FIRE ALARM TEST INSTRUCTIONS

To Test Zone 1 (Hall) and 2 (Foyer) with Sounders ON (ie alarm will sound).

Zone 3 (Changing Rooms) and Zone 4 (Loft) are not routinely tested due to access limitations.

The normal status of the control panel is for only the green SUPPLY HEALTHY LED to be lit.

If, when you arrive to carry out the test, any other lights are lit, first reset the system by pressing the (green) RESET button, before continuing with the process detailed below.

WEEKLY TEST

1. Switch to TEST Mode

- **Turn the key** or enter the 4-digit code (as listed on the front of the panel)
- **Press and hold the TEST MODE button for 3 seconds until Panel Bleeps** and the following LEDs pulse ON/OFF:
  - TEST MODE
  - ZONE 1
  - SOUNDER STATUS

2. Move ZONES 1&2 and SOUNDER STATUS into TEST MODE

- **Press ENTER.** The ZONE 1 LED will switch from a slow pulse to a rapid pulse. Zone 1 is now in TEST MODE
- **Press TEST MODE.** The ZONE 2 LED will pulse slowly.
- **Press ENTER.** The ZONE 2 LED will switch from a slow pulse to a rapid pulse. Zone 2 is now in TEST MODE
- **Press TEST MODE 3 times** to scroll past ZONE 3&4 and move to SOUNDER STATUS. The SOUNDER STATUS LED will be pulsing slowly.
- **Press ENTER.** The SOUNDER STATUS LED will switch from a slow pulse to a rapid pulse. Panel alarms will now sound when alarms are tested.

The panel is now in TEST MODE.

3. Test Alarms

Fire Alarm Activation buttons are located as follows:

- Number 1 – Foyer.
- Number 2 - Adjacent to fire exit at south of building.
- Number 3 – Small space to South of stage (next to disused fire exit).

Each red Fire Alarm Activation button (in the hall and foyer) is covered by a sheet of plastic which does not need to be removed for the button to be activated. The plastic will not split or smash when pressure is applied to the button underneath it. Just give it a firm press.

WITH WHITE KEY IN HAND, Test each of the three red fire alarm activation buttons:

- **Depress button 1.** The alarm will sound, the ZONE 2 LED on the Panel will flash red, and the panel alarm will sound.
- To deactivate alarm, **insert white key into the small socket at the base of the red alarm button casing and turn.** Alarm button will click and reset, alarms in hall and within panel will stop. Red ZONE 2 LED will be extinguished.

Alarm box 1 has been tested and is working.

Repeat the process for fire alarm activation button 2 (ZONE 1 LED light on panel should flash RED) and button 3 ZONE 2 LED light on panel should flash RED).

The test is now complete.

4. When all zones have been tested

Take the panel out of test mode:

- **Press the TEST MODE button again for 3 seconds** until panel beeps.
- **Press ENTER.** The ZONE 1 LED will switch from a rapid pulse to a slow pulse. Zone 1 is no longer in TEST MODE
- **Press TEST MODE.** The ZONE 2 LED will pulse rapidly.
- **Press ENTER.** The ZONE 2 LED will switch from a rapid pulse to a slow pulse. Zone 2 is no longer in TEST MODE
- **Press TEST MODE 3 times** to scroll past ZONE 3&4 and move to SOUNDER STATUS. The SOUNDER STATUS LED will be pulsing rapidly.
- **Press ENTER.** The SOUNDER STATUS LED will switch from a rapid pulse to a slow pulse.

The only LED illuminated on the panel should be (green) SUPPLY HEALTHY.

NOTE: IF ALARM DOES NOT SOUND WHEN ZONE IS BEING TESTED:

- Press TEST MODE button for 3 seconds and check whether the SOUNDER STATUS LED is pulsing rapidly or slowly.
- If it is pulsing slowly then it means that the SOUNDER circuits are not switched to test mode, so press TEST MODE button 4 more times to toggle to it and then press ENTER. The SOUNDER STATUS LED should now pulse rapidly, indicating that it will sound when tested.
- If the SOUNDER STATUS LED is already pulsing rapidly but the alarms do not sound during the test process, then there is a fault.
- Attempt to rectify the fault by pressing the (green) RESET button. If the system resets correctly then only the green SUPPLY HEALTHY LED light should show on the panel.
- Then begin test process from Step 1.

ANY OTHER ISSUES

- For any other issues, try resetting the system (press (green) reset button) and start the test again.
- If the test does not work or you can't get the panel into or out of test mode then post a message on What's App.