areas. For example, a company that has both an office area and a warehouse area can arm and disarm each area separately and control the access to each area.

If you have access to more than one area, and you need to select a specific area(s) when prompted by your LCD keypad, follow either one of the following three methods to make your selection:

- Press the keypad button corresponding to the area you wish to select (i.e. 1, 2,...8).
- Press the **[0]** button for all areas.
- Use the **[▲]** and **[▼]** buttons, and press **[ENTER]** when the area you want to select appears on the screen.

## 2.4 AREA STATUS DISPLAY

The Area Status Display allows you to view the status of the selected areas in a Partitioned System (Refer to section 2.3 on page 4).

### How do I see the status of the areas?

- 1) Enter your **[ACCESS CODE]**, and then press the **[1]** button.
- 2) Press the button corresponding to the area (i.e. 1, 2,...8), or use the **[▲]** and **[▼]** buttons and press **[ENTER]** when the area you want to view appears on the screen.
- 3) Press **[CLEAR]** to exit.

In Area Status Display mode, the following information will scroll on the LCD screen:

- “ready”: if all zones in the selected area are closed.
- “not ready”: if zones in the selected area are open.
- open zones within that area (i.e. “Front Door Open”).
- “Trouble(s)”: (section 7.0 on page 15) if a trouble has occurred.
- “Alarms in Memory”: (section 4.3 on page 7) if an alarm has occurred.
- “Armed” ; “Force Armed” ; “Instant Armed” ; “Stay Armed”: displays the arming status of the selected area.

## 3.0 ARMING

When your system is armed, it can respond to any breach in the protected zones by causing an alarm and sending a report to your Central Monitoring Station.

### 3.1 EXIT DELAY TIMER

When you arm your system, it will trigger the Exit Delay Timer to provide you with enough time to exit the protected area before the system is armed.

### 3.2 REGULAR ARMING

This method is used for the everyday arming of your system. All zones within the protected area must be closed to Regular arm the system.

### How do I Regular arm the system?

- 1) Enter your **[ACCESS CODE]**.
- 2) Press the **[ARM]** button.
- 3) If you have access to more than one area, select the area(s) you wish to Regular arm (refer to section 2.3 on page 4).

### 3.3 STAY ARMING

Stay arming will partially arm your system to permit you to remain in your home or office by arming the outer zones (perimeter) of the protected area (i.e. doors and windows).

#### How do I Stay arm?

- 1) Enter your **[ACCESS CODE]**.
- 2) Press the **[STAY]** button.
- 3) If you have access to more than one area, select the area(s) you wish to Stay arm (refer to section 2.3 on page 4).

### 3.4 INSTANT ARMING

This feature is the same as Stay arming except that there is no Entry Delay. Therefore, any armed zone that is breached will immediately generate an alarm.

#### How do I Instant arm?

- 1) Enter your **[ACCESS CODE]**.
- 2) Press the **[5]** button.
- 3) If you have access to more than one area, select the area(s) you wish to Instant arm (refer to section 2.3 on page 4).

### 3.5 FORCE ARMING

Force arming allows you to quickly arm your system when zones are open. However, once the open zone is closed, your system will then arm that zone as well.

#### How do I Force arm?

- 1) Enter your **[ACCESS CODE]**.
- 2) Press the **[FORCE]** button.
- 3) If you have access to more than one area, select the area(s) you wish to Force arm (refer to section 2.3 on page 4).

### 3.6 BYPASS PROGRAMMING

You can bypass certain zones when you arm the protected area(s). When a zone is bypassed, it will be ignored the next time your system is armed. Once your area is disarmed, the system will unby-pass the zone.

#### How do I Bypass a zone?

- 1) Enter your **[ACCESS CODE]**.
- 2) Press the **[BYP]** button.
- 3) Enter the zone number (i.e. 01, 02,...96), or use the **[▲]** and **[▼]** buttons and press **[BYP]** once the zone you want to bypass appears on the screen. If "bypassed" does not appear on the screen and the keypad emits a Rejection Beep, you may not have access to bypass that zone.
- 4) Repeat step 3 until all zones you want to bypass have been selected.
- 5) Press the **[ENTER]** button to save and exit.



**Fire Zones cannot be bypassed.**

#### 3.6.1 BYPASS RECALL

Bypass Recall reinstates the zones that were bypassed the last time your system was armed.

#### How do I activate Bypass Recall?

- 1) Enter your **[ACCESS CODE]**.
- 2) Press the **[BYP]** button.
- 3) Press the **[MEM]** button.  
Zones bypassed the last time your system was armed are bypassed.
- 4) Press the **[ENTER]** button to save and exit.

### 3.7 ONE-TOUCH BUTTONS

If enabled by your Installer, you can access the following features without using your User Access Code by pressing and holding the desired One-Touch button.

BUTTON	FEATURE	BUTTON	FEATURE
[ARM]	Regular arm	[DISARM]	Disarm a Stay/Instant armed area
[STAY]	Stay arm	[5]	Instant arm
[FORCE]	Force arm	[6]	Change display settings
[BYP]	Bypass Programming	[7]	View Event Record display

### 3.8 KEYSWITCH ARMING

A key can be used to arm and disarm your system using two forms of keyswitches. With a **Maintained Keyswitch**, place the key in the "ON" position to arm your system, and place the key in the "OFF" position to disarm your system. With a **Momentary Keyswitch**, place the key in the "ON" position briefly then place it back in the "OFF" position to arm the system. Repeat this process to disarm with a Momentary Keyswitch.

### 3.9 AUTO-ARMING

If enabled by your Installer, you can set the time that an area will arm itself automatically.

#### 3.9.1 TIMED AUTO-ARMING

Your installer can set Timed Auto-Arming to function in either Force or Stay arming mode. A sixty-second Exit Delay sequence will begin prior to your system automatically arming itself at the programmed time.

#### How do I set the Auto-Arming timer?

- 1) Enter your [ACCESS CODE].
- 2) Press the [0] button.
- 3) Press the [MEM] button.
- 4) If you have access to more than one area, press the area's number, or use the [▲] and [▼] buttons and press the [ACC] button when the area you want to program appears on the screen.
- 5) Enter the time you want the area to be armed according to the 24-hour clock (i.e. 9 a.m. is 09:00 and 9 p.m. is 21:00).
- 6) Press the [ENTER] button to save and exit.

#### 3.9.2 NO MOVEMENT AUTO-ARMING

Your system can be programmed to send a report to your Central Monitoring Station and/or arm the system if there is no activity in the area during a specified period of time. Your installer can set No Movement Auto-Arming to function in either Regular or Stay arming mode.

## 4.0 DISARMING

When your system is disarmed, it deactivates any alarms in progress, and it deactivates the zones so the alarm will not be triggered if zones are breached.

### 4.1 ENTRY DELAY TIMER

Your installer will program designated entry points (i.e. the front door) with an Entry Delay Timer. This delay gives you time to enter the armed premises and enter your code to disarm your system before the alarm is triggered.



## 4.2 DISARMING AN ARMED SYSTEM

You can only disarm an area to which your User Access Code is assigned. User Access Codes with the “Arm Only” (section 5.7 on page 12) option enabled cannot disarm an armed system.

### How do I disarm the system?

- 1) Enter your [ACCESS CODE].
- 2) Press the [DISARM] button.  
If you have access to more than one area, select the area(s) you wish to disarm (refer to section 2.3 on page 4).

### How do I disarm a system in alarm?

- 1) Enter your [ACCESS CODE].
- 2) In the case of a false alarm, call your Central Monitoring Station quickly to advise them of the false alarm.



**In the case of a burglar alarm, leave the premises and call the Police from a safe place.**

## 4.3 ALARM MEMORY DISPLAY

Your system will record all the alarms that occurred during the last armed period. The zones in alarm will remain in the Alarm Memory until the next time that area is armed.

### How do I view the list of alarms that occurred?

When an alarm has occurred, the LCD screen will display “Alarms in Memory [MEM] to View”.

- 1) Press the [MEM] button. Each zone that was breached while armed will appear below “Alarm in:”.
- 2) Press the [CLEAR] button to exit the Alarm Memory Display.

# 5.0 ACCESS CODES

Access Codes allow access to the system. Your system supports up to 999 User Access Codes. Codes are given a User Number between 002 and 999 (User Number 001 is the System Master Code). Your Installer will program User Access Codes to be four, six, or variables of one to six digits in length. Each digit can be any value between zero and nine. If your Installer programmed your system to accept a variable code length, you have to press the [ENTER] button after entering your User Access Code.

## 5.1 SYSTEM MASTER CODE (Default 123456)

The System Master Code will give you access to all the features available on your system, as well as the ability to add, modify, or delete any User Access Codes. We suggest that you change this code to prevent others from accessing and changing

### How do I change the System Master Code?

- 1) Enter the Current [ACCESS CODE] (default: 123456).
- 2) Press the [0] button.
- 3) Press the [ACC] button.
- 4) Enter the numbers [0] [0] and [1].
- 5) Enter a [NEW CODE].
- 6) Press the [ENTER] button to save and exit.

options without authorization. Your Installer can set The System Master Code to be either 4 or 6 digits in length.



**The System Master Code has access to all Access Control Doors and all Access Control features at all times. Only the card's serial number and the choice of arming method can be changed. If the other options are manually changed, the System Master Code will immediately revert to its original programming.**



You can assign a label (name) to a User Access Code at any point during the “programming User Access Code” process. Refer to section 5.4 on page 8 to assign a User Label.

## 5.2 FIND NEXT FREE USER

This feature automatically searches your system for the next available unassigned User Access Code.

### How do I find the next free user?

- 1) Enter your **[ACCESS CODE]** (System Master Code or User Access Code with Master feature).
- 2) Press the **[0]** button, and then the **[ACC]** button.
- 3) Press the **[BYP]** button.
- 4) Program the User Access Code as detailed in Figure 5.1 on page 10 starting from step 5.

## 5.3 COPY USER OPTIONS

This feature allows you to copy the User Options, Access Control Options, and Area Assignments from one User Access Code to another. All User Options are copied except the User Code, Card Assignment, and User Label.

### How do I copy user options?

- 1) Enter your **[ACCESS CODE]** (System Master Code or User Access Code with Master feature).
- 2) Press the **[0]** button, and then the **[ACC]** button.
- 3) Enter the 3-digit User Number you wish to copy TO.
- 4) Press the **[MEM]** button.
- 5) Enter the 3-digit User Number you wish to copy FROM.
- 6) Enter a User Code. If the User Code is of variable length, press the **[ENTER]** button after entering the User Code. If necessary, assign an Access card (step 10 in Figure 5.1 on page 10) and User Label (section 5.4 on page 8).
- 7) Press **[ENTER]** to save and exit.

## 5.4 USER LABELS

User labels personalize User Access Codes and can be assigned by pressing **[ENTER]** at any point after step 4 during the programming of User Access Codes (Figure 5.1 on page 10). For Example, the LCD keypad can display "John Smith Select Action".

### How do I program a user label?

At any point after step 4 in Figure 5.1 on page 10:

- 1) Press the **[ENTER]** button.
- 2) Type the desired characters as detailed in section 5.4.1 on page 8 and section 5.4.2 on page 9.
- 3) Press the **[▲]** button to move the cursor to a new space.
- 4) Repeat steps 2 and 3 until the desired label is complete.
- 5) Press the **[ENTER]** button to save and exit.

### 5.4.1 KEYPAD BUTTONS

Every numeric button on your LCD keypad is assigned a set of letters. To obtain the desired letter using the numeric buttons on your keypad, press the button until the desired letter appears on the screen. For example, if you wanted to enter the letter "C" you would press the **[1]** button three times (refer to Table 1 on page 8).

**Table 1:** Keypad Letter Assignments

Key	Press Key Once	Press Key Twice	Press Key Three Times
<b>[1]</b>	A	B	C
<b>[2]</b>	D	E	F
<b>[3]</b>	G	H	I
<b>[4]</b>	J	K	L
<b>[5]</b>	M	N	O
<b>[6]</b>	P	Q	R
<b>[7]</b>	S	T	U
<b>[8]</b>	V	W	X
<b>[9]</b>	Y	Z	

## 5.4.2 SPECIAL FUNCTION KEYS

**[STAY]** = Insert Space

Pressing the **[STAY]** key inserts a blank space in the current cursor position.

**[FORCE]** = Delete

Pressing the **[FORCE]** key will delete the character or blank space found at the current cursor position.

**[ARM]** = Delete Until the End

Pressing the **[ARM]** key will delete all characters and spaces to the right of the cursor and at the cursor's position.

**[DISARM]** = Numeric Keys / Alphanumeric Keys

Every time the **[DISARM]** key is pressed it will toggle from numeric keys to alphanumeric keys and vice versa. Numeric: Keys **[0]** to **[9]** represent numbers 0 to 9.

**[BYP]** = Lower Case / Upper Case

Every time the **[BYP]** key is pressed it will toggle the case setting from lower to upper case and vice versa.

**[MEM]** = Special Characters

After pressing the **[MEM]** key, the cursor will turn into a flashing black square. Using Table 2 on page 9, enter the 3-digit number that represents the desired symbol.

**Table 2: Special Characters Catalogue**

032	048	064	080	096	112	128	144	160	176	192	208
	0	ð	P	`	p	Û	Ê	á	§	∅	·
033	049	065	081	097	113	129	145	161	177	193	209
	!	A	Q	a	q	Û	È	î	±	Ł	¨
034	050	066	082	098	114	130	146	162	178	194	210
	"	2	B	R	b	r	Ú	É	ï	Đ	°
035	051	067	083	099	115	131	147	163	179	195	211
	#	3	C	S	c	s	Û	È	í	↑	β
036	052	068	084	100	116	132	148	164	180	196	212
	\$	4	D	T	d	t	û	ê	ï	↓	ç
037	053	069	085	101	117	133	149	165	181	197	213
	%	5	E	U	e	u	ù	è	ì	↶	®
038	054	070	086	102	118	134	150	166	182	198	214
	&	6	F	V	f	v	ú	é	ñ	f	÷
039	055	071	087	103	119	135	151	167	183	199	215
	'	7	G	W	g	w	ô	ë	ñ	£	□
040	056	072	088	104	120	136	152	168	184	200	216
	(	8	H	X	h	x	ò	å	ñ	→	μ
041	057	073	089	105	121	137	153	169	185	201	217
	)	9	I	Y	i	y	ó	ä	↓	∅	†
042	058	074	090	106	122	138	154	170	186	202	218
	*	:	J	Z	j	z	õ	â	g	↑	ÿ
043	059	075	091	107	123	139	155	171	187	203	219
	+	;	K	[	k	{	ô	â	v	↓	Ä
044	060	076	092	108	124	140	156	172	188	204	220
	,	<	L	¥	l		ò	à	√	¶	¢
045	061	077	093	109	125	141	157	173	189	205	221
	-	=	M	]	m	}	ó	á	w	½	ã
046	062	078	094	110	126	142	158	174	190	206	222
	.	>	N	^	n	→	ö	ä	Ω	⅓	Ö
047	063	079	095	111	127	143	159	175	191	207	223
	/	?	O	_	o	←	ç	À	Æ	¼	ö

## 5.5 DELETING USER ACCESS CODES

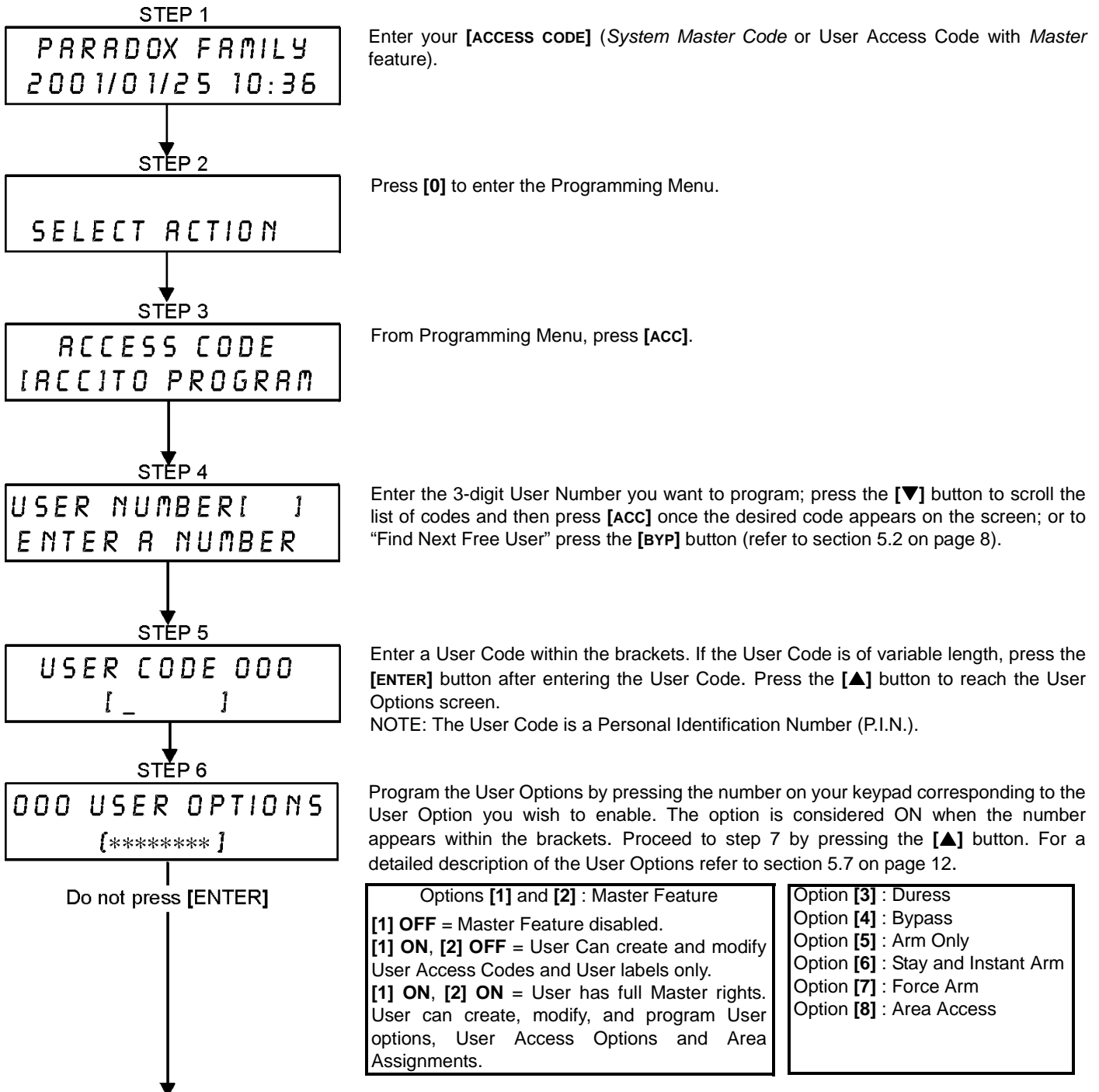
To delete User Access Codes, follow steps 1 to 5 in Figure 5.1 on page 10, but press the **[CLEAR]** button in Step 5. Once the information is erased, press the **[ENTER]** button to save and exit.

## 5.6 PROGRAMMING USER ACCESS CODES

The System Master and Users with the Master feature can program User Access Codes with User Options and Area Assignments. Figure 5.1 on page 10 describes the steps you would follow to program User Access Codes. If you wish to program User Access Codes using the NEware Software, please contact your Installer for information.

If the keypad emits a Rejection Beep at any point during the programming procedure, you may have chosen an existing User Code or you do not have access to certain User Options (section 5.7) and Area Assignments (step 7 in Figure 5.1 on page 10). User's with the Master feature can only assign User Options and Area Assignments that they are assigned to. For example, if a User with the Master feature is assigned User Option 1 and Area 2, they can only assign Options 1 and Area 2 to a User Access Code.

**Figure 5.1: Programming User Access Codes**



STEP 7

000 ASSIGN AREA  
[\*\*\*\*\* ]

Proceed with Steps 8 to 10 only if  
Access Control has been enabled.

Users are able to perform actions (arming, disarming, etc.) only in the area(s) they are assigned. To assign an area(s) to a User Access Code, enter the number corresponding to the area you wish to assign (i.e. [1] = area 1, ...[8] = area 8).

Press the [▼] button to return to the User Options; press the [▲] button to proceed to step 8; or press the [ENTER] button to save and exit programming mode.

NOTE: If no area is assigned, and if PGMs are programmed by your Installer, the User can only control the PGMs. Refer to section 8.1 on page 16 for a more detailed explanation of PGMs.

STEP 8

000 LEVEL + SCHED  
(01) (01)

A) Enter the 2-digit Access Level (i.e. 00, 01,...15) within the first set of brackets.

An *Access Level* determines which Access Control Doors a User is allowed to pass through. There are 16 possible Access Levels which are usually programmed by your Installer. If you wish to program the Access Levels yourself, you will need the NEware Software which is available through your Installer. Access to all Access Control Doors is Access Level 00.

B) Enter the 2-digit Schedule (i.e. 00, 01,...15) in the second set of brackets.

*Schedules*, programmed by your Installer, determine the hours, days, and holidays that Users are permitted through Access Control Doors. Each user is assigned a Schedule through the User Access Code. To provide access at all times, assign Schedule 00.

STEP 9

000 ACCESS OPTION  
[\*\*\*\*\* ]

Program the Access Control User Options by pressing the number on your keypad that corresponds to the Option you wish to assign. The option is considered ON when the number appears within the brackets. For a detailed description of the User Access Control Options, refer to section 5.8 on page 12. Press the [▲] button to proceed to step 10.

Option [1] : Access Card is Activated

Option [2] : Can Disarm with Access Card

Option [3] : Extended Unlocked Period

Options [4] and [5] : Arming with Card

[4] ON, [5] OFF = Regular Arm

[4] OFF, [5] ON = Stay Arm

[4] and [5] ON = Force Arm

[4] and [5] OFF = Disable the Arming with Card feature

Option [6] : Add Tolerance Window to Schedule

Option [7] : Code Follows Schedule

Option [8] : Card to Unlock and Code to Disarm

STEP 10

000 ACCESS CARD  
[000:00000]

Enter the Access Control Card's serial number within the brackets on the screen by either using the keypad buttons, or presenting the card to the keypad's reader.

Press the [ENTER] button to save and exit.

## 5.7 USER OPTIONS

### Options [1] and [2]: Master Feature

When option [1] is **OFF**, the User cannot program other Users into the system.

When option [1] is **ON** and option [2] is **OFF**, the User can program and modify User Access Codes (P.I.N. only) and User Labels.

When both options [1] and [2] are **ON**, the User has Full Master rights. The User can create or modify User Access Codes, User Options, User Access Control Options, Access Card Numbers, User Labels and Area Assignments according to their own programming. For example, if the Full Master User has access to area #1 and option [4] (Bypass) only, the Full Master User can only assign area #1 and option [4] to other Users in the system.

### Option [3]: Duress

When option [3] is **ON**, the Duress feature is enabled. This feature is used when someone forces a User to arm or disarm an area(s). By entering a User Access Code (P.I.N.) reserved for the Duress feature, the system will arm or disarm the area(s), and then send a silent alarm to the Central Monitoring Station.

### Option [4]: Bypass

When option [4] is **ON**, the Bypass feature is enabled. This feature allows the User to deactivate zones when arming the area(s).

### Option [5]: Arm Only

When option [5] is **ON**, the Arm Only feature is enabled. The User can arm assigned areas with either a card or code, but cannot disarm. When the option is **OFF**, the User can either arm or disarm assigned areas.

### Option [6]: Stay & Instant Arm

When option [6] is **ON**, the Stay and Instant Arm features are enabled. The User can now Stay or Instant Arm their assigned areas.

### Option [7]: Force Arm

When option [7] is **ON**, the Force arm feature is enabled. The User can now Force arm their assigned areas.

### Option [8]: Area Access

When option [8] is **ON**, the keypad will permit access to all the areas assigned to the User Access Code. When option [8] is **OFF**, the keypad will only permit access to the areas it controls. For example, the keypad is assigned area 1 only, and your User Access Code is assigned areas 1 to 8. If the option is **ON**, you can access all eight areas from the keypad. If the option is **OFF**, you can only access area 1.



By default all Users can Regular arm the system.

## 5.8 ACCESS CONTROL USER OPTIONS

### Option [1]: Access Card is Activated

When option [1] is **ON**, the Access Control Card is activated and can be used when Access Control is enabled in the system. When the option is **OFF**, the Access Control Card cannot be used.

### Option [2]: Can Disarm with Access Card

When option [2] is **ON**, a User's Access Control Card can unlock and disarm an armed Access Control Door. When option [2] is **OFF**, follow the settings in option [8] on page 13.



**For option [2] to function in the ON position, option [5] "Arm Only" in the User Options must be disabled (refer to section 5.7 on page 12).**

### Option [3]: Card with Extended Unlocked Period

When option [3] is **ON**, "Extended Unlocked Period" is enabled. "Extended Unlocked Period" refers to the time period programmed into each Access Control Door by your Installer that extends the unlocked time of the door. For example, if your Installer sets the Unlocked period of the door to 30 seconds and the Extended Unlocked Period to 15 seconds, a User Access Code with "Extended Unlocked Period" enabled will have a total of 45 seconds to pass through the door.

### Options [4] and [5]: Arming with Card

Options 4 and 5 define the type of arming when arming with an Access Control Card (refer to section 6.2.1 on page 13). You can either Regular arm, Stay arm, Force arm, or Disable the Arming with Card feature.

- [4] **ON**, [5] **OFF** = Regular Arm
- [4] **OFF**, [5] **ON** = Stay Arm
- [4] and [5] **ON** = Force Arm
- [4] and [5] **OFF** = Disable the Arming with Card feature

### Option [6]: Add Tolerance Window to Schedule

When option [6] is **ON**, the Schedule Tolerance Window feature is enabled. This feature extends a User's scheduled access period through an Access Control Door by the amount programmed by your Installer. For example, if the User's assigned schedule for the door is Monday to Friday from 9:00 a.m. to 5:00 p.m., and your Installer sets the "Tolerance Window" at one hour, the User with the "Schedule Tolerance Window" enabled will be able to enter and exit one hour before and after their scheduled time for that door.

### Option [7]: Code Follows Schedule

When option [7] is **ON**, Users can use their Access Codes only during their scheduled hours assigned in step 8 in Figure 5.1 on page 10. When the option is **OFF**, Users can use their Access Codes at any time.

### Option [8]: Card to Unlock and Code to Disarm

Option [8] functions only if option [2] in section 5.8 is OFF. When option [8] is **ON**, a User can use an Access Control Card to unlock an armed Access Control Door, however the User **must** enter a User Access Code to disarm the armed area. When option [8] is **OFF**, a User can gain access to an Access Control Door only if the door's area(s) is already disarmed.



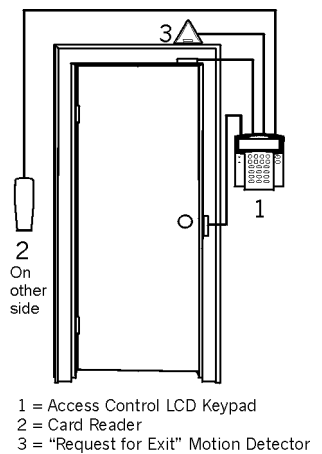
**For option [8] to function in the ON position, option [5] "Arm Only" in the User Options must be disabled (refer to section 5.7 on page 12).**

## 6.0 USING ACCESS CONTROL

### 6.1 ENTERING & EXITING

Depending on how your system is installed, there are various ways to enter and exit Access Control Doors:

- 1) Present your Access Control Card to the reader. The system will verify that the card is allowed access according to its assigned Access Level and Schedule. If it is accepted, the system will unlock the door. The reader's light can be programmed by the installer to turn green or extinguish briefly to indicate that the door can be opened.
- 2) When the motion detector detects movement (Request for Exit), it will unlock the door to permit passage from inside.
- 3) Enter your User Access Code on the keypad and press **[ACC]**.
- 4) If the Access Control Door is on a "Door Unlocked Schedule", you may be able to open Access Control Doors without using a User Access Code or an Access Control Card. Depending on the door's programming, the door can remain unlocked during the entire programmed schedule or the door can unlock once a valid Access Control Card is presented to the reader during the schedule and then will remain unlocked for the remainder of the schedule.



### 6.2 ARMING AND DISARMING WITH CARD

#### 6.2.1 ARMING WITH CARD

An Access Control Card can be programmed to arm areas assigned to the door when it is presented to the reader (door) twice within approximately 5 seconds without opening the door.

The Access Control card must be:

- presented to a door during its assigned Schedule (refer to step 8 in Figure 5.1 on page 10).
- presented to a door within its assigned Access Level (refer to step 8 in Figure 5.1 on page 10).
- programmed to allow arming (options [4] and [5] in section 5.8 on page 12).
- assigned to all areas that are assigned to the Access Control Door (refer to step 7 in Figure 5.1 on page 10), or assigned to at least one of the areas assigned to the Access Control Door depending on how your Installer has programmed the Access Control Door.

### 6.2.2 DISARMING WITH CARD

To disarm and unlock an Access Control Door when the area assigned to it is armed, present your Access Control Card to the reader (door).

The Access Control card must be:

- presented to a door during its assigned Schedule (refer to step 8 in Figure 5.1 on page 10).
- presented to a door within its assigned Access Level (refer to step 8 in Figure 5.1 on page 10).
- programmed to allow disarming (option [2] in section 5.8 on page 12).
- assigned to all areas that are assigned to the Access Control Door (refer to step 7 in Figure 5.1 on page 10), or assigned to at least one of the areas assigned to the Access Control Door depending on how your Installer has programmed the Access Control Door.

### 6.3 HOW ACCESS CONTROL WORKS

To illustrate how Access Control functions, we will use three simple Access Control System examples:

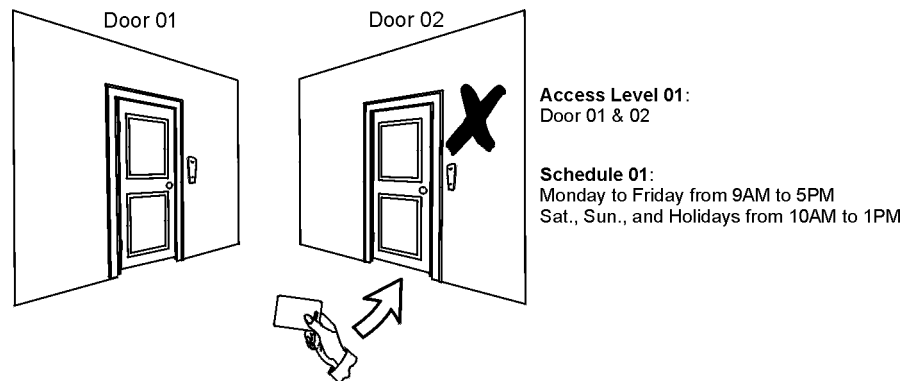
**Figure 6.1: Example A**

*Bonnie's Access Control Card is programmed with Access Level 01 and Schedule 01. If she presents her card to the reader on Door 02 on Tuesday, August 3 at 3 p.m., she will gain access to the room.*



**Figure 6.2: Example B**

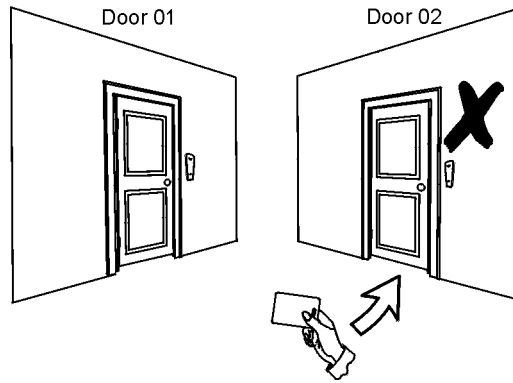
*If Bonnie presents her card to the reader on Door 02 on Saturday or on a Holiday at 3 p.m., she will be denied access.*





**Figure 6.3: Example C**

If we change Bonnie's Access Level to 02 and she presents her card to the reader on Door 02 on Tuesday, August 3 at 3 p.m., she will be denied access.



Access Level 02:  
Door 01

Schedule 01:  
Monday to Friday from 9AM to 5PM  
Sat., Sun., and Holidays from 10AM to 1PM

## 7.0 TROUBLE DISPLAY

If your system experiences any problems, "Trouble(s) [TRBL] to View" will appear on the LCD screen. The Trouble Display will only display the troubles that occur in the area(s) to which the keypad has been assigned. Potential troubles have been sorted into eight groups. Only the troubles which are relevant to you are listed and described below. If a trouble that is not described or listed below appears, contact your Installer.

### How do I view the Trouble Display?

- 1) Press the [TRBL] button when "Trouble(s) [TRBL] to View" appears on the LCD screen. The Group Heading with the trouble will appear on the screen.
- 2) Press the [▲] and [▼] buttons to scroll between the Groups experiencing a trouble.
- 3) Press the [NUMBER] of the Trouble you wish to view.



**We strongly suggest that if any troubles occur, contact your Installer immediately to have your system serviced.**

### 7.0.1 GROUP 1: SYSTEM

#### AC Failure

The control panel has detected a power failure. This means that your system is running on the backup battery. If this trouble occurs when your establishment is not experiencing a power failure, call your Installer for repairs.

#### Battery Trouble

The backup battery is disconnected, needs to be recharged, or replaced.

#### Bell Absent

The system has detected that the bell or siren is not connected.

### 7.0.2 GROUP 5: ZONE TAMPER

The zone(s) that was tampered with will be displayed on the LCD screen.

### 7.0.3 GROUP 6: ZONE LOW BATTERY

If a wireless device's battery needs to be replaced, the zone that is assigned to the device will be displayed on the LCD screen.

### 7.0.4 GROUP 7: ZONE FAULT

A wireless device is no longer communicating with its receiver, or a connection or CleanMe™ trouble is occurring with your smoke detectors.

### 7.0.5 GROUP 8: CLOCK LOSS

The time and date have been reset to the default. This is the only trouble that we recommend that you correct. "Clock Loss [8] to Set" will appear on the LCD screen after you press the [TRBL] button. Refer to section 8.3 on page 17 to set the time and date.

## 7.1 EVENT RECORD DISPLAY

The Event Record Display will record the user-initiated actions that occurred in your system as well as any alarms or troubles (i.e. "Access Granted"). You will only be able to view the events that occurred in the area(s) assigned to your User Access Code.

### How do I view the Event Record?

- 1) Enter your [ACCESS CODE].
- 2) Press the [7] button.
- 3) If you have access to more than one area, select the area(s) you wish to view (refer to section 2.3 on page 4).
- 4) Use the [▲] and [▼] buttons to scroll between the events.
- 5) Press the [CLEAR] button to exit.

Once you have entered Event Record Display mode, you can change the order that the Event Record screens appear by pressing the [7] button. If you already know the number of the event you want to view, press the [MEM] button after step 3 above, and then enter the event's number.

## 8.0 ADDITIONAL FEATURES

### 8.1 PROGRAMMABLE OUTPUTS (PGMS)

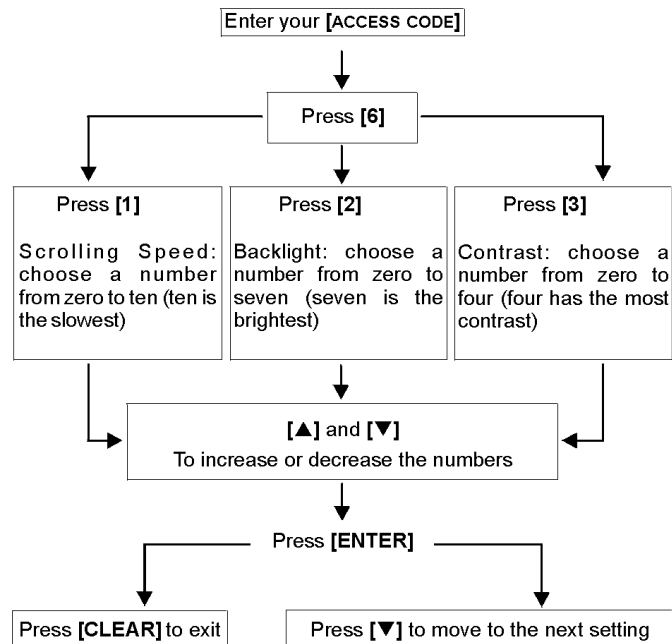
Your system includes Programmable Outputs (PGMs) that can be programmed by your Installer. A PGM triggers when a predetermined event or series of events occurs in your system. The PGMs can be programmed to reset smoke alarms, turn on light switches, open or close garage doors and much more. Ask your Installer about this useful feature.

### 8.2 KEYPAD SETTINGS

You can modify the keypad settings to suit your needs (Refer to Figure 8.1 on page 16).

- 1) Scrolling Speed refers to the amount of time that a message will remain on the screen before moving to the next message.
- 2) Backlight refers to the illumination behind the buttons and LCD screen.
- 3) Contrast refers to how dark or pale characters will appear on the screen.

**Figure 8.1: : Modifying LCD screen settings**



### 8.3 SET TIME & DATE

**How do I reset the time and date?**

- 1) Enter your [ACCESS CODE] and press the [TRBL] button.
- 2) Press the [8] button.
- 3) To change the time, place the cursor under the number you want to change by using the [▲] button and enter the time according to a 24-hour clock (i.e. 9 a.m. is 09:00 and 9 p.m. is 21:00).
- 4) To change the date, place the cursor under the number you want to change and enter the correct date according to year/month/day.
- 5) Press the [ENTER] button to save and exit.

### 8.4 PROGRAMMING CHIME ZONES

You can program the keypad to emit a rapid, intermittent beep tone whenever designated zones are opened or only when opened between certain hours. These zones are referred to as Chime Zones. Your installer can also program your Chime zones to beep upon closure.

**How do I program chime zones?**

- 1) Enter your [ACCESS CODE].
- 2) Press the [9] button.
- 3) Press the [1] button to chime a zone. Enter the number corresponding to the zone to be chimed, or use the [▲] and [▼] buttons to scroll the list of zones. Press the [ACC] button to chime or unchime the zone that appears on the screen. Press [ENTER] to save.

**OR**

Press the [2] button to set the time period a chimed zone will beep. Enter the time that the chimed zone(s) will start beeping when opened (HH:MM). Enter the time that the chimed zone(s) will stop beeping when opened (HH:MM).

- 4) Press [CLEAR] to exit chime programming.

### 8.5 PANIC ALARMS

Your system can be programmed to send an alarm to your Central Monitoring Station to request help from the police, a medical facility, the fire department, or anyone you wish when you press a predetermined combination of buttons. To generate a panic alarm, simultaneously press and hold the button combinations displayed in Table 3 on page 17. Your installer can program the alarm to be either silent or audible.

**Table 3: Panic Buttons**

Panic Alarm Types	Buttons to be pressed and held simultaneously
Emergency Panic	Press & hold the [1] and [3] buttons
Auxiliary Panic	Press & hold the [4] and [6] buttons
Fire Panic	Press & hold the [7] and [9] buttons

### 8.6 QUICK FUNCTION BUTTONS

You will only need to use the Quick Function Buttons upon your Installer's or Central Monitoring Station's request. Only the System Master Code or User Access Codes with the Master feature enabled will be able to access these functions.

**How do I access the Quick Function Buttons?**

- 1) Enter your [ACCESS CODE]
- 2) Press the [0] button.
- 3) Press the:
  - [STAY] button to **send** a test report to the Central Monitoring Station.
  - [FORCE] button to **call** the Winload software.
  - [ARM] button to **answer** the Winload software.
  - [DISARM] button to **cancel** communication with the Winload software.

## 9.0 TESTING AND MAINTENANCE

### 9.1 BURGLAR ALARM TESTING

Two people are needed to complete this test. One person will watch the LCD screen on the keypad while the other person walks around the protected areas and opens the zones (i.e. opens the doors and windows that are protected, walk in the path of the motion detectors, etc.). The LCD screen will display the opened zones, but if a zone does not register, contact your Installer.

### 9.2 FIRE ALARM TESTING

Do NOT use an open flame or burning materials to test your fire detection devices. Your Installer will provide details on the best way to test your system.

### 9.3 SYSTEM MAINTENANCE

Under normal use your system requires no maintenance other than regular testing. We recommend that your Installer change the battery every three years.

### 9.4 SYSTEM TEST

Speak to your Installer before conducting a System Test since the system must be programmed to respond to the test instructions. It is normally recommended that you conduct the system test once a week, but contact your Installer for instructions concerning your particular system.

#### How do I conduct the system test?

- 1) Call your Central Monitoring Station to advise them that you are testing your system.
- 2) Enter your [ACCESS CODE].
- 3) Press the [8] button.

The system will test all its connections and can send a report to your Central Monitoring Station. If the system detects a problem, the Trouble Display will show on the LCD screen (Refer to section 7.0 on page 15). Call your Installer for repairs if any Troubles occur.

## 10.0 FIRE AND BURGLAR ALARMS

### 10.1 STANDARD FIRE ZONE

During a fire alarm, the bell/siren emits an intermittent sound (BEEP-BEEP-BEEP) until silenced or reset. If the zone is a Standard Fire Zone, your system can immediately send an alert to your Central Monitoring Station.

#### How do I disarm a false alarm?

- 1) Enter your [ACCESS CODE] on the keypad.
- 2) Call your Central Monitoring Station quickly to advise them of the false alarm.



**The Fire Zone may reset itself once the problem has cleared. If it does not, simultaneously press and hold the [CLEAR] and [ENTER] buttons for two seconds.**

## 10.2 DELAYED FIRE ZONE

If the zone is a Delayed Fire Zone, there is an automatic delay before your system contacts your Central Monitoring Station. Refer to Figure 10.1 on page 19 to prevent unnecessary reporting of false alarms.

### What do I do if the fire alarm is accidentally triggered?

- 1) Press the **[CLEAR]** button within 30 seconds of the alarm.
- 2) Clear the problem from the area (i.e. clear the smoke from around the smoke detector).
- 3) If the problem remains after 90 seconds, the alarm will sound again. Press **[CLEAR]** again.  
The system will delay reporting the alert for another 30 seconds.

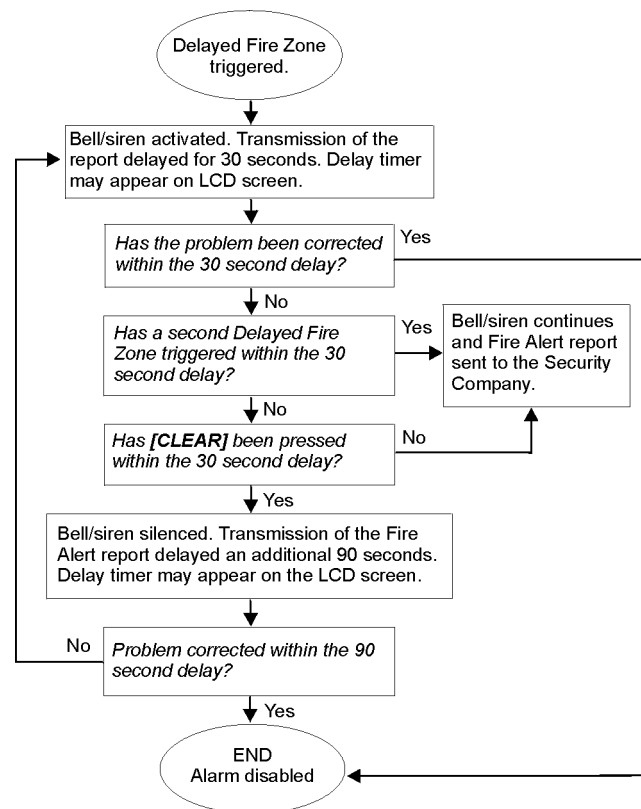


If you are unable to cancel the false alarm, your system will send an alert. Call your Central Monitoring Station to advise them of the false alarm.



**The Fire Zone may reset itself once the smoke has cleared. If it does not, simultaneously press and hold the **[CLEAR]** and **[ENTER]** buttons for two seconds or speak to your installer.**

Figure 10.1: Delayed Fire Zone



## 10.3 FIRE SAFETY TIPS

How should you prepare in case of a fire in your home or business?

- Remind everyone to escape first, and then call for help.
- Develop a fire escape plan and designate a meeting place outside.
- Practice the escape plan frequently.
- Plan two ways to escape from every room, if possible.
- Practice feeling the way out with eyes closed.
- Instruct everyone **never** to stand up during a fire, always crawl under the smoke and keep mouths covered.
- Instruct everyone **never** to return to a burning building for any reason; it may cost them their life.
- Check smoke alarms regularly. Working smoke alarms dramatically increase everyone's chances of surviving a fire.

#### 10.4 MINIMIZING HOME FIRE HAZARDS

How can you avoid the three most common causes of fires at home?

- Never leave cooking food unattended. It is the leading cause of fire injuries. Cooking fires often result from unattended cooking and human error, rather than mechanical failure.
- Stay alert when smoking. Careless smoking is the leading cause of fire deaths. Smoke detectors and smoulder-resistant bedding and upholstered furniture are significant fire deterrents.
- Maintain your heating system. Faulty heating systems are the second leading cause of residential fires.

#### 10.5 HOME FIRE WARNING SYSTEM

Household fires are especially dangerous at night. Fires produce smoke and deadly gases that can overcome occupants while they sleep. To warn against fire, smoke detectors should be installed outside each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the family living unit, including basements.

#### 10.6 BURGLAR ALARM

If your armed system is breached, the burglar alarm devices specific to your system will be triggered. If your keypad is in *Normal Mode*:

- The *Status Light* may flash red
- “*In Alarm*” will appear on LCD screen.
- Bell or siren may be activated



**In case of a burglar alarm, leave the premises and call the police station from a safe place.**



## Voice-Assisted Arm/Disarm Module Operating Instructions

### 11.0 INTRODUCTION

Congratulations on choosing the Paradox InTouch Voice-Assisted Arm/Disarm Module (APR3-ADM2). InTouch turns any touch-tone telephone into a keypad. With InTouch, you can now arm or disarm your DigiplexNE Sabotage-Proof High-Security System as well as activate or deactivate your InTouch's output all from your telephone. Using detailed voice prompts to guide your way, the InTouch is as simple as picking up your telephone.

### 12.0 ACCESS CODES

InTouch uses your DigiplexNE User Access Code to grant you access to your DigiplexNE system. The User Access Code entered on your DigiplexNE system keypad is the same you would use to enter on your telephone.

### 13.0 HOW DO I USE IT?

**STEP 1:** Pick up your telephone and dial the telephone number of the line that your InTouch is connected to. The InTouch will now ask you to enter your DigiplexNE User Access Code.

**STEP 2:** Enter your DigiplexNE User Access Code.



**If your DigiplexNE system is programmed to accept variable code lengths, you must press the [#] key after entering your User Access Code.**

**STEP 3:** Keys [1] to [8] on your telephone represent areas 1 to 8. To arm or disarm your DigiplexNE system, press the desired area's number on your telephone. This will toggle the area's arming state from armed to disarmed and vice versa (refer to section 16.0 on page 22).

**STEP 4:** To activate or deactivate the InTouch's output, press the [#] key and then the [0] key (refer to section 16.0 on page 22).

### 14.0 THINGS YOU SHOULD KNOW

#### 14.1 WHEN ACCESSING YOUR INTOUCH...

- If you are using an answering machine or service, call the InTouch, hang up after one ring, wait between 10 and 255 seconds (depending on how InTouch was programmed by your Installer), and then call the InTouch again to access it.

#### 14.2 WHEN ARMING OR DISARMING...

- You will only be able to arm or disarm areas that your User Code has access to.
- If you were to arm an area with an open zone, DigiplexNE will Force arm the area. This will only happen with User Access Codes that have the Force arming feature enabled.

#### 14.3 WHEN ACTIVATING OR DEACTIVATING A PGM...

- Your InTouch's output can be used to turn on lights, open or close a garage door and much more. Ask your installer about this useful feature.
- If the InTouch's output is not operational, you will not be able to activate or deactivate the output.

- Your installer can program the output to deactivate either manually or follow a timer. If programmed to be deactivated manually, the output will remain activated until you deactivate it. If programmed to follow a timer, the output will deactivate after the timer has elapsed.

#### 14.4 WHEN USING YOUR INTOUCH...

- In some cases, your telephone's tone may not be powerful enough to interrupt the InTouch's voice prompt. If this is the case, simply wait for the InTouch's voice prompt to finish before entering your action.
- If your DigiplexNE system and InTouch share the same telephone number, you may be interrupted at times when using your InTouch.

## 15.0 TELEPHONE BUTTON FEATURES

Clear = [\*]

If you have made an error, press the [\*] button on your telephone to clear the error and then re-enter the information.

Activate/Deactivate InTouch Output = [#] , [0]

To activate or deactivate the InTouch's output, press the [#] button and then the [0] button on your telephone.

Hang Up = [#] , [9]

When you wish to hang up, press the [#] button and then the [9] button to immediately hang up. The InTouch will confirm the hang up with "Good-bye".



**If the hang-up feature is not used and if no action is performed after 2 minutes, the InTouch will hang up automatically.**

## 16.0 INTOUCH EXAMPLE

Nelson has a DigiplexNE system and an InTouch hooked up at home. His security system has two areas. Both areas are presently armed and the InTouch's output, which is hooked up to his garage door opener, is deactivated. Nelson is on his way home and wishes to disarm both areas and open his garage door. Nelson performs the following:



Nelson first dials the telephone number of the line to which the InTouch is connected to.



When the InTouch picks up, it will prompt Nelson with the following:  
*"Please enter your code."*



Nelson enters his User Access Code.



The InTouch then prompts Nelson with the following:

*"Area 1 Armed"*  
*"Area 2 Armed"*  
*"Output is Deactivated"*  
*"To modify, enter Area number"*



Nelson presses the [1] key on his telephone to disarm Area 1.



**Your User Access Code must also have access to the areas to which the InTouch is assigned to.**





The InTouch then prompts Nelson with the following:

*"Area 1 Disarmed"*  
*"Area 2 Armed"*  
*"Output is Deactivated"*  
*"To modify, enter Area number"*



Nelson presses the **[2]** key on his telephone to disarm Area 2.



The InTouch then prompts Nelson with the following:

*"Area 1 Disarmed"*  
*"Area 2 Disarmed"*  
*"Output is Deactivated"*  
*"To modify, enter Area number"*



Nelson then presses the **[#]** key and then the **[0]** key on his telephone to activate the output which in turn will activate the garage door.



The InTouch then prompts Nelson with the following:

*"Output is Activated"*



Nelson then presses the **[#]** key and then the **[9]** key on his telephone to terminate the call.



The InTouch then prompts Nelson with the following:

*"Goodbye"*

## 17.0 INTOUCH SYSTEM CHECKLIST

Telephone Number: \_\_\_\_\_

Output Activates: \_\_\_\_\_

Output follows:

Output Timer

Manual Deactivation

Output Timer Length: \_\_\_\_\_  sec. or  min.

Call, hang-up, and then call back within \_\_\_\_\_ sec.

Number of rings before InTouch answers: \_\_\_\_\_

Partition Assignment:  1  2  3  4  5  6  7  8

**Warranty**

The Seller warrants its products to be free from defects in materials and workmanship under normal use for a period of one year (except as indicated otherwise). Except as specifically stated herein, all express or implied warranties whatsoever, statutory or otherwise, including without limitation, any implied warranty of merchantability and fitness for a particular purpose, are expressly excluded. Because Seller does not install or connect the products and because the products may be used in conjunction with products not manufactured by Seller, Seller cannot guarantee the performance of the security system. Seller obligation and liability under this warranty is expressly limited to repairing or replacing, at Seller's option, any product not meeting the specifications. In no event shall the Seller be liable to the buyer or any other person for any loss or damages whether direct or indirect or consequential or incidental, including without limitation, any damages for lost profits, stolen goods, or claims by any other party caused by defective goods or otherwise arising from the improper, incorrect or otherwise faulty installation or use of the merchandise sold.

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