LED Keypad

Using your
System 238
alarm system

C&K
SYSTEMS, INC.

Congratulations

Thank you for purchasing the SYSTEM 238 alarm system. The SYSTEM 238 is one of the most powerful and advanced control panels on the market today. Yet, despite its sophistication, it's affordably priced, easy to use, and designed to provide you with years of reliable operation.

This manual explains how to operate the SYSTEM 238. Basic operating instructions are also printed on the small card attached to the back side of your SYSTEM 238 keypad(s). If you have questions or need help, please call us at the number shown below:

HELP HOTLINE ☎

Table of contents

What your alarm system is...

Your SYSTEM 238 alarm system is made up of the SYSTEM 238 control panel and several detection devices like motion sensors, magnetic contacts, and so on. Specific areas of detection are called zones. Zones can be programmed to have different characteristics. Some zones may be 24-hour zones, that is, they remain armed even when the alarm system is off. Zones used for fire detection, for example, are always 24-hour zones. In addition, some zones can be programmed to allow bypassing. When you bypass a zone, you temporarily remove it from the alarm system. **Always remember, however, that bypassed zones are not protected**.

How your alarm system works...

When a detection device is triggered, the status of its zone goes from normal to FAULTED. If armed, the control panel responds by reporting an alarm condition on site — flashing keypad lights, sounding bells — and if programmed, by transmitting an alarm signal over the telephone wires to a central monitoring station. The monitoring station then dispatches the appropriate authorities.

Some of the SYSTEM 238's operations require you to enter your personal identification number (PIN) on the keypad. These include ARMING and DISARMING.

Along with its many other features, the SYSTEM 238 can be programmed to ARM INSTANTLY or to ARM WITH TIME DELAY (i.e., after giving you time to leave the premises).

What the lights mean

	ON	OFF	FLASHING
POWER	• AC power is being supplied	• AC power failure - system is using battery	• Battery is low; call your service department
ARM	• System is armed - protection is on	• System is not armed - protection is off	• System is armed with delay zones converted to instant zones
READY	• System is normal and ready to be armed	• System is armed • Zone is faulted while system is disarmed • Zone trouble	• Zone is bypassed • Zone is or was in alarm
BYPASS	• One or more zones bypassed	• No zones bypassed	

What the lights mean

	ON	OFF	FLASHING
PROGRAM	• System in program mode	• Normal state	
TROUBLE	• System trouble • Zone trouble	• No trouble condition is being detected	• Automatic system reset
ZONES 1-8	• Zone is faulted while system is disarmed	• Normal state; zone is not faulted	FLASHING SLOW - • zone is bypassed • zone is in trouble FLASHING FAST - • zone is or was in alarm

☑ What the sounds mean

SOUND	MEANING
2 beeps	• system armed or disarmed • successful central station test or battery test
5 beeps	• wrong PIN number entered • invalid function • unauthorized command attempted • error changing PIN number
continuous tone, beeping fast for last ten seconds	• entry delay time
continuous beeping, speeding up for last ten seconds	• exit delay time
2 second beep	• door chime • ring back after closing report • zone faulted during walk-test
chirping (1 second on, 4 seconds off)	• chirp alert warning: system is armed, but zone(s) is faulted; you must disarm the system before exit delay expires or alarm will occur • zone programmed to chirp is in alarm
continuous tone	• zone programmed for steady bell or siren is in alarm • circuit malfunction (trouble)
pulsed tone (2 seconds on, 2 seconds off)	• zone programmed for pulsed bell or siren is in alarm

- Some features of the SYSTEM 238 are optional, and will only be installed if appropriate for your installation.

- Some features of the SYSTEM 238 will require you to enter your personal identification number (PIN).

As you read through this manual, watch for boxes like those on the left.

PIN REQUIRED ✔   **OPTION INSTALLED** ✔

If an optional feature has been installed in your system, its **OPTION INSTALLED** box will be checked.

If a feature of the SYSTEM 238 requires you to enter your personal identification number, its **PIN REQUIRED** box will be checked.

Arming the system

TO ARM THE SYSTEM:

1 Make sure the green READY light is on.

- If the READY light is not on, the red ZONE lights will indicate which zones are faulted. Faulted zones must be cleared or bypassed before the system can be armed. For more information, refer to the sections Bypassing Zones Before Arming and After An Alarm.

- If programmed, the red ZONE lights will automatically turn off after five minutes (as a security measure). Pressing any key on the keypad will turn the ZONE lights back on.

OPTION
INSTALLED

☐

PIN
REQUIRED

✔

2 Enter your PIN and push the ENTER key.

- Your PIN number can be from two to five digits long.

- Don't pause for more than 5 seconds while entering the digits or the control panel will reject your PIN number.

- If you make a mistake while entering your PIN number, the keypad will beep five times. After the fifth beep, enter your PIN number again.

3 Make sure the red ARM light comes on.

• The keypad will beep twice to confirm that the system is armed.

4 Exit through any TIME DELAY DOOR within _____ seconds.

• The exit delay time can be programmed from 10 seconds to 300 seconds.

OPTION
INSTALLED

• If the EXIT PRE-ALARM option is installed, the keypad will beep slowly until 10 seconds before the delay time expires, then rapidly for the last 10 seconds.

• Once the exit delay time has expired, the keypad will beep twice to confirm that the system is armed.

The rest of the ARMING THE SYSTEM section explains how to bypass zones before arming the system, as well as certain arming options our installer can install. However, it's important for you to remember that no matter how your SYSTEM 238 is programmed, **you will always disarm it in the same way: enter your PIN, then push the ENTER key.**

INSTANT ARMING

Instant arming converts all time delayed zones to **INSTANT** zones.

1. **Make sure the green READY light is on.**

PIN
REQUIRED

2. **Enter your PIN (if required),
push the SHIFT key, enter the digit "7",
then push the ENTER key.**

   - The keypad will beep twice to confirm that the system is armed.
   - The red ARM light will flash while the system is instant armed.

☞ **CAUTION:** When the system is instant armed, you will not be able to enter through any exterior door or walk through any protected area without setting off an alarm.

   - Bypassing interior zones will allow you to move about freely inside the premises while the system is armed. See the next two sections: BYPASSING INDIVIDUAL ZONES and BYPASSING A GROUP OF ZONES.

BYPASSING INDIVIDUAL ZONES

This procedure allows you to bypass one or more zones while your system is DISARMED.

☞ **NOTE:** System programming determines which PINs can bypass zones, also which zones can be bypassed. To learn if a zone can be bypassed, see the ZONE DESCRIPTION LIST on page 32.

PIN REQUIRED ── 1 **If required, enter your PIN.**

2 **Push the BYPASS key, enter the zone to be bypassed (any number from 1-8), then push the ENTER key.**
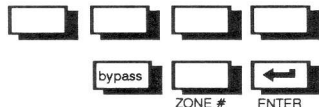
Arming the system

PIN
REQUIRED

- **To bypass more than one zone:** enter your PIN (if required), push the BYPASS key, enter the first zone to be bypassed, push the BYPASS key again, enter the next zone to be bypassed, and so on. When the last zone to be bypassed has been entered, push the ENTER key.
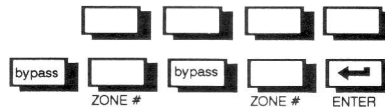
- To indicate that zones have been bypassed, the yellow BYPASS light on the keypad will come on. In addition, the red ZONE lights of all bypassed zones will flash to remind you that **bypassed zones are not protected.**

- **The procedures for adding a bypass and removing a bypass are identical.** To remove a bypass: enter your PIN, push the BYPASS key, enter the zone from which the bypass is to be removed, then push the ENTER key.

- When you have finished bypassing zones, arm the system by entering your PIN and pushing the ENTER key.

☞ **NOTE:** Disarming the SYSTEM 238 **REMOVES** all bypasses.

12

OPTION
INSTALLED

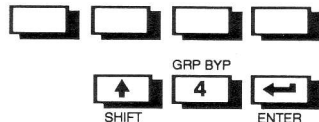## BYPASSING A GROUP OF ZONES

The SYSTEM 238 can be set up to allow you to bypass a group of zones.

To bypass a group of zones:

PIN
REQUIRED

**Enter your PIN (if required),
push the SHIFT key, enter the digit "4",
then push the ENTER key.**

GRP BYP

↑
SHIFT

4

←
ENTER

☞ **NOTE:** Disarming the SYSTEM 238 **REMOVES** all bypasses.

Arming options

Your SYSTEM 238 has been programmed for one of the following three arming types:

OPTION INSTALLED

GOOF-PROOF ARMING

If any zone other than a 24-hour zone is faulted (open window, malfunctioning sensor, etc.), the SYSTEM 238 will not arm. You will not be able to arm the SYSTEM 238 until the faulted zone is cleared or manually bypassed.

OPTION INSTALLED

FORCE ARMING

Any zone (except for 24-hour zones) that is violated after the EXIT DELAY time has expired will be automatically bypassed until the system is disarmed. **Warning: bypassed zones are not protected**.

OPTION INSTALLED

CHIRP ALERT

The system will arm even if zones are faulted at the time of arming. If a zone is still faulted when the EXIT DELAY time expires, the bell/siren will begin to chirp. The chirping will continue for the duration of the ENTRY DELAY time. You must re-enter the premises and disarm the system before the ENTRY DELAY time expires or an alarm will occur.

14

Disarming the system ✏️

TO DISARM THE SYSTEM:

1 **Enter only through a TIME DELAY door.**

OPTION
INSTALLED

☐

- If the ENTRY PRE-ALARM option is installed, the keypad will sound constantly until 10 seconds before the delay time expires (or the panel is disarmed), then beep rapidly for the last 10 seconds.

PIN
REQUIRED

✔️

2 **Enter your PIN within _____ seconds and push the ENTER key.**

☐ ☐ ☐ ☐ ⏎
ENTER

3 **Make sure the red ARM light on the keypad goes off.**

- If the ARM light does not go off, wait for the keypad to beep five times, then enter your PIN again.

After an alarm

AFTER AN ALARM OCCURS:

PIN
REQUIRED
☑

1. **Enter your PIN and push the ENTER key.**

   □ □ □ □ [←] ENTER

   - This will silence the siren/bell and disarm the system.
   - The red ZONE lights on the keypad will flash to help you remember where the violations occurred.

2. **If this is a false alarm and no emergency response is needed, call our central station IMMEDIATELY at ☎ _____ to cancel the alarm.**

   - Write down the number of the faulted zones to help us service you.

3. **Clear the alarm memory and red ZONE lights by pushing the SHIFT key, entering the digit "1", then pushing the ENTER key.**

   [↑] SHIFT [1] [←] ENTER

Options

OPTION
INSTALLED

24-HOUR MONITORING
With this option installed, your SYSTEM 238 will transmit alarm signals to our central station.

OPTION
INSTALLED

MEDICAL KEY
Holding the MEDICAL key down for three seconds will trigger an alarm. The keypad will beep twice to confirm the alarm condition.

MEDICAL

OPTION
INSTALLED

FIRE KEY
When this option is installed, holding down the FIRE key for three seconds will trigger an alarm. The keypad will beep twice to confirm the alarm condition.

FIRE

Options

OPTION INSTALLED

POLICE/PANIC KEY

When this option is installed, holding down the POLICE key for three seconds will trigger an alarm. The keypad will beep twice to confirm the alarm condition.

POLICE

OPTION INSTALLED

DURESS ALARM

Should an intruder force you to turn your security system off or on, you can send a silent DURESS signal to our central station by adding or subtracting "1" from the last digit of your PIN. For example, if your PIN is 1-2-3-4, entering 1-2-3-**3** OR 1-2-3-**5** will trigger a silent alarm. The SYSTEM 238 will appear to be operating normally. There will be no indication of an alarm condition.

- If your PIN ends with a "0", entering "9" or "1" instead of the "0" will trigger a DURESS signal.
- If your PIN ends with a "9", entering "8" or "0" instead of the "9" will trigger a DURESS signal.

Options

LOCAL SYSTEM TEST

This option allows on-site testing of each zone in your system.

To initiate the SYSTEM TEST:

PIN
REQUIRED

**Enter your PIN (if required),
push the SHIFT key, enter the digit "6",
the digit "0", then push the ENTER key.**

* Once the keypad lights go out, the SYSTEM 238 will be
ready for testing. Each time a zone is faulted, its
corresponding red ZONE light on the keypad will begin flashing, and
the keypad will chime. Pressing any key will reset the system.

☞ **WARNING:** The SYSTEM 238 will not report alarms during the SYSTEM TEST.

19

Options

CENTRAL STATION TEST

OPTION
INSTALLED

This option tests the reporting capability of your system by sending a test message to the central station.
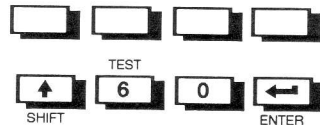
To initiate the CENTRAL STATION TEST:
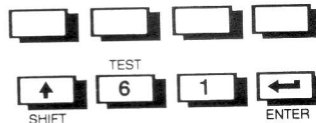
PIN
REQUIRED

Enter your PIN (if required), push the SHIFT key, enter the digit "6", the digit "1", then push the ENTER key.

- If the test message was successfully transmitted to the central station, the keypad will beep twice.

- If the test message was not successfully transmitted to the central station, the keypad will beep five times, and the TROUBLE light will come on.

OPTION
INSTALLED

☐

GUEST COMBINATION

The SYSTEM 238 can store up to eight PINs. The eighth PIN can be installed as a GUEST COMBINATION that will only be valid for a specified number of <u>successive</u> days. The countdown of days begins the first time the GUEST COMBINATION is used.

☐ NUMBER OF DAYS GUEST COMBINATION IS VALID

• Once the time expires, the GUEST COMBINATION will have to be reprogrammed before it can be used again.

PIN
REQUIRED

☐

RING BACK AFTER CLOSING REPORT

When this option is installed, the bell/siren will sound for two seconds after the system is armed, if the armed signal has been successfully transmitted to the central station.

• For the RING BACK option to function, the SYSTEM 238 must be programmed for Closing Reports. Closing Reports inform the central station who armed or disarmed the system, and when.

Options

CHANGING A USER PIN

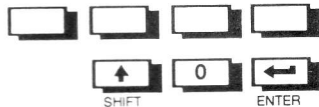When this option is installed, User 1 can use his Master PIN to change the PINs of Users 1-8.

To change a PIN:

MASTER PIN
REQUIRED
✔

1 Enter your master PIN, push the SHIFT key, enter the digit "0", then push the ENTER key.

2 Enter the new PIN and push the ENTER key.

3 Enter the new PIN again and push the ENTER key.

4 Exit the programming mode by pushing the SHIFT key, then the ENTER key.

⑤ **Make sure the new PIN works.**

- The new PIN can be from two to five digits long, **but must start with the same first digit as the old PIN.**

- If you make a mistake while programming, or if the SYSTEM 238 rejects the new PIN, the keypad will beep five times. If the new PIN was accepted, the keypad will beep twice.

OPTION
INSTALLED
✔

RESETTING SMOKE DETECTORS

When a smoke detector is triggered, the red ZONE light of the zone where it's located will come on, and the bell/siren will sound.

Before you do anything else, evacuate the building. Don't go back inside until your sure it's safe.

When it's safe to do so, you can reset the smoke detectors by doing the following:

Push the SHIFT key, enter the digit "6", the digit "2", and push the ENTER key.

⬆ SHIFT 6 2 ⬅ ENTER

OPTION INSTALLED

DOOR CHIME

When this option is installed, the keypad will beep for two seconds each time a designated zone is faulted.

To turn the door chime on and off:

Push the SHIFT key, enter the digit "5", then push the ENTER key.

OPTION INSTALLED

STANDBY BATTERY

Should there be a loss of AC power, the green POWER light on the keypad will go out, and the SYSTEM 238 will switch to its standby battery. If an AC power failure lasts for more than 15 minutes, the yellow TROUBLE light on the keypad will come on.

- **The standby battery should be replaced every three to five years** with a rechargeable 12 volt, 6.5 Ah, sealed lead-acid battery (such as C&K Model 1265).

OPTION
INSTALLED
☐

STANDBY BATTERY TEST

The SYSTEM 238 can be programmed to automatically test its standby battery every 24 hours. During the test, AC power is turned off in order to monitor the battery under load.

- To manually test the standby battery, push the SHIFT key, enter the digit "6", the digit "4", then push the ENTER key. The display will read BATTERY TEST.

[SHIFT ↑] [6] [4] [ENTER ←]

- The standby battery test takes 2 minutes. During the test, the green AC light will be off.

- If the battery is okay, the keypad will beep twice, and the display will read TEST - PASSED. If the battery is low or dead, the green AC power light will flash, the keypad will beep five times, and the display will read TEST - FAILED.

OPTION
INSTALLED
☑

BELL/SIREN TEST

You can test the bells/sirens in your security system by pushing the SHIFT key, entering the digit "6", the digit "3", then pushing the ENTER key.

[SHIFT ↑] [6] [3] [ENTER ←]

- The bell/siren and keypads will sound for 3 seconds.

Testing your system

Alarm system malfunctions and failures are caused most often by INADEQUATE MAINTENANCE.

Your alarm system should be tested weekly to make sure that all detection devices are working properly. Refer to the LOCAL SYSTEM TEST section on page 19.

In addition, if your system is being monitored, you should periodically test its ability to transmit signals to our central station.

- Weekends are the best time for the CENTRAL STATION TEST. To schedule one, call our central station at the number shown below.

CENTRAL STATION ☎

- The CENTRAL STATION TEST procedure is described on page 20. If the test is successful (i.e., the central station receives the signal), the keypad will beep twice.

IF YOU HAVE TELEPHONE TROUBLE:

First, unplug the SYSTEM 238 from its telephone jack to determine if the alarm system is causing the trouble.
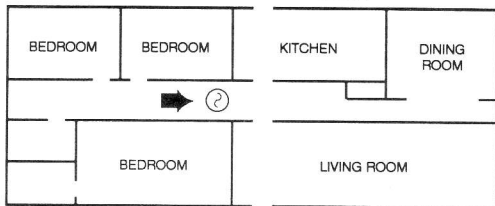
The phone jack is located _____.

If the trouble goes away when you unplug the SYSTEM 238, call **us** for service. If you still have telephone trouble after unplugging the alarm system, plug the system back in, then call your **telephone company**.

☞ NOTE: If your telephone system is serviced, make sure to test your alarm system to insure that it has not been disconnected from the telephone network.
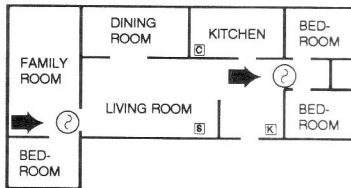
Smoke detector placement

We subscribe to the recommendations for the number and placement of smoke and/or heat detectors found in the National Fire Protection Association's *Standard #74,* shown below. For the best early warning, fire detection devices should be installed in all rooms and areas of the premises. A smoke detector should be installed in each separate sleeping area, in the vicinity of (but outside) bedrooms. Heat or smoke detectors should be installed in living rooms, closets, utility and storage rooms, basements, and attached garages.

Place detector near all sleeping areas

Best residential detector placement between bedrooms and the rest of the house

Place detectors near top of stairwells
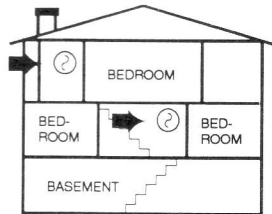

⟨⟩ = SMOKE DETECTOR
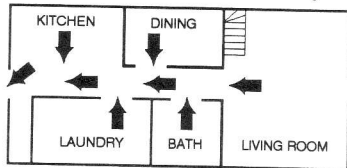
C = CONTROL

S = SOUNDER

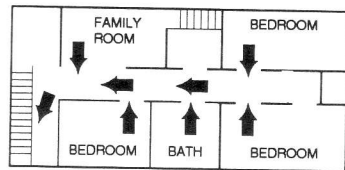K = KEYPAD

Emergency evacuation

Every household should establish and regularly practice an escape plan in the event of a fire. The following steps, recommended by the National Fire Protection Association, can be used as a guide in developing your own emergency plan.

- Plan on your detector or alarm system sounders waking all occupants.

- Determine two means of escape from each room, especially the bedrooms, since most fires occur at night when everyone is asleep. One escape path should lead to a door that permits normal exit from the house. The other may be an easily opened window (used if the primary escape path is blocked).

- Sketch a floor plan, showing doors, windows, stairs, and rooftops that can be used for escape. Indicate escape routes for each room (see examples below). Post copies of the sketch in each room. Remember to keep all escape routes free from obstruction.

- Keep all bedroom doors shut while the occupants are asleep. This will prevent deadly smoke from entering the rooms while you escape.

- Establish a meeting place outdoors, away from the house, where everyone can gather and account for those missing. Choose someone to notify the authorities. Choose someone to ensure that nobody returns to the house. **Many die going back inside**.

- Escape quickly. But don't panic.

- Before you open a door, check to see if it's hot. If it is hot, don't open it. Use an alternate escape route. Even if the door is cool, use you shoulder to open it cautiously. Be ready to slam it closed if heat or smoke rushes in.

- When moving through a smoky area, stay as close to the floor as possible. Crawl and hold your breath.

**SAMPLE
FIRST FLOOR**

KITCHEN   DINING

LAUNDRY   BATH   LIVING ROOM

**SAMPLE
SECOND FLOOR**

FAMILY ROOM   BEDROOM

BEDROOM   BATH   BEDROOM

Definitions

ALARM MEMORY
Alarm conditions are stored in memory until cleared. The keypad identifies the zones in alarm by flashing their corresponding red ZONE lights.

BYPASS
To take a zone out of the circuit. Bypassing malfunctioning zones allows the rest of the system to be armed. Bypassing interior zones allows freedom of movement inside the premises, while leaving outer zones armed. Bypassed zones are not protected.

CENTRAL STATION
The office that the alarm system calls when there is an alarm. Signals sent to the central station contain information about the nature of the alarm condition, allowing the dispatcher on duty to appropriately respond.

ENTRY DELAY
The time you have to enter the premises through a designated DELAY DOOR and disarm the panel (before an alarm occurs). The delay time is programmable from 10 seconds to 300 seconds.

EXIT DELAY
Once the system is armed, the time you have to exit the premises through a DELAY DOOR (before an alarm occurs). The delay time is programmable from 10 seconds to 300 seconds.

FAULT
The alarm or trouble condition that occurs when the detection devices in a zone are triggered or malfunction.

PERSONAL IDENTIFICATION NUMBER (PIN)
The combination used to arm and disarm the control panel, and to access any of the special functions that require a combination. ID numbers can be from two to five digits long.

ZONE
One of the protected areas in your premises. Faults are reported to the central station by zone. The red ZONE lights on the keypad flash to indicate which zones have been faulted.

24-HOUR ZONE
A zone that is always active, whether the system itself is armed or disarmed. FIRE, POLICE, and MEDICAL zones are usually 24-hour zones. Alarm conditions on these zones are cleared by entering a valid ID number.

THE LIMITATIONS OF YOUR ALARM SYSTEM

While the SYSTEM 238 is a reliable, sophisticated alarm system, it does not offer guaranteed protection against burglary or fire. Any alarm system, whether commercial or residential, is subject to compromise or failure-to-warn for a variety of reasons. These include:

- Intruders may gain access through unprotected openings or have the technical sophistication to bypass an alarm sensor or disconnect an alarm warning device.
- Intrusion detectors, smoke detectors, and many other detection devices will not operate without power. Devices powered by AC will not work if their AC power supply is off for any reason and their back-up batteries are missing, dead, or improperly installed.
- Alarm warning devices such as sirens, bells, and horns may not alert people or wake up sleepers if they are located on the other side of closed or partly closed doors. If warning devices are on a different level of the residence from the bedrooms, they are less likely to waken or alert people inside the bedrooms.
- Telephone lines needed to transmit alarm signals from a premises to a central monitoring station may be out of service, and are subject to compromise by sophisticated means of attack.
- Smoke detectors used in conjunction with the alarm system may not sense fires that start where smoke cannot reach the detectors, such as in chimneys, walls or roofs, or on the other side of closed doors. Smoke detectors also may not sense a fire on another level of the residence or building. A second floor detector, for example, may not sense a first floor or basement fire. Finally, smoke detectors have sensing limitations. No smoke detector can sense every kind of fire every time. In general, detectors may not always warn you about fires caused by carelessness and safety hazards, like smoking in bed, violent explosions, escaping gas, improper storage of flammable materials, overloaded electrical circuits, children playing with matches, arson, etc.
- The most common cause of an alarm system not functioning properly when an intrusion or fire occurs is **inadequate maintenance**. Your alarm system should be tested weekly to make sure all detection devices are operating properly. The SYSTEM 238 control panel and keypads should be tested as well.
- Installing an alarm system may make you eligible for lower insurance rates, but an alarm system is not a substitute for insurance. Homeowners, property owners, and renters should continue to insure their lives and property.

Zone description list

ZONE	LOCATION	BYPASS	
		YES	NO
1			
2			
3			
4			
5			
6			
7			
8			