

We ask that the alarm system be turned on by the last person out of the building. We have two (2) keypads installed, one located by the front door and one by the side door. The system needs to be armed at only one of the keypads. The system has both perimeter and motion detection. There are two modes for setting the alarm system, the **STAY** mode and the **AWAY** mode.

STAY is used when the user is inside the premise and wants protection around the perimeter.

AWAY is used when the user leaves the premise and wants both interior and perimeter protection.

If you are the last person out at night, arm the system in the **AWAY** mode.

The last person leaving must walk the building to make sure no one else is present.

Arming the system:

- All exterior doors must be closed. (4 doors total ,front, side, back and fire escape
 - The green "Ready" light must be on or flashing when all protected zones and sensors are secure.
 - **The security system will not arm if the ready light is not on or flashing.**
 - If the power light is off, you have no power. Restore power if possible. If not, contact management.
1. Arm the system in the "**STAY**" mode by entering the code (2007) and pressing the STAY key
OR
 2. Arm the system in the "**AWAY**" mode by entering the code (2007) and by pressing the AWAY key

Disarming the system:

Your key fob should disarm the system when entering the building. If after entering the door, the keypad control sounds a continuous tone, you will have **45 seconds** to enter a valid numeric code (2007) and press the "OFF" key at either of the keypads.

The red "armed light" will go off and the tone will stop.

The security system is now DISARMED.

Triggering the alarm:

If a valid numeric code (2007) is **NOT** entered before the end of the entry delay (**45 seconds**), an alarm will occur.

The security company will call the phone located in the **computer room on the first floor** and ask for the password (SUPRA) NOT the numeric code.

You must answer the phone and give the correct password or the Houston Police department will be sent to our office.

