

# QUICK CONSUMER REFERENCE GUIDE

**YOUR System: Galaxy I6+ / 8+**



## Setting Your System

### Step 1

When leaving your home ensure that all protected doors/windows, including your front door, are closed before setting your System.

### Step 2

Enter your User Code and press the A key:

- If all the System zones are closed when the setting routine is initiated the Keypad sounders will emit a continuous tone and the Keypad displays the Exit Time countdown blocks.
- If any zones are open (for example: protected doors or windows; or if someone activates a movement detector when the setting process is started) then the Keypad sounders pulse rapidly and the Keypad displays which zones are open. Closing the open zones allows the setting routine to restart.

### Step 3

Leave the building using the agreed Exit Route. Close and lock the Final Exit Door and then, if fitted, operate the Exit Terminator; the horn outputs and the Keypad buzzers become silent for four seconds, the countdown blocks all clear and the Keypad buzzers emit two long tones to confirm that the System is Set. On the Keypad the message System IS SET appears before the display goes blank. The setting routine can be aborted, before the System sets, by pressing the esc key on the Keypad used to initiate the setting routine.



## Part Setting Your System

Your alarm System can be Part Set using the B key. To Part Set the System enter your User Code then press the B key. The Keypad then displays the Set/Unset status of those parts assigned to your code, see Figure 2 Part Setting Options.

### Step 1

Part Set options for user code with Parts 1 and 3 assigned. Part 1 is unset, Part 3 is set.

SELECT	P1=OFF
	P3*ON

The Parts marked 'ON' are Set, those marked 'OFF' are Unset. To alter the set/unset status of a Part press the number corresponding to that part, that is, pressing the 1 key toggles the set status of Part 1 between set/unset.

The equals sign denotes that what is displayed beside the Part number is the current status of the Part, that is, P1=ON denotes that Part 1 is currently set. Pressing the 1 key will cause the display to read P1\*OFF, this means that Part 1 is now provisionally programmed as Unset.

The actual set status of the part will not be altered until the ent key is pressed to accept the programming.

Once the ent key has been pressed leave the building using the agreed exit route. Close and lock the final exit door and then operate the exit terminator; the horn outputs and the Keypad buzzers become silent for four seconds, the countdown blocks on the Keypad display all clear and the Keypad buzzers emit two long tones to confirm that the System is set. On the Keypad the message System IS SET appears before the display goes blank. The setting routine can be aborted, before the System sets, by pressing the esc key on the Keypad used to initiate the setting routine.

***Note: If the Silent Part Set facility has been enabled only the Keypad display indicates the setting status, that is, no audible tones are emitted.***

## Unsetting Your System

The System begins the unsetting routine whenever a Final door opens or an Exit/Entry zone is activated. The Keypad buzzers pulse slowly indicating that the Entry Time countdown has started.

To unset the System, go directly to the Keypad using the agreed entry route, enter your code and press the ent key.

**Note: On some Systems, unsetting may alternatively be achieved, by swiping a proximity Tag at the proximity reader.**

### Slow Entry

The Keypad sounder begins to pulse rapidly after 75% of the entry time has expired to indicate that time is running short. If the entry time expires before a valid user code is entered, a full alarm occurs.

### Straying From The Entry Route

If, during the entry routine, you stray from the agreed entry route and activate a zone in a protected area an audible alarm occurs.

### Alarm Abort

**Note: If the System is programmed for Alarm Abort a period of 90 seconds after expiry of the Entry Time is provided to enable the user to cancel an alarm caused by exceeding the Entry Time or deviating from the entry route.**

If the 90 second Alarm Abort time is exceeded then a full alarm may result in the Police being called to the premises and the System requiring an Engineer Reset.

The installation engineer will explain the operation of the Alarm Abort function where necessary.

## Cancelling Alarms

To cancel an alarm enter your user code. The Keypad displays the zones that have been activated during the alarm. Press the esc key to return to the normal display.

Certain types of alarms, once cancelled, require a code authorised with the appropriate reset authorisation to be entered. The System prompts for a valid reset code by displaying INTRUDER RESET REQUIRED, PA RESET REQUIRED or ENGINEER RESET REQUIRED on the Keypad.

### Engineer Reset

Certain types of alarm require an engineer to visit the site and, after investigation, reset the System.

## Resetting/ Silencing Your System After An Alarm

To stop the alarm sounding by:

**Option 1:**

The Keypad – by pressing the “part-set” key and presenting your KeyTag /or entering your 4-Digit User Code.

**Option 2:**

The Alarm Panel – by pressing the “part-set” key and entering your 4-Digit User code.

**Important:** *Resetting/Silencing your System stops the Internal Siren ringing but will not interrupt the transmission of the alarm signal to the ADT Alarm Monitoring Centre. Our monitoring specialists may contact you at this point and you will be requested to confirm your Verification Code /Password to cancel the alarm alert. Your System might require a remote reset.*

## Galaxy 16+ Adding/ Deleting Tags

With a Galaxy 8/16 plus System you must have a separate key Tag reader for the System to have the ability to set/unset by using a Tag. This is normally located next to the Galaxy Keypad, it will be slightly smaller than the Keypad and it will have row of L.E.D lights at the top.

## Creating Tags

When the keyprox is initially installed there will be no Tags programmed in to the System. To do this proceed as follows:-

### Step 1

Choose any Tag and hold it up to the keyprox for 10 Seconds. At which stage you should get all the lights displayed. Remove the Tag from the keyprox.

### Step 2

Once you have removed the Tag from the keyprox. All the lights will start to flash in turn. (Red, Amber, Green & Orange lights). At this stage choose which one you want as the master Tag, and hold it up to the unit until the **3rd** light shows (Green) Then remove. At this stage the green light will start to flash.

### Step 3

With the **3rd** (Green) light flashing. Hold the same Tag up again until the 3rd (Green) light shows again. You should now see the **3rd & 4th** lights flash (Green & Orange). This now means that this Tag is the Master Tag.

### Note:

***You need the Master Tag for entering programming to delete/add Tags.***

### Step 4

After a couple of seconds the **3rd & 4th** lights (Green & Orange) will extinguish and the 1st & 2nd lights (Red & Amber) will start to flash. This will allow you to program the remainder of the Tags in to the System. Just present the Tag to the unit and remove straight away, you should get 2 beeps from the unit. This is the confirmation that the Tag is now programmed in to the System.

### Step 5

To exit programming mode, present any Tag that has been programmed up to the unit

## Adding Additional Tags

### Step 1

Enter programming mode by holding you Master Tag to the keyprox for **10** seconds, until all the light illuminate

### Step 2

Then the lights should flash up one after each other. Once you get to this stage hold the Master Tag back up until the 3rd (Green) light is illuminated, then remove the Tag. The **1st & 2nd** (Red & Amber) lights should start to flash.

### Step 3

Once you get to this stage you can now program the remainder of your Tags in to the System. This is done by presenting each Tag up to the keyprox and removing it straight away. You will get 2 beeps as a confirmation.

### Step 4

To exit programming mode, present any Tag that has been programmed up to the unit

## Deleting Tags

### **NOTE:**

***If you lose any Tags or need to delete any, you cant just delete one. You have to delete all the Tags including the Master and start from the beginning.***

***Firstly this can only be done by the Master Tag. If you don't have a master Tag this will require an engineer to attend and delete all Tags.***

### Step 1

Hold the Master Tag up to the keyprox for **10** Seconds until the all the lights are illuminated, and then remove the Tag. You should now have all the lights flashing one at a time.

### Step 2

Hold the Master Tag up to the unit again, until the **4th** light (Orange) is illuminated then remove. All the lights should now flash and then extinguish. You have now deleted all the Tags from the System.

## Galaxy 8/16+ Code change

### Step 1

Enter your **Master Code** and press **Ent**, The display will show:

```
0 = OMIT
ENT, 1-5 9=MENU
```

### Step 2

Press number **4**. The display will show:

```
User Number  → 01=USR 1 CODE █ ← User Code
Option Selection → ENT, 01-14=SELECT ← Assigned Indication
```

**N.B.** The display will only show a █ if the user code 1 has already been allocated a user code number, otherwise □, which indicates the user code 1 has not yet been allocated. If you do not wish to change user code 1. then after step 2 press the (A) key until the correct user slot no” is reached.

### Step 3

Once you have chosen the user code you want to change press (ent).The display will show:

```
>**** (0 - 9999)
USR 1.
```

### Step 4

Enter your new 4 digit code and press (ent). The display will show:

```
User Number  → 01=USR 1 CODE █ ← User Code
Option Selection → ENT, 01-14=SELECT ← Assigned Indication
```

**N.B.** This example assumes you were changing User Code No” 1 indicated in the display as 01 and USR 1

### Step 5

If you wish to change any other User Code you can do so by pressing the (A) key to select the correct slot number as described in step 2.

### Step 6

Once you have completed making your code changes press the (esc) key until you return back to the time and date.

**N.B.** If you wish to delete a code, when you get to step 4 press the (\*) key 4 times and (ent)

## Galaxy 8/16+ Bypass

### Step 1

Enter your Master Code and press **Ent**, The display will show:

```
0 = OMIT
ENT, 1-5 9=MENU
```

### Step 2

Press number (1) key, The display will show:-

```
01☐ ZONE NAME
NON OMITTABLE
```

### Step 3

To choose the zones you wish to omit (e.g. those areas you do not wish to protect) Press the **A** or **B** Keys, until the zone you wish to omit is displayed (e.g. zone 03), Then press the # key. The display will show:-

```
03■ ZONE NAME
OMIT
```

***N.B. If any zones you wish to omit show non-omittable (e.g. zone 1) The Keypad will tell you.***

### Step 4

Repeat step 3 until all the zones that you wish to omit are omitted

### Step 5

If you wish to set the System press **Ent** or **Esc** if you don't



## Galaxy 8/16+ Time/Date

### Step 1

Enter your Master Code and press **Ent**, The display will show:

0 = OMIT  
ENT, 1-5 9=MENU

***N.B. Only the master Code can be used to change the time & date***

**Step 2** Press the **Ent** button and then the **B** key, The display will show:-

10 = TIME  
ENT 1-5 9 = MENU

**Step 3** Press the **Ent** button. The display will show:-

1 = TIME  
ENT 1-4 = SELECT

**Step 4** Press the number **1** key and the display will show:-

> CURRENT TIME -  
(HR : MIN)

### Step 5

Enter the correct time using the 24 hour clock, And press **Ent** key.

**Step 6** Press the **A** key, The display will show:-

2 = DATE  
ENT 1-4 = SELECT

**Step 7** Press the number **2** button and the display will show:-

> CURRENT DATE  
NAME DAY/MTH/YR

### Step 8

Enter the correct date in 'day/month/year' format. Enter two digits for the day and month, And the press **Ent**.

### Step 9.

Press the **Esc** button twice to return back to the time & date.

## Useful Phone Numbers

Customer Service Centre	Customer Sales Centre	Moving Home?
Call 0344 800 1999* to request a routine inspection, report a fault, request a remote reset or if you have a query with the monitoring of your System.	Call 0800 010 999 to upgrade your System or Service Plan.	Call 0800 169 0612 to let us know you are moving and for details of our moving offers.

*\* Calls charged at the standard rate of a regular local or national landline number.  
Costs from mobiles may vary.*

