

Burglar Alarm and Door Controlled Access

Operation

The burglar alarm automatically arms at 11:00 PM at most schools. It is set to disarm at 4:45 AM. Opening any doors when the system is armed will set off a silent alarm and call the monitoring company (only exception - Mingo Central may enter and exit through keycard doors when armed without setting off the alarm). The monitoring company will call the designated school contact with the information on which door set off the alarm and will ask the school contact if the police department should be dispatched. The designated contact for the school will need the school password to verify their identity.

Important: The last person leaving the building needs to check the red panel and make sure no doors are open. The alarm will not set (auto or manually) if a door is open.

Note: Mingo Central is the only exception. Authorized persons may enter and exit keycard doors when the burglar alarm is enabled without setting off the alarm.

Door Numbers

The main door on a building is number 1 and the doors are numbered sequentially either clockwise or counter-clockwise from door 1. The red door/burglar system keypad will indicate when a door is left open for more than a few seconds and also give the door number.

Fire Alarm

- 1.) The fire alarm system at every school has an output that goes to the door/burglar system. When a fire alarm goes off (real or test) the fire alarm system sends a signal to the door/burglar alarm system which calls monitoring company. It is very important to call the monitoring company and put the monitoring on hold "before" any fire alarm testing.
 - a.) The door/burglar alarm system will open any magnetic locks when a fire alarm goes off to allow fire fighters access to the building.
 - b.) The doors will not lock and work properly again until the fire alarm panel is cleared and the acknowledge code is type in twice on the red door/burglar system keypad.

Trouble Shooting

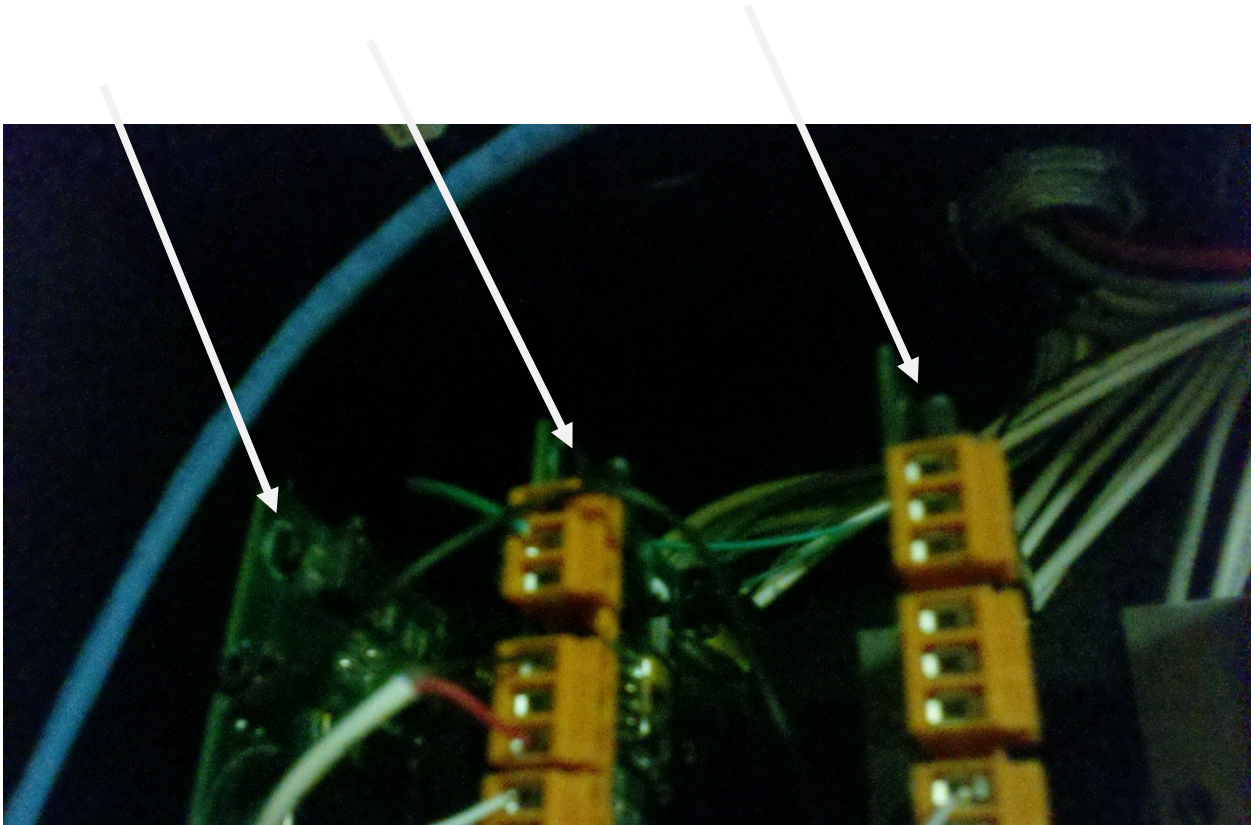
- 1.) Door does not work.
 - a.) No power to the door.
 - i.) Check the breakers and that the power cord is plugged in on the black system galaxy boxes
 - ii.) Call maintenance and put in a work order.
 - b.) Power to the door.
 - i.) Check that the door by the access door is closed. If both doors are not shut the door system will not work.
 - ii.) Check to see if you can be buzzed in (verifies the door is talking to the controller)
 - iii.) Reset the cards in the black galaxy box (usually fixes one door that is not working)
 - iv.) Reboot the system with the code at the red door/burglar alarm keypad.
 - v.) Call maintenance, put in a work order, and call Patrick.
 - c.) Door buzzes in reverse (buzzes when closed - stops when opened) and does not work.
 - i.) Reboot the system with the code at the red door/burglar alarm keypad.
 - ii.) Reset the cards in the black galaxy box
 - iii.) Call Patrick
 - d.) Magnetic lock door not locking but has power
 - i.) Make sure the fire alarm panel is clear and put in the code to clear any fire alarm messages on the door/burglar alarm system
 - ii.) Reset the cards in the black galaxy box
 - iii.) Reboot the system with the code at the red door/burglar alarm keypad.
 - e.) Secretary station has no lights and is unable to buzz anyone in.
 - i.) Follow power cord and plug in.
 - ii.) If plugged in unplug for 10 seconds and plug back in.
 - iii.) Call Patrick.
- 2.) Door works for some people not others.
 - a.) Contact Sandy Criddle and have her check the person's authorization.
 - b.) Have Sandy replace the defective card replaced.
- 3.) Door access times are too early or too late.
 - a.) Contact Patrick and we will have ASAP check the time on the system. They system has a clock in it which may be set wrong.

System Galaxy Door Control Panel



Note: Door opens down. Watch your head.

System Galaxy Door Control Panel Reset Button



Note: Each card has a small button in the top corner that must be reset. You will feel them click when you push them.

Door/Burglar Alarm Keypad



