

## Instructions to View Your Information on Line Cops Monitoring Central Station Customers Only

1. Go to [www.mgalarms.com](http://www.mgalarms.com). Main Page Customer Access: Click on "Existing Customer Monitoring".
2. Subscriber Login Page: Sign In as an individual: Enter Your Personal Receiver #\_\_\_\_ Acct #\_\_\_\_ Pass code\_\_\_\_ If you don't know it check your original Monitoring Service Agreement. After Login the page will show drop down menu's for the following: Data Entry, History, Miscellaneous and Logout.
3. Click: Data Entry for your Account Information. Print the Page to make any changes. Add your Receiver & Account # to the Copy & fax your Updated Call List to MG Alarms at (856) 874-0079 or email at [mgalarmsecurity@gmail.com](mailto:mgalarmsecurity@gmail.com) to have changes completed.
4. Click: Account History and then enter time period to view account history events.
5. Click Test Results and enter time period to view test result history.
6. Repeat a few days later to check your changes for accuracy.

## Instructions to Test Your Alarm System

To be assured your system is operating as originally installed; MG Alarms & Security LLC recommends you test your system often. If you have work done in your home or business, which could cause a problem such as (i.e. new telephones installed, electrical or alarm system repairs) your system should be tested before and after the project.

1. Call C.O.P.S. MONITORING @ 1-800-633-2677 to place your account on test. Please do this before sending signals or unnecessary authority notification may result.
2. Central station will ask for:
  - Your Central Station Pass code
  - Your receiver & account number &/or telephone number
  - Your Name
  - The amount of time you would like the account on test or taken out of service
3. You can now test the system. Any alarm signals that is received during this test mode will be logged & no action will be taken. When the alarm is activated, the system should seize the phone line and the signals should not be heard on the actual phone line that the alarm system is using, if that is not the case, a service call should be scheduled to correct the problem.
4. After testing the system, call central station & check for test results. You will be given the time, code & condition of every signal that central station received during the test time.
5. When you have completed testing, call central station to inform the representative that you want to take your account off test (this puts it back in service) or you can just let the test time expire.