

# ZP3 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 ZP3 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;

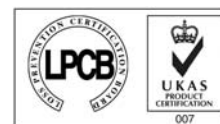
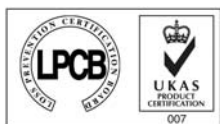
- ◆ Reduced call out charges
- ◆ Clymac Engineers carry most spares to enable first time fix
- ◆ Clymac have the largest stock of spares in the UK
- ◆ Immediate out of hours telephone response & engineer on site in 8 hours
- ◆ Discounts for long term agreements

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


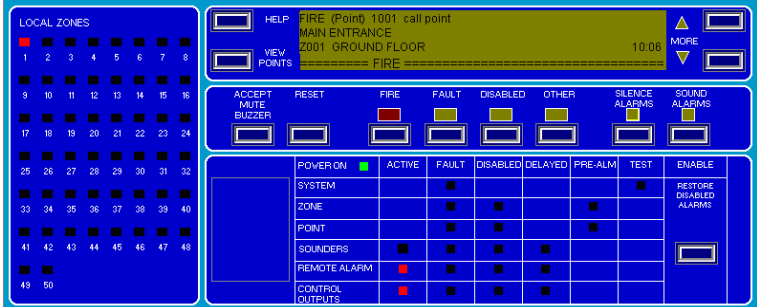

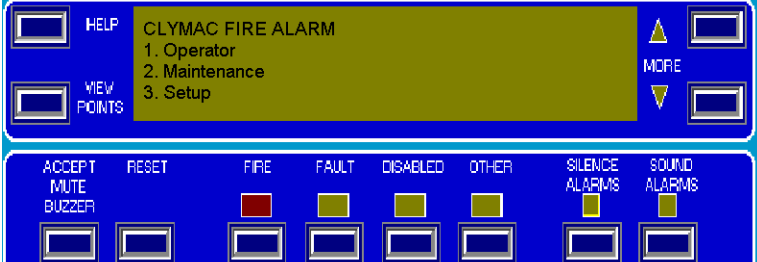
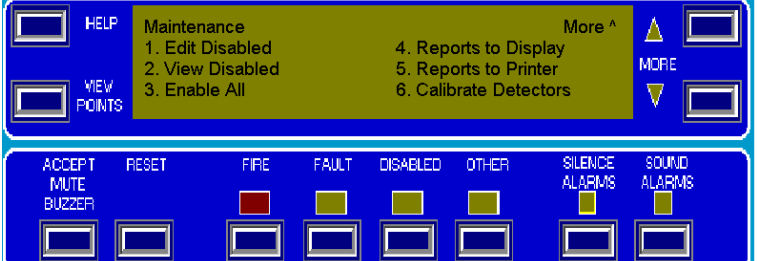
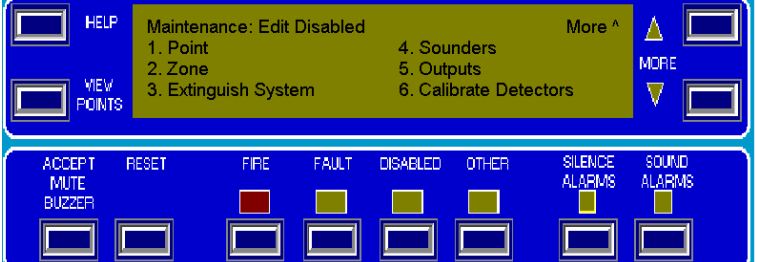

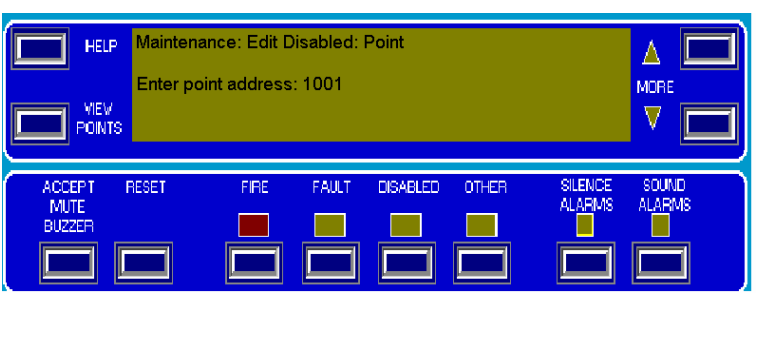

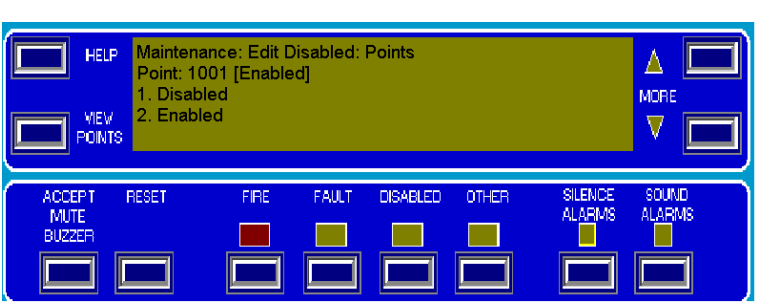

Expendable components replacement list:

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

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

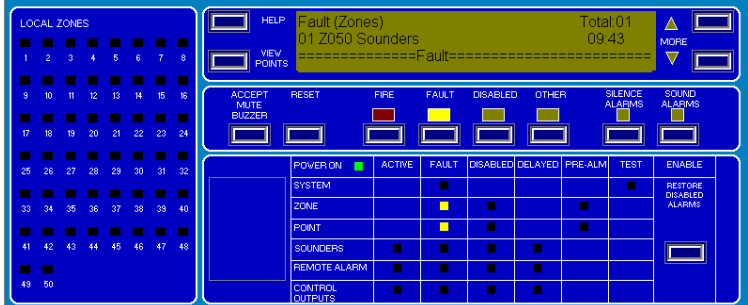

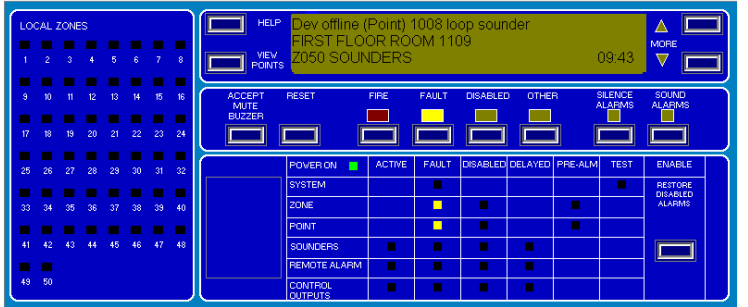

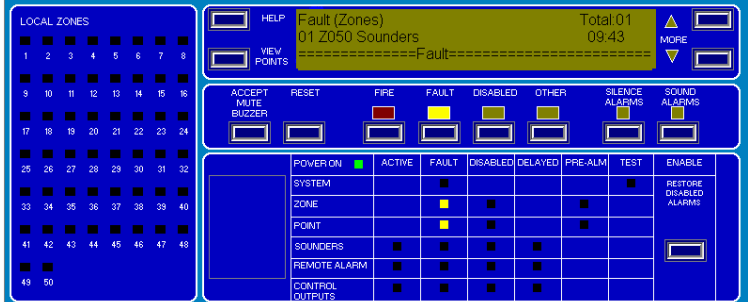
HSSD Filter – 1 year from commissioning data .....


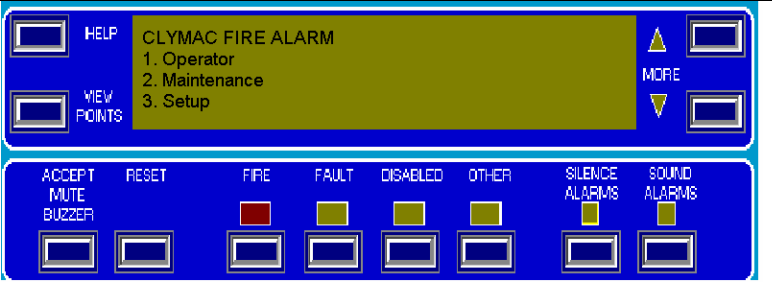
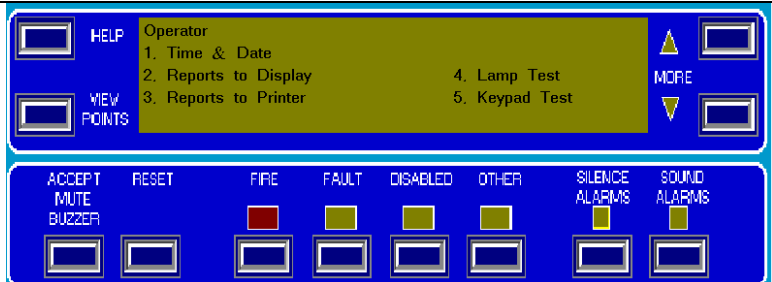
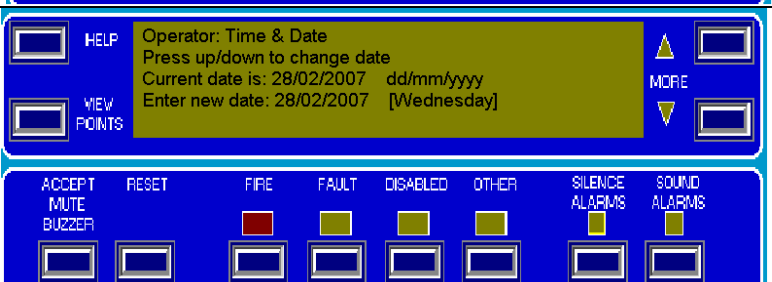

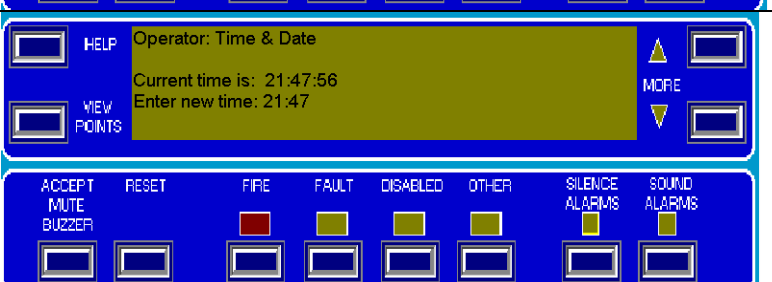


Event	Action	Panel	Notes
Fire	Initiate fire safety strategy		<p><b>LCD</b> = Zone No, text and time of event</p> <p><b>Status Display</b> = <b>Red</b> Active sounders, remote alarm &amp; control O/P</p> <p><b>Objective's</b> = Ensure safety, find the source &amp; silence/ reset the system</p>
Fire - Find Source			<p><b>LCD</b> = Point address, type, text, time of event, zone No &amp; text</p> <p><b>Status Display</b> = No change</p> <p><b>Objective</b> = Locate device &amp; identify cause. <b>MORE</b> buttons denote more fires waiting to be shown see page 7. Also network systems will have panel number detailed.</p>
Fire – Silence Alarms			<p><b>LCD</b> = Enter control key code ****</p> <p><b>Status Display</b> = No change</p> <p><b>Objective</b> = Enter level 2 access code typically 2000</p>
Enter Access code	<p><b>KEY PAD</b></p> <p>1000 followed by:</p>		<p><b>LCD</b> = **** changes to XXXX as user inputs the access code.</p> <p>Once access is granted the system operates a 2 min timer from last button press before it logs the user out.</p>
Mute Buzzer			<p><b>LCD</b> = Zone No &amp; text</p> <p><b>Status Display</b> = Active sounder extinguished and <b>yellow</b> sounders silenced</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>
Reset			<p><b>LCD</b> = System return to normal</p> <p><b>Status Display</b> = returns to normal</p> <p><b>Objective</b> = record incident in the log book</p>

Event	Action	Panel	Notes
False Alarm			<p>LCD = Point address, type, text, time of event, zone No &amp; text</p> <p>Status Display = Red Active sounders, remote alarm &amp; control O/P</p> <p>Objective = Record the point address e.g. 1001</p>
View Menu Selection	<p><b>Key Pad</b></p> 		<p>LCD = Top menu page</p> <p>Status Display = N/A</p> <p>Objective = Disable the point address before reset</p>
Enter Maintenance Menu	<p><b>Key Pad</b></p> <p>On the key pad press the number:</p> <p style="font-size: 2em; text-align: center;">2</p>		<p>LCD = Maintenance Menu</p> <p>Status Display = No change</p> <p>Objective = Disable the point address before reset</p>
Enter edit disable menu	<p><b>Key Pad</b></p> <p>On the key pad press the number:</p> <p style="font-size: 2em; text-align: center;">1</p>		<p>LCD = Maintenance Menu</p> <p>Status Display = No change</p> <p>Objective = Disable the point address before reset</p>
Specify point to be disabled	<p>On the key pad enter the point address e.g.:</p> <p style="font-size: 2em; text-align: center;">1 0 0 1</p> <p>(then)</p> 		<p>LCD = Maintenance Menu</p> <p>Status Display = No change</p> <p>Objective = Disable the point address before reset</p>
Specify the point to be disabled	<p>On the key pad press the number</p> <p style="font-size: 2em; text-align: center;">1</p> <p>(then)</p> 		<p>LCD = System return to normal</p> <p>Status Display = returns to normal</p> <p>Objective = Save data by pressing the following on the key pad &amp; record in log book:</p> 


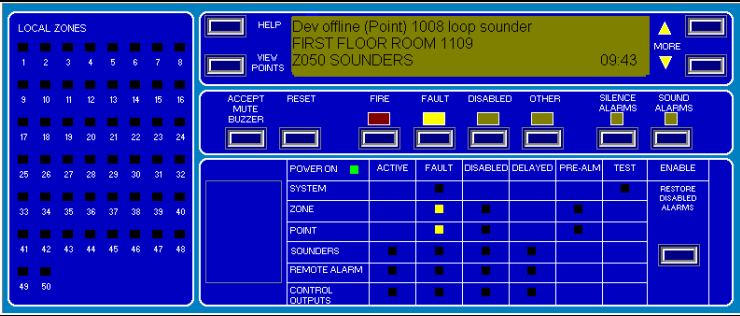

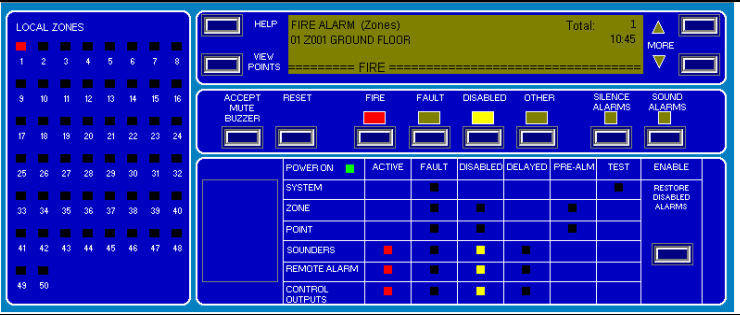
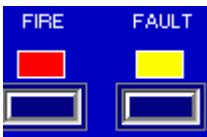
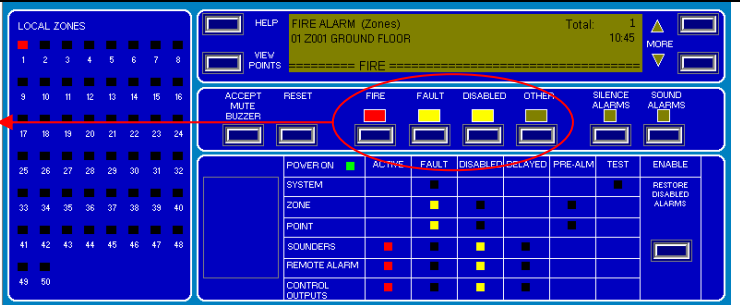

# Silencing the Fault Buzzer

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Event	Action	Panel	Notes
System Fault	Investigate the nature of the fault		<p>LCD = Zone No, text and time of event</p> <p><b>Status Display</b> = Yellow Faulty Zone &amp; point</p> <p><b>Objective's</b> = Record Fault in log book &amp; action repair</p>
Find source			<p>LCD = Point address, type, text, time of event, zone No &amp; text</p> <p><b>Status Display</b> = No change</p> <p><b>Objective</b> = Locate device &amp; identify any obvious cause e.g. device removed or water leak</p>
Silence buzzer			<p>LCD = N/A</p> <p><b>Status Display</b> = No change</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><b>Key Pad</b></p> 		<p>LCD = Top menu page</p> <p>Status Display = N/A</p> <p>Objective = Set the time, day and date</p>
Enter Operator Menu	<p><b>Key Pad</b></p> <p>On the key pad press the number:</p> <p><b>1</b></p>		<p>LCD = Operator Menu</p> <p>Status Display = No change</p> <p>Objective = No Change</p>
Enter date menu	<p><b>Key Pad</b></p> <p>On the key pad press the number:</p> <p><b>1</b></p>		<p>Set the date by entering dd/mm/yyyy and then adjust the day by using the arrow up/down</p>
Enter time	<p><b>Key Pad</b></p> 		<p>Set the time by entering hh:mm followed by enter</p>
Return to home page	<p><b>Key Pad</b></p> 		<p>Note new time, date &amp; day</p>



Event	Action	Panel	Notes
More button			<p>Illuminate when more information is waiting to be shown. Press either button to view the next event. The events will scroll around with each push of the corresponding more button.</p>
Restore disabled alarm			<p>Used to enable previously disabled sounders quickly to facilitate an evacuation during routine maintenance. If pressed with access code when the system is in fire the alarms will activate.</p> <p>Other outputs such as lifts/Gas/HVAC and Fire Brigade will not have activated</p>
Viewing different event types i.e. Fire, Fault, Disabled			<p>Events are prioritised with any fire event having the highest priority. However, to view any type of event press the corresponding button to view zonal information followed by view points for further information.</p>
Controls On/Off switch	Turn to the off position		<p>When this is in the "off" position the controls detailed will be isolated to prevent unauthorised operation.</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/repair
  - 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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