

USING YOUR NETWORK ALARM

BEFORE YOU BEGIN

1. Complete the Resident Alarm Services Agreement.
2. Check that your electrical service is in working order.
3. Check that your phone line is active if your alarm system is *monitored*.

PERSONAL IDENTIFICATION CODE (PIC)

A 4-digit number, chosen by you, necessary for *monitoring* service. This number is used to identify you over the phone, to a Network monitoring center operator.
(Choose any 4 numbers easy to remember. The number may be the same as your panel code.)

INDICATOR LIGHT:

When **ON**, the system is ready to be armed.

When **OFF**, a door or window may be open.

If **BLINKING**, the system is armed.



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ARMING YOUR SYSTEM - WHEN LEAVING HOME:



1. **RED** indicator light must be **ON**. If not, check to see that all doors and windows are closed.
2. **INSERT KEY** and turn it to the **ARM** position. The panel will emit a tone and the red indicator light will begin blinking.
3. **REMOVE KEY** and exit before delay time expires. The panel beeps quickly to time out an exit delay of 1-2 minutes.

ARMING YOUR SYSTEM - WHEN STAYING HOME



1. **RED** indicator light must be **ON**. If not, check to see that all doors and windows are closed.
2. **INSERT KEY** and turn it to the **ARM** position. The panel will emit a tone and the red indicator light will begin blinking.
3. **REMOVE KEY** - The panel beeps quickly to time out an exit delay of 1-2 minutes.

DISARMING YOUR SYSTEM - WHEN RETURNING HOME



1. As you enter, the panel beeps to remind you to disarm the system immediately.
2. Insert the **KEY** and turn to the disarm position before the entry delay time of 30 seconds expires. When the key is turned to the disarm position, the **RED** indicator light will become steady.
3. **REMOVE KEY**.

PANEL EMERGENCY FEATURE



1. **Pressing and holding the red emergency button**, located on the panel, for **2 seconds** will sound a silent alarm.
2. This feature works regardless of whether system is armed or disarmed. Doors and/or windows may be open or closed.

EMERGENCY PROCEDURES - WHEN AN ALARM IS ACTIVATED



Unmonitored Systems - When an unmonitored alarm is activated, it sounds inside your home only. Unmonitored alarm service does not provide for monitoring of the equipment or response from any third party including the police department.

Monitored Systems - When a monitored alarm is activated, it sounds inside your home and sends a signal to Network's monitoring center. When a signal is received by Network, an operator will place a verification phone call to you. Request the assistance you need or cancel the alarm by giving the Network operator your **Personal Identification Code**. If you accidentally activate your alarm, **insert the key and turn to the disarm position. DO NOT PANIC AND DO NOT TRY TO DIAL OUT.** Wait for the Network operator to call you and simply clear the alarm with your **Personal Identification Code**.

TESTING YOUR ALARM

It is important to test your alarm system regularly as testing provides the assurance that your system is operating properly. At least once a month is recommended. If your alarm system is **monitored**, call Network at 1-800-635-1635 and tell them you are testing your alarm system before proceeding with the steps below. If your alarm system is **unmonitored**, follow the steps below:



1. Arm your system and wait until exit delay times out. Open your front door and let alarm sound for about one minute. Insert your key and turn it to the disarm position.
2. Press the Bedside Alert Button (if applicable) and let it sound for about one minute. Enter your Panel Code to silence. Continue testing in the same manner for each door and window.

If your alarm system is **monitored**, call Network back to verify your alarm signals were received.

POINTS TO REMEMBER

Monitored Systems - Network's monitoring center operators place verification phone calls as the first step in processing an alarm signal. If the operator gets no answer, an answering machine, a busy signal or an individual who cannot give the correct Personal Identification Code, the operator then proceeds to the next step in the dispatch instructions established for your property.



Your Personal Identification Code is the only way Network can properly identify you over the phone. Without proper identification, police dispatches and false alarm fines can occur. Everyone in your household must remember this code. If you should forget your Personal Identification Code, contact your property management office for assistance in establishing a new code or call Network.

Unmonitored & Monitored Systems - Your Network Multifamily alarm system provides magnetic contacts for the perimeter doors and moveable, accessible windows of your apartment home. If monitored, alarm signals are sent to Network's U.L. approved monitoring center when the alarm is armed and the door or window is opened or when an emergency feature is activated.