

CONTROL ROOM PROCEDURE

The purpose of this instruction sheet is to ensure you the client, receive premium service at the most cost effective price.

As many signals are received in the Control Room simultaneously, the computers will log signals on order of urgency.

For example, if the operators are acting on Hold-Up or Intrusion Alarms, lower priority alarms, such, as "Out of Hours Entry or Late to Close" will be acted on in order.

Taking this into consideration, users of the alarm must inform the Control Room of the following Quoting the Security Password.

(NOT THE CODE THAT ARMS & DISARMS YOUR ALARM SYSTEM)

1. Triggering the alarm accidentally
2. Staying beyond your normal closing time (Late to Close)
3. Entering outside of your normal time (Out of Hours Entry)
4. Isolating/Bypassing part of your alarm system
5. Disconnecting mains power to the Alarm System

A simple "Rule of Thumb" is if a situation is outside of your standard operation or instructions to the Control Room, inform the Control Room of the situation.

Any permanent changes of your instructions MUST be in writing. Commissioning Forms are available for Download from our web page:

www.getsmarttechnology.com.au

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