

# Advent<sup>®</sup> Commercial Fire System

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## User's Manual

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# FCC Notices

## FCC Part 15 Information to the User

Changes or modifications not expressly approved by Interactive Technologies, Inc. can void the user's authority to operate the equipment.

## FCC Part 15 Class A

This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case users will be required to correct the interference at their own expense.

## FCC Part 68

This equipment complies with Part 68 of the FCC Rules. Located on this equipment is a label that contains, among other information, the FCC registration number and the ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

The REN is used to determine the maximum number of devices that may be connected to your telephone line. In most areas, the sum of all device RENs should not exceed five (5.0).

If this equipment causes harm to the telephone network, the telephone company may temporarily disconnect your service. If possible, you will be notified in advance. When advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. You will be given advanced notice in order to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the company that installed the equipment for service and repair information. The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.



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C O M M E R C I A L

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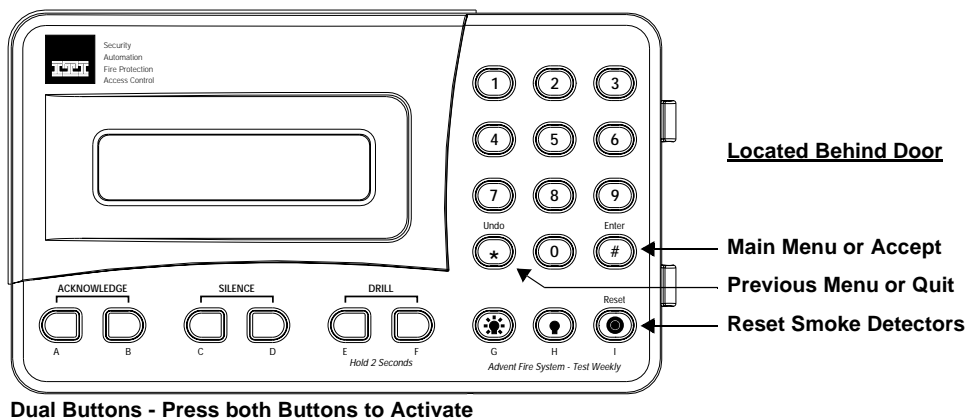
## System Information

Your system is typically made up of a main control panel, one or more display touchpads, and initiating and notification devices such as pull stations, smoke detectors, sirens, horns, speakers, and strobe lights.

The system also has built-in, pre-defined voice evacuation messages available in four languages.

## Using the Touchpad Buttons


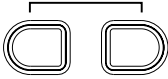
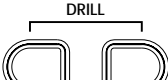



The touchpad is the primary way to manually operate the fire system. Below is a description of the touchpad buttons and what they do.



**Dual Buttons - Press both Buttons to Activate**

**Figure 1. Touchpad Buttons**

**Table 1: Touchpad Button Descriptions**

Button	Description
<p>ACKNOWLEDGE</p>  <p>A B</p>	Acknowledges/cancels an existing alarm and turns off all sirens, horns, strobes, etc. Sends "Alarm Acknowledged" report to central monitoring station.
<p>SILENCE</p>  <p>C D</p>	Silences all sounding horns and sirens. Strobe lights (if any) remain flashing. Alarm is not canceled and alarm reporting to central monitoring station continues. Sirens may restart after a pre-programmed delay (option).
<p>DRILL</p>  <p>E F</p>	Causes fire drill alarm when both buttons are pressed and held for 2 seconds. Sends "Fire Test" report to central monitoring station.
<p>Reset</p>  <p>I</p>	Resets hardwired smoke detectors.
1 Security	Displays Security menu. Lets you do access code functions and check alarm history.
7 Features	Displays Features menu. Lets you view the event log.
8 System	Displays System menu. Lets you run various system tests, adjust the status volume, and enter the program mode of operation for setting up the system.
0 Phone	Displays Phone menu. Offers phone test and data communication functions.
<p>Undo</p> 	Cancels current operation, if any. Also returns to the previous or Main menu.
<p>Enter</p> 	Displays Main menu if system is idle. The Main menu lists all other menus. The # button also enters or accepts displayed data or selection and skips to the next selection (if any).

## General Operation

This system interface is menu-driven and self-prompting. It will automatically request access codes and data if required. The two main buttons used for “moving around” the menus are the # (Enter) and \* (Undo) buttons. Table 2 shows some basic system commands and the most common ways to perform them. For a complete description of these commands, go to the page number listed.

**Table 2: Basic System Commands**

Action	Steps	See page
Silence an Alarm	<ol style="list-style-type: none"> <li>1. Turn the access keyswitch (if any) on.</li> <li>2. Press both <b>SILENCE</b> buttons.</li> <li>3. Enter your <b>ACCESS CODE</b>, if prompted.</li> <li>4. Turn off access keyswitch (if any).</li> </ol>	5
Acknowledge an Alarm	<ol style="list-style-type: none"> <li>1. Turn the access keyswitch (if any) on.</li> <li>2. Press both <b>ACKNOWLEDGE</b> buttons.</li> <li>3. Enter your <b>ACCESS CODE</b>, if prompted.</li> <li>4. Turn off access keyswitch (if any).</li> </ol>	5
Manually Reset Smoke Detectors	<ol style="list-style-type: none"> <li>1. Turn the access keyswitch (if any) on.</li> <li>2. Press <b>RESET</b> button.</li> <li>3. Enter your <b>ACCESS CODE</b>, if prompted.</li> <li>4. Turn off access keyswitch (if any).</li> </ol>	5
View Main Menus or Exit a Menu	Press the (*) <b>UNDO</b> button.	-
Enter Displayed Data or Menu Selection	Press the (#) <b>ENTER</b> button.	-
Check System Status	Press <b>1, 9</b> (from main menu).	6
Do Fire Drill	<ol style="list-style-type: none"> <li>1. Turn the access keyswitch (if any) on.</li> <li>2. Press and hold both <b>DRILL</b> buttons for 2 seconds.</li> <li>3. Enter your <b>ACCESS CODE</b>, if prompted.</li> <li>4. Turn off access keyswitch (if any).</li> </ol>	7
Silence Trouble Beeps	Press the (*) <b>UNDO</b> button.	7
Check Alarm History	Press <b>1, 0</b> (from main menu).	7
Check Event History Buffer	Press <b>7, 5</b> (from main menu).	7

## Using Systems with Keyswitches

If a keyswitch is installed with the fire touchpad(s), an access code is not needed to utilize the touchpad **ACKNOWLEDGE**, **SILENCE**, **DRILL**, and **RESET** control buttons.

## Access Codes

Access codes are numbers that you must enter from a touchpad to operate or make changes to the system. They are used to limit certain system operations to authorized personnel. Access codes are programmable and can be from four to six digits long. The system will indicate if and when an access code is required to perform any desired function. When **ENTER YOUR CODE** is displayed, enter the access code using the touchpad buttons located behind the touchpad door.

The system automatically has one access code for the primary user. It is the primary access code. You can change the primary access code, but you cannot delete it. In addition to this primary access code you can create secondary access codes for other users.

## Adding Access Codes

Add an access code to the system whenever you want other authorized personnel use of the system.

### Access Code Guidelines

- Do not use sequential numbers (1234, 5678, etc.) that can be easily defeated by unauthorized users.
- Do not use birthdate/year combinations which others may know.
- Do not use phone number sequences which others may know.
- Keep a separate log of all programmed user codes and their user names in a secured location.

### To add an access code:

Steps	Response
Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
5. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
6. Press <b>1</b> .	ENTER THE NEW CODE THEN PRESS #
7. Enter new <b>ACCESS CODE</b> and press #.	ENTER THE CODE A SECOND TIME THEN PRESS #
8. Enter new <b>ACCESS CODE</b> again and press #.	CODE OK
9. Press * twice to exit.	

### Note

No two access codes can be alike. If you are unsuccessful adding an access code, make sure the new access code doesn't already exist in the system. To check the existing codes, from the main menu select **1, 8**, your access code, and **3**.

## Deleting an Access Code

Delete an access code when you no longer want that code to allow access to the system. To ensure maximum security, delete access codes as soon as they are no longer needed.

### To delete an access code:

Steps	Response
1. Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
2. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
3. Press <b>2</b> .	ENTER THE CODE TO DELETE THEN PRESS #
4. Enter the <b>ACCESS CODE</b> to delete and press #.	CODE DELETED
5. Press * twice to exit.	

#### Note

If you are unsuccessful deleting an access code, make sure the access code exists in the system. To check the existing codes, from the main menu select 1, 8, your access code, and 3. Also, the system will not let you delete the primary access code.

## Changing an Access Code

To ensure maximum security, access codes should be changed on a regular (monthly) basis. You should also change an access code if you suspect an unauthorized person knows a user's access code or if/when a user is replaced.

### To change an access code:

Steps	Response
1. Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
2. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
3. Press <b>4</b> .	ENTER THE CODE TO CHANGE THEN PRESS #
4. Enter the <b>ACCESS CODE</b> to change and press #.	ENTER THE NEW CODE THEN PRESS #
5. Enter the new <b>ACCESS CODE</b> and press #.	ENTER THE CODE A SECOND TIME THEN PRESS #
6. Enter the new <b>ACCESS CODE</b> again and press #.	CODE OK
7. Press * twice to exit.	

#### Note

No two access codes can be alike. If you are unsuc-

cessful adding an access code, make sure the new access code doesn't already exist in the system. To check the existing codes, from the main menu select 1, 8, your access code, and 3.

## Access Code Options

When you add an access code, you can give each access code different options.

- Permanent User
- Day Limit
- Use Limit
- Authority Levels

### Permanent User

All new access codes are automatically permanent unless you set a Day/Use Limit on it. Select Permanent User when you want to erase the Day Limit or Use Limit of an access code.

To create a new permanent user access code, add the access code to the system as described in "Adding Access Codes."

### To reset an access code to permanent:

Steps	Response
1. Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
2. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
3. Press <b>6</b> .	ENTER THE CODE TO CHANGE THEN PRESS #
4. Enter the <b>ACCESS CODE</b> to change and press #.	
5. Press <b>1</b> .	CODE SET TO PERMANENT

### Day Limit

Select Day Limit if a user will only need temporary access to the system, such as service personnel.

#### Note

You can not set both a Day Limit and a Use Limit for a single access code.

To set a Day Limit for new access codes, first add the access code to the system, then follow the touchpad on-screen menu.

**To set a day limit for an existing access code:**

Steps	Response
1. Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
2. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
3. Press <b>6</b> .	ENTER THE CODE TO CHANGE THEN PRESS #
4. Enter the <b>ACCESS CODE</b> to change and press #.	
5. Press <b>2</b> .	ENTER THE NUMBER OF DAYS VALID THEN PRESS #
6. Enter the desired number of days and press #.	VALID FOR X DAYS

**Note**

“Number of days” means the number of days starting with *today* through the *last day* you want the access code to work. The access code quits working at midnight of the last day.

**Use Limit**

Select Use Limit when the user will only need to access the system a limited number of times, such as for testing the system.

To set a Use Limit for new access codes, first add the access

code to the system, then follow the on-screen menu.

**To set a use limit for an existing access code:**

Steps	Response
1. Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
2. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
3. Press <b>6</b> .	ENTER THE CODE TO CHANGE THEN PRESS #
4. Enter the <b>ACCESS CODE</b> to change and press #.	
5. Press <b>3</b> .	ENTER THE NUMBER OF USES VALID THEN PRESS #
6. Enter the desired number of uses and press #.	VALID FOR X USES

**Note**

When an access code with a Use Limit expires, it will automatically be deleted.

**Authority Levels**

Each access code can have an authority level from 0 (full) to 8 (limited). A lower number allows the use of more features and gives the user more control. A higher number prevents the user from using some features.

**Table 3: Default Authority Level Definitions**

Authority Level	Arm to Level 1	Arm to Level 2	Arm to Level 3	Arm to Level 4	Arm to Level 5	Remote Access	Std. Zone Bypass	Critical Zone Bypass	Zone Test	Phone Test	Schedule Menu
0	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	✓	✓	✓	✓	✓	✓	✓				✓
2	✓	✓	✓	✓	✓	✓	✓				
3	✓	✓	✓	✓	✓		✓				
4	✓	✓	✓	✓	✓						
5	✓	✓	✓	✓	✓						
6	✓	✓	✓	✓	✓						
7											
8											

**To change an authority level for an existing access code:**

Steps	Response
1. Press <b>1, 8</b> (from main menu).	SECURITY MENU; ENTER YOUR CODE
2. Enter your primary <b>ACCESS CODE</b> .	ACCESS CODE MENU
3. Press <b>7</b> .	ENTER THE CODE TO CHANGE #
4. Enter the <b>ACCESS CODE</b> to change and press #.	ENTER AN AUTHORITY NUMBER THEN PRESS #
5. Enter the desired authority number (0-8) and press #.	CODE SET TO AUTHORITY X

## Alarms

Emergency alarms notify building occupants and the monitoring service in case of an emergency. Although alarms are automatically activated by system sensors, you can also manually activate alarms.

### Manually Activating Alarms

Manually activate an alarm during a fire emergency. Activating a fire alarm triggers both indoor and outdoor sirens and/or horns (and strobes, if any). The monitoring service responds by dispatching the fire department.

**To manually activate an alarm:**

Steps	You will hear this ON-OFF pattern (From sirens)
Activate a manual pull station.	- - - - -

Sirens and/or horns (and strobes if any) activate and a report will be sent to the monitoring service.

### Acknowledging Alarms

*Acknowledging* an alarm turns off the sirens and strobes. It is used only after everything has been checked and cleared. Smoke detectors are automatically reset when an alarm is acknowledged. Acknowledging an alarm should **only** be done by an authorized person.

**To acknowledge an alarm:**

Steps	Response
1. Turn the access keyswitch on, (if applicable).	
2. Press both <b>ACKNOWLEDGE</b> buttons.	Sirens/strobes stop or <b>ENTER YOUR CODE</b> .
3. Enter your <b>ACCESS CODE</b> if prompted.	Sirens/strobes stop.
4. Turn the access keyswitch off, (if applicable).	

## Silencing Alarms

*Silencing* an alarm turns off horns and sirens. This makes voice or radio communication easier during an emergency. Flashing strobes (if any) remain flashing. The alarm is **not** canceled and alarm reporting **continues** to the monitoring service. The sirens may or may not automatically restart depending on installation requirements.

**To silence an alarm:**

Steps	Response
1. Turn the access keyswitch on, (if applicable).	
2. Press both <b>SILENCE</b> buttons.	Sirens/horns stop sounding or <b>ENTER YOUR CODE</b> .
3. Enter your <b>ACCESS CODE</b> if prompted.	Sirens/horns stop sounding.
4. Turn the access keyswitch off, (if applicable).	

## Preventing Accidental Alarms

This section describes how to avoid the surprise and annoyance of accidental alarms.

### Tips for Avoiding Accidental Alarms

- Become familiar with all system devices and how they operate.
- Check the location of your smoke detectors. Keep in mind that smoke detectors can be activated by some steam, dust, and gases.

## Manually Resetting Smoke Detectors

Manually resetting a smoke detector following a test or alarm resets tripped detectors. This procedure is rarely needed because smoke detectors are automatically reset when an alarm is acknowledged. Do not reset smoke detectors until the location of the activated detector is determined and the smoke source is eliminated.

**To manually reset tripped smoke detectors:**

Steps	Response
1. Turn the access keyswitch on, (if applicable).	
2. Open the touchpad door and press the RESET (target) button.	Tripped detectors are reset (unless you are required to enter your access code first).
3. Enter your ACCESS CODE if prompted.	Tripped detectors are reset.
4. Turn the access keyswitch off, (if applicable).	

**Adjusting the Volume of Voice Messages**

You can change the volume of the voice status messages from the system. There are 9 volume levels, from 0 (silent) to 8 (maximum).

**To change voice status message volume:**

Steps	Response
1. Press <b>8, 4</b> (from main menu).	SYSTEM MENU, VOLUME LEVEL IS X (present level). TO ACCEPT PRESS # OR ENTER A NEW LEVEL FROM 0-8 THEN PRESS #
2. Enter <b>0-8</b> for desired loudness and press #.	VOLUME LEVEL IS NOW SET TO X

**Note**

Alarms are always at maximum volume.

**Testing the System**

Test your system weekly to verify that detected sensors, sirens, and phone communications are all working correctly.

**Automatic Test Features**

The system automatically tests and reports any problems with the following parts of the system:

- battery*—The system automatically tests the backup battery(s) voltage and notifies you if it is low.
- phone*—Depending on your system configuration and programming, the system may automatically test the phone connection to the monitoring service once per day.
- phone line*—The system automatically tests the line voltage.

**Testing the System Manually**

You may also test the system manually when desired.

**Testing the Phone Communication to the****Monitoring Service**

Test the phone communications after any phone line/system repairs or change in your service such as a change in area code or prefix.

**To test phone operation:**

Steps	Response
1. Press <b>0, 1</b> (from main menu).	PHONE MENU; ENTER YOUR CODE
2. Enter your primary ACCESS CODE.	PHONE TEST ON
3. Wait for acknowledgment indication.	The system should report PHONE TEST OK

**Testing Devices**

A zone test allows you to activate any alarm triggering device and verify its correct operation without causing an alarm.

**Note**

All fire protection is disabled during zone test.

**To test devices:**

Steps	Response
1. Press <b>8, 1</b> (from main menu).	SYSTEM MENU; ENTER YOUR CODE
2. Enter your primary ACCESS CODE.	ZONE TEST ON
3. Activate the desired device.	The system should report ZONE # GOOD for each device actuated.
4. Press <b>1,1</b> and (enter your ACCESS CODE if needed) to end zone test.	GOODBYE

**Note**

If not ended manually, zone test will automatically time out after 30 minutes. If you need more time repeat the zone test.

**Cleaning the System Components**

You should clean your system at least once per year, or as needed. Use a damp, warm rag and a mild, non-abrasive, water-based cleaning solution to clean all touchpads, panels, sensors, and pull stations.

**System Status****Checking the System Status**

Check the system status when you want to know the current status of the system and any current problems.



**To check the system status:**

Steps	Response
1. Press <b>1, 9</b> (from main menu).	SECURITY MENU; SYSTEM STATUS .....
2. Press <b>UNDO (*)</b> to quit.	GOODBYE

**Silencing Trouble Beeps**

Silence trouble beeps if there is a system problem and you have already notified your system consultant.

**To silence trouble beeps:**

Steps	Response
Press the <b>UNDO (*)</b> button once for each indicated trouble to temporarily silence trouble beeps.	Trouble beeps stop temporarily.

**Note**

The trouble beeps stop temporarily, but the problem is not fixed. Beeps restart every four hours.

**Checking the Alarm History**

Checking the alarm history lets you know which and how many alarms have been logged into memory. There can be a maximum of 16 alarms stored in the alarm history. These are listed from the newest alarm to the oldest alarm with the oldest being automatically deleted when a new alarm is logged. A flashing \* notifies you when there have been any new alarms. The system reports the following information about the last alarms:

- the alarm type
- which sensor activated the alarm
- the date and time the alarm happened

**Note**

You may press # while alarms are active to scroll through (view) all of them or you can cancel any active alarms before checking the alarm history.

**To check the alarm history:**

Steps	Response
1. Press <b>1, 0</b> (from main menu).	SECURITY MENU; CHECK ALARM HISTORY
2. Press <b>UNDO (*)</b> to quit.	GOODBYE

**Viewing the History Buffer**

Viewing the history buffer allows you to learn the systems history of events. It gives a detailed report of every event including:

- each sensor that was activated and at what time/date
- each time an access code was entered
- many others, including troubles

**To view the history buffer:**

Steps	Response
1. Press <b>7, 5</b> (from main menu).	FEATURES MENU; VIEW HISTORY BUFFER
2. Press <b>UNDO (*)</b> to quit.	GOODBYE

**Fire Drill**

Conducting a fire drill will trigger sirens and/or horns (and strobes, if any), and a "Fire Test" report will be sent to the monitoring service. Once you have completed the fire drill, you must Acknowledge the alarm to turn off the sirens and strobes (see page 5).

**Note**

Be sure to notify the monitoring service before and after every fire drill.

**To perform a fire drill:**

Steps	Response
1. Turn the access keyswitch on, (if applicable).	
2. Press and hold both <b>DRILL</b> buttons for 2 seconds.	Fire Test is indicated or <b>ENTER YOUR CODE.</b>
3. Enter your <b>ACCESS CODE</b> if prompted.	Fire Test is indicated.
4. Turn the access keyswitch off, (if applicable).	

# Appendix A: Planning for Emergencies

Develop a plan to prepare for emergency situations. Discuss and rehearse your plan with everyone by doing a fire drill every few months.

**WARNING**

Emphasize that no one should enter if they hear sirens.

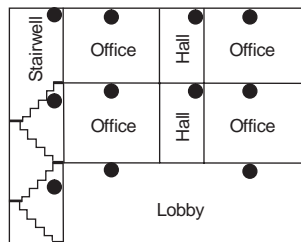
## Guidelines

- Understand how to use your fire system.

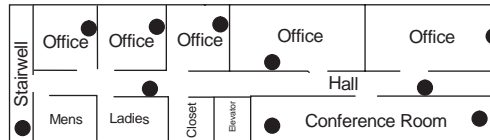
- Know the normal state of doors and windows: open, closed, or locked.
- Escape fast! (Do not stop to pack.)
- Use a different escape route if closed doors feel hot to the touch.
- Crawl and hold your breath as much as possible to help reduce smoke inhalation during your escape.
- Meet at a designated outdoor location.
- Emphasize that no one should return to the premises if there is a fire.
- Notify fire department from a phone in another building.

## Floor Plan Example

Below is an example of a floor plan. Use it as an example to draw your floor plan on the next page and plan your escape routes.



A smoke detector should be located on each level.



A smoke detector should be located in each room.

NOTE: Ceiling-mounted smoke detectors should be located in the center of the room or hall, or not less than 4 inches from the wall. When the detector is mounted on the wall, the top of the detector should be 4 to 12 inches from the ceiling.

NOTE: Do not install smoke detectors where normal ambient temperatures are above 100°F or below 40°F. Also, do not locate detectors in front of AC/ Heat registers or other locations where normal air circulation will keep smoke from entering the detector.

● Required smoke detector

## Your Floor Plan

When establishing your escape routes, consider the following guidelines:

- Have a drawing for each building level.

- Show all exits (two exits per room are recommended).
- Show the location of stairwells and fire escapes.
- Show the location of all components of the fire system.
- Show the locations of all fire extinguishers, hoses, ladders, etc.

**Draw your floor plan in this space.**