

SECTION C

USER'S GUIDE

C.1 Using the Tenant Directory

The primary function of the Enterphone Axess system is to provide access control to a building. The unit permits visitors to call building tenants from the Entrance Panel. Tenants may grant or deny access using their phones. The instructions for using the Enterphone Axess system follow.

- ◆ To call a tenant, find the tenant name and associated 2, 3, 4 or 5 digit directory number on the Entrance Panel.
- ◆ Enter the directory number by pressing keys on the keypad. You hear a brief dial tone followed by the phone connection. If you hear a busy signal, press the # key and try again.
- ◆ The call rings the tenant's phone in the normal manner. When the tenant answers the phone, he or she hears a gentle background beep signifying that a visitor is calling from the Entrance Panel.
- ◆ After the tenant has answered the phone, conversation can last for a predetermined maximum duration (we recommend one minute), after which time the call is terminated by the Enterphone Axess system. The tenant hears a series of rapid beeps when talk time is expiring.
- ◆ To admit a caller to the building, the tenant dials "6" on the phone. The number used is determined by the System Manager. This action unlocks the door connected to Relay 1 and terminates up the call.
- ◆ To activate an additional relay the tenant dials "8" on the phone. The number used is determined by the System Manager. This action unlocks the door connected to Relay 2 and terminates the call.
- ◆ To deny a caller entry to the building, the tenant dials "4" on the phone. The number used is determined by the System Manager. This action automatically terminates the call without unlocking the door.
- ◆ If the tenant does not press the key to admit the caller (after a predetermined length of time), the Enterphone Axess system automatically ends the call.
- ◆ The caller can open the door when a door open tone is heard from the Entrance Panel.

- ◆ Tenants can use an "Entry Key Code", a 3, 4 or 5 digit security number, to enter the building without a key. They press * key plus a 3, 4 or 5 digit security code on the Enterphone Axess Entrance Panel keypad to do this. This action unlocks the door connected to Relay 1 and terminates the call.
- ◆ To activate the door connected to Relay 2 the tenants can press * key plus a 3, 4 or 5 digit security code followed by an "8" on the Enterphone Axess Entrance Panel keypad. The number used is determined by the System Manager.
- ◆ If an optional Remote Keypad is connected to the Enterphone Axess system, then the tenants can press * key plus a 3, 4 or 5 digit security code to activate Relay 3 on the Remote Keypad. This would be normally used for underground parking or a side door which is for tenant use only.

SECTION D

BASIC PROGRAMMING

- *The following sections are used primarily by the Site Managers.*

D.1 Filling In the Site Record Sheets

Before you begin programming, read through this section, then plan your system by completing the **Site Record Sheets** (see *Appendix B*) for your location.

For technical support, please call your Dealer at _____ or call Viscount at **1-800-476-3774** or **(604) 327-9446**. Inform our operator that you are calling for technical support. You will be connected with the first available Technical Assistance Consultant.

D.2 Basic Programming

D.2.1 Understanding Enterphone Axess Programming

The Enterphone Axess can be programmed with tenant directory phone numbers so that calls can be placed to phones from the entrance panel when a caller enters the directory number on the keypad. The programmed phone numbers usually belong to building tenants, but they do not have to be in the building that the entrance panel is attached to. If the building management company is in an other town, for instance, the panel can be programmed to dial the area code as well as the phone number of the company.

In addition, security codes can be programmed for tenants so they can enter the building without keys. These are called "Entry Key Codes."

The dialler can also be programmed to allow a tenant to press or dial a digit on the phone to allow the door to open to admit a caller.

The System capacity will depend on the model installed.

Directory numbers are usually programmed to match apartment numbers but it isn't necessary to do so. This is a handy security feature.

A site manager password protects programmed information. Only the Dealer can change the Site Manager's password.

- ***Before Programming any Telephone Numbers or Directory Codes ensure that the Entry Key Code and the Directory Code Length has been set to the desired length in Commands 55 and 56 of Advanced Programming***

This section tells you:

- how to program directory and telephone numbers
- how to program "Entry Key Code" numbers
- how to delete tenant information
- how to verify your programming

After you are familiar with the programming procedures, a **Quick Reference Chart** has been included at the back of this section for your convenience.

Before you begin to program the dialler, open the entrance panel and find the seven-segment LED on the PCB. See Figure A-1 in the Appendix for its location. The LED consists of seven bars which light up together or individually. You monitor these bars, or segments, as you program the system. The bars light up to display digits, to indicate which relays are on, to indicate whether the system is in programming mode and to signal with a flash when a programmed setting has been accepted.

The general sequence of keys that you press to program information is shown in the table below. The first row shows the sequence and the second row shows an example. A programming sequence always begins with * and always ends with #.

Start	Command	Data	Enter
*	CC	DDDD	#

D.2.2 Entering and Exiting Programming Mode

When you are in programming mode, the red LED enter light on the entrance panel comes on and the small dot of the seven-segment LED on the PC board lights up.

- **Programming mode has a timeout feature. If no keys have been pressed after one minute (default), the system automatically returns to normal mode.**
- **The seven-segment LED will display an "A" to indicate the system has programmed the sequence. If it displays an "E", repeat the steps.**

To enter Programming Mode:

- ◆ Press **
- ◆ Enter your eight-digit Site Manager password.
- ◆ Press # . For example, press ** 1 2 3 4 5 6 7 8 # .

The default factory set password is "1 2 3 4 5 6 7 8". Please have your dealer change the password if required.

To exit Programming Mode:

- ◆ Press ##

The red LED enter light on the front panel and the dot on the seven-segment LED go off and the seven-segment LED will display BUSY while the data is written to the non volatile memory. This could take up to 21 seconds depending on the system capacity.

Remote Programming

You can program from an off-site location using a touch tone phone. Call the system phone number and let it ring until you hear two short beeps. Enter the password and proceed with programming as shown above.

D.2.3 Adding a Tenant (Command Code 11)

To add a new directory and telephone number:

- ◆ Press * 11
- ◆ Enter the 2, 3, 4 or 5 digit directory number for the phone number that you've assigned and written on the Site Record Sheet. The default Directory No. length is 3 digits. Please have your Dealer change it to 2, 4, or 5 digits if required. This is a once only change and it is applicable system wide.
- ◆ Enter the telephone number for this directory number.
- ◆ Press #

e.g. *** 11 101 368 7243 #** programs directory number 101, phone number 368-7243.

e.g. *** 11 101 236 #** programs directory number 101, phone number 236 (local or PABX).

e.g. *** 11 101 9 * 327 9971 #**. The "9" gets an outside line and the * provides a pause before getting an outside line.

e.g. *** 11 101 1 604 327 3859 #** programs directory number 101, dial 1 for long distance, 604 for area code, 327-3859 for phone number.

➤ **When Programming EMERGENCY NUMBERS and (or) making call the EMERGENCY NUMBERS:**

- 1. Remain on the line and briefly explain to the dispatcher the reason for the call.**
- 2. Perform such activities in the off peak hours, such as early morning or late evenings**

D.2.4 Deleting Phone Numbers

To delete tenant information, follow the instructions for programming the phone number, but in place of the phone number and area code, enter "0" (one zero) for the phone number.

e.g. *** 11 101 0 #**

D.2.5 Programming the Entry Key Code (Command Code 21)

- **Program the directory and phone numbers for a tenant before you program an Entry Key Code. The system must be able to find the phone number in the database in order to accept the Entry Key Code.**

- ◆ **Press * 21 DDD CCCC #.** Where **DDD** is the tenant's directory number and **CCCC** is the Entry Key Code

For example, *** 21 101 1234 #** programs Entry Key Code 1234 for tenant directory number 101.

- **The default Entry Key Code length is 4 digits. Please have your Dealer change it to 3, or 5 digits if required. This is a once only change and it is applicable system wide.**

D.2.6 Removing an Entry Key Code (Command Code 22)

To delete an Entry Key Code while retaining the phone number:

- ◆ Press *** 22 CCCC #**. Where **CCCC** is the Enter Key Code that is to be deleted.

For example, *** 22 1234 #** deletes all codes of 1234 in the entire database.

D.2.7 Reading Back Memory Contents/Tenant Records and Verifying

To verify the tenant information you have entered:

press *****,
then the **Command Code** number,
then **#**.

Each digit will be displayed on the seven-segment LED one at a time. After the field selected has been read back, the lighted dot is displayed again. The following samples illustrate the sequence of keys.

(a) Viewing a Tenant Phone Number

- ◆ Enter *** 11 101 #** to display the phone number assigned to directory number 101. The seven-segment LED will display the phone number one digit at a time.

(b) Verifying a Tenant Phone Number

- ◆ Enter **101** to dial the phone number assigned to directory number 101 and verify that the correct number is called.

(c) Viewing an Entry Key Code

- ◆ Press *** 21 DDD #** Where **DDD** is the tenant's directory number

For example: *** 21 101 #** will display the Entry Key Code for that directory number on the seven-segment LED one digit at a time.

(d) Verifying an Entry Key Code

- ◆ Enter *** 1234** and verify that Relay 1 activates.

D.3 Basic Programming Quick Reference Chart

Below is a *Quick Reference Chart* for your convenience. Please read the relevant sections of this Basic Programming Guide before attempting to program your Enterphone Axess. When using the *Quick Reference Chart*, you will observe that the digits you are to enter via the keypad are given in letters in the chart. Please **DO NOT** enter these letters. Use the following list of abbreviations to determine which numbers you should substitute for the letters. For instance, where you see on the chart a string of letters N's, enter a telephone number.

Quick Reference Chart Codes

N = Telephone Number

D = Directory Number

C = Coded Entry Number (Entry Key Code)

Basic Programming Quick Reference Chart

ACTION	ENTER TO CHANGE DATA	ENTER TO VIEW DATA
Enter/View a Tenant Telephone Number	* 11 DDD NNNNNNNNNNNNNN #	* 11 DDD #
To View number of Directory Entries	NA	* 12 #
To Scroll View Tenant Database	NA	* 13 DDD #
To View Directory Size	NA	* 14 #
Enter/View an Entry Key Code	* 21 DDD CCCC #	* 21 DDD #
Delete an Entry Key Code	* 22 CCCC #	This deletes all instances of this PIN in the system.

Note: To Scroll View Tenant Database pressing the * key displays the next Directory Code and the # key exits the Command. At the end of the Database the display will show DONE.