



# Concord/Express

## *quick reference guide*

1. Set your alarm when leaving home (motion detectors ON):
  - a. Close doors and windows until no zones show open.
  - b. Press AWAY (3) + User Code.
  - c. Red "ARMED" light will turn on. Exit the premises within 60 seconds.
  
2. Disarm the system (or cancel an accidental alarm):
  - a. Keypad will beep. You have 30 seconds to disarm.
  - b. Press OFF (1) + User Code.
  
3. Set the alarm when at home with a delay (motion detectors OFF):
  - a. Close doors and windows until no zones show open.
  - b. Press STAY (2) + User Code.
  - c. Red "ARMED" light will turn on.
  
4. Disarm before opening doors:
  - a. Press OFF (1) + User Code.
  
5. Set the alarm when at home with no delay (motion detectors OFF):
  - a. Close doors and windows until no zones show open.
  - b. Press STAY (2) + User Code + Press NO DELAY (4) button.
  - c. Red "ARMED" light will turn on.
  
6. If an alarm has been triggered:
  - a. Before proceeding, verify that the alarm was triggered accidentally. If you aren't sure, wait for the phone call from central station.
  - b. If accidental, press OFF (1) + User Code. This will silence the alarm and cancel dispatch.

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7. Turn the door chime on or off:
  - a. Press CHIME (7) + 1.
  - b. You will hear three beeps if enabled, one beep if disabled.
  - c. 8. Check system status:
  - d. Press \* for short status
  - e. Press \* \* for long status
  - f. To change your four-digit Master Code:
  - g. Press 9 then the four digit master code
  - h. It will say TIME and DATE
  - i. Press the down arrow or 8 button until it says USER CODES
  - j. Press#
  - k. Press the down arrow or 8 button until it says SYSTEM MASTER CODE
  - l. Press#
  - m. Enter the new four digit MASTER CODE
  - n. Press#
  - o. Press \* until it says USER CODES again
  - p. Press the up arrow or A button until it says EXIT PROGRAMMING READY
  - q. Press#

*The manufacturer of your security system recommends that you test it weekly to ensure that the system is communicating fully with the Monitoring Station in the event that an alarm is triggered. If for any reason you feel your security system is not functioning properly, do not hesitate to call our office at 770-963-0305. We have technicians available to assist you twenty-four hours per day.*