



Check out our web site www.alectrosystems.com

1161 Saginaw Cres. Mississauga, ON. L5H 3W4

Phone: GTA (905) 278-2616 Toll Free 1-866-308-2616 **Fax:** (905) 271-0553

E-Mail: general@alectrosystems.com

Thank you for choosing Alectro Systems to look after your security needs. The following pages provide you, and us, with the necessary instructions, procedures and options.

Please fill in the appropriate forms, make a copy of the completed forms for yourself, and return a copy to us so that we can set up your security system based on your requirements.

If you have any further questions, please call.

Security System Operation

System Arming

In order to arm the security system, all zones must be closed (inactive). If any of the motion sensors are detecting motion, or any doors or windows which have sensors are open, your keypad will indicate this. The open sensor will be displayed on the keypad and the “Ready” light (green) will not be lit. **You can only arm the system when the “Ready” light is lit.**

To arm the system, key in your user code number. The “Armed” light (red) will flash to indicate that the system is being armed and you have a limited time to exit the building. This time is programmed into the system based on your option choice. After the delay time, the red light will light up solid to indicate the system is fully armed.

Stay / Full Arming Option:

If your security system is equipped with the Stay arming option, **press the “11” key followed by your user code number in order to arm only the “STAY” sensors.** To arm all sensors, enter your used code only, or press the “10” key followed by your user code number.

System A / System B Option:

If your system is partitioned into separate areas, you can **arm or disarm “System A” only by pressing the “11” key followed by your used code number.** To arm or disarm “System B” press the “12” key followed by your user code number. **In order to arm or disarm both System A & B enter your used code number only.**

System Disarming

When you first enter the building, the keypad will “beep” and the red light will be lit if the system is armed. You have a limited amount of time to disarm the system before it triggers the alarm. This time is programmed based on your option choice. The entrance sensor (zone at the keypad entrance door) is programmed with the delay, but other sensors in the building have no delay (your option). This means that you can’t go anywhere in the building before the system is disarmed, otherwise you will trip the alarm immediately.

To disarm the system, simply key in your user code number on the Keypad. The “Armed” light (red) will go out indicating that the system is disarmed. If you make a mistake typing in your number, press the “Clear” key and enter the number again.

System A / System B Option: see description above.

False Alarm Procedure

If you accidentally trip the alarm, you should immediately go to the Keypad and key in your user code number. This will send a “Cancel” code to the monitoring station and disarm the system. **If you are too late for the monitoring station, they will call you on the church phone. Make sure you answer the phone.** The operator will ask you for your name and “Password”. The password is the word you chose at the time you chose your user code number. It is not your user code number. If your name and password match the monitoring station records, they will cancel the alarm, otherwise they will phone the police.

Alarm Response Procedure

Your alarm system is monitored by Counterforce. This is a nation wide security monitoring station with their main facilities located in Toronto. If your security system detects an intruder while it is armed, the following events will occur.

- 1) The alarm system will seize the telephone line and phone the computer at the Counterforce monitoring station. Within a few seconds, the Counterforce computer will display all the information about your site. This includes the church name, address and phone number, type of alarm, names and passwords of everyone who has a key, and a list of people to notify about the alarm.
- 2) A Counterforce operator will phone the church and speak to the person who answers. They will ask for the person's name and password. If the name and password match their list, the alarm will be cancelled. If they don't match, or if no one answers the phone, they will phone the police.
- 3) After Counterforce has phoned the police, they will phone the contact person at the top of the list which you supplied. If there is no answer, they will continue to phone people on the list until they reach someone. They will tell the person that an alarm was detected at the church, and the police were dispatched. At this point, Counterforce has finished their job.

NOTE: If your system is equipped with smoke or carbon monoxide sensors, the above procedure will still be followed except the fire department will be notified.

Police Policy

In Metropolitan Toronto the False Alarm By-Law is as follows:

There is a \$73.50 (GST extra) fine for false dispatches. This is billed to Counterforce, who bills us, and we bill you. You will receive a caution notice after the second false dispatch and will be suspended after the fourth dispatch within a 365 day period.

The above is the standard arrangement. There are three options however which we can discuss, if you are interested.

- 1) Counterforce calls people on the call list only and not the Police.
- 2) Private Guard response - \$ 60 per year flat rate
- 3) Police flat rate - \$ 112 per year flat rate

User and Contact Information

The following form contains the information we require in order to set up your account with Counterforce Monitoring, and program your security system to enable people to use it.

The list serves three purposes. It gives us the names and user code numbers required for us to program the control panel for arming and disarming. It gives Counterforce the list of authorized people and their passwords. This is required for them to deal with false alarms. It also gives Counterforce the list of people with phone numbers for them to call and notify of an alarm condition.

NAME: The first and last name of each person who is authorized to use the system

USER CODE NUMBER: The 4 or 6 digit number each person will use to arm and disarm the system (NOTE: you must decide to use all 4 digit or all 6 digit codes, you can't mix them)

PASSWORD: A word (not a number) which each person must choose. If there is a false alarm, this is the word Counterforce will ask for when they call the church in order to cancel the alarm.

CONTACT PHONE NUMBER: If the person is to be on the list of contacts, you need to include their phone number with area code. Counterforce uses this list to notify them of an alarm condition.

We program the Names and User Code Numbers into your control panel. We give the Names, Passwords and Contact Phone Numbers to Counterforce.

Please fill in the following form with the appropriate information. Make a copy of it for yourself and return a copy to us.

List the people who you want contacted in the event of an alarm at the top of the list. Put them in the order you want them phoned and include their phone numbers.

List the other people who are authorized to use the system but are not to be phoned about an alarm condition below the contact people. Don't include phone numbers for these non-contact people.

For all people include their NAME, USER CODE NUMBER, and PASSWORD.

Programming Options

Your Paradox Security System can be programmed with many different options. In order for us to configure it for your specific requirements you will need to fill in the information below. Please keep a copy of this for yourself and send a copy to Alectro Systems. You can fax it to us at 905-271-0553.

Your system is programmed from our office, through the phone line. We can easily make changes to the programming in the future if required at no charge.

Exit Delay: This is the length of time you are allowed in seconds to leave the building after you have armed the system. **The default number is 60 seconds.**

Do you want it left at 60 seconds? (YES) or (NO)

If No:

Desired Exit Delay in Seconds = _____

Entry Delay: This is the length of time you have to disarm the system after you have entered the building. **The default time is 45 seconds.**

Do you want it left at 45 seconds? (YES) or (NO)

If No:

Desired Entry Delay in Seconds = _____

We normally program the Entry Delay on the sensor near the door where your keypad is located. All other sensors will trigger the alarm immediately. This too is programmable.

Do you want the Delay only at the Keypad Location (YES) or (NO)

If you want a delay on other sensor locations, please list these locations on the chart under Other Info below.

Bell Cut-Off: If your security system is equipped with a siren. This is the length of time it will sound after the alarm has been triggered. After this period of time, it will shut off. **The default time is 5 Minutes.**

Do you want it left at 5 minutes? (YES) or (NO)

If No:

Bell Cut-Off Time in Minutes = _____

Auto Arm: The system can be programmed to arm automatically if it detects no motion for a period of time. We usually disable this feature, however it can be enabled if you desire.

Do you want the "No Movement" Auto Arm enabled? (YES) or (No)

If Yes:

After how many hours of "No Movement" should it to arm? _____

Transmit Delay: If an alarm condition occurs, the system will phone the monitoring station and transmit the appropriate information. This will occur immediately unless we add a delay to the alarm transmission. If we delay it, there will be more time lapse between the intrusion and the response. It can however help prevent false alarms since you can actually trigger the alarm and still have some time to cancel it before Counterforce responds. This option is normally disabled.

Do you want a Transmission Delay? (YES) or (NO)

If Yes:

Delay Time (in seconds 5 - 60) _____

Arming Type: The system can be programmed for two types of arming. "Regular" arms the entire system while "Stay" arms part of it. Normally we program the system for "Regular" arming only. "Stay" arming can be used while someone is in the building, since part of the building can be armed, while part of it is not. This can be useful if someone is working in the office, and is concerned about a break in. There are two possible problems with this however. You can't enter an armed area, and when you leave you need to remember the fully arm the system. The default setting is "Regular" arming only.

Do you want "Stay" arming as well as "Regular"? (YES) or (NO)

If Yes, please list the zones which will be "Stay" armed in the table in the Other Info section on page 9.

Partitioning: Instead of Stay and Regular arming, the system can be divided into two separate areas, System A and System B. Each sensor can be assigned to either or both systems. The default is "Regular" arming only.

Do you want Partitioned (two System configuration)? (YES) or (NO)

If Yes, please list the Zone System assignment in the table in the Other Info section on page 9.

One Key Arming: The normal way of arming the system is by keying in a user code number. As an option, you can allow the system to be armed by simply holding the "10" key for two seconds ("Regular" arming), or the "11" key for two seconds ("Stay" arming). This feature can be useful to enable anyone to arm the system when they leave. They can't disarm it however without a user code number. A danger is that if someone is playing with the keypad, they might accidentally arm the system. **This feature is normally disabled.**

Do you want One Key "Regular" arming enabled? (YES) or (NO)

Do you want One Key "Stay" arming enabled? (YES) or (NO)

Other Info: There is some other information we need to know in order to program your security system. Please answer the following questions.

Do you have an answering machine or Call Answer? (YES) or (NO)

When we first activate the security system, we set it up for "Limited Service" for a period of time. In this mode of operation, everything will operate as normal, except the Police will not be dispatched. If there is an alarm, Counterforce will follow the procedure described in the Alarm Response Procedure above, except they will not phone the Police. We recommend that you operate in this mode for at least 2 weeks until everyone is starting to get used to the system. **The default is 3 weeks.**

How many days do you want to operate in Limited Service? _____

In order to program the system, we need to know what you want to call each zone. We also need to know if each zone is delayed (see Entry Delay above), and if it is to be "Stay" armed as well as "Regular" armed. **The normal configuration is to delay only the sensor at the Keypad entrance, and program the entire system for "Regular" arming only.** All this is optional however.

Please fill in the table below with your Zone names and desired options:

NOTE: If your system is equipped with Fire or Smoke detectors, they will be assigned to ZONE 3 and always armed, regardless if the system is armed or not.

ASSIGN - Enter arming code: Stay = S, System A only = A, System B only = B

Both System A and B = A+B, System A or System B = A or B

Zone	Zone Name	Delay (Y/N)	ASSIGN
1			
2			
3	(Fire)	(NO)	(24 Hour)
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			