



G E N T

**Vigilon**  
**COMPACT**

## Fire detection and alarm system Operating instructions



With  
zone  
indicators

## Operating instructions

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## **Preface**

This third issue of the operating instructions is for the Vigilon Compact fire detection and alarms system, it incorporates information on zonal indicators.

## **Associated documents**

Vigilon Compact Installation instructions

Log Book

## **Conventions**



text.

**This is a note to highlight important text that is normally hidden in the main**



**This is either a caution to prevent damage to the equipment or a warning to inform of dangerous conditions that may result in injury or death.**

## **Symbol Keys**



What you will see



What you will hear



A fire condition



LED illuminated On



LED illuminated Flashing

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## Operating instructions

### User responsibility

Your fire alarm system should have been designed, installed and commissioned to your site specific requirements and in accordance with the requirements of BS5839 Part 1. You should have received instructions about your system during the handover stage and must make arrangements to ensure the system is regularly tested and maintained.

It is recommended that the **person responsible** for the fire alarm system should ensure the system is tested and maintained in accordance with the requirements of BS5839 Part 1 and become familiar with:

- ☐ how to operate the controls and interpret the indications given at the control panel
- ☐ keep up to date all documentation associated with the system.



**Any servicing work on the Vigilon system must be carried out by a suitably trained person refer to your servicing organisation.**

#### Daily

BS 5839:Part 1, states that the system should be inspected daily to ensure

- ☐ That a normal indication is given at the control and indicating equipment.
- ☐ That any previously indicated **fault** condition has received appropriate attention.
- ☐ All the system events are entered into the Log Book for future reference.
- ☐ That the use of the area(s) that are inspected has not changed since the system was designed.
- ☐ That no unsafe practices that could lead to fire are being undertaken.

#### Weekly

When testing the system there may be a need to isolate ancillary outputs and it is important to contact the alarm receiving centre before and after the weekly test.

- ☐ A different **manual call point** of the system should be tested to ensure the system is capable of operating under alarm conditions.
- ☐ The operation of the **alarm sounders** should be checked to remind those occupying the premises, which also reminds the occupants that there is a fire alarm system with a particular sound.



**The test should be performed at a regular time to avoid confusion between a test and a genuine fire alarm. The alarm receiving centre must be contacted before and after the test to check alarms are received and also to avoid unwanted alarms.**

#### Quarterly

At quarterly intervals the system should be inspected and any work necessary should be performed by a trained maintenance engineer.



**For help with service and maintenance please refer to your servicing organisation, see contact details entered in the log book.**

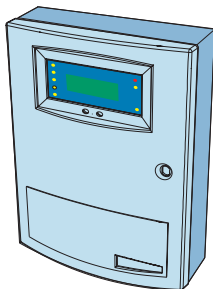
#### Limitation of false alarm

It is recommended that the person responsible for the fire alarm system should arrange for suitable investigation and appropriate action on occasion of every false alarm. For a system having less than 40 automatic fire detectors installed, an in-depth investigation should be instigated on occurrence of two false alarms in any rolling 12 months. For a system having more than 40 automatic fire detectors an investigation should be instigated if there has been:

- ☐ one false alarm for every 20 installed detectors in the system in any rolling 12 months, or
- ☐ two or more false alarm occurrences from a single device / outstation.

## System control and indicating equipment

The events of fire, fault and disablements are indicated at the control and indicating equipment installed in the protected premises. The control and indicating equipment should be accessible to the person responsible for the fire system.

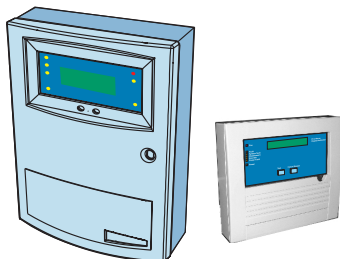


### Control panel

The control panel is the heart of the system. It is normally located near to the main entry / exit point of the protected premises.

The control panel continuously monitors devices that are connected to each loop cable. The loop cable is routed through the protected premises to cover all areas with both ends of the loop terminating at the control panel.

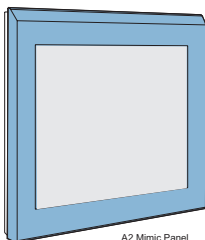
Devices installed on the loop such as the fire sensors are constantly sensing the environment for fire, whilst the alarm devices provide alert and evacuation alarm to warn occupants in the protected premises in the event of a fire.



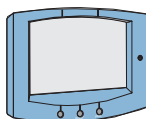
### Repeat panels

Your system may have repeat panels installed to provide secondary indications and controls for the system. They are usually located near to secondary entry / exit points of the protected premises.

The larger repeat panel has a similar appearance to the main control panel and provides both system indication and alarm controls. The smaller repeat panel provides only indications of events.



A2 Mimic Panel  
A2 Zonal Panel



A4 Mimic Panel  
A4 Zonal Panel

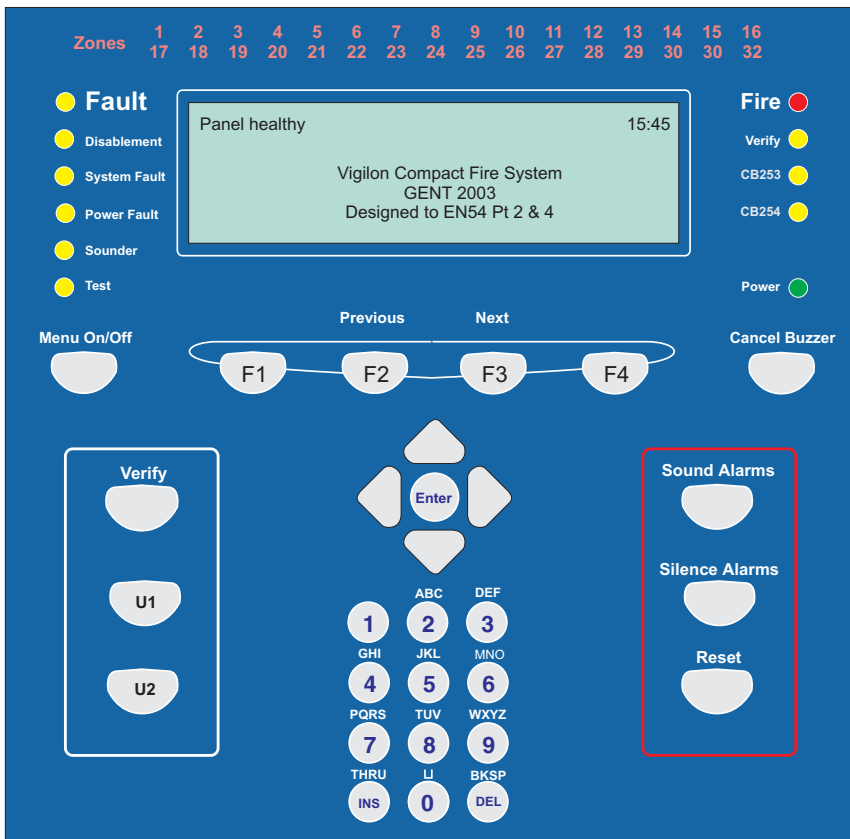
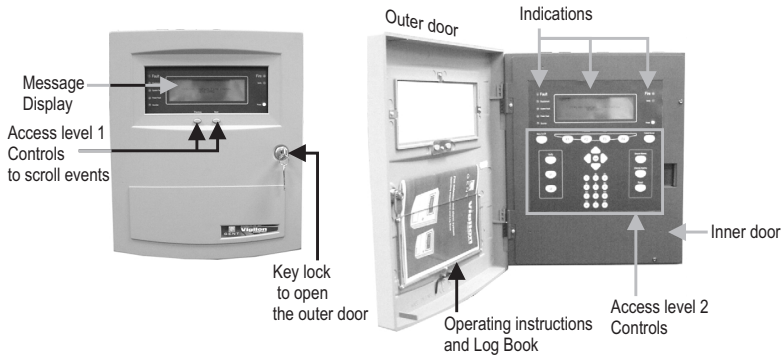
### Mimic and zonal panels
















There may be a number of mimic and zonal panels installed in the protected premises, to provide visual indications in a graphical or zonal format. Normally one is installed next to the main control panel. There may be additional panels installed in other areas of the protected premises. The smaller mimic or zonal panels may be used to cover sub divisions of the premises, while the larger panel may cover the entire site.

## Operating instructions








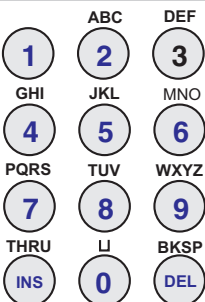

### Description of controls and indications

Open the front door to reveal the controls



Indicator or control	Description
Display	The Display provides messages of the system status / events by means of 8 lines by 40 characters per line display.
<b>Zones</b>  (red)	Hidden-until-lit fire zone indicators. When Zones and number(s) are illuminated it indicates that a FIRE has been detected in the specified zone(s).
<b>Power</b>  (green)	When illuminated it indicates that the <i>mains supply</i> to the panel is present.
<b>Fire</b>  (red)	When illuminated it indicates that a FIRE has been detected in the protected premises.
<b>Verify</b>  (amber)	When illuminated it indicates that the <i>verify</i> button has been pressed and the alarm sounders in the system are delayed from sounding.
<b>Fault</b>  (amber)	When illuminated it indicates that a FAULT has been detected in the fire detection and alarm system.
<b>System Fault</b>  (amber)	When illuminated it indicates that a fault has occurred with the system processor. <b>It is important to investigate this fault because the fire alarm system may not be able to detect fires.</b>
<b>Disablement</b>  (amber)	When illuminated it indicates that a part of the system has been disabled.
CB253 or CB254  (amber)	When illuminated it indicates command builds 253 or 254 has been activated.
<b>Power Fault</b>  (amber)	When illuminated (with the POWER light flashing) it indicates the mains supply to the panel has failed.
<b>Sounder</b>  (amber)	When illuminated (always with either the FAULT light or the DISABLEMENT light) it indicates that there is a sounder fault or sounder disablement.
<b>Test</b>  (amber)	When illuminated (always with DISABLEMENT light) it indicates the <i>Zone test</i> function at the panel is On.
<b>Menu On/Off</b> 	Pressing Menu On/Off enables/disables the on screen menu facility which gives access to the system menus.
 <b>F1</b> to  <b>F4</b>	The function buttons are used to select functions and sub-functions of the system menus which appear on the display. Each option in the menus, corresponds to one of the function buttons and pressing a button will select the option which appears above it on the display.
<b>Cancel Buzzer</b> 	The Cancel Buzzer button when pressed will stop the internal panel buzzer from sounding.

## Operating instructions

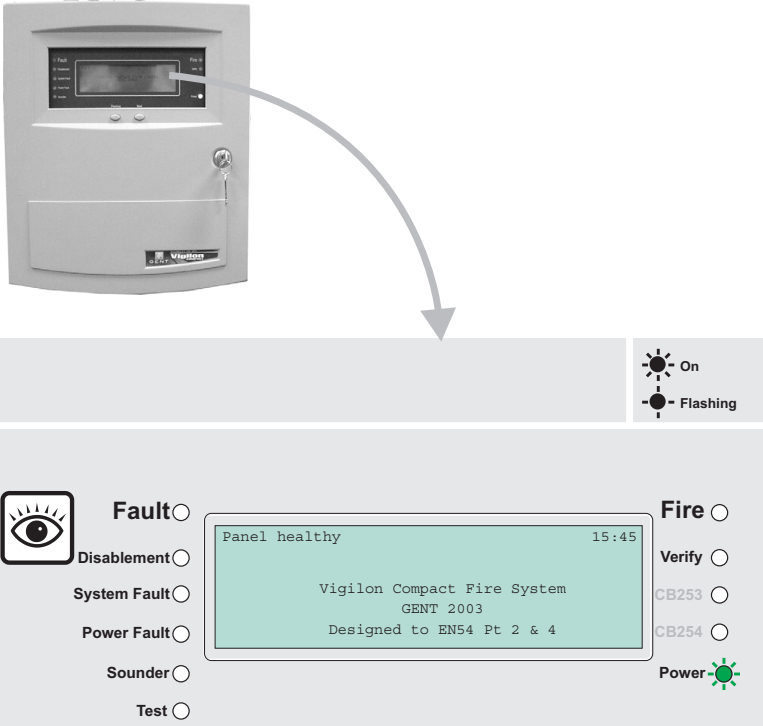
Indicator or control	Description
<b>Sound Alarms</b> 	Pressing the Sound Alarms button will sound all of the systems alarms. This button is only pressed in an emergency or at other agreed times, for example when conducting a system test or practice evacuation.
<b>Silence Alarms</b> 	Pressing the Silence Alarms button will silence the system alarms.
<b>Reset</b> 	Pressing the Reset button will clear any fires and return the panel to its normal state. If a fire condition occurs immediately after reset then the indicated device should be investigated.
<b>Verify</b> 	If the Verify facility has been set up, then pressing the Verify button in the event of a fire condition, increases the time delay before the sounders are activated. This gives the user time to investigate the cause of the alarm and option of cancelling the alarm within the delay time period.
 	<p>These buttons can be configured during commissioning to action user defined functions, such as disablement of devices in areas where smoke may be generated or where plant shutdown is required.</p> <p>The function of these buttons should be written on the label that is fitted on the back of the outer door.</p>
	These four buttons are used to scroll the displayed text.
	<p>These buttons allow data to be entered manually at the control panel.</p> <p><b>When entering a label each press of a key will scroll the character string, for example:</b></p> <p>key 2 will scroll A B C 2 a b c.</p> <p>key 1 will scroll 1 ? , . ; &amp; * /</p> <p>The bottom row of text keys explained:</p> <p>The <b>LI</b> button is used to enter a SPACE between characters</p> <p>The INS key allows text to be moved one position to the right</p> <p>The DEL key allows a character to be deleted</p> <p>The BKSP button will delete previous character.</p> <p><b>When entering a data range, such as a range of devices</b></p> <p>The key THRU ( - ) is used to enter a range, for example 1 - 5.</p>
	This is pressed to acknowledge an entry of data such as a label.



### Normal condition

A system operating normally is indicated at the panel by the:

- ☐ illuminated *Power* indicator and
- ☐ the display showing a Panel healthy message.

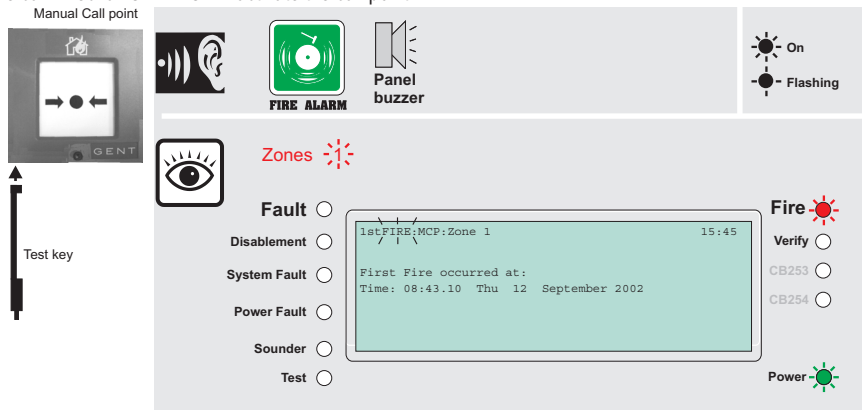


## Operating instructions

### Weekly test

Every week during normal working hours the fire detection and alarm system should be tested. It is important to inform the alarm receiving centre of the fire test.

The weekly fire test can be carried out at a manual call point without breaking the call point glass. Insert the test key through the hole in the underside of the call point to engage the cam mechanism and push to operate the cam mechanism. This will activate the call point.



At this point the test key is retained in the call point and pulling it out will reset the call point.

- ☐ Check the alarms are sounding in the building and an indication is given of the fire event.
- ☐ Remove the test key from the call point, open the panel door to silence the alarms and reset the system.

#### To cancel buzzer

You can stop the panel buzzer from sounding.

#### Cancel Buzzer

Press:



Display reads: 'Buzzer cancelled'

#### To silence alarms

When the test is complete, the alarm sounders can be silenced.

#### Silence Alarms

Press:



Display reads: 'Alarms silenced'

#### To reset system

To return the system to normal condition clear any residual smoke or heat from sensors and replace the glass in any manual call points where the glass was broken.

#### Reset

Press:



Display reads 'System being Reset - please wait....'

#### Record the event

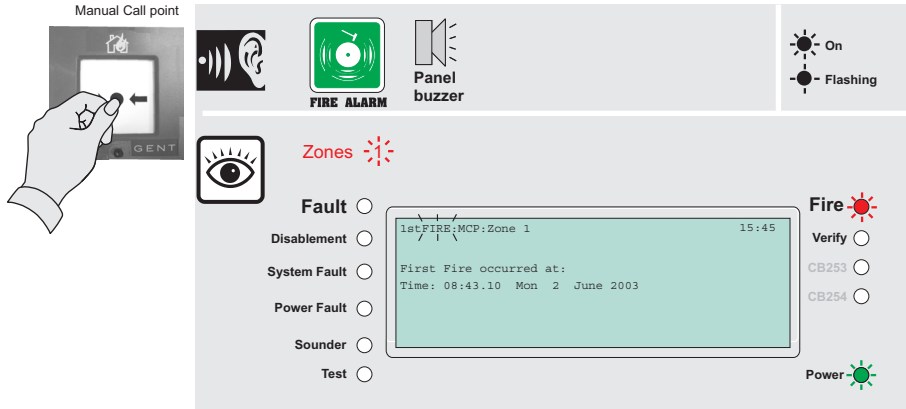
Make an entry in the log book of the event for future reference.

## How to manually raise an alarm



If you see a fire in the protected premises and want to raise a fire alarm to warn occupants in the building, you can do this manually by:

- ☐ Going to the nearest manual call point that is located away from the fire hazard.
- ☐ Press hard with a thumb onto the centre of the glass until it breaks.



### To cancel panel buzzer

You can stop the panel buzzer from sounding.

#### Cancel Buzzer



Press:  
Display reads:  
*'Buzzer cancelled'*

### To silence alarms

When the emergency is over the alarm sounders can be silenced.

#### Silence Alarms



Press:  
Display reads:  
*'Alarms silenced'*

### To reset system

To return the system to normal condition replace the glass in any manual call point where the glass was broken.

#### Reset



Press:  
Display reads *'System being Reset - please wait....'*

### Record the event

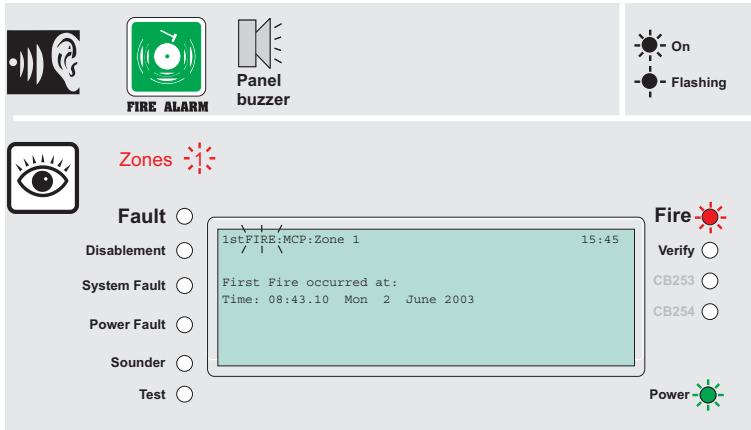
Make an entry in the log book of the event for future reference.

## Operating instructions

### Automatic detection of FIRE



A fire in your protected premises is automatically sensed at any one of the fire detection devices installed in the building, such as a sensor or a fire input from an interface. The control panel actions the alarm sounders in the system and at the same time gives the details of the fire event. The event indication is repeated at all repeat, zonal and mimic panels in the system.



#### To cancel panel buzzer

You can stop the panel buzzer from sounding.

#### Cancel Buzzer



Press:

Display reads:

*'Buzzer cancelled'*

#### To silence alarms

When the emergency is over the alarm sounders can be silenced.

#### Silence Alarms



Press:

Display reads:

*'Alarms silenced'*

#### To reset system

To return the system to normal condition clear any residual smoke or heat from devices and reset any fire inputs.

**Ensure the fire system is checked by your servicing organisation, if there has been fire damage in the protected area.**

#### Reset



Press:

Display reads *'System being Reset - please wait....'*

## Record the event

Make an entry in the log book of the event for future reference.

## Multiple fires

1st Fire will always appear at top of display. All subsequent fires appear beneath the 1st Fire.

The zonal indicators show zones in fire condition. If the panel is configured the first zone to go into fire is indicated by a flashing zone number, all other zones in fire give a steady indication.

## Zones

Each fire is logged in the Historic Events log, which can be recalled using the menus, see How to view the Historic Events.



Use these keys to scroll through the fires, or if the outer door is closed, use the [Prev] or [Next] buttons.

## To verify an alarm

(If required by site procedures)

Upon receipt of a fire condition the alarm sounders in the system can be delayed from sounding by using the verify button. This allows time to investigate the cause of the alarm.

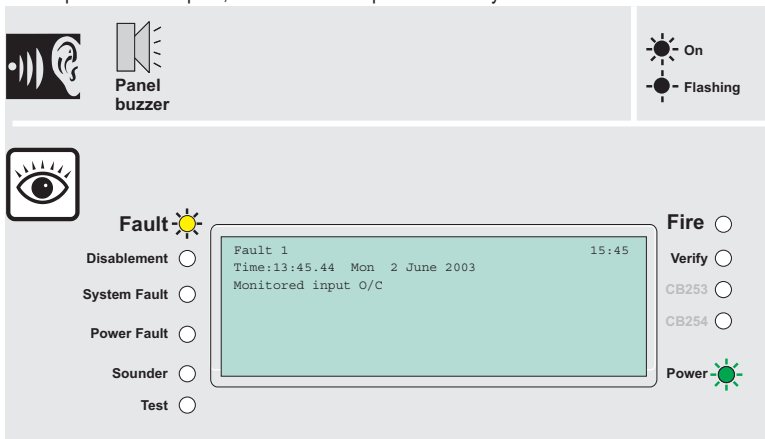
Note, delayed sounders will operate after the delay period has timed-out.



## Operating instructions

### Fault conditions

A fault in the system such as failure of mains power to the panel or removal of any monitoring device will cause a Fault condition to appear at the control panel. The control panel will provide details of the event, this event indication is repeated at all repeat, zonal and mimic panels in the system.



#### To cancel fault buzzer

You can stop the panel buzzer from sounding.

#### Cancel Buzzer

Press:



Display reads:

'Buzzer cancelled'

#### What must be done?

You need to ensure the panel is returned to normal condition. All fault repairs must be undertaken by engineers responsible for the system. Refer to the contact details in the log book.

#### Record the event

Make an entry in the log book of the event for future reference.

#### Multiple faults

The number 'n' following the word 'Fault' located top left on the display denotes the number of faults present in the system.
















Each fault is logged in the Historic Events log, which can be recalled using the menus, see How to view the Historic Events.



**Any fault rectification work must be attempted only by a trained engineer who is responsible for the fire alarm system. For advice, please call your servicing organisation, see contact details in the Log book.**

## Typical fault messages

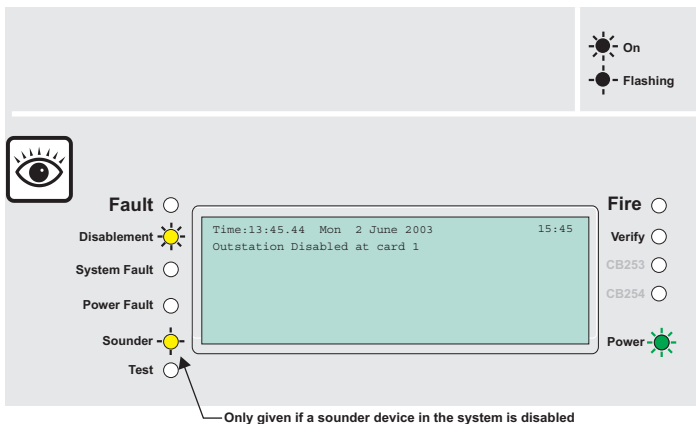
The table below shows typical fault messages that may appear at the panel, when there are faults in the system. It also gives the meaning and possible rectification action for each message.

Message	Indication	Meaning	Action
<b>Mains failed</b>	<b>Power</b>  <b>Fault</b>  <b>Power fault</b> 	The mains supply to the control panel has failed.	Restore the mains supply to the control panel.
<b>Battery discharged</b>	<b>Fault</b>  <b>Power fault</b> 	The battery supply to the control panel has been fully discharged.	Check the battery and replace if necessary.
<b>Battery disconnected</b>	<b>Fault</b>  <b>Power fault</b> 	The battery supply to the control panel has been disconnected.	Reconnect the battery.
<b>Monitored line input OS or SC</b>	<b>Fault</b>  (no buzzer sound)	The monitored line input has an open or short circuit fault.	Check the wiring and remove the fault. Ensure the end-of-line device is connected in the circuit.
<b>Master Alarm(s) O/C or S/C n</b>	<b>Fault</b> 	There is an open or short circuit fault on the master alarm wiring.	Check the wiring and remove the fault. Ensure the end-of-line device is connected in the circuit.
<b>Lost Device</b>	<b>Fault</b> 	The Device is not communicating with the Control Panel via the loop.	Check the connections to the device.
<b>Sensor out of specification</b>	<b>Fault</b> 	The device indicated is not functioning correctly.	Device requires maintenance.
<b>Wiring changed short circuit at card n</b>	<b>Fault</b> 	There is a short circuit on the loop n wiring.	Identify the outstation (device) where a cable fault has occurred and rectify the fault.
<b>Interface input os / sc</b>	<b>Fault</b> 	There is an open or short circuit on the input line of an interface	Locate and rectify the wiring fault. Ensure the end-of-line device is connected in the circuit.
<b>Device Mains failed</b>	<b>Fault</b> 	There is a mains supply failure at an interface unit, repeat panel or a mimic panel.	Check the fuse and mains supply to the equipment.
<b>Device Battery fault</b>	<b>Fault</b> 	The battery supply at an interface unit, repeat panel or mimic panel has failed the load test.	Check the battery and replace it if necessary.

## Operating instructions

### Disablement condition

A disablement condition is the manual or automatic disablement of a part of the fire detection and alarm system. An automatic disablement may be preconfigured for your premises to disable smoke sensors during the normal working hours in areas where smoking is allowed. A manual disablement may be necessary where building work is being undertaken that could result in a false alarm.



#### What must be done?

Investigate the reason for the disablement and re-instate the devices if appropriate.

#### Record the event

Where necessary make an entry in the log book of the event for future reference.

#### Multiple Disablements








The number 'n' following the word 'Disable' located top left on the display denotes the number of disablements present in the system.

Each disablement is logged in the Historic Events log which can be recalled, using the menus, see How to view the Historic Events.



### Typical disablement messages

The following table shows some typical disablement messages that may appear at the panel.

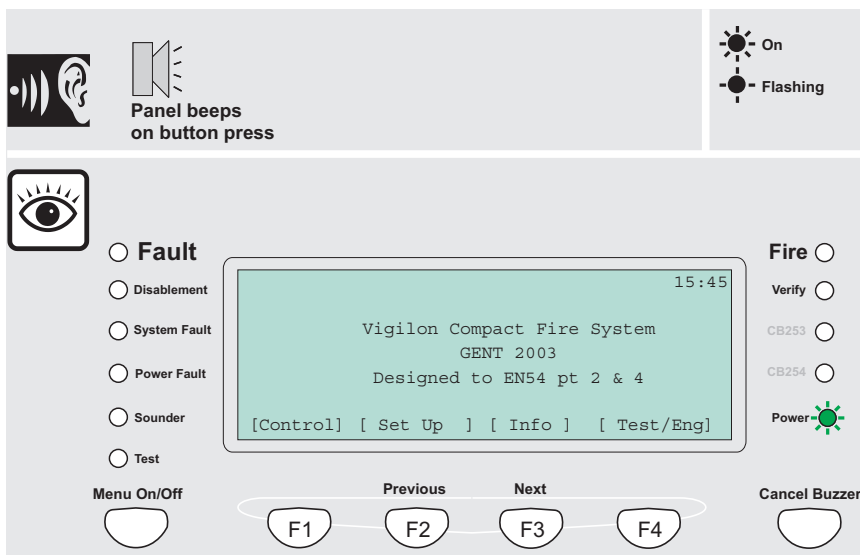
Message	Indication	Meaning	Action
Zone Disabled at Card <i>n</i>	Disablement 	The zone specified has been manually or automatically disabled.	If manually disabled then investigate and if necessary re-enable the zone.
Outstation disabled at card <i>n</i>	Disablement 	The device connected to the loop circuit has been manually or automatically disabled.	If manually disabled then investigate and, if appropriate, re-enable the device.
Sector disabled at card <i>n</i>	Disablement  Sounder 	The fire alarm sector on loop <i>n</i> has been manually or automatically disabled.	If manually disabled then investigate and, if appropriate, re-enable the sector.
Aux Relay <i>n</i> Disabled	Disablement 	The auxiliary relay <i>n</i> in the control panel has been manually or automatically disabled.	If manually disabled then investigate and, if appropriate, re-enable the aux relay.
Master alarms disabled	Disablement  Sounder 	The master alarms have been manually or automatically disabled.	If manually disabled then investigate and, if appropriate, re-enable the master alarms.



**Any changes to the setting of an automatic disablement must only be attempted by a trained engineer, who is responsible for the fire alarm system, see contact details in the Log book.**

## Operating instructions

### Menu controls



The MENU ON/OFF button facilitates the operation of the function keys F1 to F4. The menu prompts appear above the function keys on the display, to prompt the user to make a selection.

At any level in a menu, successive pressing of the MENU ON/OFF key, aborts an operation. However as an alternative, the [Quit] prompt can be selected to exit the function mode.

If the time taken between key presses exceeds **one minute**, the control panel will automatically remove the prompt display and give the system status indications.

The [Params] prompt is a Help function to provide information to the user regarding the type of input data required.

Most of the functions in the [Control], [Setup] and [TestEng] menus, are protected with password entry. The PIN code is programmed during commissioning of the system and is passed on to the site person responsible for the fire alarm system.



**Open access to controls under Usercode is undesirable. It is recommended that a customer password (PIN code) is setup.**

When a PIN code is not set up, there is an open entry to operate the controls under [User Code]. Where this is true the instructions for entering the access code (or PIN) in the following instructions should be ignored.

## How to change your PIN code

A user PIN code is normally set up by the servicing organisation during commissioning of the fire alarm system. The PIN code (password) that is set up is for the end user. The person responsible for the fire alarm system should be aware of this PIN code. For security the PIN should be changed on a regular basis. A previously created PIN can be changed by:

- a. Press the MENU ON/OFF button.
- b. Press the F4 button to select **[Test/Eng]**.
- c. Press the F4 button to select **[UserCode]**. Use the keypad to input your existing access code and then press the Enter button.
- d. Press the F4 key to select **<etc>**, repeat until **[NewPass]** is displayed above F1.
- e. Press the F1 button to select **[New Pass]**. Notice a message on the display 'Enter new access code' with a flashing cursor above it. Use the keypad to input a PIN code and then press the Enter button. Notice 'New access code set up' appears on the display.



**Changes to the PIN code at the Control panel must be backed-up to the Memory. If this is not done then the previous PIN is restored on resetting the panel, see saving changes to the memory.**

## How to view the historic events

Up to 255 events are stored in the Historic log of the panel. To view the Historic log.

- a. Press MENU ON/OFF.
- b. Press the F3 button to select **[Info]**.



**You can skip the next step if a printer is not connected to the panel.**

- c. To display the event(s): Press the F1 button to select **[Display]**. Notice 'Display' appears on the display.  
To print the event(s): Press the F2 button to select **[Print]** Notice 'Print' appears on the display.
- d. Press the F2 button to select **[Historic]**. Notice 'Historic' followed by a flashing cursor appears on the display.
- e. Use the keypad to input an event number or range (1-255).



**Event '1' is always the most recent event.**

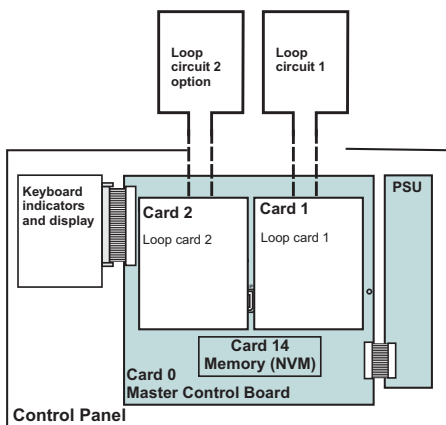
- f. Press the F2 button to select **[Enter]**. Notice all the active Fire, Fault and Disablement events will be displayed or printed depending on your selection.

## Operating instructions

### Cards inside the control panel

The control panel uses the following card reference numbers.

- ☐ **Card 0** is always the **master control card**, which is also referred to as a local controller.
- ☐ **Card 1** is always **loop card 1**, which monitors and controls the devices on loop circuit 1.
- ☐ **Card 2** can be a 2nd loop card, which monitors and controls the devices connected to loop circuit 2.
- ☐ **Card 14** is always the **memory** which resides on the master control card.



### How to view active events

An active event is an event that is still present and has not cleared. You can view all active Fire, Fault or Disablement events.

- a. Press MENU ON/OFF.
- b. Press the F3 button to select **[Info]**.



**Ignore print procedures if an external printer is not fitted or is switched off.**

- c. To display the event(s): Press the F1 button to select **[Display]**. Notice 'Display' appears on the display.  
To print the event(s): Press the F2 button to select **[Print]**. Notice 'Print' appears on the display.
- d. Press the F1 button to select **[Active]**. Notice 'Active' appears on the display.
- e. Press the F2 button to select **[Enter]**. Notice all of the active Fire, Fault and Disablement events will be displayed in turn. Use F2 **[Previous]** and F3 **[Next]** to scroll through the displayed events. You can view events on a card by card basis by following steps a. to d, and then press F3 button to select **[Card]** notice 'on card' appears on the display. Enter the card number and press F2 **[Enter]**.
- f. Press the F4 button to select **[Quit]**, when viewing of events is complete.

## How to set the system clock



**An incorrect setting of the system clock will affect any time related sensor configuration and also results in incorrect event time information.**

- a. Press the **MENU ON/OFF** key and then the F2 key to select **[Set Up]**.
- b. Press the F4 key to select **[User Code]**. Check that *User Code* followed by a flashing cursor appears on the screen. Key in the PIN code and press the Enter button.
- c. Press the F1 key to select **[Set Clock]**. The system clock is displayed on the screen. Check that the hour digits are flashing.
- d. Press the F2 or F3 key to **[Retard]** or **[Advance]** to the desired setting.
- e. Press the F1 key to select **[Next]**. Check that the Minute digits are now flashing.
- f. Press the F2 or F3 key to **[Retard]** or **[Advance]** to the desired setting.
- g. Press the F1 key to select **[Next]**. Check that the Date digits are now flashing.
- h. Press the F2 or F3 key to **[Retard]** or **[Advance]** to the desired setting.
- i. Press the F1 key to select **[Next]**. Check that the Month is now flashing.
- j. Press the F2 or F3 key to **[Retard]** or **[Advance]** to the desired setting.
- k. Press the F1 key to select **[Next]**. Check that the Year is now flashing.
- l. Press the F2 or F3 key to **[Retard]** or **[Advance]** to the desired setting.
- m. Press the F4 key to select **[Enter]**. Check that the display now shows the new time and date.



**Changes made to time and date here will be automatically updated at the repeat panels installed in the system. This system does not automatically update clock for daylight-saving changes. Save changes made to the clock settings.**

## How to do a display test

You can test the message display and the indicators on the control panel.

- a. Press the **MENU ON/OFF** key and then the F4 key to select **[Test/Eng]**.
- b. Press the F1 key to select **[Disp Test]**. Check that the following things happen: The red, green, and amber lights are illuminated for approximately two seconds. The display is cleared for approximately two seconds and then displays a system status message. The buzzer sounds for approximately two seconds.

## Operating instructions

### How to use the external printer

These functions are only applicable if your panel has a printer connected.

#### *To Switch On the Printer*

- Press the **MENU ON/OFF** key.
- Press the F1 key to select **[Control]**.
- Press the F3 key to select **[Printer]**. Check that 'Printer' appears on the screen.
- Press the F3 key to select **[On]** and then press the F2 key to select **[Enter]**. Check that the message 'Printer is on' appears on the display to show that the action has been successfully carried out. Check that the printer provides a listing of this event.

#### *To action a Paper Feed*

- Press the **MENU ON/OFF** key.
- Press the F1 key to select **[Control]**.
- Press the F3 key to select **[Printer]**. Check that 'Printer' appears on the screen.
- Press the F2 key to select **[Paper Fd]**.
- Check that the displayed messages and the menu prompts are cleared.
- Check that the printer performs eight line feeds.

#### *To conduct a Printer Test*

- Press the **MENU ON/OFF** key.
- Press the F1 key to select **[Control]**.
- Press the F3 key to select **[Printer]**. Check that 'Printer' appears on the screen.
- Press the F1 key to select **[Test]**.
- Check that the displayed messages and the menu prompts are cleared.
- Check that the printer provides a listing of all the characters it is capable of printing.

#### *To Switch Off the Printer*

- Press the **MENU ON/OFF** key.
- Press the F1 key to select **[Control]**.
- Press the F3 key to select **[Printer]**. Check that 'Printer' appears on the screen.
- Press the F3 key to select **[Off]**.
- Press the F2 key to select **[Enter]**.
- Check that the message 'Printer is off' appears on the display to show that the action has been successfully carried out.

### Enable / disable functions



It is *only* possible to disable a Manual Call Point (MCP) individually, not as part of a range. Disabling an MCP is however, *not* recommended.

## How to enable/disable a zone

A zone is a subdivision of your premises protected by the fire alarm system. There can be up to 128 zones configured in a system. Any zone operation can be disabled or enabled. You will need the zone number and loop number, this you can find in the site specific documentation, held by the person responsible for the fire alarm system.



**Disabling a zone does not disable manual call points in the zone. Therefore, a fire alarm can be raised by operating a call point in a disabled zone.**

- a. Press the MENU ON/OFF key.
- b. Press the F1 button to select **[Control]**.
- c. Press the F4 button to select **[UserCode]**. Notice a flashing cursor and a message on the display 'Enter access code'. Use the keypad to input your PIN code and then press the Enter button.
- d. To disable: Press the F2 button to select **[Disable]**. This puts 'Disable' on the display. To enable: Press the F1 button to select **[Enable]**. This puts 'Enable' on the display.
- e. Press the F4 button to select **<etc>** and then press the F2 button to select **[Zone]**. Notice 'Zone' appears on the display followed by a flashing cursor. Use the keypad to input a zone number or range (1-128).
- f. Press the F2 button to select **[Enter]**. Notice the action has been processed and a message appears on the display 'Zone n enabled or disabled'. The Disablement light will be illuminated upon disablement of any zone.

## How to enable/disable a device

A device can be any system equipment that is connected to the loop circuit of the system. There can be up to 200 devices per loop. Any device operation can be disabled and re enabled. You will need the device number and loop number, this you can find in the site specific documentation, held by the person responsible for the fire alarm system.

- a. Press the MENU ON/OFF key.
- b. Press the F1 button to select **[Control]**.
- c. Press the F4 button to select **[UserCode]**. Notice a flashing cursor and a message on the display 'Enter access code'. Use the keypad to input your PIN code and then press the Enter button.
- d. To disable: Press the F2 button to select **[Disable]**. This puts 'Disable' on the display. To enable: Press the F1 button to select **[Enable]**. This puts 'Enable' on the display.
- e. Press the F1 button to select **[Device]**. Notice 'Device' followed by a flashing cursor appears on the display. Use the keypad to input an outstation number or range (1-200).
- f. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor on the display. Use the keypad to input a loop number or range (1-2).
- g. Press the F2 button to select **[Enter]**. Notice the action has been processed and confirmed by a message either: 'Device(s) enabled' or 'Device(s) disabled'. Notice that the Disablement light is illuminated upon disablement of any system device.

## Operating instructions

### How to enable/disable an IO line

An IO line is an input or output line of an interface. There can be up to four input/output lines on an interface unit, which can be disabled or enabled. You will need the IO line number, device number and loop number, this you can find in the site specific documentation, held by the person responsible for the fire alarm system.



**An output line of an interface unit is normally assigned to a sector. The output line can only be disabled by disabling that sector, which has the effect of also disabling all other devices in the sector.**

- a. Press the MENU ON/OFF key.
- b. Press the F1 button to select **[Control]**.
- c. Press the F4 button to select **[UserCode]**. Notice a flashing cursor and a message on the display 'Enter access code'. Use the keypad to input your PIN code and then press the Enter button.
- d. To disable: Press the F2 button to select **[Disable]**. This puts 'Disable' on the display. To enable: Press the F1 button to select **[Enable]**. This puts 'Enable' on the display.
- e. Press the F2 button to select **[IO Line]**. Notice 'IO Line' followed by a flashing cursor appears on the display. Use the keypad to input IO line number or range (1-4).
- f. Press the F2 button to select **[Device]**. Notice 'Device' followed by a flashing cursor appears on the display. Use the keypad to input an outstation number or range (1-200).
- g. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor on the display. Use the keypad to input a loop number or range (1-2).
- h. Press the F2 button to select **[Enter]**. Notice the action has been processed and a message appears on the display: 'IO line disabled/enabled at Card n'. The disablement light will illuminate upon disablement of an IO line.

### How to enable/disable aux relay

The control panel has two auxiliary relays that provide voltage free contacts to control external equipment in the event of a fire or fault on the system. The operation of the relays can be disabled or enabled.

- a. Press the MENU ON/OFF key.
- b. Press the F1 button to select **[Control]**.
- c. Press the F4 button to select **[UserCode]**. Notice a flashing cursor and a message on the display 'Enter access code'. Use the keypad to input your PIN code and then press the Enter button.
- d. To disable: Press the F2 button to select **[Disable]**. This puts 'Disable' on the display. To enable: Press the F1 button to select **[Enable]**. This puts 'Enable' on the display.
- e. Press the F4 button twice to select **<etc>** and then press the F2 button to select **[Aux Rly]**. Notice 'Aux Rly' followed by a flashing cursor appears on the display. Use the keypad to input an auxiliary relay number or range (1-2).
- f. Press the F2 button to select **[Enter]**. Notice the action has been processed and a message appears on the display: 'Aux Rly n disabled/enabled'. The Disablement light will illuminate upon disablement of an auxiliary relay.



## How to enable/disable

### master alarms

The control panel allows the connection of up to two master alarm circuits. Each circuit can take connection of conventional alarm sounders. The master alarms can be disabled or enabled.

- a. Press the MENU ON/OFF key.
- b. Press the F1 button to select **[Control]**.
- c. Press the F4 button to select **[UserCode]**.  
Notice a flashing cursor and a message on the display 'Enter access code'. Use the keypad to input your PIN code and then press the Enter button.
- d. To disable: Press the F2 button to select **[Disable]**. This puts 'Disable' on the display.  
To enable: Press the F1 button to select **[Enable]**. This puts 'Enable' on the display.
- e. Press the F4 button twice to select <etc> and then press the F1 button to select **[MAlarm]**.  
Notice 'Master Alarms' appears on the display.
- f. Press the F2 button to select **[Enter]**. Notice the action has been processed and a message appears on the display: 'Master sounder disabled/enabled'. The Disablement light will illuminate upon disablement of master alarms.

## How to enable/disable Sectors

The system can have up to 32 sectors per loop configured. Each sector is a subdivision of the premises for the purpose of sounding alarms. To find the sector you need to disable refer to the site specific documentation, normally kept by the person responsible for the fire alarm system.

- a. Press the MENU ON/OFF key.
- b. Press the F1 button to select **[Control]**.
- c. Press the F4 button to select **[UserCode]**.  
Notice a flashing cursor and a message on the display 'Enter access code'. Use the keypad to input your PIN code and then press the Enter button.
- d. To disable: Press the F2 button to select **[Disable]**. This puts 'Disable' on the display.  
To enable: Press the F1 button to select **[Enable]**. This puts 'Enable' on the display.
- e. Press the F3 button to select **[Sector]**. Notice 'Sector' appears on the display followed by a flashing cursor. Use the keypad to input a sector number or range (1-32).
- f. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor on the display. Use the keypad to input a loop number or range (1-2).
- g. Press the F2 button to select **[Enter]**. Notice the action has been processed and a message appears on the display: 'Sector disablement at Card n'. The Disablement light will be lit upon disablement of any sector and also the sounder light illuminates.

## Other enable/disable options

There are many other functions that are accessible for enablement and disablement. Functions like Command Build, Group, Master Sector and Communication are normally not accessed, for further advice contact your servicing organisation, see the contact details in the Log book.

## Operating instructions

### Saving changes to the memory

If you make any changes to Labels or Password then you must save these to the NVM (Non Volatile Memory) or Memory of the panel.



**Data can only be saved to the Memory when there are no disablements present on the system.**

The following procedures assume a customer password (PIN) is setup by the servicing organisation.

- a. Press the MENU ON/OFF button.
- b. Press the F2 button to select **[Set Up]**.
- c. Press the F4 button to select **[UserCode]**.  
Notice a message on the display 'Enter access code' followed by a flashing cursor. Use the keypad to input your PIN code and then press the Enter button.
- d. Press the F3 button to select **[Save]**.
- e. Press the F2 button to select **[Enter]**. Observe confirmation; data is backed up.

### Editing labels



**Changes to labels must be backed up to the Memory, see the section Saving changes to the memory.**

### How to edit a device label

A device is also referred to as an outstation. There can be up to 200 devices connected to a loop. Devices like fire sensors, manual call points, interface units, repeat panels or alarm sounders. Each device can be given a label to identify its location in the system. Devices in your system may have already been given labels and these labels can be changed. To edit a device label you will need to know the device number and the loop on which it resides. You can find this information in the site specific documentation, held by the person responsible for the fire alarm system.

- a. Press the MENU ON/OFF button
- b. Press the F2 button to select **[Set Up]**.
- c. Press the F4 button to select **[UserCode]**.  
Notice a message on the display 'Enter access code', followed by a flashing cursor. Use the keypad to input your PIN and then press Enter button.
- d. Press the F4 button once to select **<etc>**
- e. Press the F1 button to select **[Modify]**. Notice 'Modify' appears on the display.
- f. Press the F1 button to select **[Label]**. Notice 'Label' appears on the display.
- g. Press the F3 button to select **[Device]**. Notice 'Device' followed by a flashing cursor appears on the display.
- h. Use the keypad to input a Device number.
- i. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor on the display. Use the keypad to input a loop number [1-2].
- j. Press the F2 button to select **[Enter]**. Notice the previous label appears on the display with a flashing first character to prompt the modification, if there is no label the line is blank.
- k. Using the keypad enter a label of up to 32 characters in length (28 for MCP) and press the Enter button.

### Input/output line label

Each input / output (IO) line of an interface unit can be given a label and a previously entered label can be modified. To edit an IO line label you will need to know the IO line number, interface device number and the loop number it is connected to. You can find this information in the site specific documentation, held by the person responsible for the fire alarm system.

- a. Press the MENU ON/OFF button.
- b. Press the F2 button to select **[Set Up]**.
- c. Press the F4 button to select **[UserCode]**. Notice a message on the display 'Enter access code', followed by a flashing cursor. Use the keypad to input your PIN and then press Enter button.
- d. Press the F4 button once to select **<etc>**
- e. Press the F1 button to select **[Modify]**. Notice 'Modify' appears on the display.
- f. Press the F1 button to select **[Label]**. Notice 'Label' appears on the display.
- g. Press the F2 button to select **[IO Line]**. Notice 'IO Line' followed by a flashing cursor on the display. Using the keypad enter an input/output number or range (1-4).
- h. Press the F3 button to select **[Device]**. Notice 'Device' followed by a flashing cursor appears on the display. Use the keypad to input a Device number from the range 1-200.
- i. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor on the display. Use the keypad to input a loop number or range (1-2).
- j. Press the F2 button to select **[Enter]**. Notice the previous label appears on the display with a flashing first character to prompt the modification, if there is no label the line is blank.
- k. Using the keypad enter a label of up to 32 characters in length and press the Enter button.

### How to edit a zone label

Each zone can be given a label and an entered label can be modified. To edit a zone label you will need to know the zone number and the loop number of the zone. You can find this information in the site specific documentation, held by the person responsible for the fire alarm system.

- a. Press the MENU ON/OFF button.
- b. Press the F2 button to select **[Set Up]**.
- c. Press the F4 button to select **[UserCode]**. Notice a message on the display 'Enter access code', followed by a flashing cursor. Use the keypad to input your PIN and then press Enter button.
- d. Press the F4 button once to select **<etc>**
- e. Press the F1 button to select **[Modify]**. Notice 'Modify' appears on the display.
- f. Press the F1 button to select **[Label]**. Notice 'Label' appears on the display.
- g. Press the F4 button once to select **<etc>**.
- h. Press the F1 button to select **[Zone]**. Notice 'Zone' followed by a flashing cursor appears on the display. Using the keypad enter a number or range (1-128).
- i. Press the F2 button to select **[Enter]**. Notice the previous label appears on the display with a flashing first character to prompt the modification, if there is no label the line is blank.
- j. Using the keypad enter a label of up to 32 characters in length and press the Enter button.

## Operating instructions

### How to edit a local panel label

A label is normally given to the control panel to identify its location in a network of control panels. A previously entered label can be modified.

- a. Press the MENU ON/OFF button.
- b. Press the F2 button to select **[Set Up]**.
- c. Press the F4 button to select **[UserCode]**. Notice a message on the display 'Enter access code', followed by a flashing cursor. Use the keypad to input the PIN and then press Enter button.
- d. Press the F4 button once to select **<etc>**.
- e. Press the F1 button to select **[Modify]**. Notice 'Modify' appears on the display.
- f. Press the F1 button to select **[Label]**. Notice 'Label' appears on the display.
- g. Press the F4 button once to select **<etc>**.
- h. Press the F2 button to select **[Local]**. Notice 'local' appears on the display.
- i. Press the F2 button to select **[Enter]**. Notice the previous label appears on the display with a flashing first character to prompt the modification, if there is no label the line is blank.
- j. Using the keypad enter a label of up to 40 characters in length and press the Enter button.

### Viewing labels

The identification label given to each system device can be checked. Devices such as fire sensors, alarm sounders, manual call points, repeat panels, interface units - including input/output lines, groups and the local panel label. The label information can either be displayed or printed.

### How to view device labels

Each device is given a location label at the time the system is commissioned to identify its location. To view a device label you will need to know the device address and the loop on which it resides. You can find this information in the site specific documentation, held by the person responsible for the fire alarm system.



**Ignore print procedures if an external printer is not fitted or is switched off.**

- a. Press the MENU ON/OFF button.
- b. Press the F3 button to select **[Info]**.
- c. To display a Device label: Press the F1 button to select **[Display]**. Notice 'Display' appears on the display. To print a Device label: Press the F2 button to select **[Print]**. Notice 'Print' on the display then continue
- d. Press the F4 button to select **<etc>**.
- e. Press the F2 button to select **[Label]**. Notice 'Label' appears on the display.
- f. Press the F3 button to select **[Device]**. Notice 'Device' followed by a flashing cursor appears on the display. Use the keypad to input a Device number or range (1-200).
- g. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor appears on the display. Use the keypad to input a loop number or range (1-2).
- h. Press the F2 button to select **[Enter]**. Notice the selected label information is either displayed or printed.

## How to view I/O line labels

An interface unit can have up to four input/output (IO) lines. Each line can be given a label that appears on the display during an event. To view an IO line label you will need to know the device address and the IO line number and the loop number of the interface. You can find this information in the site specific documentation, held by the person responsible for the fire alarm system.



**Ignore print procedures if an external printer is not fitted or is switched off.**

- a. Press the MENU ON/OFF button
- b. Press the F3 button to select **[Info]**.
- c. To display an I/O line label: Press the F1 button to select **[Display]**. Notice 'Display' appears on the display.  
To print an I/O line label: Press the F2 button to select **[Print]**. Notice 'Print' on the display, then continue.
- d. Press the F4 button to select **&ltetc>**
- e. Press the F2 button to select **[Label]**. Notice 'Label' appears on the display.
- f. Press the F2 button to select **[IO Line]**. Notice 'IO Line' followed by a flashing cursor on the display. Use the keypad to enter an input/output number or range (1-4).
- g. Press the F2 button to select **[Device]**. Notice 'Device' followed by a flashing cursor on the display. Use the keypad to input a Device number or range (1-200).
- h. Press the F2 button to select **[Loop]**. Notice 'Loop' followed by a flashing cursor appears on the display. Use the keypad to input a loop number or range (1-2).
- i. Press the F2 button to select **[Enter]**. Notice the selected label information is either displayed or printed.

## How to view zone labels

A zone is a subdivision of a building used for fire detection. To view a zone label you will need to know the zone number and the loop on which it resides. You can find this information in the site specific documentation, held by the person responsible for the fire alarm system.



**Ignore print procedures if an external printer is not fitted or is switched Off .**

- a. Press the MENU ON/OFF button.
- b. Press the F3 button to select **[Info]**.
- c. To display a Zone label: Press the F1 button to select **[Display]**. Notice 'Display' appears on the display.  
To print a Zone label: Press the F2 button to select **[Print]**. Notice 'Print' on the display, then continue.
- d. Press the F4 button to select **&ltetc>**.
- e. Press the F2 button to select **[Label]**. Notice 'Label' appears on the display.
- f. Press the F4 button once to select **&ltetc>**.
- g. Press the F1 key to select **[Zone]**. Notice 'Zone' followed by a flashing cursor appears on the display. Use the keypad to input a Zone number or range (1-128).
- h. Press the F2 key to select **[Enter]**. Notice the selected label information is either displayed or printed.

## Operating instructions

### How to view the local panel label

When there is a network of control panels connected together in a system then each panel is usually given an identification label, also referred to as the Local panel label.



**Ignore print procedures if an external printer is not fitted or is switched off .**

- a. Press the MENU ON/OFF button.
- b. Press the F3 button to select **[Info]**.
- c. To display the local panel label: Press the F1 button to select **[Display]**. Notice 'Display' appears on the display.  
To print the local panel label: Press the F2 button to select **[Print]**. Notice 'Print' appears on the display, then continue.
- d. Press the F4 button to select **<etc>**
- e. Press the F2 button to select **[Label]**. Notice 'Label' appears on the display.
- f. Press the F4 button once to select **<etc>**.
- g. Press the F2 key to select **[Local]**. Notice 'Local' appears on the display.
- h. Press the F2 key to select **[Enter]**. Notice the selected label information is either displayed or printed.

### To view or print a loop map

A loop map provides information on devices that are connected to a loop on the system.



**Ignore print procedures if an external printer is not fitted or is switched off.**

- a. Press the **MENU ON/OFF** button.
- b. Press the F3 button to select **[Information]**.
- c. To display the loop map: Press the F1 button to select **[Display]**. Notice 'Display' appears on the display.  
To print the loop map: Press the F2 button to select **[Print]**. Notice 'Print' appears on the display, then continue.
- d. Press the F4 button to select **<etc>**. Repeat operation until **[Loop Map]** is displayed.
- e. Press the F3 button to select **[Loop Map]**. Notice 'Loop Map' followed by a flashing cursor on the display.
- f. Use the keypad to enter the loop number and press F3 to **[Enter]**. Notice the loop map is either printed or displayed.

## Maintenance

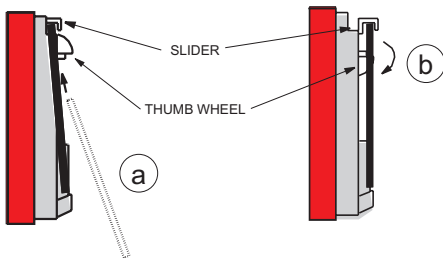
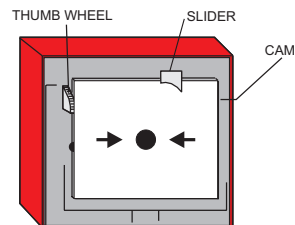
### Replacing a broken Manual call point glass



**Take appropriate precautions when clearing broken glass to prevent injury.**



**A weather resistant version of the manual call point will have two gaskets, a Cover/glass gasket and a Spacer/cover gasket, which must be installed in their respective positions.**



These procedures assume the cover on the manual call point has been removed and any broken glass has been cleared.

- Feed the glass upward to push the cams down and fit it under the slider, locate bottom of glass into recess.
- Hold the bottom of glass in position and rotate the thumbwheel quadrant to raise the top of the glass.

- Fit the call point cover by hooking it into the top of the unit, making sure that the glass is properly seated (held down) tighten the cover fixing screw.
- Test that the manual call point functions correctly.

### Battery replacement

It is recommended that batteries are replaced at 4 Yearly intervals from the date the Vigilon compact system is first commissioned.

### Printer paper roll (page 31)

If an optional thermal printer is connected to the panel and the paper should run out, then ensure recommended replacement paper roll is used and is fed into the printer correctly.

- ☐ PRINTER-D-PAPER for desktop printer or
- ☐ PRINTER-H-PAPER for handheld printer.

