

Building and Suite Security

INSUITE CYBERSUITE ALARM SYSTEM

The CyberSuite security system, located near the suite entry door, is an added security feature which monitors access to your suite through the front entry doors.

Basic Programming Instructions

TO ARM:

1. Enter your **User Code** and press the **Enter** button. A personalized greeting will be displayed.
2. The Area Status screen will appear automatically, Press **ARM** to Regular arm the area. The arming process will start. This enables all the zones assigned to the area. The system will then check that the zones are ready.
3. The system will then be in Exit Delay to give you enough time to exit the area. Press **Clear** to exit the Area Status screen.
4. To abort the process, press at any time during the arming process.

TO DISARM:

When your system is disarmed, it deactivates any alarm in progress, and it deactivates the zones so the alarm will not be triggered if zones are breached.

1. Enter your **User Code** and press the **Enter** button. A personalized greeting will be displayed.
2. The Area Status screen will appear automatically. Press the DISARM button to disarm the area. The system will deactivate the zones and disarm the area.
3. Press **Clear** to exit the Area Status screen.

STAY ARMING:

Stay arming will partially arm your system to permit you to remain in your home or office by arming the outer zones (perimeter) of the protected area (i.e. doors and windows).

1. Enter your **User Code** and press the **Enter** button.
2. A personalized greeting will be displayed
3. The Area Status screen will appear automatically. Press the **4** key to Stay arm the area.
4. The stay arming process will start. This enables all perimeter zones assigned to the area.
5. The system will then check that the zones are ready.
6. The system will then be in Exit Delay to give you enough time to exit the area.
7. Press **Clear** to exit the Area Status screen.
8. To abort the process, press **DISARM** at any time during the stay arming process.

FORCE ARMING:

Force arming allows you to quickly arm your system when zones are open. However, once the open zone is closed, the system will then arm that zone as well.

How do I Force Arm the System?

1. Enter your **User Code** and press the **Enter** button.
2. A personalized greeting will be displayed.
3. The Area Status screen will appear automatically. Press the **5** key to Force arm the area.
4. The force arming process will start. This enables all the closed zones assigned to the area and ignore any opened zone.
5. The system will then check that the zones are ready.
6. The system will then be in Exit Delay to give you enough time to exit the area.
7. Press **Clear** to exit the Area Status screen.
8. To abort the process, press **DISARM** at any time during the force arming process.

BYPASSING ZONES:

If a zone remains open after an attempt is made to arm an area or if that zone is giving false alarms, the zone can be bypassed. When zones are bypassed, they will be ignored the next time your system is armed. Once your area is disarmed, the system will unby-pass the zone.

How do I Bypass Zones?

1. Enter your **USER CODE** and press the **Enter** button.
2. A personalized greeting will be displayed. Press **MENU**→**7**→**1** to access the Bypass Menu.
3. Use the **▲** and **▼** buttons to select the desired zone. The status of the zone is displayed.
4. Press **2 (OFF)** to bypass the selected zone. Press **1 (ON)** to restore the bypassed zone.
5. Select another zone with the **▲** and **▼** buttons. Press **Clear** to exit the Bypass Menu.
6. When arming an area with bypassed zones, a message indicating that the area contains bypassed zones will be displayed. To continue with the arming process, press **ARM**.

LATCHING ZONES:

A bypassed zone is automatically restored when the area is disarmed. However, when a zone is latched, it remains bypassed until the zone is restored manually.

How do I Latch Zones?

1. Enter your **User Code** and press the **Enter** button.
2. A personalized greeting will be displayed. Press **MENU**→**7**→**1** to access the Bypass Menu.
3. Use the **▲** and **▼** buttons to select the desired zone. The status of the zone is displayed.
4. Press **3 (LATCH)** to bypass the selected zone. Press **1 (ON)** to restore the latched zone.
5. Select another zone with the **▲** and **▼** buttons. Press **Clear** to exit the Bypass Menu.

ALARM MEMORY DISPLAY

Your system will record all alarms that occurred during the last armed period. The zones in alarm will remain in the Alarm Memory until they are acknowledged.

How do I View the Alarm Memory?

1. Enter your **User Code** and press the **Enter** button.
2. A personalized greeting will be displayed. Press **MENU** →**5**→**1** to access the Alarm Memory.
3. If an alarm occurred, the screen will immediately display the first zone in memory.
4. The system will then automatically scroll down to the next screen, which displays the area where the alarm occurred.
5. Press **Enter** to acknowledge the alarm. This will remove the alarm from the Alarm Memory.
6. If more than one alarm occurred, press the **▼** button to view the next zone in memory. Press **Clear** to exit the Alarm Memory.

USER CODES:

User Codes allow access to the system. Your system supports up to 4 User Codes. Codes are given a User Number between 01 and 04 (User Number 01 is the System Master Code). User Codes can be from 1 to 8 digits in length.

TABLE 1: User Numbers

User Number	Name
UN00001	System Master (Default Code: 1234)
UN00002	User
UN00003	User
UN00004	User

SYSTEM MASTER CODE (DEFAULT: 1234)

The System Master Code will give you access to all the features available on your system as well as the ability to add, modify, or delete any User Codes. We suggest that you change this code to prevent others from accessing and changing your options without authorization. By default the System Master Code is 1234.

PROGRAMMING USER CODES

While the System Master can program all the User Codes in the system. The Users themselves can only program their own Use Code. Duplicate User Codes are not accepted by the system.

How do I Program User Codes?

1. Enter your **User Code** (System Master Code default: 1234) and press the **Enter** button.
2. A personalized greeting will be displayed. Press **MENU** →2→1 to access the User Menu.
3. The screen will display the user number UN00001, which is the System Master. Use the ▲ and ▼ buttons to select the user you wish to program and press **ENTER**.
4. You can modify the user name by using the ► and ◀ buttons and the number keys. For example, to type the capital letter "C" press the 2 key three types. Each number key represents up to 8 different characters. Type a space by pressing the 0 key.
5. Press **DISARM** to erase the displayed name.
6. Press **Enter** to save the name and go to the next screen.
7. Press **DISARM** to erase the default user code. Use the number keys to type a new user code.
8. Press **Enter** to save the new user code.
9. Press **Clear** to exit the User Menu.
10. If a duplicate User Code is entered, an error message will be displayed and the user whose User Code was duplicated will get a warning message the next time they log in. Is it recommended that the user then changes their User Code to prevent another user from using it.

DELETING A USER CODE

How do I Delete User Codes?

1. Enter your **User Code** (System Master Code default: 1234) and press the **Enter** button.
2. A personalized greeting will be displayed. Press **MENU** →2→1 to access the User Menu.
3. The screen will display the user number UN00001, WHICH IS THE System Master. Use the ▲ and ▼ buttons to select the user you wish to program and press **Enter**.
4. Press **DISARM** to delete the displayed name. Press **Enter** to go to the next screen.
5. press **DISARM** to delete the user code. Press **Enter** to save the modification. Press **Clear** to exit the User Menu.
6. If the System Master Code is deleted, the System Master Code will not be able to access any menu, including the User Menu. The Building Manager alone will be able to program a new default User Code for the System Master.

Panic Alarms

If you feel there is a threat or an emergency while you are in the residents' garage, simply press the button on the access remote which will automatically activate the horns and strobe lights. At this same time, security will be notified of an alarm through the computer system and a channel of communication to the area will be opened. As closed circuit cameras monitor the underground parking areas, security will be able to view your location and alert the appropriate authorities.

The red button with a white cross on the access remote pressed within the residents' suite if you are experiencing a medical emergency. This alarm will send a signal to security that there is a medical emergency.

These devices are considered a part of and belonging to the dwelling unit. If one of these combination devices is lost or stolen, you must report it immediately to the Property Management Office (at which time it will be de-activated from the system to avoid illegal entry into the building by non-residents). Replacements may be purchased from Property Management for a nominal fee.

Soliciting

Solicitation on the property is completely prohibited. Should you see someone suspicious please report it to Concierge/Security as soon as possible. If you receive a flyer at your door or witness someone distributing flyers please contact Concierge/Security.

Remote Panic Station

This is a two-way communication intercom that has been installed in the garage and some common areas where the closed circuit cameras have been installed. This allows anyone to communicate with security on a twenty-four hour basis. If you need assistance or if you experience trouble with your common area access devices please do not hesitate to contact security for assistance.