



# CLUBHOUSE USE

## ALARM CODE INSTRUCTIONS

### **Turning Alarm Off:**

- After entry do not walk past the alarm keypad otherwise the alarm will sound.
- Enter the 4-digit code followed by the “OK” button. Press the buttons slowly and firmly.
- The system is still ON.
- Watch the messages that are displayed. Sometimes these take 30 seconds or more.
- Eventually it will say “Alarm is ON, press OFF”. Press the “OFF” button then the “OK” button

### **Turning Alarm On:**

- Make sure the clubhouse has been cleaned and tidied as per the check list
- Make sure all internal doors are closed (office, kitchen pantry, storage room)
- Make sure all external doors are closed
- Enter the 4-digit code followed by the “OK” button. Press the buttons slowly and firmly.
- The system is still OFF.
- The system will then say “Alarm is OFF, press ON”. Press the “ON” button and exit the building.
- Make sure the door is securely locked.