

## Operating the Monitor 4000 Exit Alarm

**Authorized Use** - To use the door (including the access door to the inside of the alarm) insert the control key, turn it to the right and hold it for about three (3) seconds until the green light appears. "GREEN MEANS GO".

If the green light is lit, the door can be used. If the green light is not lit, the door can not be used without the siren sounding.

Once a green light has been obtained the digital timer will start and the door can be opened. When the door is open the red light will go on. With the door open one of the following situations will occur:

1. **If you need additional time to complete your task.** Just turn the control key to the right until the green light comes back on or the digital time display resets. This will restart the timer.

This forces management to be aware of the door until the task is complete.

2. **Closing the Door** - The moment the door closes the alarm will reset, the red light goes out, the green light goes out and the digital timer display begins to flash. The next time the door is opened the siren will sound. **You never have to remember to reset the alarm.**

3. **Propping the Door Open** - If the door is left propped open, the alarm will sound after the allotted time is up letting management know someone forgot to close the door. **The Monitor 4000 Exit Alarm won't let you forget to close the door.**

**Unauthorized Use** - If someone opens the door, including the access door to the alarm, without using the control key, the red light will go on and the siren will sound until an authorized user with the control key:

1. Gets a green light and activates the timer.
2. Closes the door and uses the control key to reset the alarm.

## Recommended Back Door Policies

1. Employees should never enter or leave through the back door.
2. The back door should be supervised at all times by management and/or an effective back door system.
3. Management should never leave their keys in the back door or in the alarm. (Severe disciplinary action suggested).
4. The back door should never be left unattended and propped open.
5. Management should never give their keys or code to non-supervisory employees. (Severe disciplinary action suggested).
6. One of the following three scenarios should be occurring at any given time:
  - Authorized activity.
  - The door is secured and the alarm is armed.
  - A siren is sounding, notifying management that the back door has been breached.
7. Suppliers and sales personnel should not have unauthorized access to your back door.
8. The back door should not be opened until it is visibly determined to be safe.
9. Recommended back door hardware:
  - Automatic closer
  - No exterior knob
  - Exterior jimmy plate
  - Door automatically locked from exterior
  - Interior panic bar
  - Doorbell buzzer
  - Wide-angle peephole
  - Monitor 4000 Exit Alarm



## The Monitor 4000 Exit Alarm: the "unforgettable" solution to uncontrolled doors



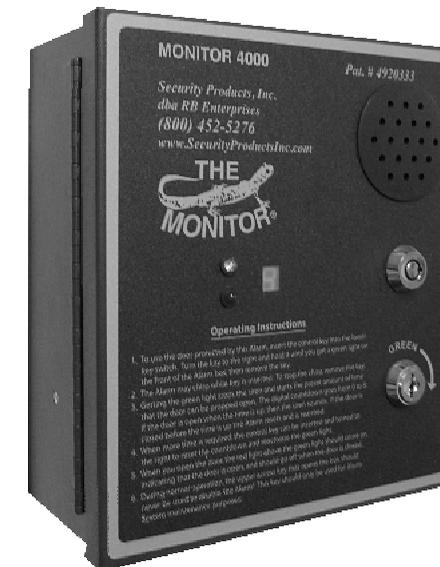
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## External View

A. **Blue/Red LED** - The red and blue LED lights operate independently from one another.

If the blue light is lit, it indicates the alarm is DISABLED and the siren will not sound when the door is opened. The light will remain blue until the unit is enabled.

The blue/red LED light (A) will be red any time the doors being monitored are opened, including the alarm box door. The red light will stay lit until the door or doors have been closed, unless the unit has been disabled.

B. **Authorized Green Light** - The green LED light is activated with the CONTROL KEY and indicates door access time has been granted. Green means GO. If the green light is lit, the door can be used. If the green light is not lit, the door can not be used without the siren sounding.

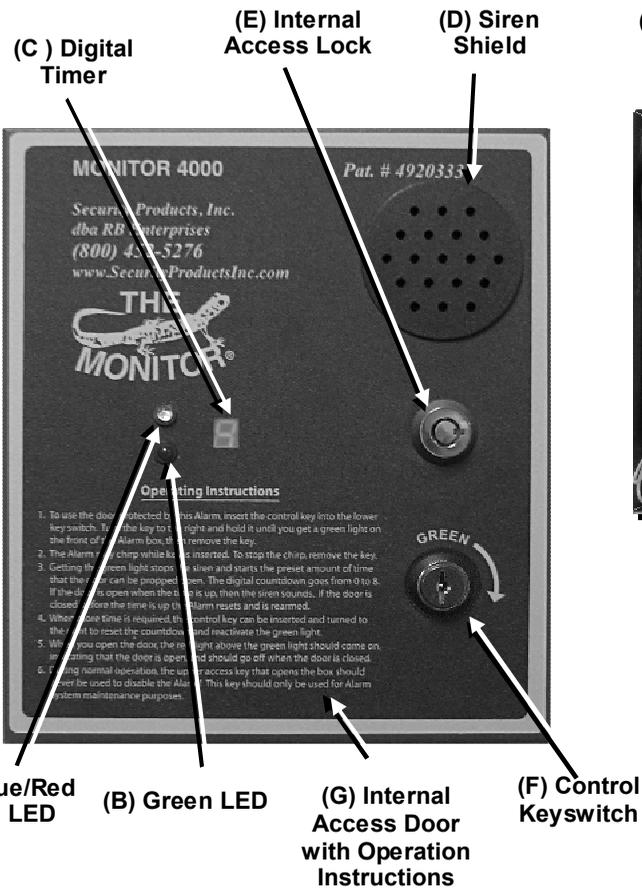
C. **Digital Timer Display** - This display always flashes when the unit is armed. If there is no red light, no green light and the timer is flashing, the siren will sound if the door is opened. When you insert the key and get the green light, the timer will start. When the allotted time is up, the siren will sound unless the door is closed or more time is authorized using the control key.

D. **Siren Shield** - Area where the sound of the siren originates.

E. **Internal Access Lock** - This lock allows you to open the alarm unit with the access key. **CAUTION: This is your security key. Only the owner, area supervisor and in some cases the general manager should have access to this key. No other managers or employees should have access to the inside of the unit.**

F. **Control Keyswitch** - With the use of a control key, this spring-loaded keyswitch allows you to:

1. **Obtain a green light** - turn the key to the right and hold for about 3 seconds until the green light appears.
2. **Shut off the siren when the back door is closed** - turn the key to the right and hold it for just a second. Then remove the key to stop the chirping (see item #5).
3. **Reset the timer to obtain additional time** - turn the key to the right and hold until the green light reappears and the digital timer starts over.
4. **Remove the green light** - turn the key to the right and hold until the green light goes out.
5. **Prevent leaving your keys in the alarm (F)** - While the key is in the switch, a "chirping" alarm will sound. Remove your key after each use to stop the sound.

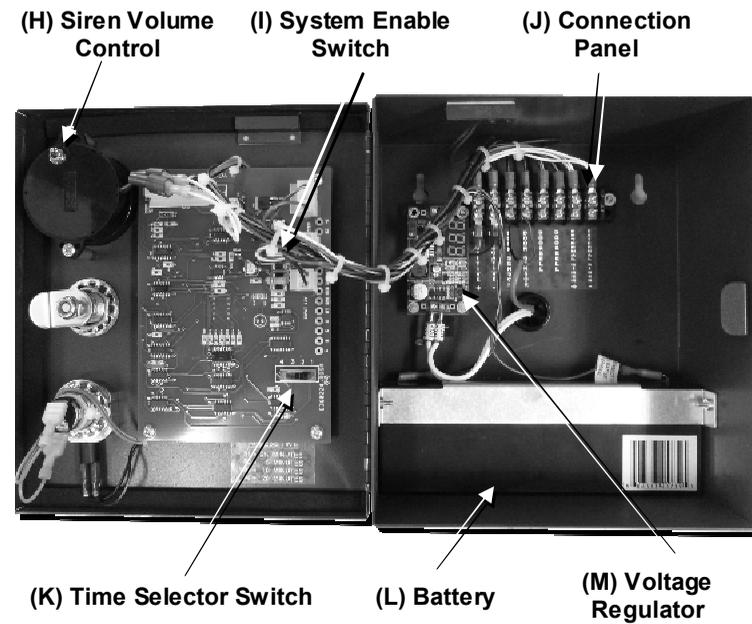


G. **Access Door** - Allows access to the inside of the alarm unit. This door is armed and must be treated the same as any other door monitored by the alarm. (see Operating The Monitor). Access keys are for emergency use and for use by upper management only.

## Internal View

H. **Siren Volume Control** - (Located on the back of the siren) To increase the volume to high, flip the switch to the left and to decrease the volume to low, flip the switch to the right. The volume should be loud enough to be heard throughout the building but not loud enough to disturb the customers.

I. **System Enable Switch** - The alarm is shipped in the disabled position with the switch to the right. The disabled position means the unit is disarmed. After the unit is installed the switch must be moved to the left to enable the alarm. You must get a green light before enabling the alarm or the siren will sound (see "Testing the system")



J. **Connection Panel** - The connection panel is where the wires are connected when installing the alarm and additional options. These options include a doorbell buzzer and/or external siren, etc.

K. **Time Selector Switch** - This switch controls the average access time. There are four time settings. The access time can be changed by moving the switch to the desired time setting:

- 1 = 2 1/2 min
- 2 = 5 min
- 3 = 10 min
- 4 = 20 min

Ten minutes is recommended for most retail operations.

Remember, the more time you allow, the more convenience you have but the less time you allow, the more control you have.

You can get additional time as needed with the control key and you never have to change the internal access time. **Remember, employees and assistant managers should not have access to this timer switch.**

L. **Battery** - The battery is a backup power supply. It has an average life of five (5) years. The alarm supervises itself. The transformer (when plugged into a 110V to 120V outlet) will keep the battery charged. If power to the system is cut for any reason, the backup battery operates the alarm for up to 12 hours. After that time, the siren will sound for up to 8 hours, sounding the alert that it is running on backup power. The siren can be turned off by flipping the system's enable switch to the right (disabled

position) or by getting a green light once power is restored.

M. **Voltage Regulator** - The voltage regulator ensures there is enough power to run the alarm and charge your backup battery. It will read 15.5 - 16.5 volts when power is connected. To see how much power is coming into the system, push the small button located in the lower right corner of the voltage regulator. This will display incoming power on the LCD screen.

## Testing the System

1. After the system is completely installed and powered, CLOSE and LOCK the door to the alarm and CLOSE ALL the doors to the building that have sensors installed.
2. The large LCD timer should be flashing and the top blue/red dual LED and bottom green LED should not be lit. If the LCD timer display is not lit, check the circuit breaker, make sure your positive and negative wires are connected correctly and there is power at the outlet.
3. If the red LED is on, one of the doors in the system, including the door to the alarm box, may not be closed completely or the magnetic door sensor is not installed properly. The red LED should never be on if ALL the doors in the system are closed. The red LED should go on when ANY door in the system is open.
4. Open the back door. The red light will come on and the siren will sound.
5. Insert the control key into the lower keyswitch, turn and hold the key to the right until the green LED comes on, the siren stops and the timer stops flashing. The unit will chirp as long as the control key is left in the switch.
6. The blue/red dual LED and green LED should be lit and the timer should stop flashing.
7. Close the armed door. The LED lights should go out and the timer should begin flashing. The alarm has been reset.
8. The system is now operational. For location of LED lights and switches, see diagrams in the front of this manual marked "Internal" and "External" view.