

# Operating manual and Log book for the range of 1,2,4 and 8 zone fire Control and Repeat panels



The panels are designed in accordance with the requirements of EN54 Part 2:1997 (and include optional clauses 7.8, 7.11 & 10), plus the requirements of EN54 Part 4:1997.

This publication covers the:

- Conventional fire alarm panels:  
1 zone panels:- XENEX1, 75585-01NMB, 13270-01 and 13270-01LB
- 2 zone panels:- XENEX2, 75585-02NMB, 13270-02 and 13270-02LB
- 4 zone panels:- XENEX4, 75585-04NMB, 13270-04 and 13270-04LB
- 8 zone panels:- XENEX8, 75585-08NMB, 13270-08 and 13270-08LB
- Fire alarm repeat panels:  
XENEX RPT, 75586-08NMB and 13271-08 and 13271-08LB.

Panel code ending with LB signify Less batteries.

This manual and logbook is intended for use by the end user and should be located in a secure but accessible position close to the panel. It is the responsibility of the end user to maintain the logbook.

**An Installation and Commissioning guide has been supplied to your installer with this panel.**

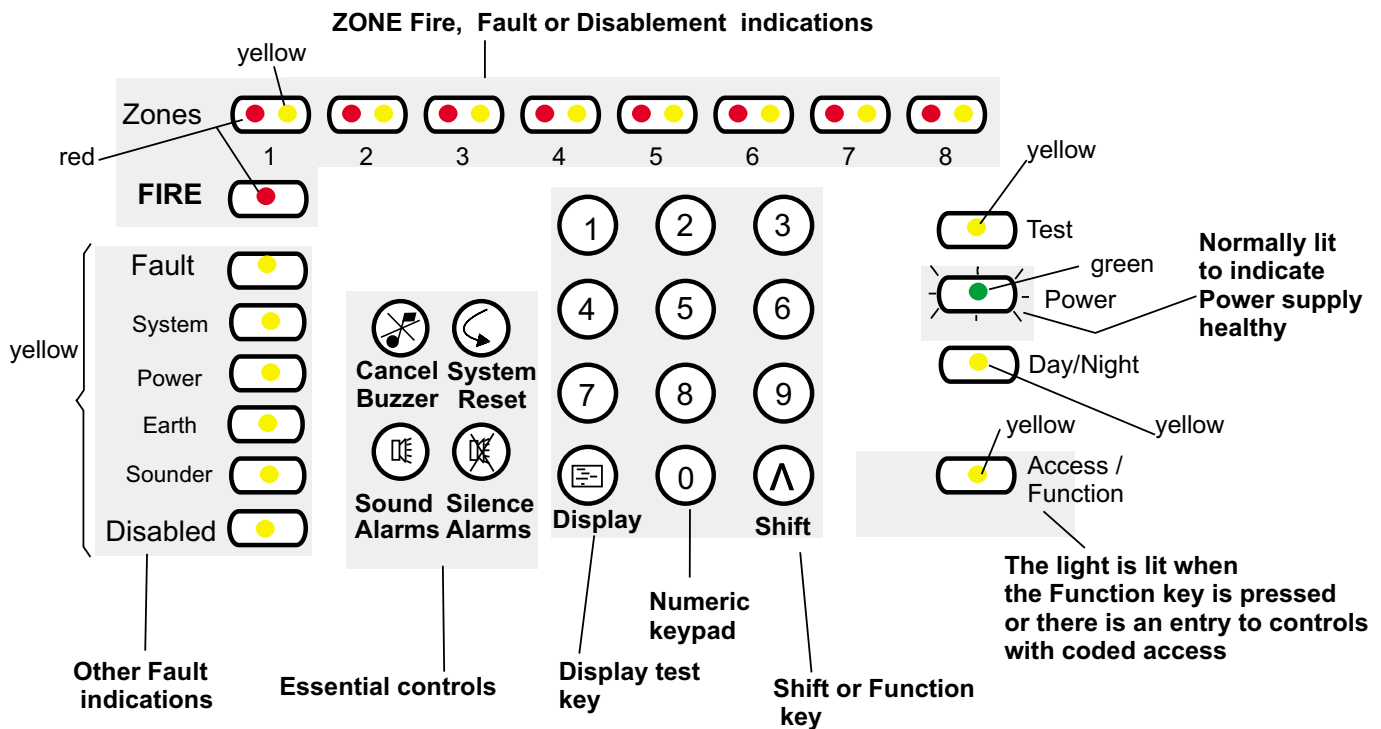
### Year 2000 Compliance

The panels are designed in accordance with the requirements of LPS2000.

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## Description of main controls and indicators



**Figure 1 Controls and indications**

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**Controls** (Only available when access code is entered)

- Numeric keypad.** Allows the entry of numeric data, ie passwords, addresses, data, etc.
  - Shift key.** The shift key gives access to the main functions of the panel.
  - Display test key.** Pressing the Display Test key after entering access code#(\*) will initiate a sequence which illuminates all the indicators in turn enabling the indicators to be checked.
- # Coded entry is only required if Cancel Buzzer or Display test functions are configured for operation at Access level 2.
- Cancel Buzzer.** Pressing the Cancel Buzzer button after entering access code#(\*) will stop the internal buzzer sounding.
  - System Reset.** The system reset key when pressed after entering access code(\*) will return the system to its normal operating state. If there are uncleared fires or faults then these conditions will re-occur.

- Sound Alarms.** Pressing the Sound Alarms button after entering access code(\*) will sound all of the system alarms. Should only be pressed in an emergency or at other agreed times, ie sounder tests.
- Silence Alarms.** Pressing the Silence Alarms button after entering access code(\*) will silence the system alarms. Should only be pressed when the emergency is over.

\*Three digit code.

### Indicators.

- Fire.** When lit indicates that the system has detected a fire.
- Fault.** When lit or flashing indicates that there is a fault condition on the system which requires rectification.
- ZoneFire/Fault/Disablement.** Indicates when there is a fire (red indicator lit or flashing) or a fault (yellow indicator flashing) on the zone applicable to the indicators. A lit yellow indicator in conjunction with other indicators is used to indicate various disabled conditions.
- System Fault.** This indicator when lit indicates that there is a fault in the panel's processor.

- Power Fault.** When lit or flashing indicates that there is a power supply fault present.
- Earth Fault.** This indicator when lit or flashing indicates that there is an Earth Fault on the system.
- Sounder Fault.** When flashing in conjunction with a flashing fault indicator indicates a sounder fault. When lit in conjunction with the disabled indicator indicates that the sounders are disabled.
- Disabled.** Indicates in conjunction with the sounder or the zone indicators a disabled condition.
- Test.** When lit indicates that the panel is in Test mode.
- Power.** When lit indicates that the panel is powered up.
- Day/Night.** When lit this indicates that Day Mode has been enabled. Night Mode is indicated by the indicator being unlit.
- Access/Function.** The Access/Function lamp will flash when the shift key is pressed and be lit when the coded functions are accessed.

## User Responsibility

It is recommended that the **persons responsible** for the fire alarm system, should become familiar with the procedures on how to operate the controls and interpret indications given at the control and repeat panels. Adequate **training** should also have been given from appointed personnel.

## Daily

The British Standard code of practice for *Fire detection and alarm systems for buildings, BS 5839:Part1:1988*, states that the system should be inspected daily to ensure that a normal indication is given at the control and indicating equipment and that any previously indicated **fault** condition has received appropriate attention.

- a) It recommends entry into the Log Book provided of all the system events for future reference.
- b) The person inspecting the protected premises can ensure that the use of the area(s) inspected has not changed such that the detection and alarm devices have become inappropriate.
- c) The area(s) can be inspected to check that no unsafe practices that could lead to fire are being undertaken.

## Weekly

At Weekly intervals a different **Fire detector** or **Manual Call Point** of the system should be tested to ensure the system is capable of operating under alarm condition.

- a) The operation of the alarm sounders should be checked, which also provides a regular reminder to those occupying the premises that there is a fire alarm system with a particular characteristic sound.
- b) The test should be performed at a regular time to avoid confusion between a test and a genuine fire alarm.

## Quarterly

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

## Battery Replacement

**NOTE:** Any servicing work on the System must be carried out by a servicing organisation.

Under normal operating conditions the maintenance free **lead acid** batteries in the Control and Repeat panels can have a useful life of up to **5 years** from the date of manufacture.

**NOTE:** It is recommended that these batteries are replaced at 4 Yearly intervals from the date the System is first commissioned.

**CAUTION:** The batteries should only be replaced by trained service personal.

**Testing a Manual Call Point**

Push the test key through the hole in the underside of the call point to engage the test cam mechanism and push to operate the cam mechanism.

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

**NOTE:** The alarm sounders in the system will be activated by this test. To **silence alarms** and **reset** the system, see **operating instructions**.

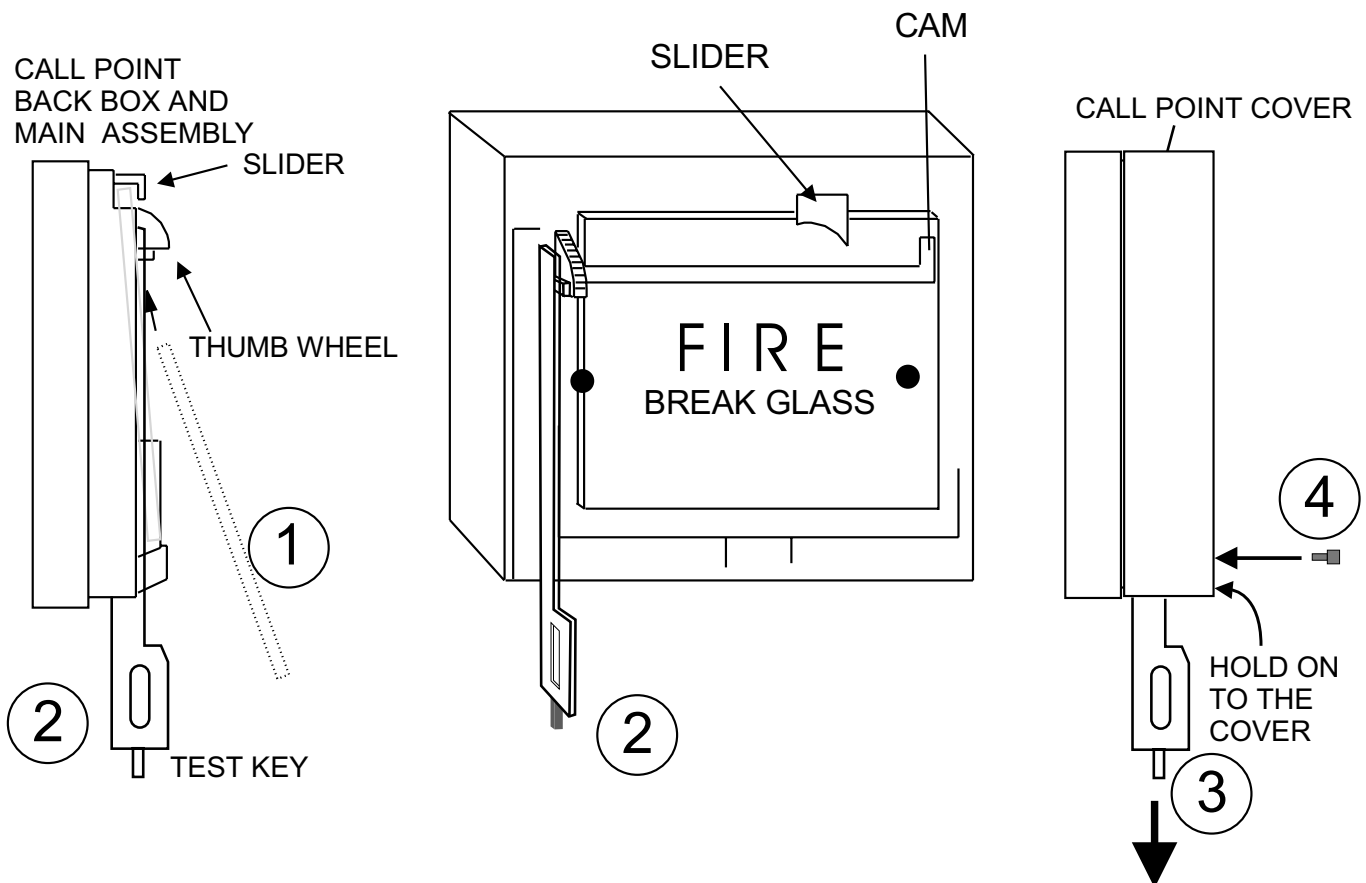
**Replacing a broken Glass**

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

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

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

- a) Insert the glass beneath the opaque slider ① and locate bottom of the glass into recess, ensure the thumb wheel is up as shown..
- b) Place the test key on the cam (thumb wheel) ②.
- c) Fit the call point cover by hooking it into the top of the unit. Make sure that the glass is properly seated (held down). Withdraw the test key from the call point ③ and then use it to fit the screw ④ securing the cover to the back box.



**Figure 2 Replacing a broken MCP glass**

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Operating instructions

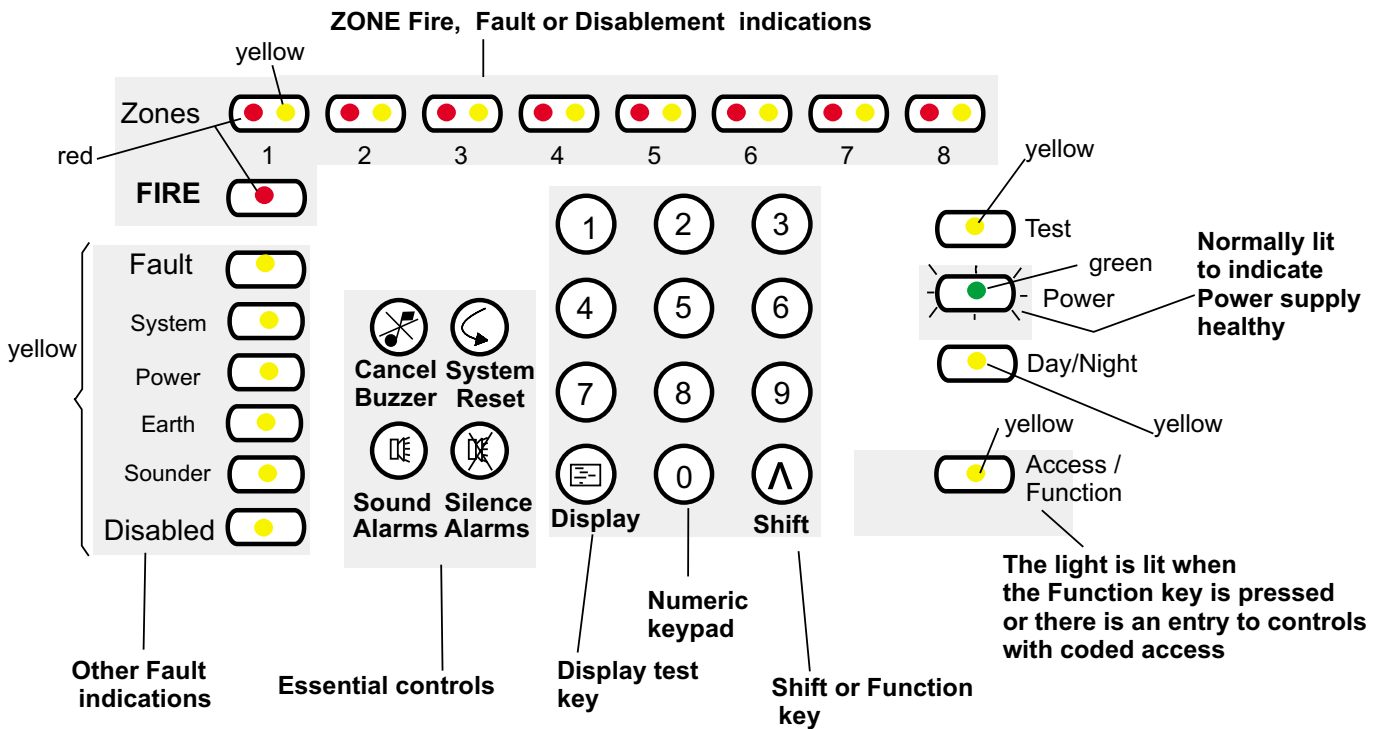



Figure 3 Controls and indications

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Normal indications

Under normal condition the panel should give a healthy indication, with only the **green**  **Power light lit.**

The control panel provides system security by password entry to controls.





Fire Condition

In the event of an automatic fire detection the indications given are:


- FIRE  light is lit.
- Zones-fire  light is lit.
- buzzer sounds continuous tone.
- system alarm sounders are activated
- if applicable, auxiliary equipment is actuated
- if applicable, automatic link to the Fire Brigade is initiated.

After the emergency is over

After emergency is over silence the alarms and reset the system:

- a) Enter the **3 digit code**    to gain access to the controls.
- b) Press the **Silence Alarms**  button.

Notice the system alarm sounders are silenced and local buzzer sounds continuous tone.

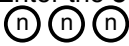

- c) After the cause of the alarm has been investigated, ensure smoke and excess heat have had time to clear from automatic detectors and broken manual call point glasses have been replaced where necessary. Press the **System Reset**  button. Notice the indications return to their pre fire status.

Condition	Visual indications						Audible indication		Signals out		
	Zone Fire (1-8) - Red	Fire Common - Red	Disabled - Yellow	Test - Yellow	Power - Green	Access/Function - Yellow	Buzzer	Sounder circuits	Aux Relay contacts Normally de-energised	Comm on fault - Normally active	Comm on fire-Normally deactive
Normal indication					On				Normal	Active	Deactive
Fire	On	On			On		On	On	Change over	Active	Active
New fire (different zone)	On	On			On		On	On	Change over	Active	Active
AL2, 3 or 4					On	On			Normal	Active	Deactive
Function key press					On	Fast Pulse			Normal	Active	Deactive

Indications on panel



### To Sound Alarms

To re-sound the alarm sounders during a fire condition:




- Enter the **3 digit code**  to gain access to the controls.
- Press the **Sound Alarms**  button.  
Notice the system alarm Sounders are activated.

### To Silence Alarms

To silence system alarm sounders after they have been actuated:

- Enter the **3 digit code**  to gain access to the controls.
- Press the **Silence Alarms**  button.  
Notice the system alarm Sounders are silenced.

### To carry out a display test

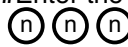

- #Enter the **3 digit code**  to gain access to the controls.  
# Coded entry is only required if Display test function is configured for operation at Access level 2.
- Press the 'shift'  button and then the **display**  button.  
Ensure that all the LEDs light in sequence and the buzzer sounds.

### Fault Condition

In the event of an automatic fault detection the indications given are:

- Fault light is lit
- fault indicators are lit
- buzzer sounds intermittent. (except for system fault which is a continuous sound)

### To Cancel fault buzzer

- #Enter the **3 digit code**  to gain access to the controls.  
  
# Coded entry is only required if Cancel Buzzer function is configured for operation at Access level 2.
- After investigating fault, press the **Cancel Buzzer**  button. Notice the buzzer is silenced but other indications remain active.

The fault indications are normally automatically extinguished once the fault condition has been rectified.

### Action to rectify fault

Suggested action to rectify fault condition:

**NOTE:** All fault rectification work must be done by suitably qualified personnel.

The fault indicators may be extinguished during a fire condition.

The mains failure condition overrides all other fault indications in order to preserve battery standby capacity.

**NOTE:** A comprehensive fault finding guide is included in the Installation and Commissioning guide.

# Log Book

## SITE ADDRESS

**To comply with the requirements of BS5839 : Part 1 : 1988 and to allow those concerned with the fire detection and alarm systems to monitor the long term performance of the system, it is important that a log is kept, which includes all the events relating to the performance of the system.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract No. \_\_\_\_\_

Site ID: \_\_\_\_\_

**For Service**

Normal Hours Mon-Fri \_\_\_\_\_

Tel. \_\_\_\_\_

Outside Normal Hours \_\_\_\_\_

Tel. \_\_\_\_\_

Manned Centre Telephone \_\_\_\_\_

Manned Centre Code No. \_\_\_\_\_

Responsible Persons on SITE: \_\_\_\_\_

AL2 password

For each zone record the location description.

Zone number	Description of the zonal location
Zone 1	_____
Zone 2	_____
Zone 3	_____
Zone 4	_____
Zone 5	_____
Zone 6	_____
Zone 7	_____
Zone 8	_____

## System configuration record

This information will assist the servicing organisation to keep a record of how the system is configured.

Mark in the table below any deviation(s) from the standard factory settings.

### Detection and zone circuit configuration

Zone number	1	2	3	8	5	6	7	8
Normal zone operation ( <i>factory setting</i> )								
Non latching zone operation								
First fire to be a pulsing indication ( <i>factory setting</i> )								
First fire to be a steady indication								
Zone short circuit to give a fault ( <i>factory setting</i> )								
Zone short circuit to give a fire								

### Sounders and system reset configuration

Silence alarms and reset to operate independently ( <i>factory setting</i> )		
Silence alarms and reset to operate as per BS5839: Part 4		
Reset to also action the silence alarms		
Sound alarms to operate in fire condition only ( <i>factory setting</i> )		
Sound alarms to operate at any time		
Auxiliary relay to energise with fire ( <i>factory setting</i> )		
Auxiliary relay to energise with sound alarms		

### Access level

	Access levels	AL1	AL2
Cancel buzzer (AL1 - factory setting)			
Test A & B mode, Cancel Test (AL2 - factory setting)		N/A	
Display test (AL1 - factory setting)			

### Repeat panel information

Repeat panel	EEPROM location	EEPROM Data (address)	Name of the area where the panel is installed on site
1st Repeat panel			
2nd Repeat panel			
3rd Repeat panel			
4th Repeat panel			



**Location of system devices**

Make copies of this page to record details of the system.

This information will assist the servicing organisation to keep a record of how the system is configured.

		Zone							
Type of system device	Location	1	2	3	4	5	6	7	8

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## Event log

Make copies of this page to record details of system events.

Date	Time	Events	Action	Date complete	Name

**Event log**

Make copies of this page to record details of system events.

Date	Time	Events	Action	Date complete	Name

A large, empty rectangular box with a black border, occupying the central portion of the page. It is intended for logging events related to fire panels.