

BRIEF INSTRUCTIONS ON HOW TO ARM AND DISARM YOUR SECURITY SYSTEM

TO ARM YOUR SECURITY SYSTEM:

- ✓ Type in your 4-digit security code, then the AWAY (#2) key.

OR

- ✓ A short cut is to push the pound (#) key and then the AWAY (#2) key.

The system should read “*ARMED, you may exit now.*” You then have 35 seconds to exit your home.

TO DISARM:

- ✓ Type in your 4-digit security code, then the OFF (#1) key.

The system should then read to you *DISARMED, READY TO ARM.*

[REMINDER: A remote control device with on/off buttons is available to arm and disarm your security alarm system. If interested, contact the management office for more information.]

If you should accidentally activate your alarm, you need to disarm the system by repeating the disarm procedure **TWO** times consecutively: type in your 4-digit code and the off key, 4-digit code and the off key. This should stop the alarm.

If the gatehouse receives an alarm, they will call your unit and ask you for your *PASS CODE*. The *pass code* is a number which identifies you as the owner answering the phone and not an intruder. **It is not the same as your security alarm code.** Be sure you use different numbers for the pass code and the security alarm code. (If you do give out your security code, you can change it by following the directions in the security alarm manual or contacting the office for instructions.) No one but the user of the security system should know the security alarm code. The gatehouse has the **PASS CODES, not the security alarm codes.** You should not give out your security code; if they ask you for a code, they are referring to your *PASS CODE*.

If all this seems too confusing, do not despair, call the management office. The staff is very willing to help you understand this system for one single reason - - **we want you to use it!**