



Member of IBEW LOCAL 58, 252 & NECA

EST-3 Fire Alarm Control Panel Tenant Operating Instructions

IN CASE OF FIRE

1. Vacate the premises immediately
2. Call 911
3. Meet at a pre-designated area outside of building
4. Take a head count
5. Call Ashley Capital (734) 957-1000

Once out of building, do not attempt to re-enter without permission from Fire Department.

WARNING! Alarm notification signals should not be silenced until after all occupants have been evacuated and no smoke or fire has been detected.

RESET FOR FIRE PANEL ALARMS

To Silence Panel

1. Press Panel Silence

This is for the Alarm Panel only. It does NOT deactivate horns or strobes at the activated water flow. Horns and strobes at the activated system can **ONLY** be shut off at the Landlord Panel.

To Reset Panel

1. Press Reset

Panel will not reset until water movement has stopped, smoke is clear from detectors and all pull stations are reset to normal. If situation is not resolved, the panel notification circuits will turn back on.

This is for the Alarm Panel only. It does NOT deactivate horns or strobes at the activated water flow. Horns and strobes at the activated system can **ONLY** be shut off at the Landlord Panel. See other side for examples of fire panel alarm signals.

SILENCE PANEL TROUBLE SIGNALS OR SUPERVISORY SIGNALS

To Silence Trouble or Supervisory Notification Signals

1. Press Panel Silence
2. Investigate the cause of the trouble and notify Applied Building Technologies at (800) 251-5136.

Trouble signals are self-restoring. As long as the signal issue is resolved, Supervisory Signals are self-restoring, except Duct Smoke Detectors, which may require panel reset.

See other side for examples of trouble and supervisory signals.

PANEL FUNCTIONS/TESTING

To Change Date

1. Press Command Menu Button
2. Select Program (#7)
3. Select Change Time (#2)
4. Enter Password (2222) and press enter
5. Enter date (mmddyyyy)
6. Press Enter

Panel will Time out and Return to Main Display or
Press Back Key to Main Display

To Change Time

1. Press Command Menu Button
2. Select Program (#7)
3. Select Change Time (#1)
4. Enter Password (2222) and press enter
5. Enter Time in Military Time
6. Press Enter

Panel will Time out and Return to Main Display or
Press Back Key to Main Display.

PANEL FUNCTIONS/TESTING CON'T

To Initiate a Fire Drill

1. Call Central Station (800) 251-5136 to place system in test (must have account number and pass code)
2. Press Drill

The Drill LED, as well as all audible/visual notification circuits, will turn on. The panel will not automatically notify the Fire Department.

Panel programming may delay panel reset for up to five minutes after alarm notification circuits turn on.

To View History of Panel

1. Press Command Menu Buttons
2. Select Reports (#6)
3. Select History (#2)
4. Select Panel Number (most systems only have one panel) and press enter
5. Select View (#1) or Print History (#2) (only if system has printer connected) and press enter

FIRE PANEL ALARM

Alarm points signal the Central Station and causes the fire department to dispatch.

Commercial Fire – is the terminology Central Station uses to dispatch Fire Department and notify Tenant of an alarm. When Central Station receives an alarm, they will immediately dispatch the fire department and call tenant. Central station will provide the site, address and alarm point location.

Examples:

- Water flow – water that is moving in the pipes
- Pull Station – manually activated device that actuates an alarm
- Smoke Detector – senses smoke particles in the air

FIRE PANEL SIGNALS

Central Station notifies proper personnel for the following signal types:

- **Trouble Signals** – an abnormal non-alarm condition preventing the reporting of alarms and supervisory signals which cause Central Station to notify tenant. They will state what the problem is and where it is located. (i.e. trouble primary phone line) An interruption on the phone line of any kind can cause a trouble signal.

Examples:

- Dialer – Primary or secondary phone line failure
- Ground fault
- A/C power loss to the fire monitoring panel
- Data cable wire break

- **Supervisory Signals** – an actual activation of monitored points or devices within the monitoring system which causes Central Station to notify tenant. Central station will state what the problem is and where it is located. (i.e. Tamper on System Valve)

Examples:

- Tamper – indicates that a valve is not in its normal position
- Duct smoke detector
- Low air pressure for dry system