Testing Your Panic Buttons

Your Valley Alarms Account # 7501_____

Step 1 - Putting your account on test

-Call (902)678-9616 - Option 1
-Tell the operator that you're calling from [LOCATION] and would like to put Valley Alarms Account [ACCOUNT NUMBER ABOVE] on test
-Wait for the confirmation that the account has been successfully put on test, and hang up

Step 2 - Testing the buttons

If your buttons are configured as silent alarms, see instructions further below
If your buttons are configured as audible alarms:

-Press and hold the panic button until the light turns on
-Release the button
-Go to the alarm panel
-The alarm panel will have begun to announce "Emergency Reported" every 10 seconds and display a banner informing you that a button has been pressed, including the unique label (Ex. Urgent Care - Room 2115)
-Acknowledge the alert on the screen

-Repeat until all buttons have been tested

Step 3 - Finishing Up/Removing your account from test

-Call (902)678-9616 - Option 1
-Tell the operator that you're calling from [LOCATION] and would like to know what alarms they've received while on test
-Verify that the monitoring station has received alarms for the buttons tested
-Tell the operator that this concludes the test, and any future alarms should be treated as legitimate issues
-Wait for the confirmation, and hang up

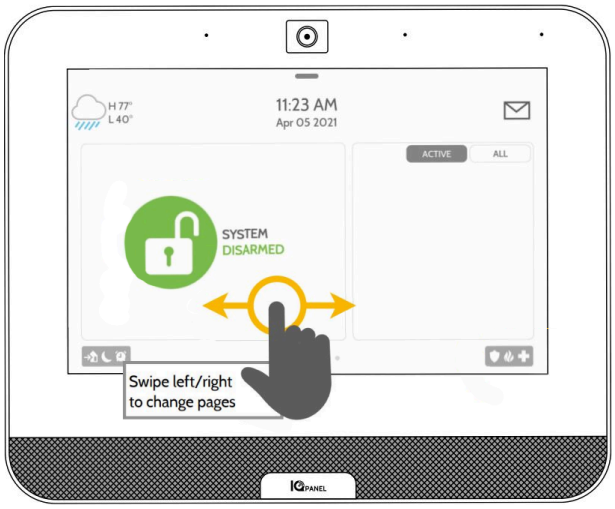
Step 2(OPTIONAL) - Testing, Verifying, and Clearing Silent Panic Alarms

If your buttons are configured as silent alarms:

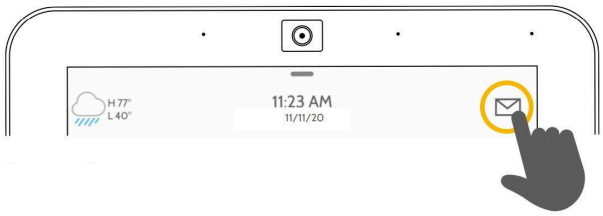
-Go to the alarm panel and touch the screen to wake it up

-Swipe left/right until viewing the screen below

Step 2a - Preparing for the test



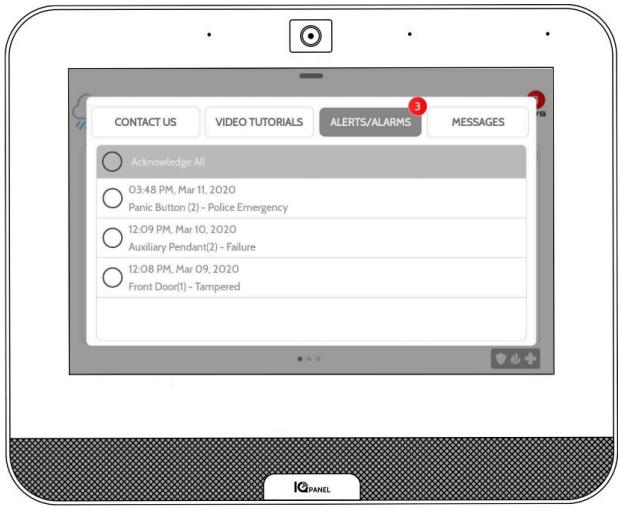
-Touch the envelope in the upper right



-Go to the Alerts/Alarms tab and clear any current notifications with the “Acknowledge All” button

-Return to the main page by touching anywhere in the grayed out section of the screen

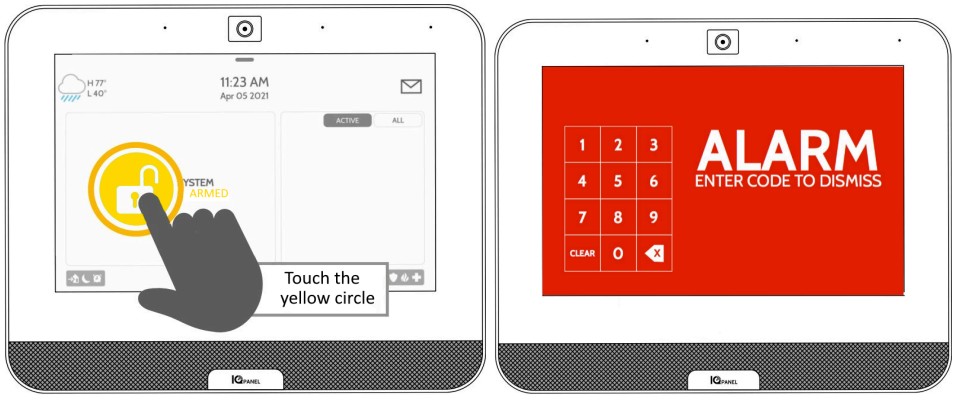
-You are now ready to test



Step 2b - Testing the buttons

-Press and hold the panic button until the light turns on
-Release the button
-The envelope in the upper right corner will begin to display a red circle with a number. It is not necessary to interact with it yet, just ensure that as each button is pressed the number climbs
-Repeat until all buttons have been tested
-Once completed, repeat Step 2a to verify the panel viewed each alarm as intended, and acknowledge them
-Some buttons will also appear in the "active tab" once pressed. See Step 2c to clear them
-If not, continue to Step 3

Step 2c - Clearing the "Active" tab

-Once all buttons have been pressed, touch the large green circle, then the small yellow circle

-Now press the large yellow circle. A countdown will begin
-Enter 1 2 3 4 before the timer reaches zero
-If the timer reaches zero, the panel will go into alarm as seen below and may set off the siren. This is okay, but will likely be annoying for anyone in earshot
-Enter 1 2 3 4 to stop the alarm if needed
-The active list should be clear, continue to Step 3