

## User Guide

### What to do if ...

#### The fire alarm sounds:

CARRY OUT THE PRESCRIBED FIRE EVACUATION PROCEDURE .  
WHEN IT IS SAFE TO DO SO silence the alarms and reset the system, having first established the cause of the alarm.

1. Turn the key or enter code \_\_\_\_\_
2. The top right side of the display will change from NORM to USER
3. You now have access to the 4 red buttons
4. **WHEN IT IS SAFE TO DO SO** silence the alarms
5. After the cause of the alarm has been removed and **WHEN IT IS SAFE TO DO SO** reset the system



#### The buzzer sounds:

If the Buzzer sounds without the alarm sounders operating it is likely to be a fault or other abnormal condition

1. Follow steps 1 and 2 as above
2. You now have access to the 4 red buttons to SILENCE BUZZER
3. Make a note of all illuminated LEDs and displayed messages, record the time that the condition occurred (if known), and other events within the building, eg., power failure, contractors working, ect., (Refer to troubleshooting ). Call the service company with as much information as possible.

#### Action by the user after a fire

Advise the servicing company and arrange for the system to be tested by them. A certificate of testing should be issued to confirm the system operation following the inspection and any remedial work that is necessary.

#### Action by the user after any false alarm

The user can assist the servicing company in the identification of false alarms by observing the following:

- Always make a note of all illuminated indicators and messages displayed at the control panel.
- Try and identify the activated device, i.e. Do not reset the system until the area of the incident has been inspected.
- Record any other incidents occurring at the same time which could affect the system, e.g. power supply failure, building works, etc

The service organisation will be more likely to trace the false alarm if the above information is available.

#### Action by the user following a fault

When a fault is reported by the control panel, the user should note all illuminated LEDs and messages displayed, and the circumstances at the time the fault occurred, and report to the servicing company.

The service company will be able to advise if the system is still able to respond to a fire alarm or whether extra vigilance should be observed until the fault is rectified. Faults should not be left unreported.

#### User Responsibilities

The responsible person is required under BS5839 to undertake certain tasks with respect to the testing and maintenance of the fire alarm system. The responsible person should also ensure that written procedures are in place for the actions to be taken by the occupants in a fire condition, and that staff required to operate the system have received adequate training. In a small building the fire procedures can be quite simple, but when larger premises are involved the fire procedures can become more complex and may involve the appointment of fire wardens, reporting procedures, various assembly points, etc. The responsible person is also required to liaise with the building maintenance personnel to ensure that their work does not impair or otherwise affect the operation of the fire alarm system, and to ensure that a clear space is maintained in the vicinity of detectors, and call points remain unobstructed and conspicuous.

#### Reset and Test

The Manual Call Point contains a re-settable element, which latches in position when operated and does not need to be replaced. Inserting the key as shown and turning it clockwise until the element clicks back into place will reset the unit.

Testing the Call Point may be carried out by pressing the element.

