

# HOW TO USE THE 3810/12

## SINGLE-AREA SYSTEM

TO	ENTER	WHY
CHECK STATUS	<b>STAT</b>	Displays faulted zone. Displays troubles first (that is, low battery, AC loss, etc.), then displays not ready zones.
ARM/DISARM	Access code	To activate and deactivate the system.
BYPASS/UNBYPASS A ZONE	Zone # + <b>BYPS</b> (+ Access code)	To disable a zone from the system and to re-enable it. To display bypassed zones, press <b>BYPS</b> .
CHANGE AN ACCESS CODE	There are 4 steps: 1. <b>7 TEST</b> + Access code  2. <b>TEST</b> (as many times as necessary until code displays) OR <b>INT</b> + user # + <b>TEST</b>  3. <b>CLR</b> + New access code + <b>TEST</b>  4. <b>MUTE MUTE</b>	To reassign users to the system and to add users to the system.
DELETE AN ACCESS CODE	There are 4 steps: 1. <b>7 TEST</b> + Access code  2. <b>TEST</b> (as many times as necessary until code displays) OR <b>INT</b> + user # + <b>TEST</b>  3. <b>CLR TEST</b>  4. <b>MUTE MUTE</b>	To remove unauthorized users from the system.
SILENCE TROUBLE	<b>MUTE MUTE</b>	To stop the trouble buzzer from sounding. (Note: A new trouble condition will reinitiate the sounder.)
RESET ALARM	Access code	To silence alarm horn and reset the panel.
TEST OVERALL SYSTEM	<b>2 TEST</b> + Access code ( <b>MUTE MUTE</b> to exit.)	Allows users to test devices and zones.
SET TIME	<b>9 TEST</b> + <b>0</b> for AM or <b>1</b> for PM + TIME (using HH for hour and MM for minute with leading 0's) + <b>TEST</b>	To set the clock in the 3810 control.
SET DATE	<b>8 TEST</b> + Access code + DATE (using MM/DD/YY format with leading 0's) + <b>TEST</b>	To set date for printer and touchpad display.
VIEW ALARM MEMORY	<b>MEM</b>	To view recent alarms since last arming and disarming of system.
VIEW EVENT HISTORY (3812 ONLY)	<b>1 MEM</b> + DATE (using MM/DD/YY format with leading 0's) + <b>TEST</b>	To view event history from a specific start date.
ACTIVATE CODE 2 FEATURE	<b>CODE 2</b> + Access code	To enable Code 2 function. Code 2 can arm any time, but can disarm only when Code 2 is enabled.

# **SINGLE-AREA SYSTEM (continued)**

TO	ENTER	WHY
TOGGLE INTERIOR LIGHT	<b>[INT]</b>	This is a programming option. There are several options available.
TOGGLE NO DELAY LIGHT	<b>[DLY]</b> When the No Delay light is on, there is no delay on the system.	To advise status.
ACTIVATE <b>[A]</b> , <b>[B]</b> , AND <b>[C]</b> KEYS	<b>[A]</b> , <b>[B]</b> , and <b>[C]</b> keys are nonfunctioning unless programmed. If they have been programmed, press the key you want to activate and hold for one full second.	To activate <b>[A]</b> , <b>[B]</b> , and <b>[C]</b> panic keys.
<b>[#]</b> AND <b>[*]</b> KEYS	These keys are nonfunctioning.	
PERFORM WALK TEST	<b>[2][TEST]</b> + Access code	To test system locally.
ACTIVATE SPECIAL PROGRAMMING MENUS (3812 ONLY)	<b>[1][1][TEST]</b>  + Appropriate keys to select menu you wish to activate, (see below).	To change programming options for time windows, user access, holidays, and daylight savings time dates.
TIME WINDOWS MENU	<b>[0][TEST]</b>	See complete instructions below.
ACCESS MENU	<b>[1][TEST]</b>	
HOLIDAYS MENU	<b>[2][TEST]</b>	
DST DATE MENU	<b>[3][TEST]</b>	

## **3812 PROGRAMMING (**[1][1][TEST]** MODE)**

The 3812's user-friendly menu system allows for easy end-user programming of some system features directly from the touchpad.

### **ENTER PROGRAMMING MODE**

To enter programming mode, press **[1][1][TEST]** plus your access code.

### **ACCEPT PROGRAMMING CHANGES**

Press the **[TEST]** key after making programming changes to accept the changes, similar to the way you would use the **[ENTER]** key with a computer.

### **IF YOU MAKE A MISTAKE WHILE PROGRAMMING**

If you make a mistake while programming and you have not yet pressed **[TEST]**, press the **[CHM]** key. This will restore the previous selection for the option.

If you have already pressed **[TEST]**, you must press **[MUTE]** to exit the current menu, re-enter the correct menu, and locate the option.

### **EXIT A MENU**

When you finish programming options for a particular menu, press **[MUTE]** one time.

## EXIT PROGRAMMING MODE

To exit programming mode, press **MUTE** once or twice (depending on where you are in the program) until you no longer see the scrolling menu prompts.

## TIME WINDOWS (MENU 0)

The 3812 allows you to specify 32 time windows, or periods, which you can use to control when users can access the system or when arming/disarming can occur.

For auto-arming systems, you can program a delay period which would allow you to cancel the auto-arm or extend the delay period.

The security installer sets up time windows for end-users to select and assign to other users. End-users can change existing time windows, through menu 0.

1. Press **11TEST** + access code to enter programming mode.
2. Press **0TEST** to enter the time window menu (menu 0).
3. The display will show "NUMBER: #0". Press **TEST** as many times as necessary until the time window you wish to change displays on your LCD.
4. The display now shows "START #0: 00:00". Enter the start time using the 24-hour clock (military time). When you're finished entering the time, press **TEST**.
5. The display now reads "END #0: 00:00", Enter the end time in the 24-hour format. Press **TEST** when you're finished.

### EXAMPLE:

To program 5 pm, you would enter:

**1700TEST**.

6. The display now reads "DAYS#0:SMTWTFSH", prompting you to choose the days of the week for this time window. From the table below select the digit that corresponds to the days you want to assign to the first time window. Pressing the appropriate digit selects -- or deselects -- a day.

### EXAMPLE:

To program Monday through Friday, press **12345**. When you've finished selecting days for this time window, press **TEST**.

## ASSIGNING DAYS

DIGIT	DAY
0	Sunday
1	Monday
2	Tuesday
3	Wednesday
4	Thursday
5	Friday
6	Saturday
7	Holiday

### ACCESS MENU (MENU 1)

This menu allows you to program user codes and select "profiles" for each user. Profiles determine which system features each user will have access to. Your installer will tell you what access rights each profile has. If you are **programming access codes only, not assigning profiles**, you don't need to be in programming mode.

Follow those steps below for using the profiles menu.

1. You must be in programming mode. If necessary, press **1 1 TEST** + your main access code.
2. Press **1 TEST** to go to the access menu.
3. The display shows "USER: #2". Enter the number of the user (2-255) that you want to work with.
4. The display now shows "#2 CODE: " Enter the 4 to 6 digit access code for this user.
5. The display now reads "#2PROFILE:0". Select a profile number for this user. There are 32 possible profiles, numbered 0-31.

### HOLIDAYS MENU (MENU 2)

The holidays menu lets you determine up to 16 days that will be treated as holidays. Days designated as holidays will follow holiday window groups' schedules and access rights.

1. You must be in programming mode. If necessary, press **1 1 TEST** + your main access code.
2. Press **2 TEST** to go to the holidays menu.
3. The display will show "DATE:#1: 01/01". Enter the month and day of the first holiday. Use a leading 0 for single digit months. When you're finished entering the date for this holiday, press **TEST**.
4. Continue programming any other holidays. If you need to change the date of a holiday, press **TEST** as many times as necessary to locate the holiday, then make the changes. As with any programming changes you make with the 3812, always press **TEST** when you're finished.

### DST DATES (MENU 3)

This menu is for programming the dates the system will be adjusted one hour forward for daylight savings time or one hour back for standard time.

1. You must be in programming mode. If necessary, press **1 1 TEST** + your main access code.
2. Press **3 TEST** to go into the DST dates menu.
3. The display will show "FWD DATE:00/00". Enter the date that daylight savings time will begin.
4. Press **TEST**.
5. The display will then show "BACK DATE:00/00". Enter the date that standard time will begin, and press **TEST**.

# MULTI-AREA SYSTEM 3812

TO	ENTER	WHY
DISARM ALL AREAS/RESET ALARM	Access code + <b>0</b>	To disarm all areas that access code has access to.
TOGGLE ARM/DISARM	There are 3 steps: 1. Access code  2. <b>TEST</b> (as many times as necessary until area you want to select displays)  3. <b>1</b> + <b>CLR</b>	Toggles the condition of the area from armed to disarmed and disarmed to armed. (NOTE: Only allows access to areas that the access code has access to.)
ARM ALL AREAS	Access code + <b>2</b>	A quick arming of all areas that the access code has access to.
SET ALARM DELAY	There are 4 steps: 1. Access code  2. <b>TEST</b> (as many times as necessary until area you want to select displays)  3. <b>3</b> + # of minutes (Maximum 255 minutes)  4. <b>TEST</b> <b>CLR</b>	To enable user to delay auto arm feature from touchpad.
SKIP TO NEXT AREA IN MENU	<b>TEST</b>	It advances a user through the area that access code has access to.

\*NOTE: To set the time and date with the 3812, you must press **TEST** after completing the procedure.

## AREA MODE OPERATION SUMMARY

Enter code to activate area mode.

Press **1** to toggle status of area shown.

Press **2** to arm all areas your access code controls.

Press **0** to disarm all areas your access code controls.

Press **TEST** to skip to next area.

Press **CLR** to exit area mode.

# 3810 USER ACCESS OPTIONS

INSTRUCTIONS  
CODE  
PRIMARY

#	CODE	- Access -				- Doors -																- Windows -	
		DR	BY	CL	OP	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Norm	Spec
0		YES	YES	YES	YES	-Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0
1		YES	YES	YES	YES	-Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0
2		YES	YES	YES	YES	-Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0
3		NO	YES	NO	YES	-Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	1	0
4		NO	NO	NO	NO	-N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	0
5		NO	NO	NO	NO	-N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	0
6		NO	NO	NO	NO	-N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	0
7		NO	NO	NO	NO	-N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	0
8		NO	NO	NO	NO	-N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	0
9		NO	NO	NO	NO	-N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	2	0

CODE 2

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## TIME WINDOWS - 3810

### NORMAL TIME WINDOWS

WINDOW #	FROM	UNTIL
(0.)	ALWAYS	
(1.)	NEVER	
2.	:	:
3.	:	:
4.	:	:
5.	:	:
6.	:	:
7.	:	:
8.	:	:
9.	:	:
10.	:	:
11.	:	:
12.	:	:
13.	:	:
14.	:	:
15.	:	:

### SPECIAL TIME WINDOWS

WINDOW #	FROM	UNTIL
(0)	ALWAYS	
(1)	NEVER	
2	:	:
3	:	:
4	:	:
5	:	:
6	:	:
7	:	:
8	:	:
9	:	:
10	:	:
11	:	:
12	:	:
13	:	:
14	:	:
15	:	:

# **USER PROFILES - 3812**

**PROFILE #**

**OPTIONS**

0	WIN GRP (0-31) __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
1	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
2	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
3	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
4	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
5	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
6	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
7	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
8	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
9	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
10	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
11	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
12	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
13	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
14	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____
15	WIN GRP __	DOOR	BYPASS	ARM	DISARM	PROGRAM	CODE2	HIGH SEC	CARD ONLY	AREAS _____

**TOTAL OF 32 PROFILES AVAILABLE (0-31)**



### 3812 TIME WINDOWS/GROUPS MENU

W#	From	--	Until	..DAYS..	Grp#	0... Windows in this Group ... 31
0	06:30		17:30	-MTWTF--	0	0
1	00:00		00:00	-----	1	
2	00:00		00:00	-----	2	
3	00:00		00:00	-----	3	
4	00:00		00:00	-----	4	
5	00:00		00:00	-----	5	
6	00:00		00:00	-----	6	
7	00:00		00:00	-----	7	
8	00:00		00:00	-----	8	
9	00:00		00:00	-----	9	
10	00:00		00:00	-----	10	
11	00:00		00:00	-----	11	
12	00:00		00:00	-----	12	
13	00:00		00:00	-----	13	
14	00:00		00:00	-----	14	
15	00:00		00:00	-----	15	

### 3812 USER CODES/PROFILES MENU

(0-31)				(0-31)			
user#	CODE	Profile#	User_name	user#	CODE	Profile#	User_name
0	1234	0	_____	20	_____	0	_____
1	1111	0	_____	21	_____	0	_____
2	_____	0	_____	22	_____	0	_____
3	_____	0	_____	23	_____	0	_____
4	_____	0	_____	24	_____	0	_____
5	_____	0	_____	25	_____	0	_____
6	_____	0	_____	26	_____	0	_____
7	_____	0	_____	27	_____	0	_____
8	_____	0	_____	28	_____	0	_____
9	_____	0	_____	29	_____	0	_____
10	_____	0	_____	30	_____	0	_____
11	_____	0	_____	31	_____	0	_____
12	_____	0	_____	32	_____	0	_____
13	_____	0	_____	33	_____	0	_____
14	_____	0	_____	34	_____	0	_____
15	_____	0	_____	35	_____	0	_____
16	_____	0	_____	36	_____	0	_____
17	_____	0	_____	37	_____	0	_____
18	_____	0	_____	38	_____	0	_____
19	_____	0	_____	39	_____	0	_____

# TOUCHPAD OPTIONS - 3812 MENU 10

STATION #	OPTIONS				
0	LOCATION _____	AREAS (1-8) _____	DOOR	HIGH SEC	DOOR ONLY
1	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
2	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
3	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
4	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
5	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
6	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
7	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
8	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
9	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
10	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
11	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
12	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
13	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
14	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY
15	LOCATION _____	AREAS _____	DOOR	HIGH SEC	DOOR ONLY