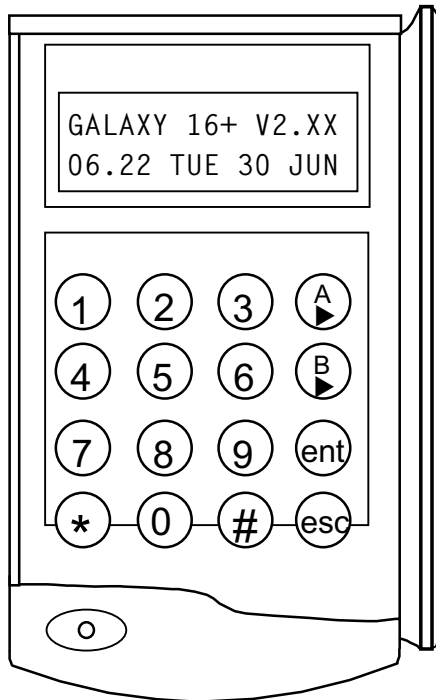


# GALAXY

## 16 and 16 *plus* User's Guide





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## **INTRODUCTION**

The Galaxy 16 and 16 *plus* control panels are designed to the highest specifications and requirements using the most advanced software and hardware technology.

The Galaxy 16 and 16 *plus* are designed to satisfy the requirements of domestic and smaller commercial installations, yet are flexible enough to provide ease of use and operational versatility.

This User's Guide contains the information required to operate the system. The installation engineer will program and commission the system to meet your requirements. The system is simple to operate but users are advised to read this guide carefully before using the system and retain it in a safe place for future reference.



# QUICK OPERATION GUIDE

	<b>A</b>	<b>SET</b> (an Unset system)
	<b>B</b>	<b>PART SET</b> (Defaults to Parts 1 and 2) <b>1</b> key • toggles the Set (ON)/Unset (OFF) status of Part 1 <b>2</b> key • toggles the Set (ON)/Unset (OFF) status of Part 2 <b>3</b> key • toggles the Set (ON)/Unset (OFF) status of Part 3
	<b>ent</b>	<b>UNSET</b> (a Set system)
	<b>1</b>	<b>OMIT ZONES</b> <b>A</b> or <b>B</b> key to view zones <b>#</b> to change omit status of zone (must be an omissible zone) <b>ent</b> key to accept programming and start setting <b>esc</b> key to accept programming without setting
	<b>2</b>	<b>CHIME ZONES</b> <b>A</b> or <b>B</b> key to view zones <b>#</b> key to enable/disable chime function on zone <b>ent</b> key to accept <b>esc</b> key to cancel
	<b>3</b>	<b>WALK TEST</b> <b>A</b> or <b>B</b> key to view zones <b>#</b> key to enable/disable Walk Test function on zone <b>ent</b> key to start Walk Test <b>#</b> key to toggle display between open and tested zones <b>esc</b> key to end Walk Test Note: Zones number 10 to 16 will be displayed as A to G
ENTER YOUR USER CODE THEN SELECT	<b>4</b>	<b>(ASSIGNING) USER CODES</b> <b>A</b> or <b>B</b> key to select user (1 – 14) <b>ent</b> key to program code number keys to enter digits, <b>*</b> key to delete digits <b>ent</b> key to accept programming, <b>esc</b> to cancel
	<b>5</b>	<b>TEST OUTPUTS</b> <b>A</b> or <b>B</b> key to select output for test <b>#</b> key to enable/disable test function on zone <b>esc</b> key to end test
	<b>9</b>	<b>LOG</b> <b>A</b> key to step forwards through events <b>B</b> key to step backwards through events <b>#</b> key to display event date <b>esc</b> key to exit Log
	<b>ent+B</b>	<b>TIME</b> To access the Time option, enter your user code, press the <b>ent</b> key, the <b>B</b> key and then the <b>ent</b> key. Then press the: <ul style="list-style-type: none"><li>• <b>1</b> key to select Time (hh/mm)</li><li>• <b>2</b> key to select Date (dd/mm/yy)</li><li>• <b>3</b> key to select Start Summer (dd/mm)</li><li>• <b>4</b> key to select End Summer (dd/mm).</li></ul> Press the <b>ent</b> key to accept the programming for each option, or the <b>esc</b> key to cancel.





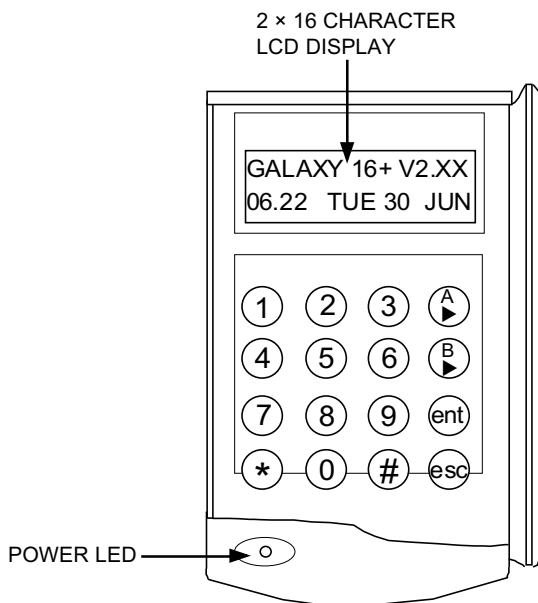
## **GLOSSARY OF TERMS**

<b>Chime:</b>	Zone attribute which gives an audible indication of the activation of a detector or contact.
<b>Duress:</b>	Applicable when a remote signalling device is fitted. A Duress code entered at the keypad will unset the system but transmit a Duress code to the Alarm Receiving Centre.
<b>Entry Time:</b>	The preset time allowed for users to reach the keypad and unset the system.
<b>Exit Time:</b>	The preset time allowed for users to leave the building after the setting routine has been initiated.
<b>Exit Terminator:</b>	A switch or push-button located outside the protected area and used to set the system.
<b>Event Log:</b>	The control panel memory which stores, in sequence, a record of the system events.
<b>Final Exit:</b>	The last door closed or detector operated by the user on exit.
<b>LCD</b>	Liquid Crystal Display.
<b>Non-omit:</b>	An alarm circuit which cannot be omitted (bypassed) by the user.
<b>Numeric Keypad:</b>	The unit comprising the LCD display and buttons that is the interface between users and the system.
<b>Omit:</b>	Setting the system with alarm zones excluded from the system. Only zones programmed as “omittable” by the engineer can be omitted.
<b>PA</b>	Panic Alarm: an emergency button or switch used to set off the alarm; results in instantaneous transmission of a silent alarm signal using the remote signalling device.
<b>Part Set:</b>	To set only a section of the full system.
<b>Programme:</b>	To alter the system functions or parameters.
<b>Set:</b>	To arm the system.
<b>Unset:</b>	To disarm the system.
<b>User Code:</b>	A four digit code that identifies users to the system.
<b>Walk Test:</b>	A routine test of the alarm detectors.
<b>Security Circuit:</b>	An alarm circuit which has been programmed to be armed continuously whether the system is set or not.



## KEYPAD INFORMATION

The Galaxy system is programmed and operated from the LCD keypads.



**Figure 1** Galaxy Mk III LCD Keypad.

**Number Keys (0–9):** are used to enter your User Code and to select and modify options.

**View (A and B) Keys:** are used to set the system and to step through the menu options during programming.

**Enter (ent) Key:** The **ent** key allows you to unset the system, to access the menu options and to accept programming selections.

**Escape (esc) Key:** The **esc** key permits you to cancel any modifications made to a menu option and allows you to return to the previous menu option level. The **esc** key also aborts the setting routine if pressed during the Exit-time from the same keypad used to initiate the setting.

**Hash (#) Key:** The **#** key is used as a toggle key, which enables or disables the programming features of certain menu options. It is also used to select the user attributes feature in menu option 4 – Codes.

**Star (★) Key:** The **★** key, when combined with other keys, provides special functions. The engineer will advise of these where applicable, see also: Star (★) Key Features.

**Power LED:** The green power LED remains lit whenever the system is connected to the a.c. mains power supply and a charged stand-by battery. A mains power failure is indicated by the LED flashing slowly. A fuse or battery failure is indicated by the LED flashing quickly.

**Your User Code:** is a four digit personal identification number which identifies you to, and allows you to operate, the system.

**Note:** Entry of an invalid code will cause the keypad to display the message INVALID CODE. Entry of six consecutive invalid codes will cause a ten minute keypad lockout during which the keypad horns activate and the keypad displays the message ALARM IS ACTIVE. No further code entries will be recognised during the lockout period.

### Star (★) Key Features

The star key is used as a shift key, when combined with other keys it provides additional system features. To toggle the enable status of the Star key features enter either the manager code (User 14) at the keypad and then hold down the Star (★) key and press the **esc** key; after a second the keypad displays \* ENABLE ON, or, \* ENABLE OFF; release both keys.

Key Combination	Star Feature
★1	Changes keypad buzzer volume.
★2	Activates PA alarm.
Mgr. Code + ★3 <sup>†</sup>	Toggles On/Off to authorise Galaxy Gold connection.
★4	Toggles keypad backlighting On/Off.
★5	Activates Medical alarm.
Code + ★6	Prints the entire system details.
Code + ★7	Prints the entire event log.
★8	Activates the Fire alarm.
★9 <sup>†</sup>	Initiates the Engineer's Test.
★#	Indicates zone statuses.
Mgr. Code + ★ent <sup>†</sup>	Activates the Galaxy Gold Call Back.
Mgr. Code + ★esc	Toggles ★ key features On/Off.
<sup>†</sup> Galaxy 16 <i>plus</i> only.	

**Table 1:** Star Key Features.

**Note:** The Star mode must be enabled for the Star features to operate.

# SETTING AND UNSETTING THE SYSTEM

## Setting the System

### Before Setting the System

Before the system is Set ensure that:

- All doors and windows are secured.
- All areas protected by movement detectors are free from obstructions and any animals are excluded from the areas to be protected.

### Full Setting the System

Enter your User Code and press the A key:

- If all the system zones are closed when the setting routine is initiated the keypad sounders will emit a continuous tone and the keypad displays the Exit Time countdown blocks.
- If any zones are open (for example: protected doors or windows; or if someone activates a movement detector when the setting process is started) then the keypad sounders pulse rapidly and the keypad displays which zones are open. Closing the open zones allows the setting routine to restart.

Leave the building using the agreed Exit Route. Close and lock the Final Exit Door and then, if fitted, operate the Exit Terminator; the horn outputs and the keypad buzzers become silent for four seconds, the countdown blocks all clear and the keypad buzzers emit two long tones to confirm that the system is Set. On the keypad the message SYSTEM IS SET appears before the display goes blank.

The setting routine can be aborted, before the system sets, by pressing the esc key on the keypad used to initiate the setting routine.

### Part Setting the System

Your alarm system can be Part Set using the B key. To Part Set the system enter your User Code then press the B key. The keypad then displays the Set/Unset status of those parts assigned to your code, see Figure 2 Part Setting Options.

SELECT	P1=OFF	Part Set options for user code with Parts 1 and 3 assigned. Part 1 is unset, Part 3 set.
	P3*ON	

**Figure 2:** Part Setting Options.

The Parts marked 'ON' are Set, those marked 'OFF' are Unset. To alter the set/unset status of a Part press the number corresponding to that part, that is, pressing the 1 key toggles the set status of Part 1 between set/unset.

The equals sign denotes that what is displayed beside the Part number is the current status of the Part, that is, P1=ON denotes that Part 1 is currently set. Pressing the 1 key will cause the display to read P1\*OFF, this means that Part 1 is now provisionally programmed as Unset.

The actual set status of the part will not be altered until the **ent** key is pressed to accept the programming.

Once the **ent** key has been pressed leave the building using the agreed exit route. Close and lock the final exit door and then operate the exit terminator; the horn outputs and the keypad buzzers become silent for four seconds, the countdown blocks on the keypad display all clear and the keypad buzzers emit two long tones to confirm that the system is set. On the keypad the message SYSTEM IS SET appears before the display goes blank.

The setting routine can be aborted, before the system sets, by pressing the **esc** key on the keypad used to initiate the setting routine.

**Note:** If the Silent Part Set facility has been enabled only the keypad display indicates the setting status, that is, no audible tones are emitted.

## **Unsetting the System**

### **Normal Entry**

The system begins the unsetting routine whenever a Final door opens or an Exit/Entry zone is activated. The keypad buzzers pulse slowly indicating that the Entry Time countdown has started.

To unset the system, go directly to the keypad using the agreed entry route, enter your code and press the **ent** key.

### **Slow Entry**

The keypad sounder begins to pulse rapidly after 75% of the entry time has expired to indicate that time is running short. If the entry time expires before a valid user code is entered, a full alarm occurs.

### **Straying From The Entry Route**

If, during the entry routine, you stray from the agreed entry route and activate a zone in a protected area an audible alarm occurs.

## **Alarm Abort**

**Note:** If the system is programmed for Alarm Abort a period of 90 seconds after expiry of the Entry Time is provided to enable the user to cancel an alarm caused by exceeding the Entry Time or deviating from the entry route.

If the 90 second Alarm Abort time is exceeded then a full alarm may result in the Police being called to the premises and the system requiring an Engineer Reset.

The installation engineer will explain the operation of the Alarm Abort function where necessary.

## **Cancelling Alarms**

To cancel an alarm enter your user code. The keypad displays the zones that have been activated during the alarm. Press the **ESC** key to return to the normal display.

Certain types of alarms, once cancelled, require a code authorised with the appropriate reset authorisation to be entered. The system prompts for a valid reset code by displaying **INTRUDER RESET REQUIRED, PA RESET REQUIRED** or **ENGINEER RESET REQUIRED** on the keypad.

## **Engineer Reset**

Certain types of alarm require an engineer to visit the site and, after investigation, reset the system.





## **USER MENU**

For access to the menu options enter your user code then press the ent key. The keypad then displays the menu options available to the user.