

# CEDARCREEKCHURCH

## Arming/Disarming Habitec Security System

### Arming the System

- Make sure all the doors are closed
  - Exterior Doors closed and locked
  - Interior doors should be closed too all the perimeter type doors and those at stairwells and passageways
  - You will get a fault if you don't close them and will have to go back and shut them
- Go to the interior keypad next to the Main Door you'll be exiting (this must be a door that has an exterior keypad as well)
- Select Command
- Select the button below ARM
- It will ask for a code – Swipe your FOB
- It will ask if you want to Arm All? Select the button below Yes
  - If there are any faults it will list them now with a description of the door
  - Cancel, go and shut them and try again
- It will say All System On
- The little light to the left will turn red next to Armed
- Delay of 60 sec will start counting down
- Exit and make sure the door is locked behind you

### Disarming the System

- Swipe your FOB to get in the entrance
- If you are the first one in and the system is armed the keypad inside should be beeping and asking for a code
- Swipe you FOB
- It will ask if you want to disarm all? Select the button below Yes
- It will say all system off and the red light should go off

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## **Disarming the System (if not beeping)**

- Swipe your FOB to get in the entrance
- If by chance it is not beeping and asking for a code but the red armed light is still on
- Select Command
- Select the button below Disarm
- It will ask if you want to disarm all? Select the button below yes
- It will say all system off and the red light should go off

## **Arming the System and Staying in the Building**

- If you must work after hours....between 10pm-6am....we want you to arm the areas you are not using and the perimeter
- Select Command
- Select the button below ARM
- It will ask for a code – Swipe you FOB
- It will ask if you want to Arm All? Select No and you will get to say yes or no to each area
  - Be sure to arm at least the perimeter but go ahead and arm any other areas you will not be going in and out of
  - If there are any faults it will list them now with a description of the door
  - Go and shut them and try again
- It will say System On
- The little light to the left will turn red indicating it is armed
- When you are ready to leave going to the nearest keypad
- Select Command
- Select the button below Disarm
- It will ask if you want to disarm all? Select the button below Yes
- It will say all system off
- Go to the keypad by the main entrance and follow the regular Arming Procedure above