Quick Reference Guide for the Napco 1016e

To set alarm:
Close all doors and wait for system to display (system ready). Once it's ready, enter your code.
The Red "armed" light should come on and the display should count down to 0. You must exit
through the [exit/entry] door or re-enter your code to disarm the system before the time expires.
When the countdown is done, the system is fully armed.

Note:
If you get a "**P**" on the keypad, make sure all doors/windows are securely shut and no one is
moving in front of a motion detector, then enter your code again. This will occur if you try to
arm the system with a door open or someone in front of a motion detector. This means problem
and you need to take care of that zone before you can arm.

To disarm the system:
Enter your code. If you make a mistake, you must wait 3 seconds before re-entering your code
or the keypad will lock you out

To bypass a zone:
Before arming the system, momentarily press the **B** key followed by the zone number you wish
to bypass 01-14. The yellow bypass light should come on. To check which zones you've
bypassed, just hold the number 2 button (display bypass) down and it will scroll through which
zones you've bypassed.

Group bypass:
If your system is programmed for group bypass, you can bypass all the devices in that group by
momentarily pressing the **B** key three times prior to arming your system. This can be used to
protect the perimeter of the building while still allowing occupants to remain inside.

Panic Button:
Press * and # simultaneously. This will cause the sirens to sound and automatically dispatch the
police. A call will not be made to verify a pass code. If you've made an error, immediately call
the monitoring company with your pass code.

Ambush:
If you are forced to shut off the system, begin your code with the digits 66 followed by your
normal code. This will disarm the system while sending a silent signal that you are under duress.
A call will not be made to verify a passcode.

To shut off the siren for a fire alarm activation:
The fire alarm circuit is always active, regardless of whether the burglar alarm is on or not. To
shut the siren off when the fire circuit trips, just repeatedly enter your code until the siren stops.

To reset the alarm after a burglary or fire trip:
Press and hold the number 9 key until it beeps. (Note: If you still have smoke in the area when
you reset the system, the detectors may trip again. Please ensure that you have cleared any
smoke before resetting the detectors.)

Note:
Pressing and holding the number 5 button just toggles the door chime on and off. Doors that have been pre-selected to chime (usually the entry doors) will cause the keypad to chime for 2 seconds when opened. The only way to verify if it is on or off is to test it by opening or closing the door.

To change the codes (can also be programmed remotely by One Source Security).
1. Hold down number [8] until it beeps (about 2 seconds).
2. Enter your program code. (6478)
3. Select which code you're going to program by pressing the [B/A] key followed by the user #. The user # must be entered as a 2 digit number (i.e. 01-15); for this you would use the [B/A] key as 0.
4. Enter the actual code you want to use (2-5 digits – no zeros).
5. To enter another code repeat steps 3 and 4.
6. To exit the program mode press the [B/A] key three times.

Example, programming user number five's code as 1234:
1. Hold down number [8] until it beeps.
2. Enter your program code that we were using. (6478)
3. Press [B/A] [5].
4. Enter 1234.
5. Exit the program mode – press the [B/A] key three times.

To delete a user code and leave that space empty:
Perform steps 1,2,3,5 and 6 above.