

Fire Alarm Resetting & Testing Procedure

Please Note:- There may be a 5-10 second delay if you are using a repeater panel

Resetting

1. Follow your evacuation procedures.
2. Type in level 2 access code: **2 222**
3. If you are sure that your evacuation procedures are complete,
Press the top button which has the text displayed above:- **Alarms On/Off**
4. If safe to do so - investigate the indicated zone shown with the red LED(s) on the panel.
(If a detector has activated there will be a LED still illuminated on the detector)
5. After the area of detection has been discovered and found to be a false alarm,
Press the top button which has the text displayed above:- **Reset System**
6. Keep pressing the top button which is linked to: **NEXT Menu** until **EXIT Alt 2** is showing.
7. Press the top button which has the text displayed above:- **EXIT Alt 2**

Weekly Testing

1. If this is not a routine test, make people aware the alarm will be test sounding.
2. Insert test key into a call point, choose a different call point during each test
(the alarm will now sound)
3. Remove test key from the call point.
4. Check all sounders are sounding (or ask staff to verify bells are functioning)
5. Type in level 2 access code: **2 222**
6. Press the top button which has the text displayed above:- **Alarms On/Off**
7. Check the correct zone is showing.
8. Wait 10 Seconds.
9. Press the top button which has the text displayed above:- **Reset System**
10. Keep pressing the top button which is linked to: **NEXT Menu** until **EXIT Alt 2** is showing.
11. Press the top button which has the text displayed above:- **EXIT Alt 2**
12. Make a note of which device was tested within your log.

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