



ACCOUNT NUMBER:

PASSWORD:

MASTERCODE:

PANEL/CPU LOCATION:

POWER SUPPLY LOCATION:

## SIMON XT<sub>i</sub> Alarm System - QUICK REFERENCE

### Arming your alarm system:

Make sure all doors & windows are closed, and there is no movement in front of motion detectors. Wait for the ready light (green check mark ✓) to come on.

1. From the home screen, touch the padlock  symbol labeled [Press To Arm]
2. Choose one of the following:
  - a. [Doors & Windows Only], otherwise known as **"Stay Mode"**. This feature will allow you to arm doors/windows leaving motion sensors disarmed (certain motions can be programmed for stay mode if desired).  
*\*Note: There will be a 1-minute exit delay (unless programmed differently) - indicated by keypad beeps.*
  - b. [Arm All], otherwise known as **"Away" Mode**. All zones including Motion Sensors will be armed.  
*\*Note: There will be a 1-minute exit delay (unless programmed differently) - indicated by keypad beeps.*
3. The system will begin the countdown immediately. To cancel: **touch [Cancel Arming]**.

### Disarming your alarm system:

Upon entering the premises there is a 30 second entry delay (unless programmed differently), indicated by a continuous keypad tone.

- a. **Touch [Press to Disarm] then enter your 4 digit access code, to disarm the system.**
- b. **Touch the RED surface and enter your 4 digit access code (if the system is in alarm).**

**Bypassing a Zone:** Bypassing a zone allows you to arm the system if a zone will not "close" or you would like to leave a specific zone "open" while the alarm is armed (ex. A window open during a nice summer night). *\*Note – bypassing zones reduces the level of security. If you are bypassing a zone because it is not working correctly contact Reed Security Support as soon as possible.* The procedure for bypassing zones varies depending on the type of keypad:

**To bypass a zone:** open the zone(s) that you desire to have bypassed. Arm the system as outlined above. The LCD screen will show you which zone(s) are "Open", touch [Bypass]. The system will continue to arm.

**To unbypass a zone:** Touch [Cancel Arming], and re-arm the system. The previous bypassed zone will be cleared.

**\*\*\*Bypassed zones will clear after each successful arm/disarm sequence\*\*\***

### Changing Codes:

The Master Code is used to make programming changes to your system; as well as, arming and disarming your system.

**\*\*NOTE: Reed Security DOES NOT know your master code. If the code is deleted or forgotten a technician will need to re-program your system (which will likely incur a service charge).**

1. Touch the 'gear'  icon on the lower right of the screen to get to the Status & Settings menu.
2. Scroll down and select [Programming]. Enter your existing 4 digit Master Code.
3. Touch the icon labeled [Access Codes].
4. The Master Code will appear, followed by the user codes 1-5. Touch the white box next to the code you wish to change. Enter the new code or touch [Delete].
  - a. To change codes 6-8 or the Duress Code (this code disarms your system while sending an alarm to the monitoring station), scroll down to the next page.

5. Ensure you touch the [Save] button in the top right-hand corner before leaving the screen.
6. Exit code programming by touching [Close] button in the top right-hand corner, repeatedly.
7. Test the code to ensure that it saved correctly.

### **Emergency Keys:** , or,

Used only for emergency situations to contact the fire department, ambulance, and police department. Touch [Emergency] in the top-left, you will see 3 emergency buttons. Touching these keys in will notify the monitoring station to dispatch the proper authorities immediately.

*Note: The button must be pressed and held in for 3 seconds to send a signal to the Monitoring Station.*

### **Time & Date Programming:**

#### **Setting the time:**

1. Touch the 'gear'  icon on the lower right of the screen to get to the Status & Settings menu.
2. Scroll down and select [Set Date/Time]. Enter your 4 digit Master Code.
3. From the Set Date/Time screen press the first box to set hour and press SAVE.
4. Press the second box to set minutes and press SAVE.
5. Press a.m/p.m. box to toggle a.m/p.m. setting.

#### **Setting the date:**

1. From the Set Date/Time screen press the first box in the second row to set the month and press SAVE.
2. Press the second box to set the day and press SAVE.
3. Press the third box and enter the year and press SAVE.
4. Exit Date/Time programming by touching [Close] button in the top right-hand corner, repeatedly.

### **Communications Test:**

For proper operation your alarm system communications should be tested weekly. To test the communication:

1. Call the monitoring station @ 1-800-268-6870, provide them the account number (on the front page) to let them know you will be testing.
2. Hang up the phone, touch the 'gear' icon  to get to the Status & Settings menu.
3. Scroll down and select [System Test]. Enter your 4 digit master code.
4. Touch [Comm Test]. The display will say 'communication test is on'. If the test is successful the display will say 'Communications Sent OK'
5. Exit Comm testing by touching [Close] button in the top right-handed corner, repeatedly.
6. Call the monitoring station back and ask if they received the test signal. ***\*\*Note – if your test was unsuccessful, contact Reed Security Support as soon as possible for trouble shooting or to book a service call.***

### **Powering Down your System:**

Sometimes you may need to power down the system until Reed Security can arrange a service call to assist you.

**Powering down your system:** Locate the power supply (typically white or beige plug-in) - see front page. Unplug the power supply from the wall socket. At the Keypad/CPU – using a small screwdriver pry off the white plastic frame from the front. Raise the 2 tabs at the top of the panel, and pull the display forward. Disconnect the battery by pulling the black socket out of the panel.

### **Replacing the Main System Battery and Powering up your alarm:**

With the system powered down, snap the new battery into its compartment and plug the black battery socket into the panel. Swing the display back into place, ensuring the tabs "click" into place. Press the white plastic frame back into place. Finally touch the 'gear' icon , touch [Clear] and then touch [Listen] The panel should say "System is OK"

### **Trouble Beeps**

Six rapid beeps every minute indicates a trouble situation (possible causes are power failures, low batteries, sensor trouble, and communication trouble). Touch the 'gear' icon , and then [Listen] to learn the cause of the trouble. To temporarily silence, touch [Status] or enter your access code. The beeping will resume after 4 hours unless the trouble condition is corrected. **\*Note – if it is not possible to resolve the trouble condition quickly, you can reduce the volume of the beeping. The beeping can NOT be shut off without correcting the cause of the problem. Touch the 'gear' icon  and scroll down to [Beep Volume].**

TO BOOK SERVICE; FAQ's; or COMPLETE USER MANUAL FOR YOUR SYSTEM:

**WWW.reedsecurity.com**