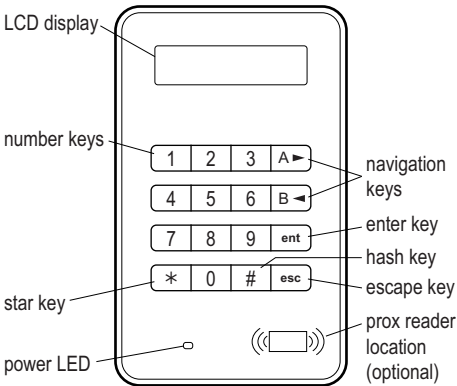


## Flex Quick User Guide

Welcome to the Flex control panel. This document is a quick guide to the common functions that you need to know in order to use the system to protect your property.

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### Keypad Information



### Setting and unsetting

**Note:** Ensure that all the areas protected by movement detectors are free from obstructions and all the doors and windows are secured.

If an alarm, fault or tamper is displayed on the keypad you must override it before setting the system. Refer to *Alarms, faults and tampers*.

#### To full set the system:

1. Enter a valid Personal Identification Number (PIN).
2. Press **A**.
3. Exit the building.

#### To part set the system:

1. Enter a valid PIN.
2. Press **B**.
3. Exit the building or area.

#### To set using a prox tag:

1. Present a valid prox tag to a proximity reader for 3 seconds. This activates the prox tag's full set or part set function.
2. Exit the building or area.

If an alarm, fault or tamper is displayed on the keypad, you must override it before setting the system. Refer to *Alarms, faults and tampers* below.

#### To unset the system:

1. Enter a valid PIN.
2. Press **ent**.

Alternatively, present a valid prox tag at a proximity reader.

#### To set the system with group choice:

1. Enter a valid PIN.
2. Press **A**.
3. If group choice is assigned to your PIN, press the relative group number keys when prompted.
4. Press **ent** to select the groups to be set.

### Alarms, faults and tampers

#### To cancel an alarm, fault or tamper:

1. Enter a valid PIN.
2. Press **ent**.

Alternatively, present a valid prox tag at a proximity reader.

#### Resetting

After an alarm, fault or tamper has occurred the system must be reset.

### To reset the system:

1. Clear the cause of the alarm, fault or tamper.
2. Enter a valid PIN, and then press **ent** or present a valid prox tag at a proximity reader (cancelling the alarm, fault or tamper condition).
3. View the alarm, fault or tamper conditions on the keypad. If there is more than one condition press **A** to see each one.

### Overriding

If the message **ent=CONTINUE SET** is displayed on the keypad, press **ent** to override that particular alarm, fault or tamper condition.

If the message **ent=CONTINUE SET** is not displayed on the keypad, ask an engineer to attend to the alarm, fault or tamper condition.

### The menu

There are two menu structures, a full menu and a quick menu.

#### Full menu

The full menu is made up of various options that enable users to modify the functions of the system. Only authorized users and engineers have access to the full menu.

#### Quick menu

The quick menu is a made up of ten options from the main menu. This menu structure is the default for users with a level of 3 and above.

#### To access the menu:

1. Enter a valid PIN, and then press **ent** (the menu accessed depends on your level and authorisation).
2. Press **A** or **B** to scroll through the menu options.
3. Press **ent** to enter a menu option.

If an alarm, fault or tamper is present on the keypad it must be overridden before the menu can be accessed. Refer to the *Alarms, faults and tampers* on the previous page.

### Menu options

The menu options are used to modify particular functions of the system. The main menu options are:

- Menu 11 – Omit Zones
- Menu 22 – Display Log
- Menu 42 – Codes
- Menu 47 – Remote Access
- Menu 48 – Eng. Access

**Note:** For more information on all the menu options, refer to the full user guide.

#### Menu 11 – Omit Zones

This option enables a user, with a level of 3 or above, to omit zones they do not want to set.

#### Menu 22 – Display Log

This option enables a user, with a level of 4 or above, to view a history log of the system's events.

#### Menu 42 – Codes

This option enables a manager, with a level of 6 or above, to assign, modify or delete a user's settings.

#### Menu 47 – Remote Access

This option enables a manager, with a level of 6 or above, to control the remote servicing connections.

#### Menu 48 – Eng. Access

This option is used to enable an engineer to access and program the system.

### User administration

To add a new user to the system or to modify a current user's settings use the **42.1=User Codes** menu option. Use this option to assign or modify a user's:

- PIN
- Level
- Assigned groups

### To assign or modify a user's settings:

1. Press **42 ent 1 ent**.
2. Press **A** to scroll to the correct user number, and then press **ent**.
3. Press **A** to scroll through the user code menu options.

## Modify PIN

A user's PIN is a unique 4 or 6 digit code that identifies the user to the system.

### To assign or modify a user's PIN:

1. Press **A** until **01=Modify PIN** is displayed, and then press **ent**.
2. Enter the user's new 4 to 6 digit PIN. To erase an incorrect digit, press **\***.
3. Press **ent** to store the PIN.
4. Press and hold **esc** to return to the banner.

## Modify level

A user's level determines the functions and menu options available to that user.

### To assign or modify a user's level:

1. Press **A** until **02=Modify Level** is displayed, and then press **ent**.
2. Press **A** or **B** to scroll up or down to the level required.
3. Press **ent** to store the level.
4. Press and hold **esc** to return to the banner.

**Note:** A user's level defaults to 3. For information on the different user levels refer to the full user guide.

## Modify groups

A user's groups determine which system groups that user has access to and control over.

### To assign or modify a user's groups:

1. Press **A** until **05=Modify Groups** is displayed, and then press **ent**.
2. Enter the group numbers you want to assign to the user.

3. To assign the group choice option to a user, press **\*** after entering the group numbers.
4. Press **ent** to store the user's group allocations.
5. Press and hold **esc** to return to the banner.

## MAX tag

A MAX tag is a prox tag that can be presented to a proximity reader to set and unset the system and cancel alarms, faults or tampers.

### To assign a MAX tag to a user:

1. Press **A** until **06=Card No** is displayed, and then press **ent**.
2. Enter the MAX tag's serial number. To erase an incorrect digit, press **\***.
3. Press **ent** to store the serial number.
4. Press and hold **esc** to return to the banner.

### Alternatively, if you have a keyprox:

(A keyprox is keypad with a built-in proximity reader)

1. Press **A** until **06=Card No** is displayed, and then press **ent**.
2. Press and hold **1** and **A** until a double beep is heard.
3. Present the MAX tag to the proximity reader at the bottom of the keyprox. The MAX tag's serial number is displayed on the keyprox.
4. Press **ent** to store the serial number.
5. Press and hold **esc** to return to the banner.

## Access control

### Access control card

An access control card is a prox tag that can be presented to a proximity reader to:

- Allow access to controlled doors
- Cancel alarms, faults or tampers
- Set or unset the system

### To assign an access control card to a user:

1. Access **42.1=User Codes**.
2. Press **A** to scroll to the correct user number, and then press **ent**.
3. Press **A** until **06=Card No** is displayed, and then press **ent**.
4. Enter the access control card's serial number. To erase an incorrect digit, press **\***.
5. Press **ent** to store the serial number.
6. Press and hold **esc** to return to the banner.

### Access Control Card – Batch Learn

The Batch Learn function allows one or more access control cards to be assigned to several users. This is achieved using a specific proximity reader that is assigned when the system is installed.

### To enter and use the Batch Learn function:

1. Access menu option **42.3.4=Batch Start**.
2. Enter the first user number to which you want to assign an access control card.
3. Press **ent**.
4. Access menu option **42.3.1=Add Batch**.
5. At the proximity reader, present the first access control card to be assigned. This access control card is assigned to the displayed user and then the keypad displays the next user.
6. Repeat step 5 to assign multiple access control cards.
7. Press and hold **esc** to return to the banner.

### Templates

To enable access through building doors the user must be allocated an access template. An access template is made up of groups and time schedules. These are used to determine where and when a user can gain access to a certain building or area.

Access templates are created when the system is installed. An access template can be assigned to a user in menu option **42.1.9=Template**.

## Glossary

**Banner** – The keypad or keyprox home screen.

**Full set** – To arm the entire system.

**Group** – Defined area of the system that can be controlled independently.

**Keyprox** – A keypad with an internal proximity reader.

**Part set** – To arm preselected zones within the system.

**Prox tag** – A proximity tag that can be read by a proximity reader or a MAX reader.

**Proximity reader** – A proximity reader is a card reader or a MAX module that reads a prox tag.

**Unset** – To disarm the system.

**Zones** – Individual detection circuits within the system.

## Compliance

This product is suitable for use in systems compliant to EN50131-1:2006 and PD6662: 2004 & 2010.

This product has been tested for compliance to EN50131-3: 2009 by BRE Global Ltd.

Security Grade: 2

Environmental class: II

## Installer Details

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Account Number:

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**800-08755-01 RevA1**