

# ZM2 Operator & Maintenance Manual Version 1



# Introduction

Thank you for selecting Clymac Ltd. Clymac can provide maintenance for the system, emergency call out, telephone support and any modifications required during the life time of the ZP3 system.

To ensure the ZM2 system continues to operate without false alarm or fault the system will require regular maintenance from a qualified engineer. If you decide to choose Clymac as the maintenance provider we can offer the following benefits;

- ◆ Reduced call out charges
- ◆ Clymac Engineers carry most spares to enable first time fix
- ◆ Clymac have the largest stock of spares in the UK
- ◆ Immediate out of hours telephone response & engineer on site in 8 hours
- ◆ Discounts for long term agreements

We will be happy to provide a quotation for maintenance, please call & ask for maintenance sales



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Address of protected premises: .....

.....

.....

.....

Responsible person: .....

The system was designed by: .....

The system was installed by: .....

The system was commissioned by: .....

The system was accepted by: .....

Verification was undertaken by: .....

Maintenance Company: .....

Emergency Telephone Numbers:

01509 232651 (Normal working hours)

07659 134363 (Outside normal hours)

Maximum attendance time for a maintenance technician is:

Major Fault	-	8 Hours
Minor Fault	-	24 Hours

Expendable components replacement list:

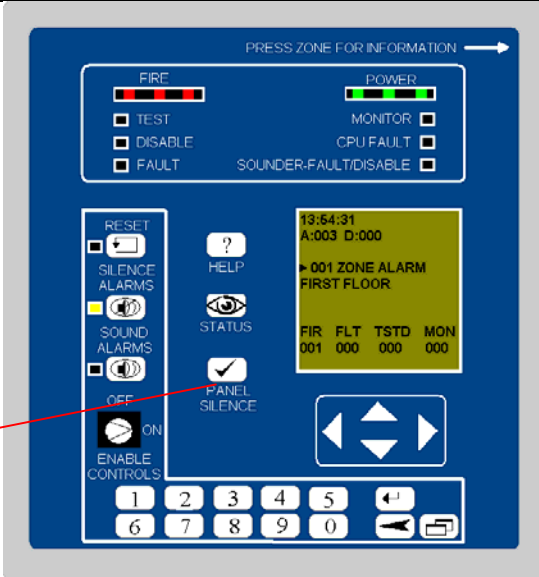
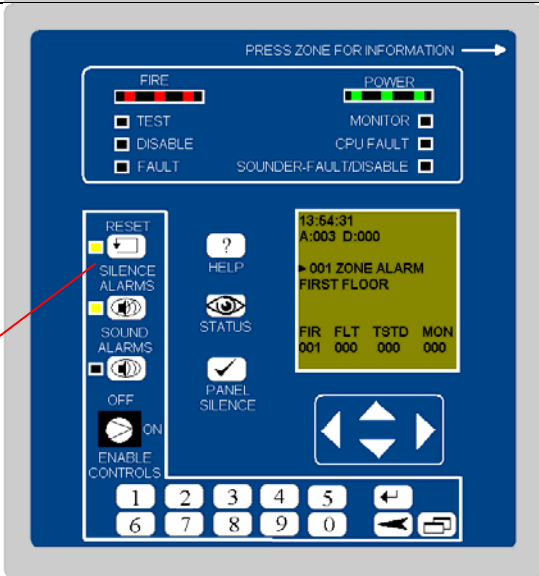
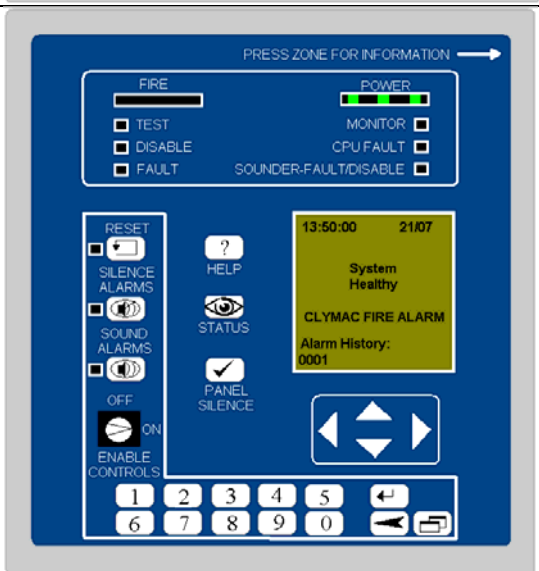
Panel Batteries – 4 years from commissioning date .....

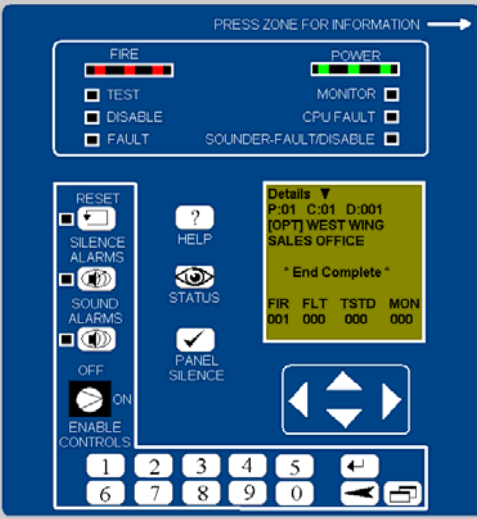

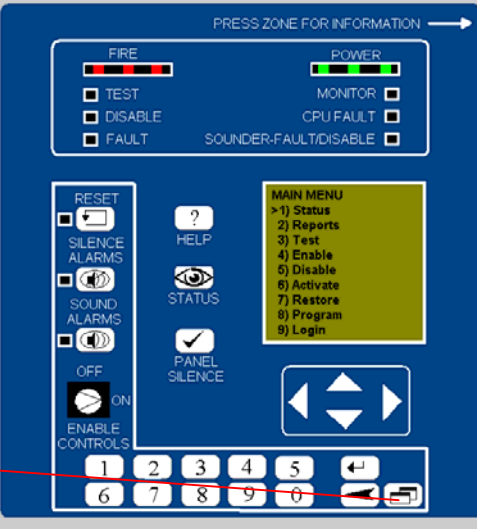
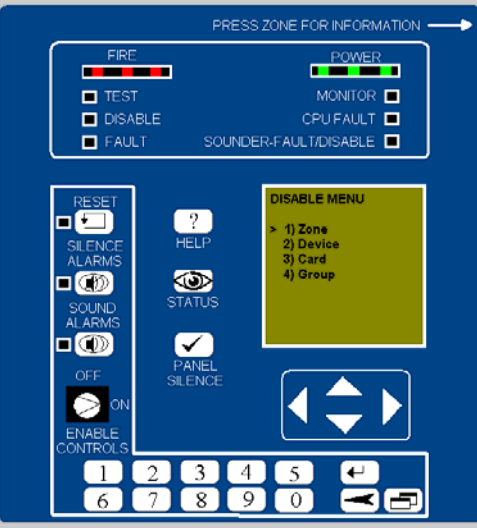

PSU Batteries – 4 years from commissioning date .....

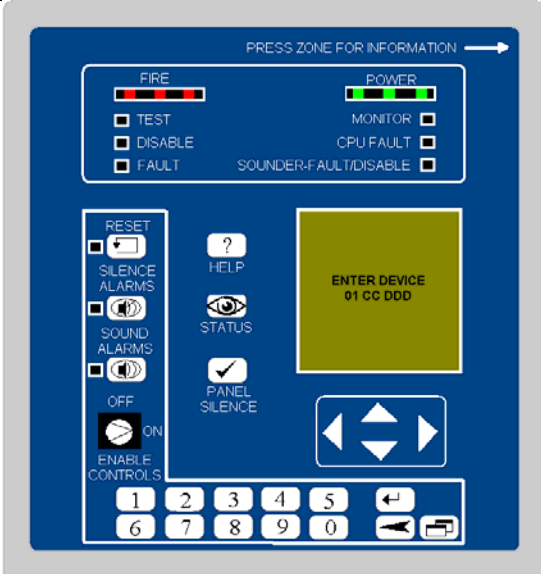
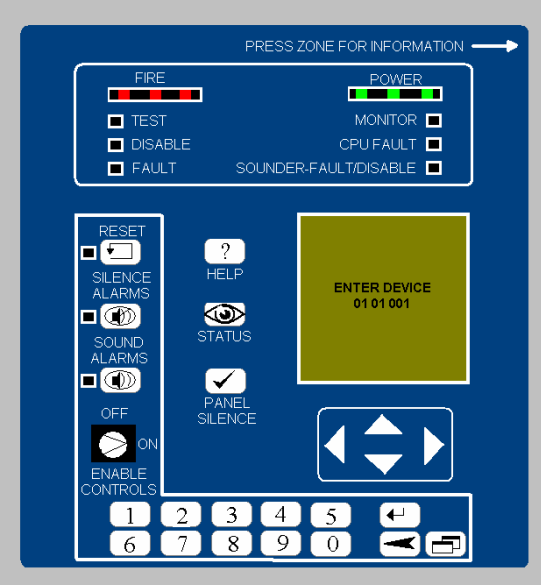
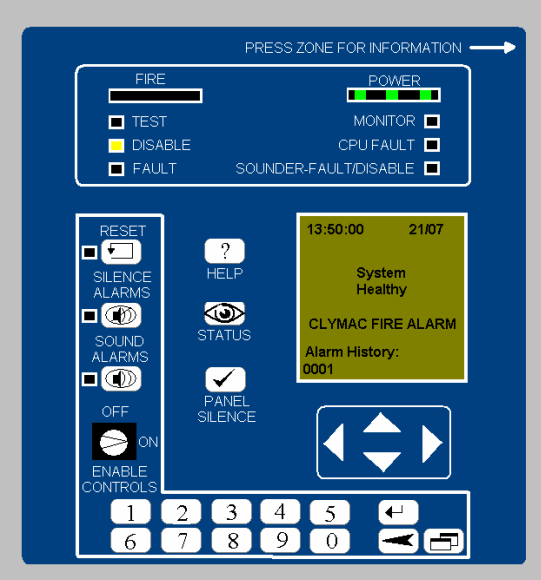
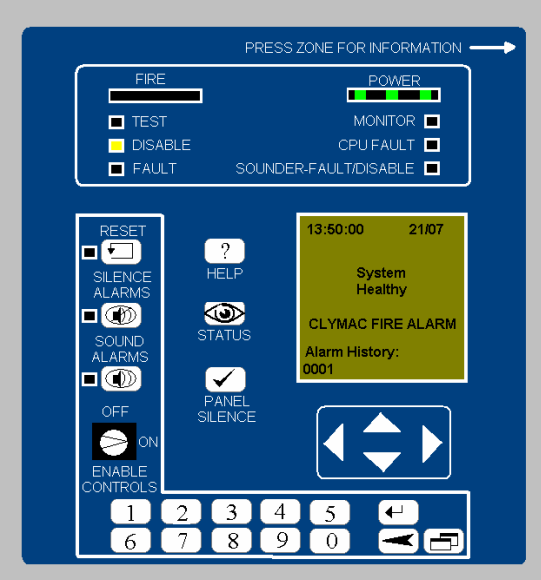
HSSD Filter – 1 year from commissioning data .....

Event/Action	Panel	Notes
Fire		<p><b>LCD</b> = Event, zone text, number of active devices and number of disabled devices</p> <p><b>Zonal Display</b> = <b>Red</b> Active denoting zone number</p> <p><b>Objective's</b> = Ensure safety, find the source &amp; silence/ reset the system</p>
Initiate fire safety strategy		
Fire - Find Source		<p><b>LCD</b> = Point address, type, text</p> <p><b>Zonal Display</b> = No change</p> <p><b>Objective</b> = Locate device &amp; identify cause</p>
Fire – Silence Alarms		<p><b>LCD</b> = Zone No &amp; text, yellow LED denoting sounders silenced</p> <p><b>Zonal Display</b> = No Change</p> <p><b>Objective</b> = ensure the source will not cause the system to re-trigger. This can be achieved by disabling the point address</p>

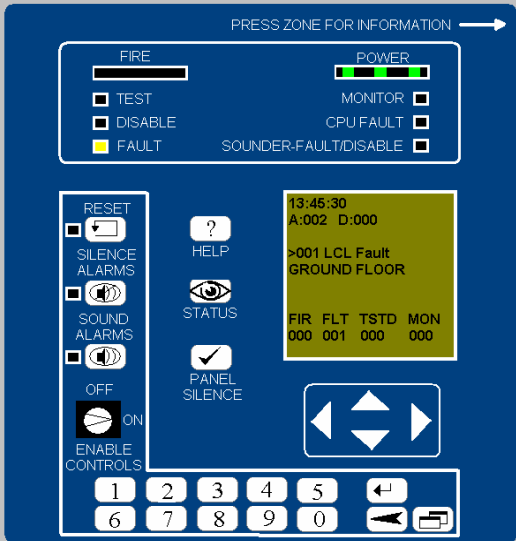
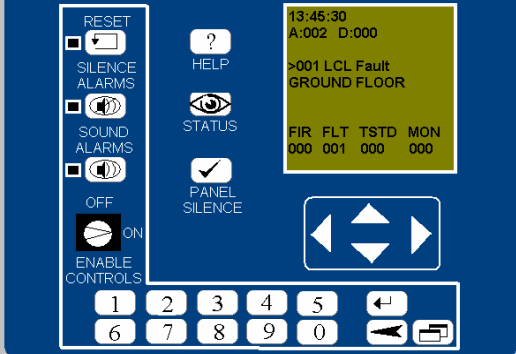
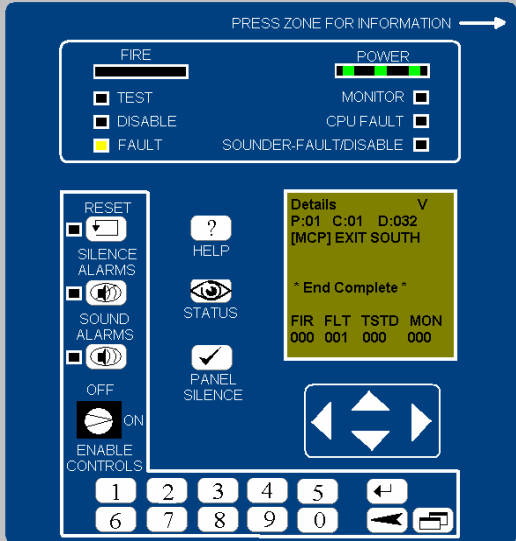

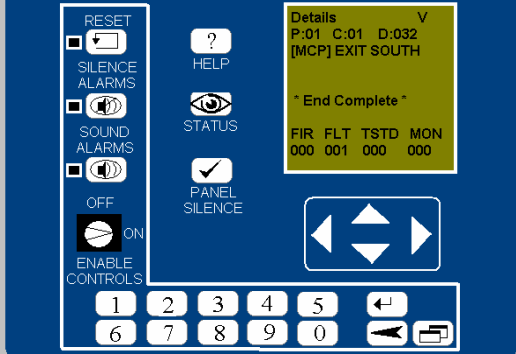
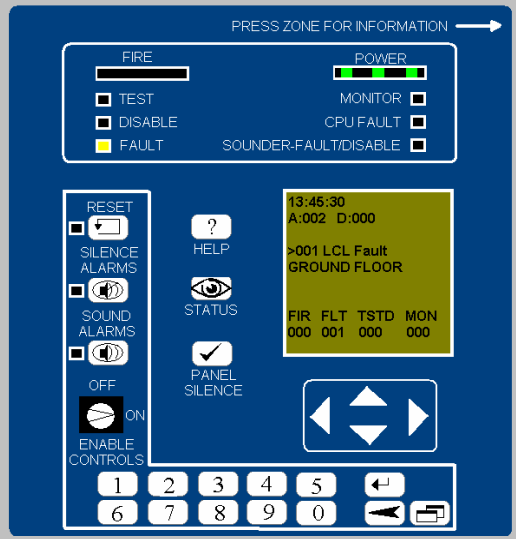

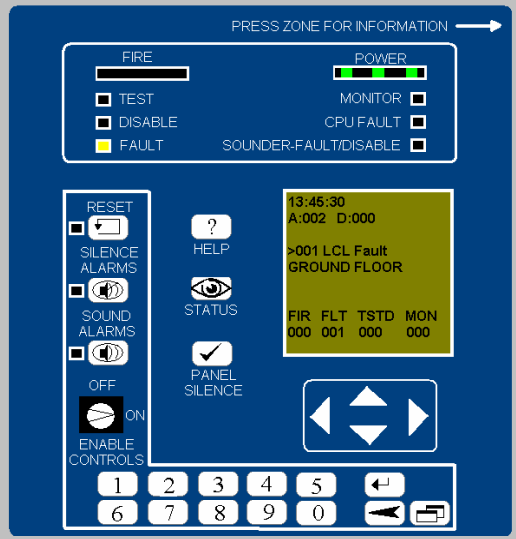


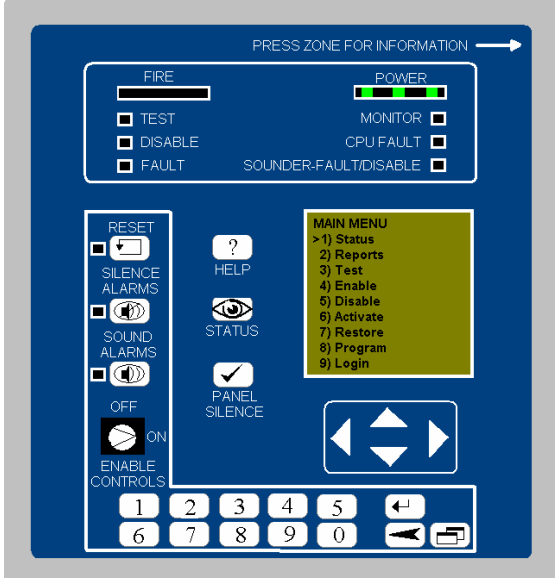

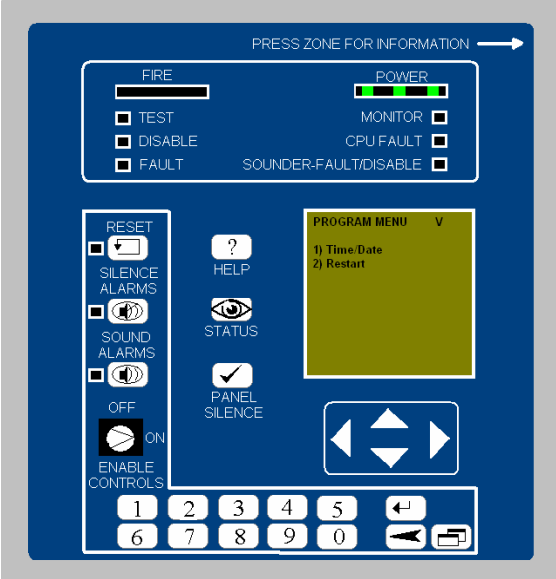

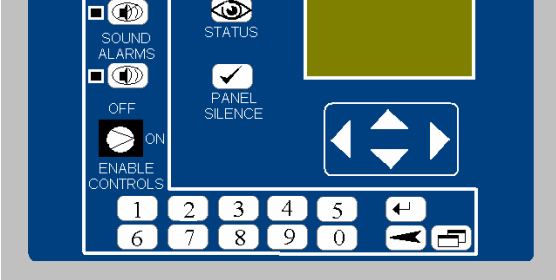

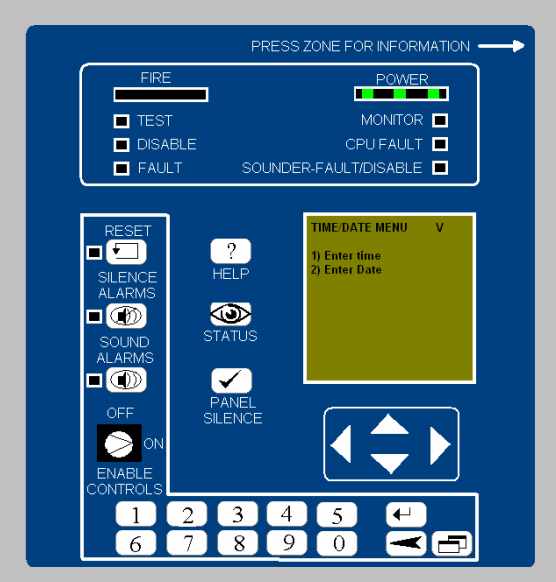
Event/Action	Panel	Notes
<p>Mute Buzzer</p>	 <p>The panel shows a 'PANEL SILENCE' button with a checkmark icon, highlighted by a red arrow. The LCD displays '001 ZONE ALARM FIRST FLOOR'.</p>	<p><b>LCD</b> = Zone No &amp; text, yellow LED denoting sounders silenced</p> <p><b>Zonal Display</b> = No change</p> <p><b>Objective</b> = ensure the source will not cause the system to re-trigger. This can be achieved by disabling the point address</p>
<p>Reset</p>	 <p>The panel shows a 'RESET' button with a circular arrow icon, highlighted by a red arrow. The LCD displays '001 ZONE ALARM FIRST FLOOR'.</p>	<p><b>LCD</b> = Reset routine</p> <p><b>Zonal Display</b> = Clears</p> <p><b>Objective</b> = Wait for full reset</p>
<p>System Healthy</p>	 <p>The panel shows the LCD displaying 'System Healthy' and 'CLYMAC FIRE ALARM Alarm History: 0001'.</p>	<p><b>Objective</b> = record incident in the log book</p>
<p>None</p>		

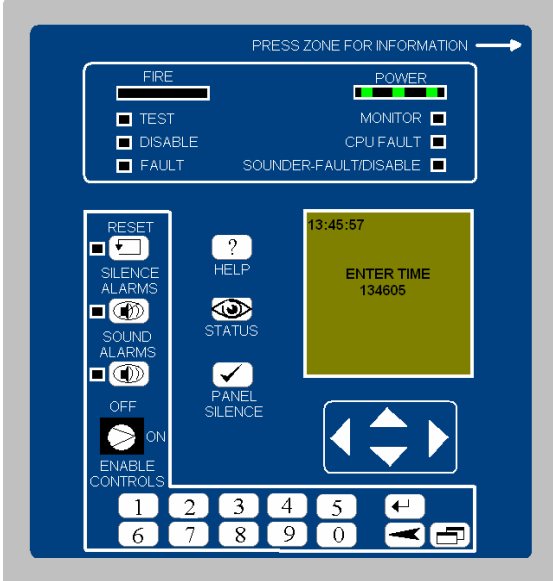
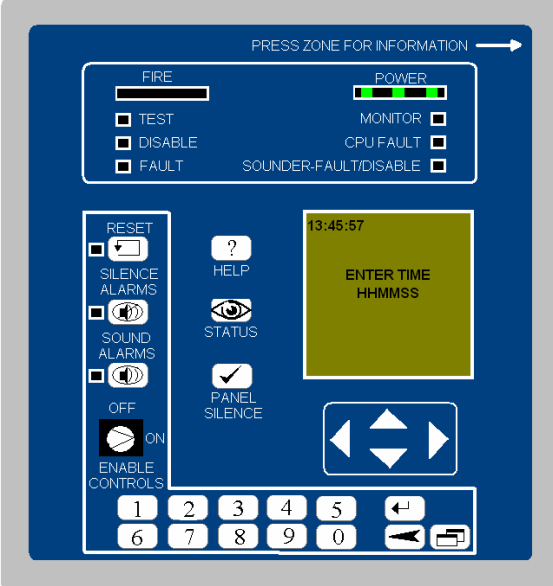
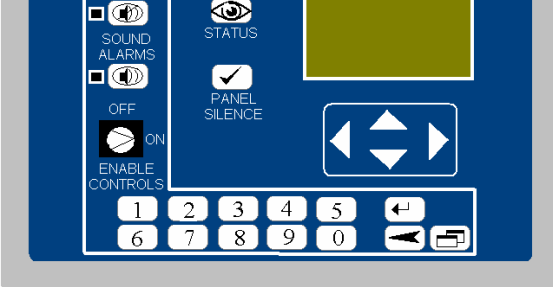
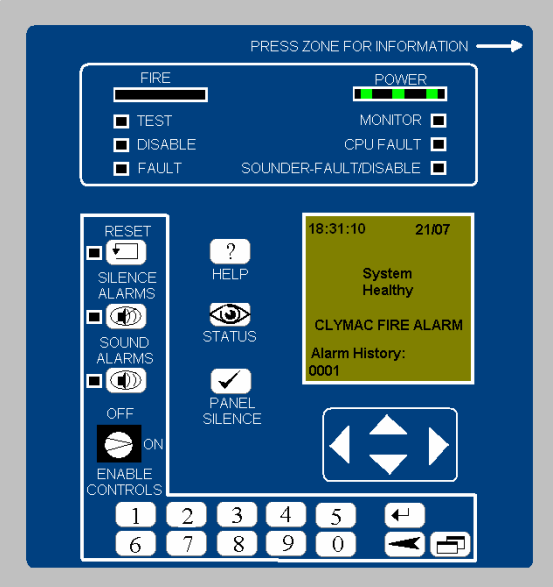
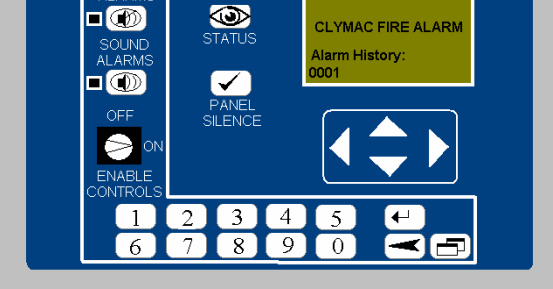
Event/Action	Panel	Notes
<p>Fire Alarm</p>		<p>LCD = Point address, type, text</p> <p>Zonal Display = <b>Red</b> Active denoting zone number</p> <p>Objective = Record point address e.g. P:01 C:01 D:001</p>
		<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective = Disable device before reset</p>
<p>Enter The Menu</p>		<p>LCD = Disable menu page</p> <p>Zonal Display = N/A</p> <p>Objective = Disable device before reset</p>
		


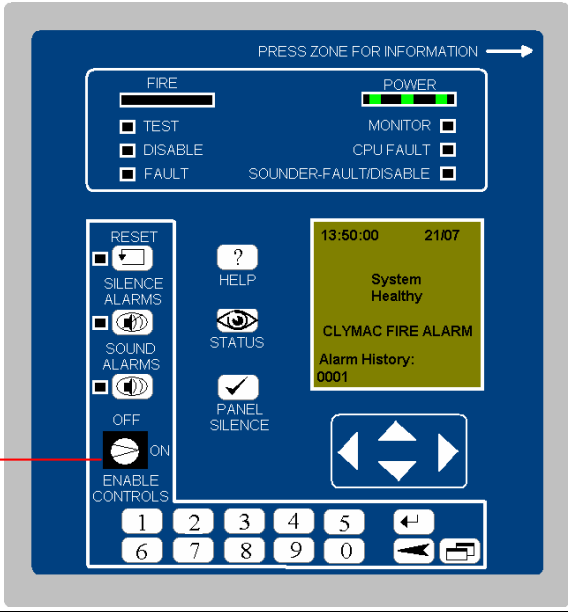

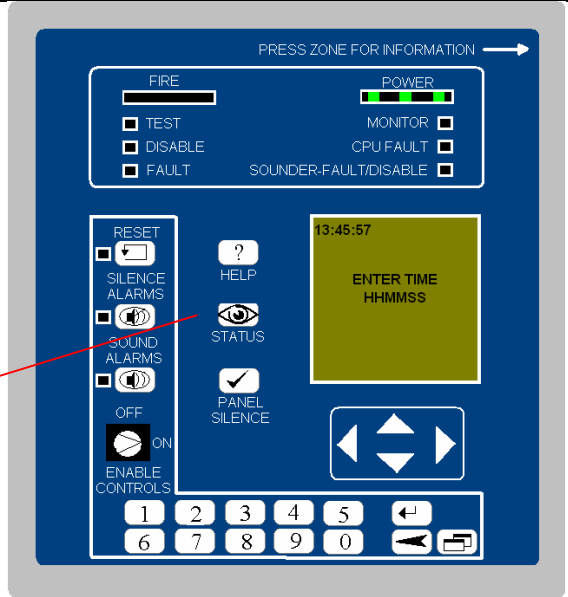

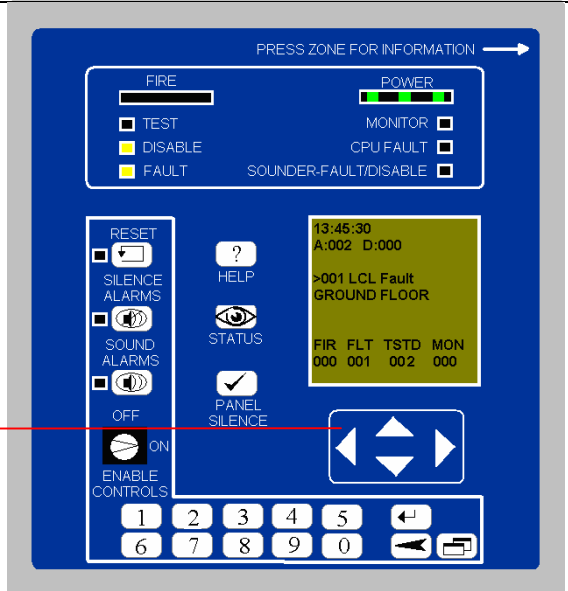
Event/Action	Panel	Notes
<p>Enter Disable Device Menu</p>	 <p>The panel displays the 'DISABLE' menu option highlighted in yellow. The LCD screen shows 'ENTER DEVICE 01 CC DDD'. The 'DISABLE' checkbox is checked.</p>	<p><b>LCD</b> = Disable menu page</p> <p><b>Zonal Display</b> = N/A</p> <p><b>Objective</b> = Disable the device before reset</p>
<p>2</p>	 <p>The panel displays the device number '0101001' entered on the LCD screen. The 'DISABLE' checkbox remains checked.</p>	<p><b>LCD</b> = Top menu page</p> <p><b>Zonal Display</b> = N/A</p> <p><b>Objective</b> = Disable device before reset</p>
<p>010 - 01</p>	 <p>The panel displays the 'System Healthy' status and 'CLYMAC FIRE ALARM' event on the LCD screen. The 'DISABLE' checkbox is now illuminated (yellow).</p>	<p><b>LCD</b> = Note the disable LED has illuminated</p> <p><b>Zonal Display</b> = N/A</p> <p><b>Objective</b> = Record the event in the log book.</p>
<p>Confirm/Enter the information</p>	 <p>The left arrow key on the keypad is highlighted in yellow, indicating the confirmation step.</p>	



Event/Action	Panel	Notes
System Fault		<p><b>LCD</b> = Event, zone text, number of active devices and number of disabled devices</p> <p><b>Zonal Display</b> = Yellow Active LED denoting zone number</p>
None		<p><b>Objective's</b> = Record Fault in log book &amp; action repair</p>
Find source		<p><b>LCD</b> = Point address, type, text</p> <p><b>Zonal Display</b> = No change</p>
		<p><b>Objective</b> = Locate device &amp; identify any obvious cause e.g. device removed or water leak</p>
Mute Buzzer		<p><b>LCD</b> = Event, zone text, number of active devices and number of disabled devices</p> <p><b>Zonal Display</b> = Yellow Active LED denoting zone number</p>
		<p><b>Objective</b> = Ensure the fault is attended to &amp; leave the fault on screen i.e. do not reset or disable fault</p>

Event/Action	Panel	Notes
View menu selection		<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Set time</p>
	<p>Enter the program menu</p> 	<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Set time</p>
	<p>Enter time/date menu</p> 	<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Set time</p>
		<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Set time</p>

Event/Action	Panel	Notes
<p>Enter time menu</p>		<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Set time</p>
<p>1</p>		<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Enter new time HHMMSS e.g. 183030</p>
<p>Enter new time</p>		<p>LCD = Top menu page</p> <p>Zonal Display = N/A</p> <p>Objective's = Enter new time HHMMSS e.g. 183030</p>
<p>⏪ x 6</p>		<p>Objective = Record the time change in the log book</p>
<p>Save time &amp; return to main screen</p>		<p>Objective = Record the time change in the log book</p>
<p>⏪ Then 📄</p>		

Event/Action	Panel	Notes
<p>Controls OFF/ON</p> 		<p>Functions such as Silence Alarms or Reset etc are password protected. The above advice assumes this key switch is in the “ON” position. In the “ON” position the system will grant access level 2. In the “OFF” position the system will prompt the user to input an access code. This code is 2222.</p>
<p>Status</p> 		<p>The system can have many types of events such as disablements, fires or faults that the user needs to be able to manage. By using the status button during any of these events the user can interrogate the system to get at specific information. Simple press the status button, select event type, select display &amp; &lt;enter&gt; for all panels &amp; the screen will show all events</p>
<p>Viewing multiple events</p> 		<p>Up &amp; down arrows are used to view/select within a list of events. Left &amp; right arrows are used to view different list of events. The screen shot, left shows 1 event listed as a fault (FLT) and 2 events listed as a disablement (TSTD). Users can use left/right to view either faults or disablements and up/down to view/select different events in the TSTD list. Other event lists are Fire (FIR) and monitor (MON)</p>

Event/Action	Panel	Notes
<p>Sound Alarms</p>		<p>This will sound the alarms (not the outputs controlling doors/plant etc). Press the button &amp; enter level 3 access code 3333</p>

- ◆ Ensure a maintenance contract is in place complying with the recommendations of BS 5839 Part 1 Section 6
- ◆ Ensure the system is tested with a different Manual Call Point (MCP) each week in a way that demonstrates to all staff what the Fire Alarm sounds like. In carrying out this test the basic function of the system is also tested.
- ◆ Maintain a system log book recording;
  - Responsible person & maintenance provider details
  - The weekly test – point address, date, time & name
  - False alarms – date, time, address/location, category \*, reason, action taken and name
  - Details of service/repairs
  - Faults – date, time, address/location, type of fault, reason, action taken and name
- ◆ Visually check the panel daily
- ◆ Ensure other users of the system are familiar with the system
- ◆ Arrange for suitable investigations when the system false alarms
- ◆ Manage the system & activities in the building it protects by;
  - Ensuring visiting contractors are aware of the automatic detection & that method statements include protecting the automatic detector from any pollutants that may trigger a false alarm. This should include a temporary dust cover and point disablement
  - Notification to staff and alarm receiving centres (RedCare) when the system is due to be tested and/or maintained.
- ◆ Keep all MCP's free from any obstruction & on show
- ◆ Keep 500mm clear space in all directions around automatic detectors
- ◆ Give consideration to the fire alarm system when the building is modified. The objective of the fire alarm can be compromised by adding/removing walls/doors. Also, any change in use may require change of and/or additional detectors to ensure minimal false alarms.
- ◆ Ensure As-Fitted drawings and detailed records at the end of this manual are kept up to date.
- ◆ Ensure suitable quantities of replacement MCP elements/keys are kept on site.

\* Categories of false alarms are;

- ◆ Unwanted – steam, smoke, dust, insects etc and human error
- ◆ Unknown/equipment – No obvious reason could be faulty equipment
- ◆ Malicious
- ◆ Good intent









Included at the end of this manual are standard data sheets for the equipment installed and finally a print out detailing the zone & point text labels. This information should be cross referenced with the As-Fits for accuracy.



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