

CHAMBERLAIN®

# ELITE™

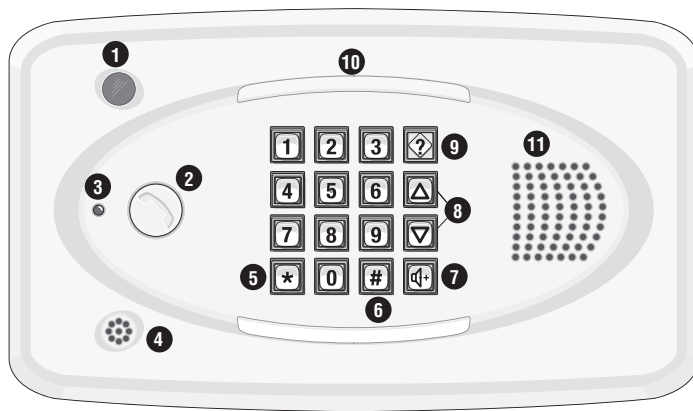


## Keypad Programming Manual for

# EL MODELS

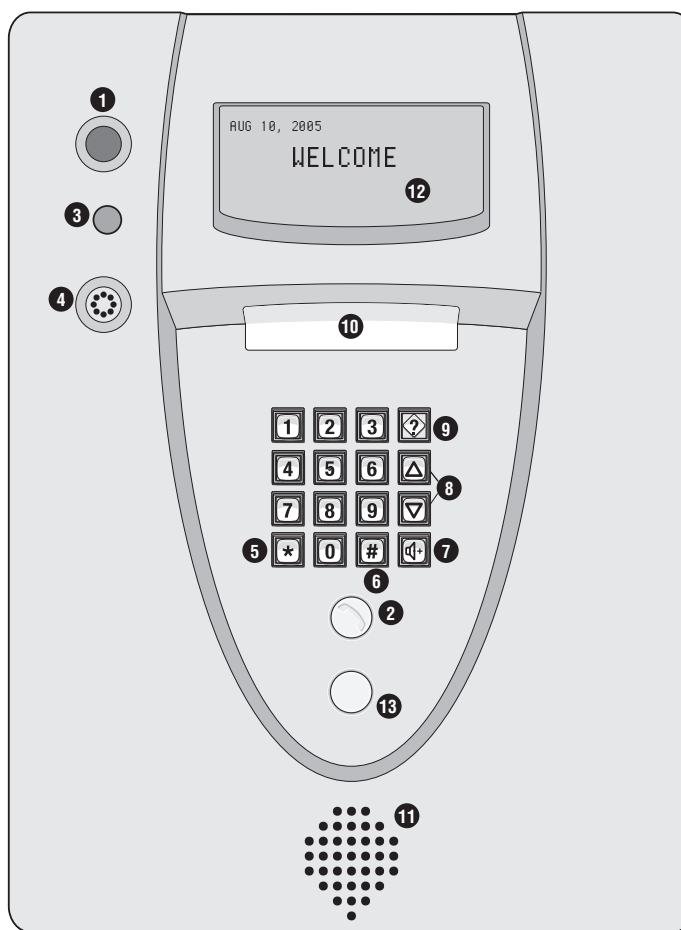
Telephone entry/access control system

# Keypad Programming Guide



1. **CCTV Camera:** Optional
2. **Call Button:** Press to call a resident inside the complex, or office.
3. **Status LED:** Solid Red (EL25 idle power, doors are locked); Blinking Red (Strikes and Out for a door); Solid Green (Granted access for a door); Blinking Green (Latch for a door is unlocked). **NOTE:** All references are for door 1.
4. **Microphone**
5. **Asterisk Key:** "Start Programming Mode" or a Cancel Key.
6. **Pound Key:** Data field separator, optional skip step or enter key. Call a resident using the directory codes.
7. **Visitor Volume Key:** Visitors can physically adjust the speaker volume of the unit. Unit will return to programmed volume setting when transaction complete.
8. **Up/Down Key:** Serves no function on this unit.
9. **Help Key:** Receive a quick audio description of a keypad button by pressing the Help key followed by the key to be described.
10. **Lights:** Top and Bottom of Keypad.
11. **Speaker:** Allows resident and visitors to communicate; plays responses to communicate programming or function commands.

1. **CCTV Camera:** Optional
2. **Call Button:** Press to call a resident inside the complex, or office. Also when calling someone using the directory code listing.
3. **Status LED:** Solid Red (EL2000 idle power, doors are locked); Blinking Red (Strikes and Out for a door); Solid Green (Granted access for a door); Blinking Green (Latch for door 1 is unlocked). **NOTE:** All references are for door 1.
4. **Microphone**
5. **Asterisk Key:** "Start Programming Mode" or a Cancel Key.
6. **Pound Key:** Data field separator, optional skip step or enter key. Call a resident using the directory codes.
7. **Visitor Volume Key:** Visitors can physically adjust the speaker volume of the unit. Unit will return to programmed volume setting when transaction complete.
8. **Up/Down Key:** For scrolling through tenant listing.
9. **Help Key:** Receive a quick audio description of a keypad button by pressing the Help key followed by the key to be described.
10. **Lights:** Top of Keypad.
11. **Speaker:** Allows resident and visitors to communicate; plays responses to communicate programming or function commands.
12. **LCD Display** (optional)
13. **Postal Plug**



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# Quick Reference

Guide for Keypad Programming the Units

Quick Reference Guide

Quick Reference Guide

Programming Number	Page	Description of Task	Factory Setting	Programming Procedure
<b>***</b>	<b>15</b>	Entering Programming Mode		*** (6 Digit Password)
<b>0</b>	<b>15</b>	Exiting Programming Mode		0 #
<b>1</b>	<b>56</b>	Change or Verify the Unit's Password	<b>000000</b>	1 # (1 to change; 2 to verify) # (six-digit coded) #
<b>2</b>	<b>20</b>	Set Unit ID Number and No. in Chain	Unit ID 1, Chain No. 1	2 # (unit ID number, 1-7) # (Number of Units in Chain, 1-7) #
<b>3</b>	<b>52</b>	Set the Clock		3 # yymmdd # (day of the week) # hhmm #
<b>4</b>	<b>52</b>	Enable/Disable Daylight Savings Time	Enabled	4 # (0=disable; 1=enable) #
<b>5</b>	<b>61</b>	Set Visitor Talk Time	60 Seconds	5 # (15-250 seconds) #
<b>6</b>	<b>29</b>	Set Directory Code Length	3 Digits	6 # (1-4 ) #
<b>7</b>	<b>35</b>	Set Entry Code Length	4 Digits	7 # (3-9) #
<b>9</b>	<b>59</b>	Enable/Disable Call Waiting	Enabled	9 # (0=disable; 1=enable) #
<b>10</b>	<b>31</b>	Enable/Disable Do Not Disturb Schedule	Disabled	10 # (directory code) # (0=disable; 1=enable) #
<b>11</b>	<b>51</b>	Enable/Disable Unlock Time Zone	Enabled	11 # (0=disable; 1=enable) #
<b>12</b>	<b>53</b>	Enable/Disable Anti-Passback	Disabled	12 # Enable/Disable True Anti-Passback (0=disable; 1=enable) # Enable/Disable Timed Anti-Passback (0=disable; 1=enable) #
<b>13</b>	<b>53</b>	Set Anti-Passback Time	3 Minutes	13 # (1-60 minutes) #
<b>14</b>		Set Maximum Number of Rings Allowed Before Aborting Attempt	5 Rings	14 # (1-9) #
<b>15</b>		Set Standard Single Ring or Double Ring Response	1=Double Ring	15 # (0-1; 0=one long ring, 1=double ring) #
<b>16</b>	<b>58</b>	Number of Rings Before Unit Answers	5 Rings	16 # (0-15) # <i>Each unit in chain must have same setting</i>
<b>17</b>	<b>55</b>	Set "Strikes" and "Out"	3 Errors	17 # (max errors, 0-5) #
<b>18</b>	<b>59</b>	Set Call Volume Set Voice Response Volume Set Beep Response Volume	5, 2, 2	18 # (0=mute; 1-10, 1 is low and 10 is high) # (0=mute; 1=low; 2=medium; 3=high) # (0-3) #
<b>19</b>	<b>59</b>	Set Microphone Volume	5	19 # (0=mute, 1-10, 1 is low and 10 is high) #
<b>20</b>	<b>58</b>	Enable/Disable the Telco Mode	Enabled	20 # (0=disable; 1=enable) #
<b>21</b>	<b>67</b>	Enable/Disable Direct Commands	Enabled	21 # (0=disable, 1=enable) #
<b>22</b>	<b>60</b>	Enable/Disable Voice Mail	Disabled	22 # (0=disable, 1=enable) #
<b>23</b>	<b>60</b>	Enable/Disable Access Granted Beeps	Enabled	23 # (0=disable, 1=enable) #
<b>24</b>	<b>70</b>	Enable/Disable Real-Time Monitoring	Disabled	24 # (0=disable, 1=enable) #
<b>25</b>	<b>61</b>	Return to Menu Programming		25 #
<b>26</b>	<b>61</b>	Enable/Disable All Door Access Granted	Disabled	26 # (0=disable, 1=enable) #

**Optional Steps Indicated in BOLD type, all other steps are Required**

**Important:** The Pound Key (#) must be used as Data Field Separator and to Save Data at the end of the sequence. Time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.). If you make an error during an entry, press the asterisk key (\*) to begin again.

# Quick Reference

Programming Number	Page	Description of Task	Factory Setting	Programming Procedure
<b>28</b>	<b>71</b>	Restore Factory Settings		28 # 101010 #
<b>29</b>	<b>71</b>	Reset the Unit		29 # 101010 #
<b>30</b>	<b>50</b>	Create a Time Zone		30 # (time zone number, 2-63) # (segment number; 99) # (starting time=hhmm; 99) # (ending time=hhmm) # (day of week, 1-8; 1=Sunday; 7=Saturday; 8=holiday) #
<b>31</b>	<b>51</b>	Assign Door Auto Lock/Unlock Schedule	Disabled	31 # (door 1-4) # (time zone, 2-63; 99) #
<b>32</b>	<b>50</b>	Setting Holidays		32 # (1=add, 2=verify, 0=delete) # (yymmdd; yy=year, mm=month, dd=day of the month) #
<b>40</b>	<b>29</b>	Add a Basic Directory Code	Enabled	40 # (directory code) # (phone number) # (phone extension) #
<b>41</b>	<b>30</b>	Add or Edit a Full Function Directory Code		41 # (directory code) # (phone number) # (phone ext) # (DnD schedule number, 0-63) # (enable/disable call fwd) # (call fwd schedule number, 0-63) # (new call fwd phone number) # (call fwd phone ext) #
<b>44</b>	<b>30</b>	Change a Directory Code ONLY		44 # (new directory code) # (directory code to change) #
<b>45</b>	<b>32</b>	Activate/Deactivate a Directory Code		45 # (directory code) # (0=deactivate; 1=activate) # (0=don't use start; 1=use start) # (Start Date=yymmdd) # (Start Time=hhmm) # (0=don't use end; 1=use end) # (End Date=yymmdd) # (End Time=hhmm) #
<b>46</b>	<b>31</b>	Enable/Disable Call Forwarding (Directory Calls)	Disabled	46 # (directory code) # (0=disable; 1=enable) # (schedule number, 0-63) # (new call forward phone number) # (call forward phone extension) #
<b>47</b>	<b>33</b>	Verify a Directory Code		47 # (directory code) #
<b>48</b>	<b>30</b>	Delete a Directory Code		48 # (directory code) #
<b>49</b>	<b>31</b>	Enable/Disable Call Forwarding and Do Not Disturb Schedule with Residence "Call Button" Only	Disabled	49 # DnD Enable (1)/Disable (0) # DnD Schedule (0-63) # Call Forward Enable/Disable (0=disable; 1=enable) # Call Forward Schedule (schedule number, 0-63) # (new call forward phone number) # (call forward phone extension) # (call forward extension delay, 0 to 30 sec.) #
<b>50</b>	<b>35</b>	Add a Basic Entry Code		50 # (entry code) #
<b>51</b>	<b>36</b>	Add/Edit a Full Function Entry Code		51 # (entry code) # (schedule for door 1, 0-63) # (schedule for door 2, 0-63) # (schedule for door 3, 0-63) # (schedule for door 4, 0-63) #
<b>54</b>	<b>36</b>	Change Entry Code ONLY		54 # (entry code to change) # (new entry code) #
<b>55</b>	<b>38</b>	Verify an Entry Code		55 # (entry code) #
<b>56</b>	<b>38</b>	Activate/Deactivate an Entry Code		56 # (entry code) # (0=deactivate; 1=activate) # (0=don't use start; 1=use start) # (Start Date=yymmdd) # (Start Time=hhmm) # (0=don't use end; 1=use end) # (End Date=yymmdd) # (End Time=hhmm) #

# Quick Reference

Programming Number	Page	Description of Task	Factory Setting	Programming Procedure
<b>57</b>	<b>34</b>	Delete an Entry Code		57 # (entry code) #
<b>58</b>	<b>37</b>	Assign Utility Option	Off	58 # (entry code) # (Option; 0=Off, 1=Daily, 2=Weekly, 3=Never) # (number of uses 1-15)
<b>59</b>	<b>37</b>	Assign Special Use Entry Code		59 # (entry code) # enable/disable #
<b>60</b>	<b>24</b>	Assign Each External Access Control Device a "Door Number"	Main keypad assigned door Device 1=door 1 Device 2=door 2 Device 3=door 3 Device 4=door 4	60 # (device 1-4) # (door 1-4) #
<b>61</b>	<b>24</b>	Assign "Each" Door Number to One or More Relays	D1=Relay 1 D2=Relay 2 D3=Relay 3 D4=Relay 4	61 # (door 1-4) # (relays to activate 0000-1111) # Order of relay is: relay 4-relay 3-relay 2-relay 1 for an example if you want relay 4 active you would enter 1000, if you want relay 1 active you would enter 0001
<b>63</b>	<b>51</b>	Assign Door Use Time Zone	Enabled	63 # (door 1-4) # (time zone, 0-63) #
<b>64</b>	<b>53</b>	Set Anti-Passback Entry/Exit for Specific Devices	Disabled	64 # (device 0-4) # (0-3; 0=disable, 1=set device to timed anti-passback, 2=set device to true anti-passback-entrance, 3=set device for true anti-passback-exit) #
<b>65</b>	<b>23</b>	Set Each "Relay Mode" to get the Appropriate Response	All Relays="1-Strike"	65 # (relay 1-4) # (1-5; 1=strike, 2=shunt, 3=CCTV, 4=alarm, 5=control) #
<b>66</b>	<b>23</b>	Set Each Relay's "Activation Time"	All Relays=10 seconds	66 # (relay 1-4) # time (1-300 seconds)
<b>67</b>	<b>65</b>	Request to Exit Device (REX)	R1=Door 1 R2=Door 2 R3=Door 3 R4=Door 4	67 # (REX number 1-4) # (select REX option: 0=disabled, 1=use your door settings or <b>2=use specific relay(s) 0000-1111</b> ) # <i>Order of Relays are 4321</i>
<b>68</b>	<b>66</b>	Door Sensing Devices	DS1= Door 1 DS2= Door 2 DS3= Door 3 DS4= Door 4	68 # (sensor number 1-4) # (select sensor option: 0=disabled, 1=use your door settings or 2=use specific relay(s) 0000-1111) # <i>Order of Relays are 4321</i>
<b>69</b>	<b>64</b>	Postal Lock Switch	Door 1	69 # (door 0-4; 0=no postal lock) #
<b>70</b>	<b>64</b>	Autocall Device	0000	70 # (relays to activate 0000-1111) # <i>Order of relays are 4321 (Factory Default: 0000)</i>
<b>71</b>	<b>43</b>	Set the Default Card Type	30	71 # (26 or 30) # (Factory Default: 30)
<b>73</b>	<b>43</b>	Set the Default Facility Code	0	73 # (0-255) #
<b>74</b>	<b>43</b>	Enable or Disable Ignore Facility Code when a Card is Used	Enabled	74 # (0=disable; 1=ignore) #
<b>75</b>	<b>36</b>	Change Entry Code Door Access	All Doors	75 # (entry code) # (door 0=any door, 1=door 1, 2=door 2, 3=door 3, 4=door 4) #
<b>78</b>	<b>40</b>	Change Card Code Door Access	All Doors	78 # (card code) # ( <b>facility code</b> ) # ( <b>card type, 26 or 30</b> ) # (door 0=any door, 1=door 1, 2=door 2, 3=door 3, 4=door 4) #
<b>80</b>	<b>40</b>	Add a Basic Card		80 (card PIN code) # ( <b>facility code</b> ) # ( <b>card type, 26 or 30</b> ) #

# Quick Reference

Programming Number	Page	Description of Task	Factory Setting	Programming Procedure
<b>81</b>	<b>41</b>	Add or Edit a Full Function Card		81 # (card PIN code) # (facility code) (card type, 26 or 30) # (schedule for door 1, 0-63) # (schedule for door 2, 0-63) # (schedule for door 3, 0-63) # (schedule for door 4, 0-63) #
<b>82</b>	<b>41</b>	Add a Group of Cards at Once		82 # (card PIN code start range) # (card PIN code end range) # (facility code) # (card type, 26 or 30) # (0=deactivate, 1=activate) # (schedule for door 1, 0-63) # (schedule for door 2, 0-63) # (schedule for door 3, 0-63) # (schedule for door 4, 0-63) # name (0-20 characters) #
<b>87</b>	<b>42</b>	Activate or Deactivate a Card		87 # (card PIN code) # (facility code) # (card type, 26 or 30) # (0=deactivate; 1=activate) # (0=don't use start; 1=use start) # (Start Date=yyymmdd) # (Start Time=hhmm) # (0=don't use end; 1=use end) # (End Date=yyymmdd) # (End Time=hhmm) #
<b>88</b>	<b>42</b>	Delete a Card		88 # (card PIN code) # (facility code) # (card type, 26 or 30) #
<b>90</b>	<b>45</b>	Add a Basic Transmitter		90 # (transmitter PIN code) # (facility code) # (sequence number) # (ID number) # (button number) #
<b>91</b>	<b>46</b>	Add or Edit a Full Function Transmitter	All Doors=1 Full Access	91 (transmitter PIN code) # (facility code) # (sequence number) # (ID number) # (button number) # (schedule for door 1, 0-63) # (schedule for door 2, 0-63) # (schedule for door 3, 0-63) # (schedule for door 4, 0-63) #
<b>94</b>	<b>46</b>	Add or Edit a Group of Full Function Transmitters		94 # (transmitter PIN code start range) # (transmitter PIN code end range) # (facility code) # (sequence number) # (ID number) # (button number) # (0=deactivate; 1=activate) # (schedule for door 1, 0-63) # (schedule for door 2, 0-63) # (schedule for door 3, 0-63) # (schedule for door 4, 0-63) #
<b>95</b>	<b>47</b>	Replace a Lost Transmitter		95 # (transmitter PIN to change) # (facility code) # (sequence number) # (ID number) # (button number) # (new transmitter PIN) # (new facility code) # (new sequence number) # (new ID number) # (new button number) #
<b>96</b>	<b>48</b>	Verify a Transmitter		96 # (transmitter PIN code) # (facility code) # (sequence number) # (ID number) # (button number) #
<b>98</b>	<b>48</b>	Activate or Deactivate a Transmitter		98 # (transmitter PIN code) # (facility code) # (sequence number) # (ID number) # (button number) # (0=deactivate; 1=activate) # (0=don't use start; 1=use start) # (Start Date=yyymmdd) # (Start Time=hhmm) # (0=don't use end; 1=use end) # (End Date=yyymmdd) # (End Time=hhmm) #
<b>100</b>	<b>47</b>	Delete Transmitter		100 # (transmitter number) # (facility code) # (sequence code) # (ID number) # (button number) #
<b>102</b>	<b>54</b>	Configure "Door Held Open" Alarm Feature	Disabled	102 # (alarm option; 0=disable, 1=enable until relay time expires, 2=enable until alarm clears) # (relay group, 0000-1111) # Order of relays is 4321
<b>103</b>	<b>55</b>	Configure "Door Forced Open" Alarm Feature	Disabled	103 # (alarm option; 0=disable, 1=enable until relay time expires, 2=enable until alarm clears) # (relay group, 0000-1111) # Order of relays is 4321
<b>104</b>	<b>55</b>	Configure "Strikes and Out" Alarm Feature	Disabled	104 # (alarm option; 0=disable, 1=enable until relay time expires, 2=enable until alarm clears) # (relay group, 0000-1111) # Order of relays is 4321



# Quick Reference

Programming Number	Page	Description of Task	Factory Setting	Programming Procedure
<b>105</b>	<b>54</b>	Enable or Disable Anti-Passback Forgiveness at Midnight	Enabled	105 # (0=disable; 1=enable) #
<b>109</b>	<b>58</b>	Override Telephone Company Answering Service	Disabled	109 # (0=no; 1=yes) # <i>Default is "No"</i>
<b>110</b>	<b>59</b>	Set a Phone Number's Extension Delay Time	No Delays	110 # (directory code) # (phone extension delay) # (call forward extension delay) #
<b>111</b>	<b>20</b>	Verify Unit Number		111 #
<b>113</b>	<b>58</b>	Dial "0-9" First to Get an Outside Line Using a Automated Phone System	Disabled	113 # (0=disable; 1=enable) # (0-9, when enabled) #
<b>115</b>	<b>57</b>	Set Alternative Prefixes	Normal	115 # (normal-00, mixed-01, asterisk-02, pound-03, number-1n) # <i>each unit in chain must have same setting</i>
<b>116</b>	<b>60</b>	Change the Visitor Call Response Keys	9,5,3,7,2,1,*	116 # (activate door 1) # (activate door 2) # (activate door 3) # (activate door 4) # (call wait toggle) # (extend talk time) # (hang up and deny access) #
<b>120</b>	<b>67</b>	Talk through the EL Models Speaker		120 #
<b>121</b>	<b>68</b>	Cycle Door		121 # (door 1-4) #
<b>122</b>	<b>68</b>	Toggle Door Open/Close Until		122 # (door 1-4) # (end time=hhmm) #
<b>123</b>	<b>68</b>	Get Door Status		123 # (door 1-4) #
<b>124</b>	<b>68</b>	Release Door		124 # (door 1-4) #
<b>125</b>	<b>68</b>	Enable/Disable Call Forwarding For Residence		125 # (0=disable; 1=enable) #
<b>126</b>	<b>68</b>	Enable/Disable Do Not Disturb For Residence		126 # (0=disable; 1=enable) #
<b>141</b>	<b>33</b>	Directory Code Display Option/ Resident Display Option	0, 1, 2 or 3	141 # (directory code) # (hidden attribute option) # (hidden option; 0=show name and code, 1=name only, 2=code only, 3=hide) #
<b>201</b>	<b>31</b>	<b>Delete ALL</b> Directory Codes		201 # 101010#
<b>202</b>	<b>38</b>	<b>Delete ALL</b> Entry Codes		202 # 101010#
<b>203</b>	<b>42</b>	<b>Delete ALL</b> Cards		203 # 101010#
<b>204</b>	<b>47</b>	<b>Delete ALL</b> Transmitter Codes		204 # 101010#
<b>205</b>	<b>52</b>	<b>Delete ALL</b> Time Zones		205 # 101010#
<b>206</b>	<b>71</b>	<b>Delete ALL</b> Access Codes from Database		206 # 101010#

**To enter programming mode from the keypad**  
**Press \*\*\* and the 6-Digit Password (audio feedback will be heard)**  
**Exiting programming mode allows changes to take effect**

**Important:**

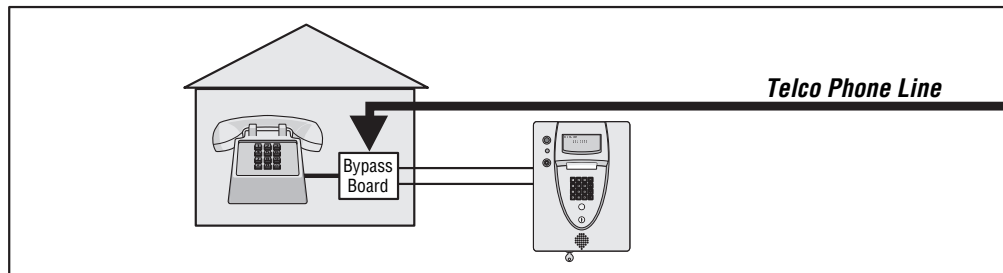
- The Pound Key (#) must be used as Data Field Separator and to Save Date at the end of the sequence.
- Time must be entered using a 24-hour format (8AM=0800; 3PM=1500 etc.).
- **Audio Feedback:** Programming input is valid. **Audio Feedback:** Input is not valid.
- If you make an error during an entry, press the asterisk key (\*) to begin again.

# Introduction

The sample installations on the next few pages will help familiarize you with the features of **your** unit. You **MUST** know how **your** system is laid out to program it with this manual. If you have questions about your configuration, please contact your installing dealer for more information.

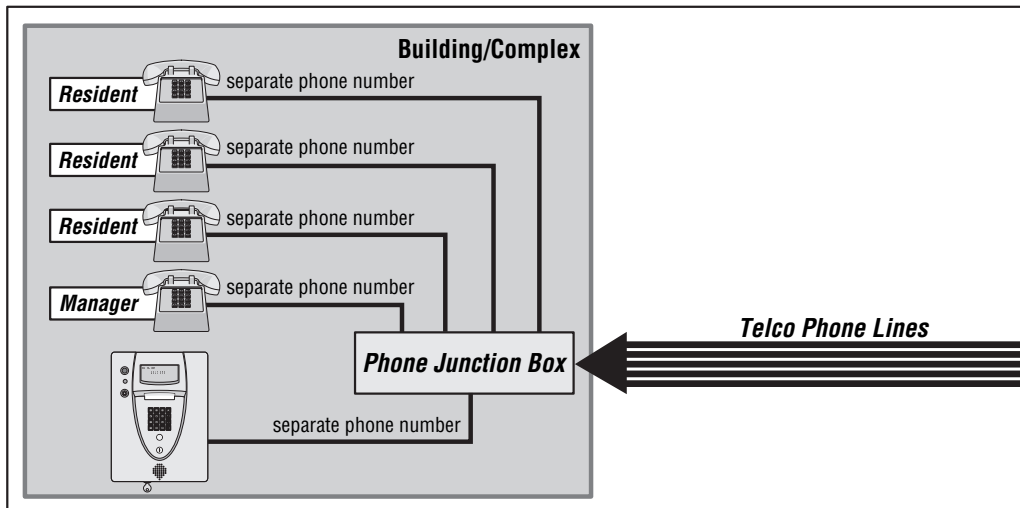
## Single Family Residence (NPB)

This type of installation utilizes the "No Phone Bill" (NPB) feature. When a visitor contacts the resident at the unit, it does not dial a separate number to reach you in your residence. The unit essentially functions as an intercom with your residence phone. Therefore, the NPB does not require the use of directory codes, since the unit will only need to ring **a single telephone line** to the house. When a visitor arrives, they will simply press the unit's "Call" button to contact the resident.



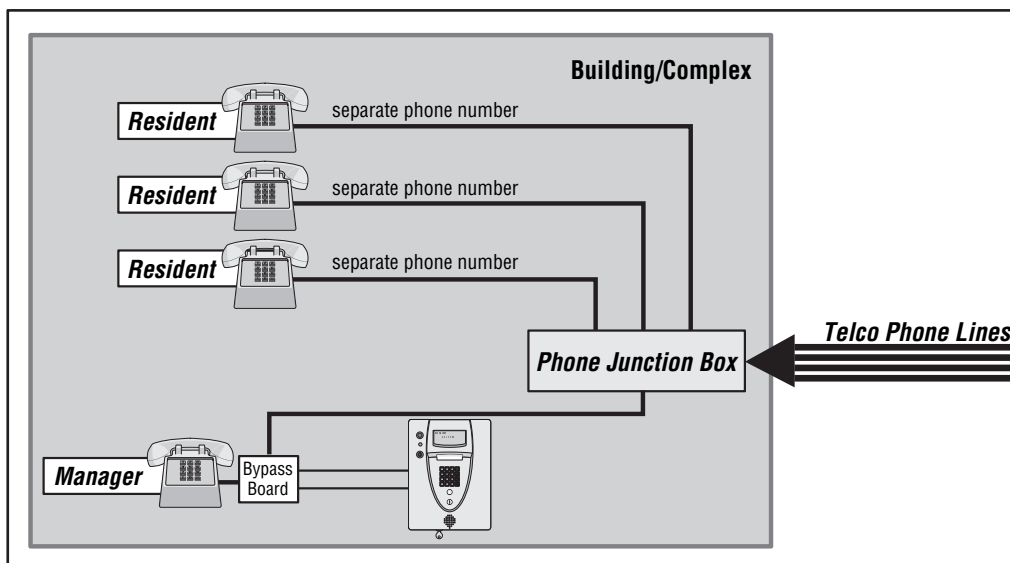
## Multi-Resident Complex (Dial-Out)

This installation utilizes the dial-out feature. Each resident has a separate phone number. The unit dials the resident's numbers using preprogrammed **Directory Codes**. Because the unit dials a separate phone number to contact the resident, the "Call Waiting" and "Direct Command" features **will not** work. The unit must be remotely programmed.



## Multi-Resident Complex (Manager Sharing)

With this type of installation, the **manager** has the same features as the single family residence (page 9). The unit can be programmed remotely or locally. Visitors can call the manager directly using "Call" button or contact residents using preprogrammed **Directory Codes**.



## NPB Multi-Resident Complex

### Modes of Access

Visitors or residents of a building or complex controlled by a unit can gain access using one of the following methods:

**Resident Phone (Directory Codes):** A visitor may dial a resident's directory code from the unit to contact him/her. The resident can then decide to grant or deny the visitor access to the building or complex.

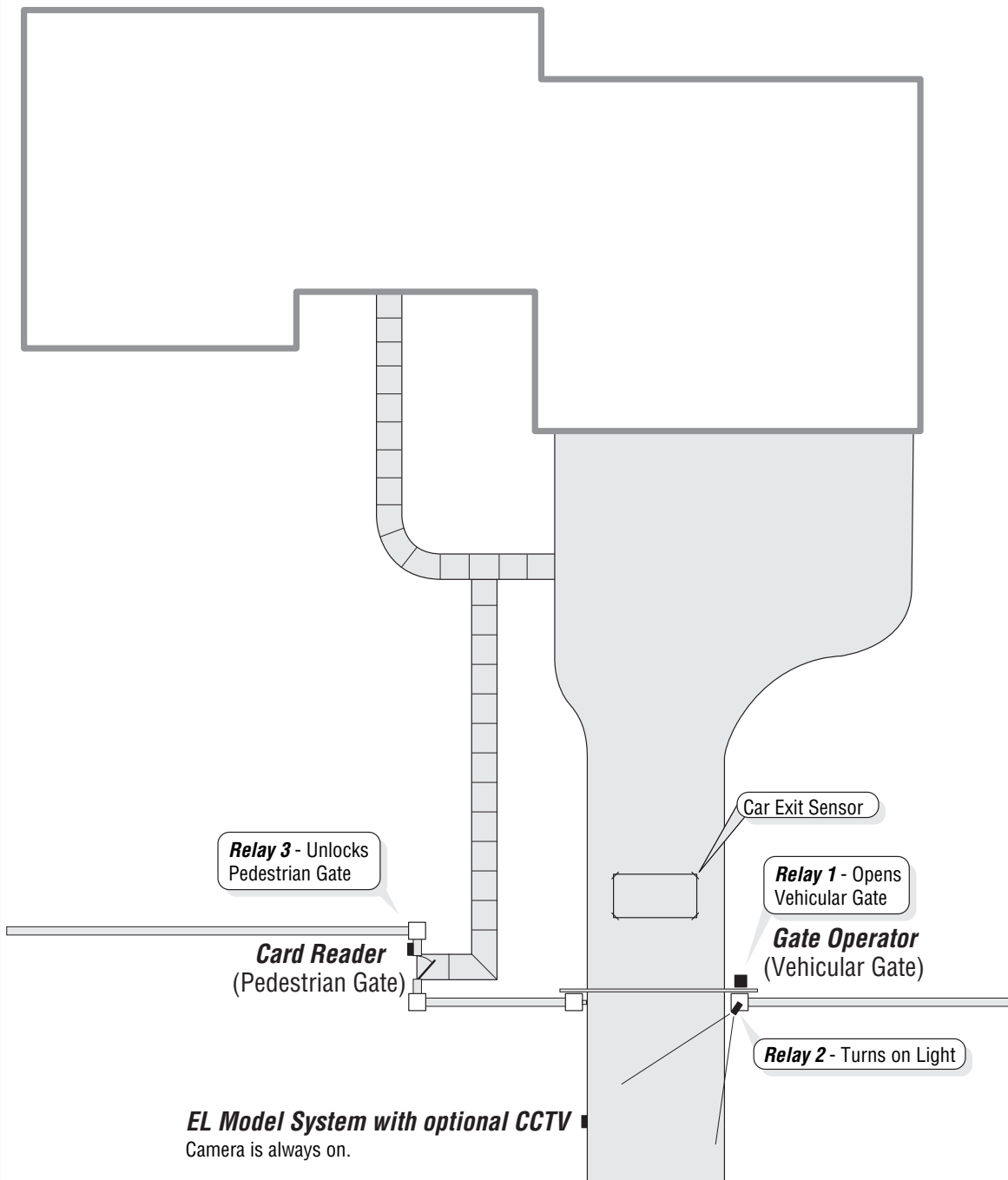
**Keypad (Entry Codes):** A resident may enter a valid entry code on the unit's keypad or an optional external Wiegand-compatible keypad to enter the building or complex.

**Optional Card Readers (Cards):** A resident may present a valid card to an optional Wiegand-compatible card reader to enter the building or complex. Card readers are typically located near an entry/exit area (e.g., door or gate).

**Optional Radio Frequency Receivers (Transmitters):** A resident may choose to use an optional Passport radio frequency transmitter or other optional Wiegand-compatible receiver to enter the building or complex. For example, these may be used to open a vehicular gate.

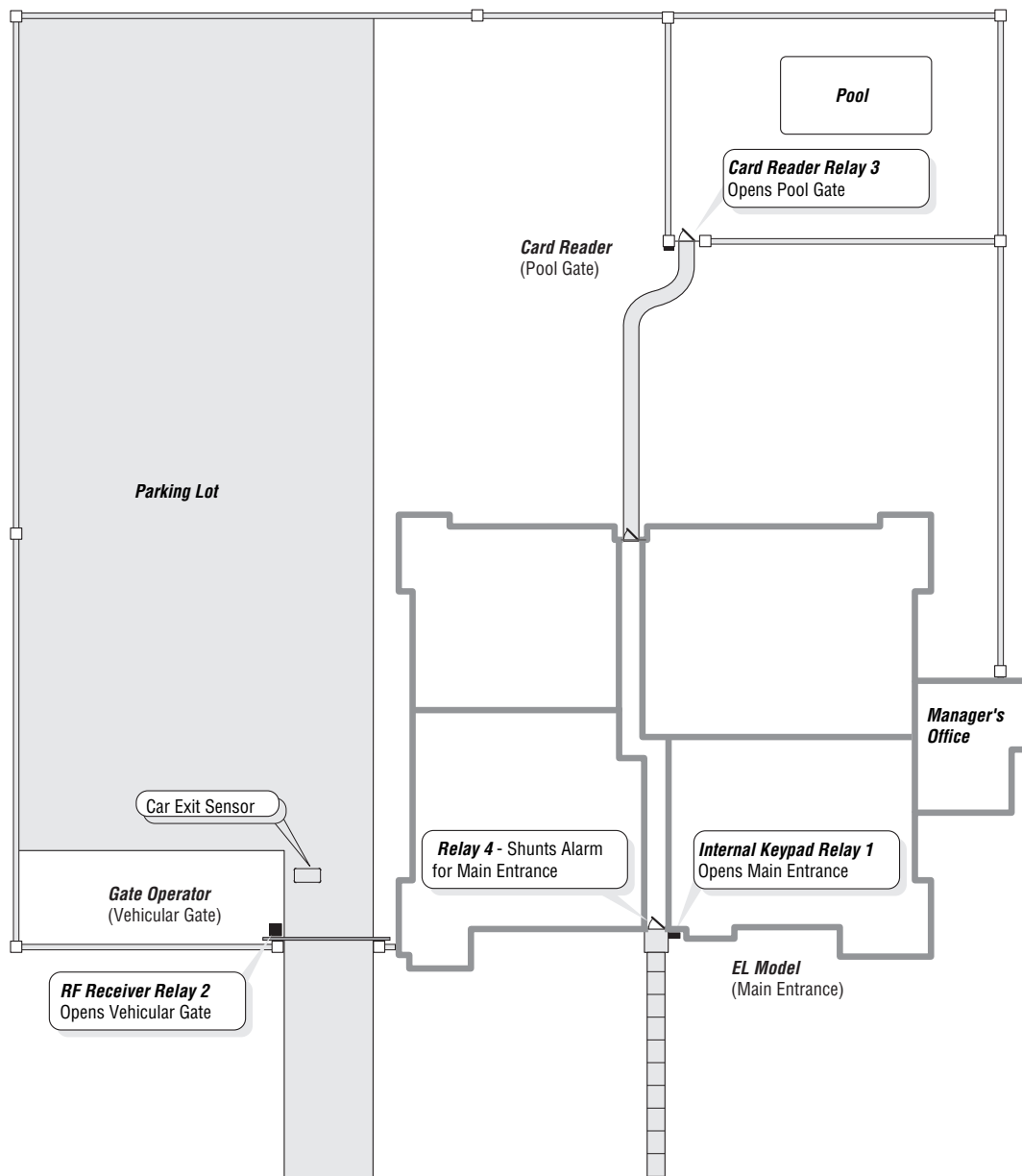
## Single Family Residence (NPB) Example

The unit can operate the vehicular gate with an access code or by remote control. It will allow Pedestrians entry with an Access Card. It will also open the gate automatically for exiting cars.



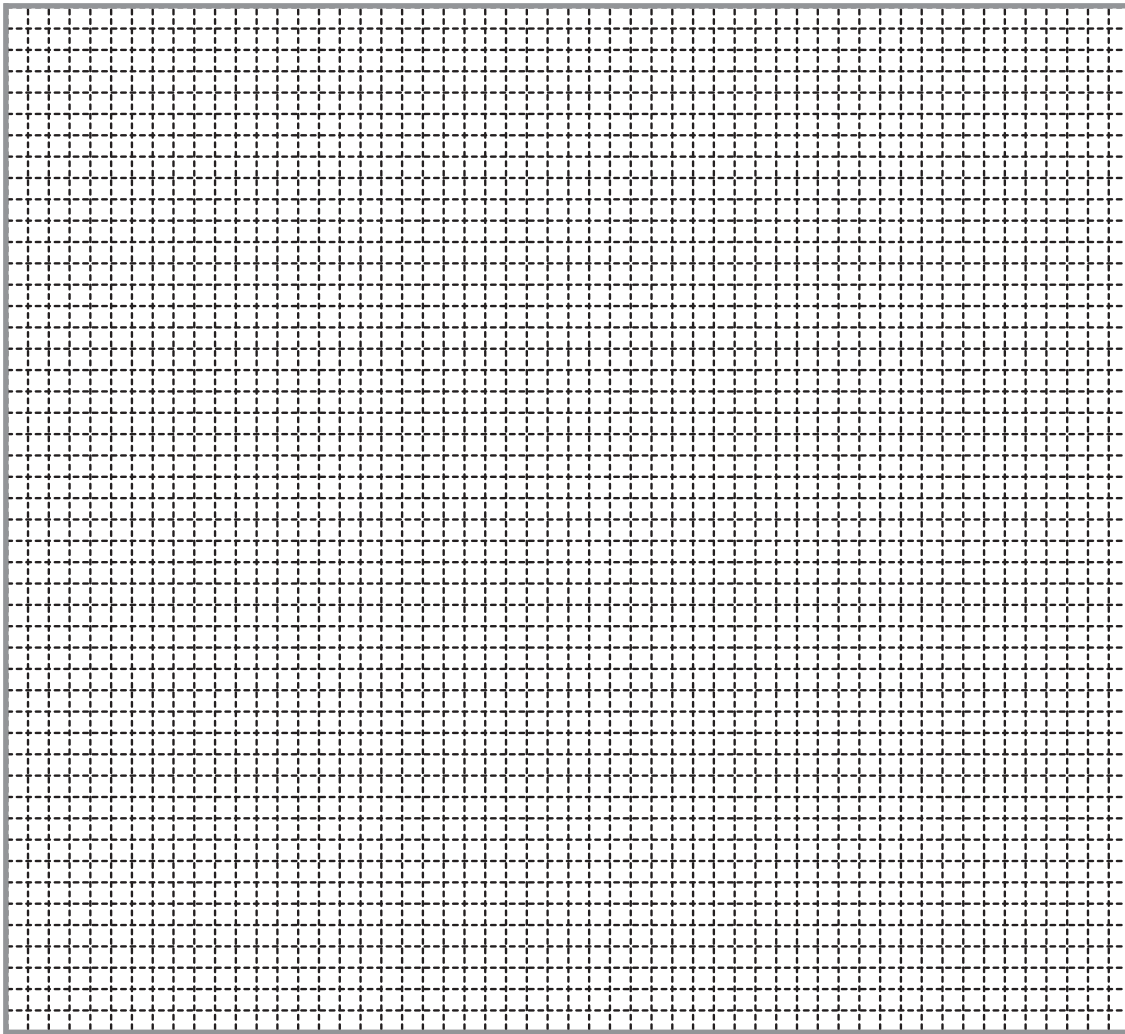
## Multi-Resident Complex Example

The unit can control the property with a vehicular gate operator, access card or the unit's keypad. Residents can use programmed transmitters for the parking lot, access cards for the pool or a personal entry code for the main entrance. The main entrance is equipped with a door sensor to alert management about inappropriate use. The exit sensor will automatically open the gate for exiting cars.



## Your System Layout

How your system has been wired is an important part of programming it. Write down your configuration. To help visualize it, draw a map of it below. If you're unsure of your setup, consult your dealer/installer for more information.



**Door Stat 1 Connection** ☐ Door Sensor and/or ☐ Exit Device

**Door Stat 2 Connection** ☐ Door Sensor and/or ☐ Exit Device

**Door Stat 3 Connection** ☐ Door Sensor and/or ☐ Exit Device

**Door Stat 4 Connection** ☐ Door Sensor and/or ☐ Exit Device

### External Access Control Device(s) connected to aux board(s)

**Device 0** (Default Internal Keypad)

**Device 1** \_\_\_\_\_

**Device 2** \_\_\_\_\_

**Device 3** \_\_\_\_\_

**Device 4** \_\_\_\_\_

### Relay Connections

**Relay 1** \_\_\_\_\_

**Relay 2** \_\_\_\_\_

**Relay 3** \_\_\_\_\_

**Relay 4** \_\_\_\_\_

**Autocall Device** ☐ Yes ☐ No

**Postal Lock** ☐ Yes ☐ No

**CCTV Camera** ☐ Yes ☐ No





# Programming Single Unit Overview

## Programming Basics

The units can be programmed **4** different ways:

1. **Keypad:** You may use the keypad on the front panel (next page).
2. **Local/Remote DTMF Phone:** You may use the keypad on a local or remote phone to program the system. The unit responds to the DTMF signals generated by your touch-tone phone (next page).
3. **Direct/Modem Connection to a PC:** In order to program the units with a direct or modem connection, your PC must be running Chamberlain's Windows® compatible Versa XS software (not covered in this manual).
4. **EL2000 Keypad with Display:** On EL2000 units with an LCD, you have two ways to use the LCD to program the unit.
  1. Enter program steps and use the LCD to confirm the step(s) before entry or
  2. Use the program menus in an interactive step-by-step manner to program common items in the system.

When using the program menus, you'll notice that they are fairly intuitive and walk you through the common areas necessary to set up a basic system. There is also a quick start menu selection, numerous help files and voice and text confirmation of the areas programmed. Two areas that do need special mention are noted below:

1. **Scan Mode:** *This is a new feature that allows you to enter single transmitters or cards by scanning them into the system. The program menus are the only area in the system where you can use the scan mode feature.*
2.  and  keys and  and  keys for navigation and text input while using the program menus. The up and down keys help you to scroll through the alphabet for text input, while "4" and "6" numeric keys allow you to advance the cursor forward or backward.

The best way to learn how to navigate through the menus is to actually use them to program the standard settings in the system. You can use the keypad programming template on page 72 for a description of the keypad keys and functions.

# Programming Single Unit Overview

## Programming Basics

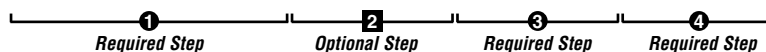
### Procedure Required to Program EL Models:

1. 1, 2 or 3 digit **Programming Number**. (See "*Quick Reference Guide*" Tables for descriptions and procedures)
2. One or more **Data Fields**.
3. Pound Key (#) as a Data Field Separator and at the **end** of the programming sequence to **Save the Data**.

#### NOTES:

- All data fields must be separated with the pound key (#).

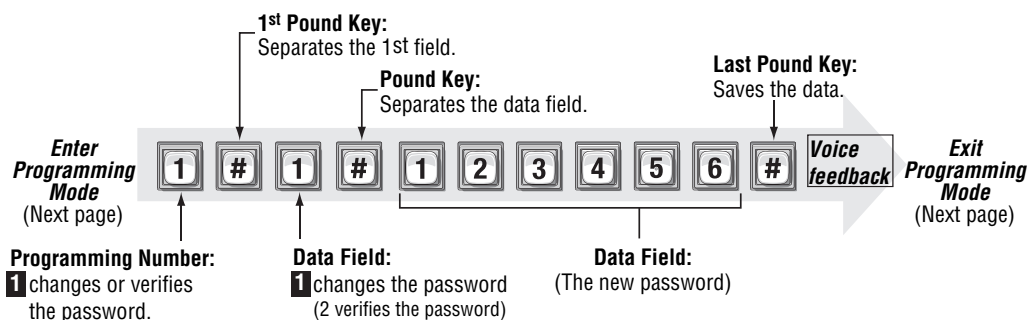
**Example: (Programming Number) # (Data Field) # (Data Field) # (Data Field) #**



- Steps tagged with a (■) are **optional**, press the pound key (#) to skip them. **NOTE:** Some steps are required and must have data entered in them to continue, tagged with (●).
- If you make an error during an entry, press the asterisk key (\*) to cancel the step.
- When you **correctly** enter the **entire** programming sequence, the unit will respond with voice feedback (see also **System Feedback/Responses(Beeps)** on page 16).

### Example of a Programming Sequence: " 1 Changing the Password"

**NOTE:** ■■■ must be pressed first to enter programming mode











## Enter Programming Mode \*\*\*

If you will be programming the unit via modem, please refer to the **Versa XS** online help.

**Important:** After entering programming mode for the first time, we suggest you change the password to maintain the security of your system (see page 56).




### From the Keypad:

- ① Press   







- ② Enter the (6) six-digit password. The default is six zeroes.        
Voice Feedback


*The unit is now ready to accept programming instructions!*

### From the Residence Telephone:

- ① When you lift the receiver, press   

**NOTE:** If multiple units are sharing the same phone line, then a **Unit ID Code (1-7)** will need to be entered at this time. See page 20 for more information about Multiple Unit Sites.

- ② Enter the (6) six-digit password. The default is six zeroes.      

- ③ Press  and the audio tone will stop.

*The unit is now ready to accept programming instructions!*

### From the Remote Telephone:







- ① Dial the unit's phone number:


**Note:** If the unit and an answering machine (or answering service) utilize the same phone line, let the line ring at least (2) two times, hang-up, and call back within one (1) minute. The unit will answer on the second call. If the unit does not answer, you may need to change the ring count (see page 58).

- ② When the unit picks up the call, you will hear the audio message: "Please enter password"

- ③ Press   



**NOTE:** If multiple units are sharing the same phone line, then a **Unit ID Code (1-7)** will need to be entered at this time. See page 20 for more information about Multiple Unit Sites.



- ④ Enter the (6) six-digit password. The default is six zeroes.      




- ⑤ Press  and the audio will stop.

*The unit is now ready to accept programming instructions!*

## Exit Programming Mode 0

- Press   on the unit keypad and the unit will respond with audio feedback when disconnecting.

- Press   on the telephone and the unit will respond with audio feedback when disconnecting.

Press    when using a telephone or the unit to cancel programming sequence and exit programming mode.

## System Feedback / Responses (Beeps)

The units emit various audio tones to respond to input and to indicate certain conditions.

### Programming Responses:

	<i>Voice Response</i>	<i>Description</i>
<b>4 Short Beeps:</b>	Enter command	System is waiting for a latch command by user with entry code
<b>3 Short Beeps:</b>	Exit program	Exiting from program mode
<b>2 Short Beeps:</b>	Valid step	Valid step entered in programming mode
<b>1 Long Beep:</b>	Invalid step	Invalid step entered during programming
<b>2 Long Beeps:</b>	Duplicate code	Duplicate code entered during programming a new code
<b>3 Long Beeps:</b>	Capacity reached	The new code is rejected because database is full
<b>1-7 Short Beeps:</b>	Unit 1-7	Give feedback of system ID number to user in programming mode: keypad or phone
<b>1 Short Beep:</b>	Digit Keyname	Echo each key press on user's touch tone phone or key press while in programming mode

### Other Response:

	<i>Voice Response</i>	<i>Description</i>
<b>4 Long Beeps:</b>	Chime	System starts up

### Visual Responses:

<i>LED Status</i>	<i>Description</i>
Solid Red	Idle power, door 1 is locked
Blinking Red	Strikes and Out for door 1
Solid Green	Granted access for door 1
Blinking Green	Latch for door 1 is unlocked

## System Feedback / Responses (Beeps)

### Direct Command Responses:

	<i><b>Voice Response</b></i>	<i><b>Description</b></i>
<b>10 Short Beeps:</b>	Entrance 1-4 opened	This is the command to latch open door 1
<b>5 Short Beeps:</b>	Entrance 1-4 closed	This is the command to keep the latch closed for door 1

### Visitor Responses:



	<i><b>Voice Response</b></i>	<i><b>Description</b></i>
<b>10 Short Beeps:</b>	Access granted	Access is granted from an entry code or other code used on door 1. Access may also be granted by a tenant on their touch tone phone. The voice is played first then the beeps
<b>1 Long Beep:</b>	Access denied	Access is denied from an entry code, card code used or invalid password on door 1. Access may also be denied by a tenant on their touch tone phone
<b>1 Long Beep:</b>	Invalid code	Unknown entry or directory code on door 1
<b>2 Short Beeps:</b>	---	Indicates door 1 is already open
<b>Busy Tones:</b>	---	Directory code in DND mode or resident line is in use
<b>1 Short Per Second:</b>	---	1 beep is played per second for remaining seconds during a call
<b>2 Short Beeps:</b>	Program mode	System acknowledges valid prefix/password and is in program mode
	Use up and down keys to	While system is idle and the help key is pressed

## Sending Direct Commands from the Resident's Phone

(NPB / Single Family Residence ONLY)

You can send commands directly to the unit from your phone without being in programming mode. This feature is only available from a **single-family residence** or a **manager** who is sharing a phone line with the unit.

### To Enter a Direct Command from a Residence Phone:

- ① Lift the receiver and press  

**NOTE:** If multiple units are sharing the same phone line, then a **Unit ID Code (1-7)** will need to be entered at this time. See next page for more information about Multiple Unit Sites.

**The unit is now ready to allow direct commands only!**

Example 1:



Enters direct command mode

Example 2:



Enters direct command mode for unit three

## Programming Multiple Units Overview

Up to seven (7) units can be installed on a single telephone line. **Each** unit must have a **"Unique Unit ID"** number and the **"Number of Units in Chain"** assigned to it.

### Set the Unit ID Number and Number of Units in Chain: **2**

The unit ID identifies each unit within a chain. Adding or removing will require the unit ID's to be re-entered. **Factory Setting: Unit ID 1 and Number of Units in Chain 1.**

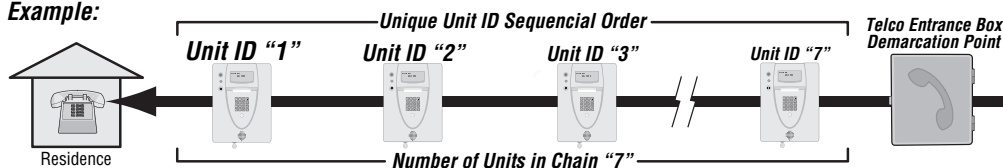
① Press **2** Then **#**

② Unit ID Number (1-7), Then **#**

③ Total Number of Units in Chain (1-7), Then **#**

**Important:** This must be performed for **EACH** unit in the Chain

**Example:**



**Important:**

You must program each unit ID using the main keypad first before attempting remote access. **EACH** unit in the Chain must have the same "Rings Before Answer" **16**.

**Factory Setting - 5 Rings**

**EACH** unit in the Chain must have the same "Alternate Prefix" **115**.

**Factory Setting - Normal** (use **\*** **\*** **\*** to enter programming)

Be sure to set the rings before answer value **16** is greater than maximum rings before aborting attempt **14**.

### Verify Unit Number: **111**

This allows you to verify a unit's number within a chain. When you perform this step, the unit will respond with the number corresponding to its unit ID number. The message two (2), for example, means the unit is number 2 in the chain.

**1** **1** **1** Then **\***

If you make an error during an entry, press the asterisk key (\*) to begin again.

## Setup "Your Settings"

The units come preprogrammed with Factory Settings. When the unit is first installed, you **DO NOT** need to program each feature. Review the unit's factory settings before programming (see **Quick Reference Guide**, pages 4-8 for **ALL** the Factory Settings).

### Getting Started

#### Change the Unit Password: **1**

##### Recommended

Change the unit password to prevent any tampering with your system's database. When changing the password, save a copy of it in a secure location. If you lose the password, you **will not** be able to enter into programming mode. **Factory Setting: 000000**

See page 56

#### Set the Clock: **3**

##### Recommended

An accurate clock is **critical** to the proper use of schedules and for accurately reporting transactions.

See page 52

#### Change the Unit's ID and Chain Number for Multiple Unit Configurations **ONLY**: **2**

##### Recommended

The Unit ID number identifies each unit within the chain. Setting the "Unit ID" and "Number of Units in the Chain" are **required** so Versa XS can send or receive data to/from the correct units within the chain. **Factory Setting: Unit ID Number "1" and Number of Units in Chain "1".**

See previous page

## Setup External Access Control Devices

The unit ***must*** have all ***external access control device*** options ***configured*** into it, before many of the other programming options can proceed. You must tell the unit ***"what it's wired to"*** and ***"how you want the devices to behave."*** To do this you must know what a ***"Door"*** Number is and what a ***"Relay"*** is.

### What is a Door Number?

A Number (1-4) ***YOU*** assign to the unit to identify the External Access Control Devices wired to it. Up to 4 devices can be connected. Once identified, the unit will keep the ***Same Door Numbers*** in other programming. The Internal Keypad is ALWAYS Assigned to Door Number 1.

### What is a Relay?

A relay is a device that reacts to an electric current to activate other devices. Allowing the EL Model to lock or unlock a door/gate, shunt (bypass) alarm contacts, signal an alarm, or turn on a camera wired to a closed-circuit television (CCTV). The relays can be programmed to 5 different modes.

#### ***The 5 Modes of Operation are:***

**Strike Relay:** A Strike Relay controls a door or gate by unlocking or opening it. It does not control any other component associated with a system like Alarms, CCTV, etc.

**Shunt Relay:** A Shunt Relay is normally wired to an alarm and works with strike relays to shunt (bypass) the alarm when the door is opened with a valid access code. If the door is forced open, the system will not shunt the alarm and the alarm will be triggered.

**CCTV Relay:** The camera is wired to a closed circuit television (CCTV). The system's camera is always on. The CCTV relay can be used to control an external recorder or external camera.

**Alarm Relay:** The Alarm Relay will activate another device, such as a siren, when 3 conditions occur. A door is opened without a valid access code, a door is open past the allotted time programmed in, or too many invalid codes are tried. Any of these will trigger the alarm relay.

**Control Relay:** The Control Relay can control another device such as an outdoor or indoor light near the unit. For example, you could configure the system to turn on an entry light through a darkened area after a resident enters a valid access code. The light would then turn off after a specified amount of time.

**Configuring "YOUR" Unit:**

There are 3 sample configurations on pages 26 and 27 to help you understand the 4 step process needed to setup YOUR external access control devices.

- Step 1** **Set Each Relay Mode for the Appropriate Response:** There are 5 different relay modes (Previous Page). The relay mode determines what the relay will control (a door, alarm, CCTV, etc.). See next page.
- Step 2** **Set Each Relay's Strike Time:** The relay time determines the amount of time the relay remains activated. For example, when a strike relay activates to unlock a door, the relay activation time determines how long the door will remain unlocked (next page).
- Step 3** **Assign Each Door Number to One or More Relays:** Defines which relays will activate when a resident presents a valid access code to an external access control device (next page).
- Step 4** **Assign Each External Access Control Device to a Door Number:** When a valid access code is entered into a external access control device, the Assigned door's relays will activate (see below).

**Step 1 Set Each "Relay Mode" to get the Appropriate Response** **65**

There are 5 different relay modes (see page 22). The Relay Mode determines what the response will be when a valid access code is entered (open a door, turn on an alarm, turn on a light then turn it off, turn on a CCTV, etc.). Be sure relays are not activated when changing "Relay Mode" types. **Factory Setting: All Relays are Set at "1 - Strike"**

① Press **6** **5** Then **#**

**Important:** 1-3 must be performed for **EACH** Relay assigned to the unit.

② Enter the Relay Number (1-4). Then (#)

③ Enter Relay Mode (1-5). Then (#)

1 = Strike - controls a door/gate by unlocking/opening it.

4 = Alarm - activates another device (siren)

2 = Shunt - bypasses the alarm under normal circumstances.

5 = Control - controls another device (on/off light)

**Example:** **6** **5** **#** **2** **#** **2** **#**

①                      ②                      ③

Assigns Relay "2" as a Shunt Relay

**Step 2 Set Each Relay's "Activation Time":** **66**

This is the amount of time (in seconds) the relay remains activated. This will define the amount of time a door cycles (unlocks, then relocks) or how long the CCTV camera remains on after being activated. Be sure relays are not activated when changing relay "Activation Time".

**Factory Setting: All Relays are set at 10 seconds.**

① Press **6** **6** Then **#**

**Important:** 1-3 must be performed for **EACH** Relay assigned to the unit.

② Enter the Relay Number (1-4). Then (#)

③ Enter Activation Time (1-300 Seconds). Then (#)

**Example:** **6** **6** **#** **4** **#** **3** **0** **#**

①                      ②                      ③

When Activated, the Relay Number "4" will activate for "30" seconds.

**NOTE:** Most gate operators recommend activation of **2 seconds**.



**Step 3 Assign "Each" Door Number to One or More Relays: 61**

When a **valid** access code is used at an external access control device (Door), the unit **can be set** to activate one or more relays. **Factory Settings: Door 1 Activates Relay 1; Door 2 Activates Relay 2; Door 3 Activates Relay 3; Door 4 Activates Relay 4**

① Press **6 1** Then **#**

② Enter the Door Number (1-4). Then (#)

③ Enter Relays to be Activated (0000-1111). Then (#)

**0=Deactivate, 1=Activate (1st digit=Relay 4, 2nd digit=Relay 3, etc.)**

**Important:** 1-3 must be performed for **EACH** Door Number assigned to the unit.

**Example:** **6 1 # 1 # 0 0 1 1 #**

Relay 4
Relay 3
Relay 2
Relay 1

Deact
Deact
Activate
Activate

When a Resident uses a Valid Code at "Door 1", Relay "1" and Relay "2" will Activate

**Step 4 Assign Each External Access Control Device a "Door Number": 60**

**To perform these 4 steps you MUST know EXACTLY where the External Access Control Device(s) are wired in "Your" unit! When page 13 and 23 are completed by you or your installer, they will help you understand "Your" personal layout. If you do not know this, DO NOT PROCEED. Consult your Installer and/or refer to the installation manual for assistance.**

The units can be equipped with Wiegand reader and radio frequency (RF) modules that allow your system to accommodate external access control devices such as a Wiegand-compatible card readers (keypad) and RF receiver. **In order for Wiegand devices to work successfully, you must assign them a "Door Number".** When a valid access codes is presented to the device, the **Assigned Door's Relays** will activate. **Factory Setting:**

Main Keypad	Device 1	Device 2	Device 3	Device 4
Door 1	Door 1	Door 2	Door 3	Door 4

① Press **6 0** Then **#**

② Enter External Access Control Device Number (1-4). Then (#)

**Internal Keypad is ALWAYS Assigned to External Access Control Device Number 0**

③ Assign a Door Number (1-4) to the Device. Then (#)

**Important:** 1-3 must be performed for **EACH** external access control device of unit.

**NOTE:** A "Door Number" is a number **you** assign to each external access control device. Only Wiegand devices may be assigned to a door.

**Example A:** **6 0 # 1 # 3 #**

Device "1" is Assigned as Door "3".

**Example B:** **6 0 # 3 # 4 #**

Device "3" is Assigned as Door "4".

# "Your" Door Settings (See tables below for reference)

Device	Location	Door No.	Relay	Relay Mode	Relay Function	Relay Activation Time (Seconds)

When **"Your Door Settings"** or **"Door 1, 2, 3 or 4"** are referenced throughout this manual, this completed chart will outline how your unit will function.

**Sample: The System Controlling 1 Door** (Next Page for Illustration)

Device	Location	Door No.	Relay	Relay Mode	Relay Function	Relay Activation Time (Seconds)
Main Keypad (REX) Exit Request	Front Door	Door 1	1	Strike	Unlocks Door	10 sec.
			2	Shunt	Bypasses/Signals Alarm	40 sec.
			3	Alarm	Sounds a Siren	10 sec.
			4	CCTV	Activates Camera	10 sec.

**Sample: The System Controlling 2 Doors and a Vehicle Gate** (Next Page for Illustration)

Device	Location	Door No.	Relay	Relay Mode	Relay Function	Relay Activation Time (Seconds)
Main Keypad and Postal Lock Security Light	Front Door	Door 1	1	Strike	Unlocks Door	10 sec.
			2	Control	Turns on Security light	60 sec.
Wiegand Card Reader	Back Door	Door 2	3	Strike	Unlocks Door	10 sec.
Transmitter Buttons	Gate Operator	Door 3	4	Strike	Opens Gate	10 sec.

**Sample: The System Controlling 4 Doors** (Page 27 for Illustration)

Device	Location	Door No.	Relay	Relay Mode	Relay Function	Relay Activation Time (Seconds)
Main Keypad	Front Door (Entrance)	Door 1	1	Strike	Unlocks Door	10 sec.
Wiegand Keypad	Front Door (Exit)	Door 2	2	Strike	Unlocks Door	10 sec.
Wiegand Card Reader	Back Door	Door 3	3	Strike	Unlocks Door	10 sec.
Wiegand Card Reader	Manager's Door	Door 4	4	Strike	Unlocks Door	10 sec.

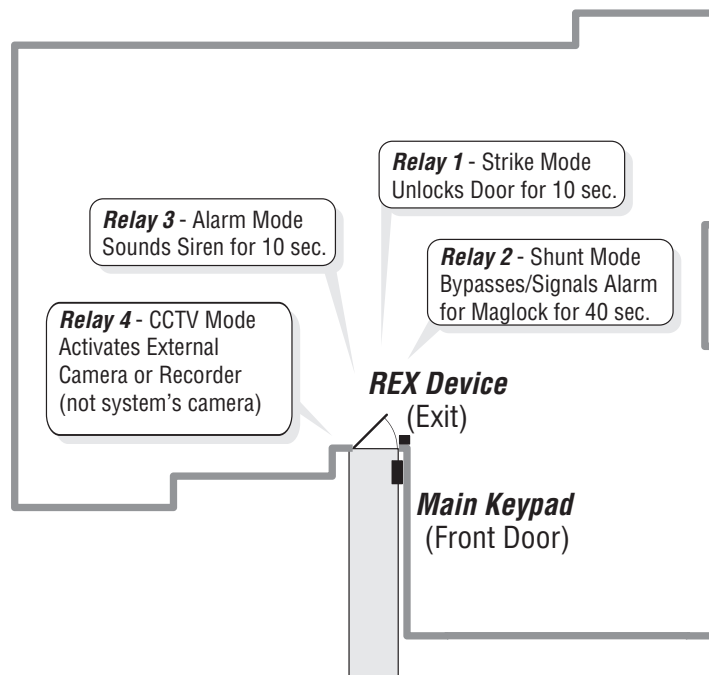
**Sample: The System Controlling Single Family Residence** (Page 11 for Illustration)

Device	Location	Door No.	Relay	Relay Mode	Relay Function	Relay Activation Time (Seconds)
Main Keypad and (REX) Exit Request	Driveway	Door 1	1	Strike	Opens Vehicular Gate	10 sec.
			2	Control	Turns on Security Light	10 sec.
Wiegand Card Reader	Pedestrian Gate	Door 2	3	Strike	Unlocks Pedestrian Gate	10 sec.
CCTV	In EL Model System	Door 3	4	CCTV	Activates Camera	10 sec.

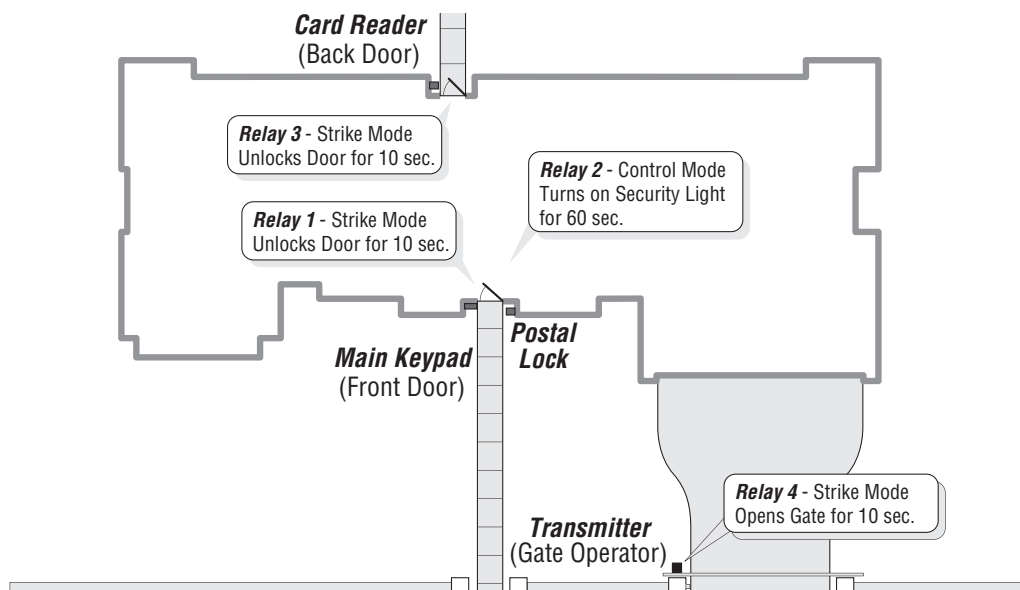
**Sample: The System Controlling Multi-Resident Apartment** (Page 12 for Illustration)

Device	Location	Door No.	Relay	Relay Mode	Relay Function	Relay Activation Time (Seconds)
Main Keypad	Front Door (Entrance)	Door 1	1	Strike	Unlocks Door	10 sec.
Transmitter and REX Exit Device	Vehicular Gate	Door 2	2	Strike	Unlocks Door	10 sec.
Wiegand Card Reader	Pool Gate	Door 3	3	Strike	Unlocks Door	10 sec.
Siren	Front Door (Entrance)	Door 4	4	Shunt	Bypasses/Signals Alarm	30 sec.

## Unit Controlling 1 Door

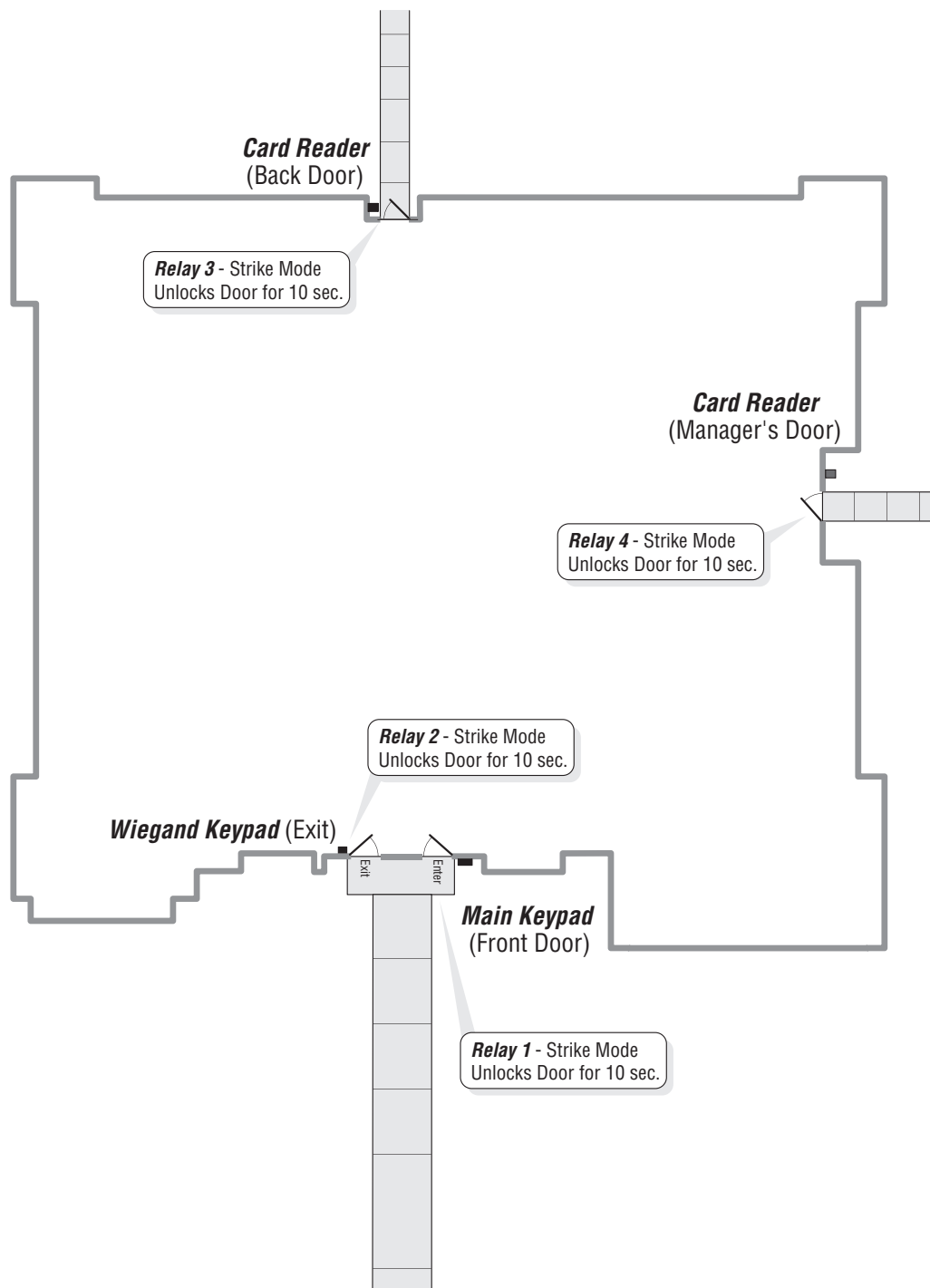


## Unit Controlling 2 Doors and Vehicle Gate



## Unit Controlling 4 Doors

Setup "Your Settings"



Setup "Your Settings"

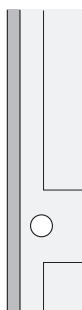
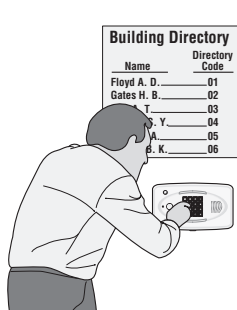
# Directory Codes

## About Directory Codes

Directory Codes are unique 1-4 digit codes that dial a corresponding telephone number in the building. When a visitor wishes to contact a resident, the visitor enters the Directory Code on the unit's keypad. The unit will dial the phone number assigned to the code. The resident can then talk to the visitor by phone and grant them entry into the building.

### To Use an Existing Directory Code to Contact a Resident:

Enter the Directory Code on the unit's keypad then press 



Visitor uses Directory Code to contact Resident



Resident can grant access to Visitor



Visitor gains entry

Before adding or modifying Directory Codes, answer the following questions:

- **Have you chosen the Directory Code number you will assign?** This number will be assigned to a resident. The visitor will enter this number on the unit keypad to prompt the system to dial the resident's phone number.
- **Do you know the resident's phone number?** The system needs the phone number so it can dial the resident when prompted. If the resident's phone has an extension, the unit will need that data as well.
- **Will the resident want a Do Not Disturb schedule?** If the resident doesn't want to be disturbed during certain times, you can configure his/her Directory Code with a Do Not Disturb schedule. During this schedule, visitors won't be able to call the resident. See page 31.
- **Will the resident utilize a Call Forwarding number during certain times?** Perhaps the manager of an apartment complex wants the leasing office phone number forwarded to an answering service after 5PM on weekdays and all day on weekends. See page 31 for more information.
- **Will you activate or deactivate the Directory Code at a certain day and time?** You may assign a Directory Code to a resident and delay its use until a day and time you specify. Also you can deactivate the Directory Code on a specified day and time. See page 32.
- For units with an LCD display, you can control how the tenant's name is displayed on the screen. See page 33.

Set Directory Code Length **6**

**Factory Setting: 3**

❶ Press **6** Then **#**

❷ Enter New Directory Code Length (1-4). Then (#)

**Example:** **6** **#** **2** **#**

Makes Directory Code length 2 digit Maximum.

**Important:** You will not be able to decrease the Directory Code length if codes already exist that are more than the attempted decrease length. For example, you will not be able to decrease a code from 2 digits to 1 digit if 2-digit codes already exist.

You will not be able to increase Directory Code length if there's an entry code length conflict.

If you increase the Directory Code length, all existing codes will increase with leading zeroes for every digit increase. For example, if you increase the length to 2 digits, an existing Directory Code of 4 will now be 04.

## Add, Edit or Delete Directory Codes

**When adding or editing Directory Codes, note the following:**

- **Keep a record of each Directory Code you assign;** in particular, write down the resident names associated with each code. This will help when adding, editing, or deleting Directory Codes later.
- **Each assigned Directory Code must be entered with the set amount of allowable digits (up to 4).** For example, if you assign "2" as a resident's Directory Code, but the system is set for two digits, the visitor will have to enter "02" to call the resident.

Add Basic Directory Code: **40**

Add a Directory Code, Phone Number, and Phone Extension.

❶ Press **4** **0** Then **#**

❷ Enter Directory Code (up to 4 digits). Then (#).

❸ Enter Phone Number (up to 20 digits). Then (#).

❸A Phone Extension if necessary (up to 5 digits). Then (#).

**Example:**

**4** **0** **#** **1** **2** **#** **5** **5** **5** **8** **9** **7** **8** **#** **#**

Adds Directory Code "12" with phone number "555-8978". The phone extension field was skipped.

**NOTE:** A basic Directory Code will be active, have a do not disturb schedule of "0" (i.e., resident can be called 24 hours a day, 7 days a week), and have no call forwarding.

**Add or Edit Full Function Directory Code: 41**

When adding a full function Directory Code, it will default as **"active"**. To deactivate a code, or deactivate on a specific time and date, see **Activate or Deactivate Directory Code** on page 32.

- 1 Press **4** **1** Then **#**
- 2 Enter Directory Code (up to 2 digits). Then (#)
- 3 Enter Phone Number (up to 20 digits). Then (#)
- 4 Enter Phone Extension (up to 5 digits). Then (#)
- 5 Enter Do Not Disturb Schedule (0-63). Then (#)  
0 = May always be disturbed  
1 = Never disturb
- 6 Enable (1) or Disable (0) Call Forwarding. Then (#)
- 7 Enter Call Forward Schedule (0-63). Then (#)  
0=Never Use Call Forward Number  
1=Use Call Forward Number
- 8 Only Enter New Call Forward Phone Number (up to 20 digits). Then (#)  
(Skip this step to keep existing Call Forward Phone Number).
- 8A Enter Call Forward Phone Extension (up to 5 digits). Then (#)  
(If using an extension the unit **MUST** have a phone number).

**Factory Settings**

Do Not Disturb Schedule = 0  
Call Forwarding Enable or Disable = 0  
Call Forwarding Schedule = 0

*Example:*



Adds Directory Code "45" with phone number "555-2134", phone extension "432", uses Do Not Disturb schedule 2 and disables call forwarding.

**Change a Directory Code ONLY: 44**

Allows you to change ONLY the Directory Code without affecting the other data associated with the record (e.g., phone number, do not disturb schedule, etc.).

- 1 Press **4** **4** Then **#**
- 2 The New Directory Code Number (Up to 4 digits). Then (#).
- 3 The Current Directory Code number (Up to 4 digits). Then (#).



Changes Directory Code from "14" to "23".

**Delete a Directory Code: 48**

- 1 Press **4** **8** Then **#**
- 2 Enter the Directory Code number to be deleted (Up to 4 digits). Then (#)



Deletes Directory Code "23".

**Delete ALL Directory Codes: 201**

This will delete **ALL** Directory Codes from unit.

**Important:** Once you delete the Directory Codes, you cannot retrieve them unless they are saved in Versa XS.

❶ Press **2** **0** **1** Then **#**

❷ Enter **1** **0** **1** **0** **1** **0** Then **#**

**Enable or Disable Do Not Disturb Schedule 10**

Do Not Disturb (DnD) Schedules prevent visitors from calling residents during specified time frames. To assign a DnD Schedule to a Directory Code, use the programming step for adding/editing a full function Directory Code (see page 29). When enabling/disabling DnD Schedule for a Directory Code, the system will remember the schedule assigned to the code. **Factory Setting: Disabled**

❶ Press **1** **0** Then **#**

❷ Enter the Directory Code to be enabled or disabled. Then (#)

❸ Enable (**1**) or Disable (**0**). Then (#)

**Example:** **1** **0** **#** **3** **4** **#** **0** **#**

❶                      ❷                      ❸

Disables the Do Not Disturb schedule for Directory Code "34".

**Enable or Disable Call Forwarding (Directory Calls) 46**

Call Forwarding redirects visitor calls to another telephone number instead of the regular phone number. During a Call Forwarding call, the visitor will hear normal telephone line sounds but will not hear the number being dialed. You can Enable or Disable the Call Forwarding Feature for a specific Directory Code (Dial-Out). **Factory Setting: Disabled**

❶ Press **4** **6** Then **#**

❷ Enter Directory Code (1-4 digits). Then (#).

❸ Enable (**1**) or Disable (**0**). Call Forwarding. Then (#).

❹ Enter Call Forward Schedule (0-63). Then (#)

**0=Never Use Call Forward Number**

**1=Use Call Forward Number**

❺ Only Enter New Call Forward Phone Number (up to 20 digits). Then (#)  
(Skip this step to keep existing Call Forward Phone Number)

❺A Enter Call Forward Phone Extension (up to 5 digits). Then (#)  
(If using an extension the unit MUST have a phone number).

**Factory Settings** { Call Forwarding Enable or Disable = **0**  
Call Forwarding Schedule = **0**

**Example:**

**4** **6** **#** **1** **4** **#** **1** **#** **2** **#** **5** **5** **5** **3** **6** **6** **2** **#** **#**

❶                      ❷                      ❸                      ❹                      ❺                      ❺A

Enables Call Forwarding number 555-3662 for Directory Code "14" with a use schedule of "2".



## Add / Modify Resident DnD and/or Call Forwarding 49

Add/Modify DnD and Call Forwarding Information for the Resident (NPB) or manager. Do Not Disturb (DnD) Schedules prevent visitors from calling the Resident (NPB) or manager phone during specified time frames. Call Forwarding redirects visitor calls to an outside telephone number instead of ringing the Resident (NPB) or manager phone. During a Call Forwarding call, the visitor will hear normal telephone line sounds but will not hear the number being dialed.

You can Enable or Disable, individually, the DnD and Call Forwarding features for the Resident (NPB) or manager phone. **Factory Setting: DnD Control Setting is Disabled (0); Call Forwarding Control Setting is Disabled.**

- ❶ Press **4** **9** Then **#**
- ❷ Set DnD Control Setting, Enabled (1) or Disabled (0). Then (#).
- ❸ Enter Do Not Disturb Schedule (0-63). Then (#).
- ❹ Set Call Forward Control Setting, Enabled (1) or Disabled (0). Then (#)
- ❺ Enter Call Forward Schedule (0-63). Then (#)
- ❻ Only Enter New Call Forward Phone Number (up to 20 digits). Then (#)  
(Skip this step to keep existing Call Forward Phone Number)
- ❼A Enter Call Forward Phone Extension (up to 5 digits). Then (#)  
(If using an extension the unit MUST have a phone number).
- ❼ Enter Call Forward Extension Delay (0-30 sec.). Then (#)

Example:



The DnD Control Setting is Enabled and uses Schedule "34". It also Enables Call Forwarding which uses Schedule "22". Call Forwarding uses Phone Number "976-5000" with Extension "1136" and waits "20" seconds before dialing the Extension.

## Activate or Deactivate a Directory Code 45

Activate or deactivate Directory Codes. Also activate or deactivate specific dates and times for those Directory Codes.

### Activate / Deactivate a Directory Code:

Disabling the Activate Directory Code **❸**, the Directory Code will always be deactivated. If you enable the Activate Directory Code **❸**, then the four If statements could apply:

1. **If** you disable the Start Activation Date **❹** and disable the End Deactivation Date **❺** and omit all dates and times, the Directory Code will immediately become active and stay that way until the code is deactivated or deleted.
2. **If** you enable the Start Activation Date **❹** and add only a "Start Date and Time" **❹A** **❹B** and disable the End Deactivation Date **❺**, the Directory Code will activate on that "Start Date and Time".
3. **If** you disable the Start Activation Date **❹** and enable the End Deactivation Date **❺** and add only an "End Date and Time" **❺A** **❺B**, the Directory Code will deactivate on that "End Date and Time".
4. **If** you enable the Start Activation Date **❹** and add a "Start Date and Time" **❹A** **❹B** enable the End Deactivation Date **❺** and add an "End Date and Time" **❺A** **❺B**, the Directory Code will activate on that "Start Date and Time" and deactivate on the "End Date and Time".

### To Activate or Deactivate a Directory Code:

- ❶ Press **4** **5** Then **#**
- ❷ Enter Directory Code (1-4 digits). Then (#)
- ❸ Activate Directory Code, (Enable-1 or Disable-0). Then (#)
- ❹ Use Start Activation Date, (Enable-1 or Disable-0). Then (#)
- ❹A Start Date (yymmdd). Then (#)
- ❹B Start Time (hhmm). Then (#)
- ❺ Use End Deactivation Date, (Enable-1 or Disable-0). Then (#)
- ❺A End Date (yymmdd). Then (#)
- ❺B End Time (hhmm). Then (#)

**NOTE:** All time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.)

Example:



Directory Code "33" is Activated on February 1st, 2004 at 6PM.

**Directory Code Display Option 141**

Directory Code must exist in the unit's database. **Factory Setting: 0, 1, 2 or 3**

❶ Press    Then 

❷ Enter Directory Code. Then (#)

❸ Enter Hidden Attribute Option (0-3). Then (#)

Option 0=**Show All** (always show name and directory code number).

Option 1=**Show Name** (only shows name on the tenant list in the display).

Option 2=**Show Code** (only shows the code on the tenant list in the display).

Option 3=**Hide** (does not show the name or the code in the tenant list-tenant is skipped in the display).

**Resident Display Option 141**

To modify how the resident is displayed use Step 141, however skip entering the directory code. Also, note that only options 1 and 3 are allowed, because the resident does not have a directory code. **Factory Setting: 1**

❶ Press    Then 

❷ Press (#)

❸ Enter Hidden Attribute Option (1 or 3). Then (#)

Option 1=**Show Name** (only shows name on the tenant list in the display).

Option 3=**Hide** (does not show the name or the code in the tenant list-tenant is skipped in the display).

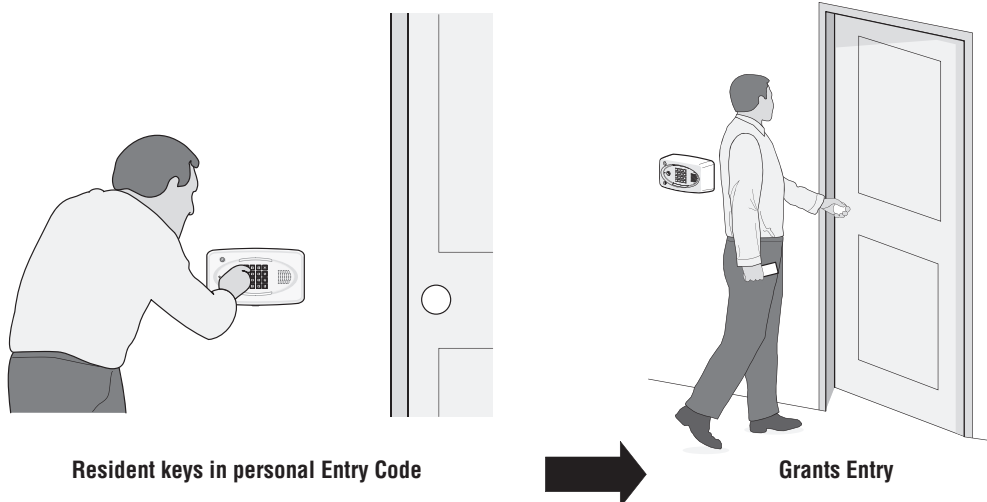
# Entry Codes

## About Entry Codes

Entry Codes are programmable, numeric codes (3-9 digits in length) that allow entry or exit through a gate/door. Residents enter their assigned entry code onto the unit's keypad to prompt the system to grant access.

### To use an existing Entry Code:

On the unit's keypad, enter the assigned "Entry Code". If you make a mistake entering the code, press .



*Before adding or modifying Entry Codes answer the following questions:*

- **Have you chosen the Entry Code number you will assign?** This number will be assigned to a resident. The resident will enter this number on the unit of the keypad to prompt the system to grant access.
- **Will the Entry Code have a use schedule (a.k.a. Time Zone)?** You may assign a schedule to an Entry Code so that is valid only during specified time frames.
- **What schedules will the Entry Code use at each door?** You may assign a schedule at each door that a resident may enter through.
- **Will an entry code be used for a pre-defined number of uses?** You can assign a utility option to control the number of uses for an entry code.
- **Will the entry code use action codes?** You may assign special use on an entry code. Special use entry codes execute an action at the main keypad.

## Set an Entry Code Length 7

### Factory Setting: 4 Digits

① Press **7** Then **#**

② Enter New Entry Code length (3-9 digits). Then (#)

Example: **7** **#** **5** **#**

①                      ②

Makes Entry code length 5 digit maximum.

**Important:** You will not be able to decrease the Entry Code length if codes already exist that are more than the attempted decrease length. For example, you will not be able to decrease a code from 5-digits to 4-digits if 5-digit codes already exist.

If you increase the Entry Code length, all existing codes will increase with leading zeroes for every digit increase. For example, if you increase the length to 5 digits, an existing Entry Code of 4556 will now be 04556. This value correlates with directory code length. The entry code length must always be one (1) digit greater than the directory code length.

You will not be able to decrease the Entry Code length if it conflicts with the Directory Code length.

## Add, Edit or Delete Entry Codes

**When adding or editing entry codes, note the following:**

- **Keep a record of each Entry Code you assign.** In particular, write down the resident names associated with each code. This will help when adding, editing or deleting Entry Codes later.
- **Each assigned Entry Code must be entered with the set amount of allowable digits (3-9).** For example, if you assign "4578" as a resident's Entry Code, but the system is set for 5 digits, the visitor will have to enter "04578" to enter the building.

### Add a Basic Entry Code: 50

Add an Entry Code ONLY. For adding or editing full function Entry Codes (i.e., codes with additional options such as use schedules, door assignments, etc.). See next page.

① Press **5** **0** Then **#**

② Enter Entry Code (3-9 digits). Then (#)

**NOTE:** Factory Setting for Entry Code Length is 4 digits (See "Entry Code Length" above)

Example: **5** **0** **#** **5** **4** **0** **0** **#**

①                      ②

Adds Entry Code "5400".

**NOTE:** A basic Entry Code will be active and unlock all controlled doors, with no time constraint (i.e., can be used 24 hours a day, 7 days a week).

**Add or Edit Full Function Entry Code: 51**

When adding a full Function Entry Code, it will default to **"Active"** at the current date and time with no deactivation date. To deactivate a code, or to activate or deactivate on a specific time and date, see **Activate** or **Deactivate Entry Code** on page 38.

- 1 Press **5** **1** Then **#**
- 2 Enter Entry Code (3-9 digits). Then (#)
- 3 Schedule for Door 1 (0 to 63). Then (#)  
*0=Full Restrictions 1=Full Access*
- 4 Schedule for Door 2 (0 to 63). Then (#)  
*0=Full Restrictions 1=Full Access*
- 5 Schedule for Door 3 (0 to 63). Then (#)  
*0=Full Restrictions 1=Full Access*
- 6 Schedule for Door 4 (0 to 63). Then (#)  
*0=Full Restrictions 1=Full Access*

**Factory Settings:** All Doors = 1 Full Access

**Example:**



Enables entry code "5400" to activate doors 1 & 2 on schedule #2 and restricts access to doors 3 & 4.

**Change Entry Code ONLY: 54**

Change **only** the Entry Code without affecting the other data associated with the code (e.g., schedule, door assignment, etc.). For example, you change only the code and keep the resident's existing schedule and door assignment because unauthorized individuals have been using that resident's code.

- 1 Press **5** **4** Then **#**
- 2 The **Current** Entry Code Number (3-9). Then (#)
- 3 The **New** Entry Code Number (3-9). Then (#)



Changes entry code from "6543" to "3456".

**Delete an Entry Code: 57**

- 1 Press **5** **7** Then **#**
- 2 Enter the Entry Code number to be deleted (3-9 digits). Then (#)

**Change Entry Code Door Access: 75**

Change which doors or single door an entry code activates. By default new entry codes can open any door, use this step to have the code open a specific door.

- 1 Press **7** **5** Then **#**
- 2 Enter the Entry Code number (3-9 digits). Then (#)
- 3 Enter 0 for access at any door. Enter 1,2,3 or 4 for specific door access.

**If you make an error during an entry, press the asterisk key (\*) to begin again.**

**Assign Utility Option: 58**

Assign a limited use entry code. This feature allows the user to assign a fixed number of uses for an entry code. The number of uses may reset daily or weekly. For example, allow a temporary code use 4 times a day. Use the never reset option to give a fixed use until all tries are used up. **Factory Setting: Off**

- ① Press **5** **8** Then **#**
- ② Enter new or existing entry code (3-9). Then (#)
- ③ Option:  
*0=Off*  
*1=Reset use daily at midnight*  
*2=Reset weekly*  
*3=Never reset*
- ④ Number of uses (1-15)

**Example:** **5** **8** **#** **1** **3** **9** **4** **#** **2** **#** **1** **#**

Entry Code "1394" has 1 use resetting weekly for direct commands from the keypad.

**Assign Special Use Entry Code at the Unit Keypad: 59**

Table of responses for Action Codes: Voice is the primary response, if there is no voice then beeps are played. When you hold down the last digit, you will hear "command" and then you enter one of the command numbers.

Command Number	Action
0	Release all Doors and return to previous schedule
1	Toggle Open/Close for Door 1
2	Toggle Open/Close for Door 2
3	Toggle Open/Close for Door 3
4	Toggle Open/Close for Door 4
5	Toggle Enable/Disable Resident Call Forward
6	Toggle Enable/Disable Resident Do Not Disturb
7	Get Door Status (Rolling). Each use reports status of next door. For example used once the status may report door 1, used again then status reports door 2, etc.

- \* The Open status means the door is currently opened by a Latch Command or in the Unlock portion of an Automatic Schedule.
- \*\*The commands 5 and 6 play a single short beep when enabled or a single long beep when disabled.

- ① Press **5** **9** Then **#**
- ② Enter existing entry code (3-9) and hold down last digit for command prompts. Then (#)
- ③ Enable/Disable special use. Then (enable = 1, disable = 0) (#)

**Example:** **5** **9** **#** **1** **3** **9** **4** **#** **1** **#**

Entry Code "1394" has the ability to execute an action at the main keypad.

**NOTE:** You may not assign utility codes with special use ability. When you hold down the last digit, you will hear "command" and then you enter one of the command numbers.

**Delete ALL Entry Codes: 202**

This will delete **ALL** Entry Codes from unit.

**Important:** Once you delete the Entry Codes, you cannot retrieve them unless they are saved in Versa XS.

① Press **2** **0** **2** Then **#**

② Enter **1** **0** **1** **0** **1** **0** Then **#**

**Activate or Deactivate an Entry Code 56**

This allows you to activate or deactivate an Entry Code, also on a specific date and time.

**Activate / Deactivate an Entry Code:**

Disabling the Activate Entry Code **3**, the Entry Code will always be deactivated. If you enable the Activate Entry Code **3**, then the four **If** statements could apply:

1. **If** you disable the Start Activation Date **4** and disable the End Deactivation Date **5** and omit all dates and times, the Entry Code will immediately become **active** and stay that way until the code is deactivated or deleted.
2. **If** you enable the Start Activation Date **4** and add only a "Start Date and Time" **4A** **4B** and disable the End Deactivation Date **5**, the Entry Code will **activate** on that "Start Date and Time".
3. **If** you disable the Start Activation Date **4** and enable the End Deactivation Date **5** and add only an "End Date and Time" **5A** **5B**, the Entry Code will **deactivate** on that "End Date and Time".
4. **If** you enable the Start Activation Date **4** and add a "Start Date and Time" **4A** **4B** enable the End Deactivation Date **5** and add an "End Date and Time" **5A** **5B**, the Entry Code will **activate** on that "Start Date and Time" and **deactivate** on the "End Date and Time".

**To Activate or Deactivate an Entry Code:**

① Press **5** **6** Then **#**

② Enter Entry Code (3-9 digits). Then (#)

③ Activate Entry Code, (Enable-1 or Disable-0). Then (#)

④ Use Start Activation Date, (Enable-1 or Disable-0). Then (#)

**4A** Start Date (yymmdd). Then (#)

**4B** Start Time (hhmm). Then (#)

**5** Use End Deactivation Date, (Enable-1 or Disable-0). Then (#)

**5A** End Date (yymmdd). Then (#)

**5B** End Time (hhmm). Then (#)

**NOTE:** All time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.)

**Verify an Entry Code 55**

Verify that an Entry Code exists in the unit's database.

**Audio Feedback "Invalid Step":** Indicates the code **Does Not** exist in the database.

**Audio Feedback "Valid Step":** Indicates the code **Exists** in the database.

① Press **5** **5** Then **#**

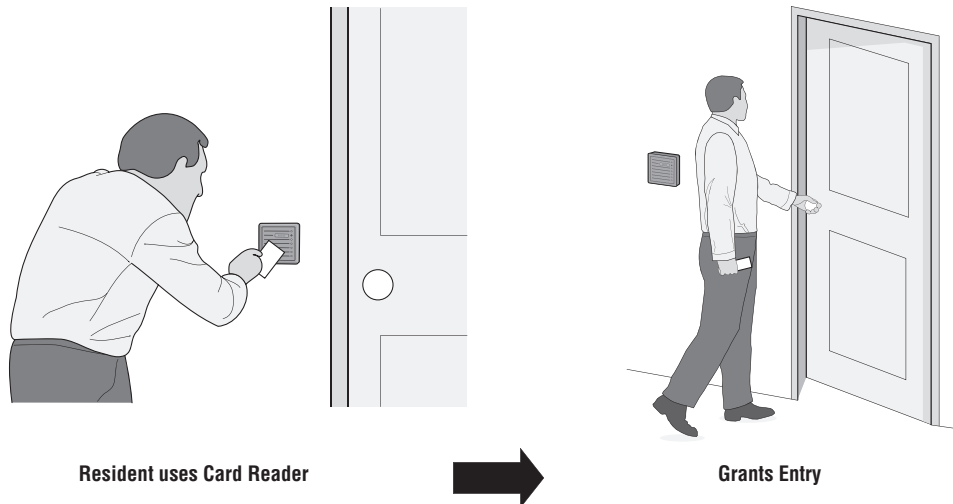
② Enter Entry Code (3-9 digits). Then (#)

**If you make an error during an entry, press the asterisk key (\*) to begin again.**

# Access Cards

## About Cards

Access cards allow entry or exit through a gate/door. This feature allows residents to swipe a card into a card reader (other card types and card readers may apply) to prompt the system to grant access.



*Before adding or modifying cards, answer the following questions:*

- **Do you know the card's number?** Each card will have a pre-defined number. You must enter the card's number into the system when assigning a card.
- **Do you know each card type you will assign?** The system must know the type of card that will be used (e.g., Standard 26-bit or Sentex 30-bit). You may assign a default card type if all of your cards are the same type (see also page 43). If you don't know the card type, check with the card manufacturer or your installing dealer.
- **Do the cards have a Facility Code?** These codes allow cards to be associated with a facility or complex. This feature is useful if you manage more than one complex. You may also assign a default facility code if a group of cards will share the same code (see also page 43).  
**NOTE:** Cards may have the same card code as long as their Facility Codes differ and/or the cards are a different type.
- **What schedules will the card use at each door?** You may assign a schedule to each door that a card may enter through.



## Add, Edit or Delete Cards

**When adding or editing cards, note the following:**

- Card codes depend on type: 1-65535 (26 or 30-bit).
- If you don't add a facility code or card type, the system will assign the default (see page 43).  
The allowable facility code range is 0-255 for 26-bit cards or 0-63 for 30-bit cards.
- When entering cards with facility codes:
  - Enter the facility codes individually when adding cards OR
  - Enter a default facility code. If you don't, the card will be assigned the default facility code (refer to page 43).

### Change Card Code Door Access: 78

Change which doors or single door a card code activates. By default new card codes can open any door, use this step to have the code open a specific door.

- 1 Press Then
- 2 Enter Card Number (1-65534 [26 or 30-bit]). Then (#)
- 3 Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)
- 4 Enter Card Type (26 or 30). Then (#)
- 5 Enter 0 for access at any door. Enter 1,2,3 or 4 for specific door access.

### Add a Basic Card: 80

This programming step allows you to add a card using the card's number. For adding or editing full function cards (i.e., cards with additional options such as use schedules, door assignments, etc.) see next section down. **NOTE:** This step must be repeated for each card.

- 1 Press Then
- 2 Enter Card Number (1-65534 [26 or 30-bit]). Then (#)
- 3 Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)
- 4 Enter Card Type (26 or 30). Then (#)

**Example:**

Adds card with number "34432", default Facility Code and 30-bit Card Type.

**NOTE:** A basic card will be active with the current system time and never deactivate, unlock all doors connected to the EL Models, with no time constraint (i.e., can be used 24 hours a day, 7 days a week).

For new cards, if you don't add a Facility Code or Card Type, the system will add the defined default values. For details, see Default Facility Code or Default Card Type on page 43.

## Add or Edit a Full Function Card: 81

When adding a full function card, it will default as **"Active"**. To deactivate a code, or deactivate on a specific time and date, see **Activate or Deactivate Card** on page 42.

- ① Press **8** **1** Then **#**
- ② Enter Card Number (1-65534 [26 or 30-bit]). Then (#)
- ③ Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)
- ④ Enter Card Type (26 or 30). Then (#)
- ⑤ Schedule for Door 1 (0-63). Then (#)  
0=Full Restrictions 1=Full Access
- ⑥ Schedule for Door 2 (0-63). Then (#)  
0=Full Restrictions 1=Full Access
- ⑦ Schedule for Door 3 (0-63). Then (#)  
0=Full Restrictions 1=Full Access
- ⑧ Schedule for Door 4 (0-63). Then (#)  
0=Full Restrictions 1=Full Access

**Factory Settings** All Doors = **1 Full Access**

**Example:**



Adds card with number "12287", Facility Code "1", 30-bit Card Type, schedule "2", that opens door 1 ONLY

**NOTE:** For new cards, if you don't add a Facility Code or Card Type, the system will add the defined default values. For details, see Default Facility Code or Default Card Type on page 43.

**NOTE:** To replace a lost card first delete the lost card (Step 88 on page 42) and then add the new card to the unit's database (Step 81 on this page).

**NOTE:** The new card uses the default settings for active and inactive values. To modify these settings use Step 87 on page 42.

## Add a Group of Cards at Once: 82

This feature allows you to enter a large number of cards into the system at one time. Individual cards from a group can be edited later. For example, you have 250 cards that you want to enter into the system so that every time someone needs a card, you won't have to program the system individually to enter a new card.

- ① Press **8** **2** Then **#**
- ② Enter Card Number (1-65534 [26 or 30-bit]). Then (#)
- ③ Enter Ending Card Number (1-65534 [26 or 30-bit]). Then (#)
- ④ Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)
- ⑤ Card Type (26 or 30). Then (#)
- ⑥ Activate (1) or Deactivate (0). Then (#)
- ⑦ Schedule for Door 1 (0 to 63). Then (#)  
0=Full Restrictions 1=Full Access
- ⑧ Schedule for Door 2 (0 to 63). Then (#)  
0=Full Restrictions 1=Full Access
- ⑨ Schedule for Door 3 (0 to 63). Then (#)  
0=Full Restrictions 1=Full Access
- ⑩ Schedule for Door 4 (0 to 63). Then (#)  
0=Full Restrictions 1=Full Access

**Factory Settings:** All Doors = **1 Full Access**

**Example:**



Adds a inactive group of Cards that range between "21500" and "21600", default Facility Code, 30-bit Card Type, inactive, and valid at all doors.

### NOTES:

- Group cards must be the **same Card Type** and have the **same Facility Code**. In addition, you may also activate the cards, add a schedule to one or more doors. These options must also be the same.
- If you don't add a Facility Code or Card Type when adding a new card group, the system will add the defined default values. For details see Default Facility Code or Default Card Type on page 43.

**Delete a Card: 88**

- 1 Press **8** **8** Then **#**
- 2 Enter Card Number to be deleted. Then (#)
- 3 Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)
- 4 Card Type (26 or 30). Then (#)

**Delete ALL Cards: 203**

- 1 Press **2** **0** **3** Then **#**
- 2 Enter **1** **0** **1** **0** **1** **0** Then **#**

**Activate or Deactivate a Card 87**

Activate or deactivate a card, and activate or deactivate specific date and times.

**Activate / Deactivate a Card:**

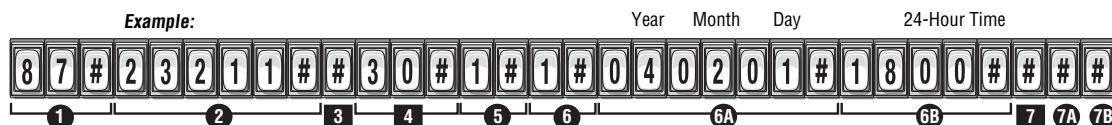
Disabling the Activate Card **5**, the Card will always be deactivated. If you enable the Activate Card **5**, then the four **If** statements could apply:

1. **If** you disable the Start Activation Date **6** and disable the End Deactivation Date **7** and omit all dates and times, the Card will immediately become **active** and stay that way until the code is deactivated or deleted.
2. **If** you enable the Start Activation Date **6** and add only a "Start Date and Time" **6A** **6B** and disable the End Deactivation Date **7**, the Card will **activate** on that "Start Date and Time".
3. **If** you disable the Start Activation Date **6** and enable the End Deactivation Date **7** and add only an "End Date and Time" **7A** **7B**, the Card will **deactivate** on that "End Date and Time".
4. **If** you enable the Start Activation Date **6** and add a "Start Date and Time" **6A** **6B** enable the End Deactivation Date **7** and add an "End Date and Time" **7A** **7B**, the Directory Code will on that "Start Date and Time" and **deactivate** on the "End Date and Time".

**To Activate or Deactivate a Card:**

- 1 Press **8** **7** Then **#**
  - 2 Enter Card Number (1-65534 [26 or 30-bit]). Then (#)
  - 3 Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)
  - 4 Card Type (26 or 30). Then (#)
  - 5 Activate Card (Enable-1 or Disable-0). Then (#)
  - 6 Use Start Activation Date, (Enable-1 or Disable-0). Then (#)
  - 6A Start Date (yymmdd). Then (#)
  - 6B Start Time (hhmm). Then (#)
  - 7 Use End Deactivation Date, (Enable-1 or Disable-0). Then (#)
  - 7A End Date (yymmdd). Then (#)
  - 7B End Time (hhmm). Then (#)
- NOTE:** All time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.)

Example:



Card "23211" with the existing Facility Code, 30-bit Card Type, activates on February 1st, 2004 at 6PM. Skipped end date and time.

**NOTE:** For new cards, if you don't add a Facility Code or Card Type, the system will search for a card that matches the card number and the default Facility Code and Card Type. For details, see Default Facility Code or Default Card Type on next page.

## Verify a Card

86

Verify that a card exists in the unit's database.

**Audio Feedback "Invalid Step":** Indicates the card **Does Not** exist in the database.

**Audio Feedback "Valid Step":** Indicates the card **Exists** in the database.

- ❶ Press Then
- ❷ Enter Card Number (1-65534 [26 or 30-bit]). Then (#)
- ❸ Enter Facility Code (0-63 [30-bit] or 0-255 [26-bit]). Then (#)
- ❹ Card Type (26 or 30). Then (#)

Example:



Then System Beeps *ONCE*

Card number "43323" with Facility Code "1" and Card Type "30" is **NOT** valid.

## Facility Codes

Cards may be assigned facility codes that help identify one group from another, useful when managing multiple buildings/complexes.

## Enable or Disable Ignore the Facility Code When a Card is Used: 74

Unit will ignore Facility Codes when enabled. **Factory Setting: Enabled.**

- ❶ Press Then
- ❷ Enable (1) or Disable (0). Then (#)

## Set the Default Facility Code: 73

Set a default Facility Code for 26-bit or 30-bit cards. If you set a default Facility Code, every time a card is entered without one, the default Facility Code will be used.

**Factory Setting: 0.**

- ❶ Press Then
- ❷ Enter Facility Code (0-63 [30-bit], 0-255 [26-bit]). Then (#)



Sets the default Facility Code for 26-bit or 30-bit cards to "1"

## NOTE:

- If you assign a default Facility Code greater than 63, all 30-bit cards entered without a Facility Code will be invalid. 30-bit cards have a Facility Code range of 0-63. 26-bit cards have a Facility Code range of 0-255.

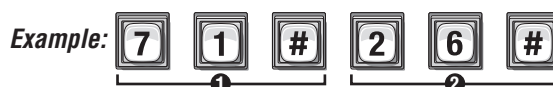
## Card Types

The EL Models accept two card types: **Standard 26-bit** cards or **Sentex 30-bit** cards.

## Set the Default Card Type: 73

Use this to set a default card type (Standard 26-bit or Sentex 30-bit). If you set a default card type, every time a card is entered without one, the default card type will be used. **Factory Setting: Sentex 30-bit.**

- ❶ Press Then
- ❷ Card Type (26 or 30). Then (#)

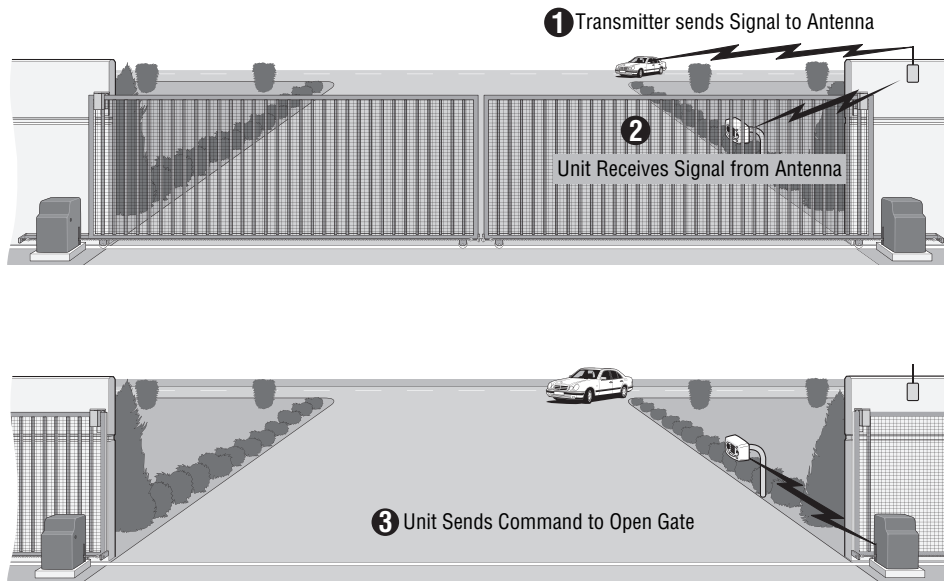


Sets the default card type to the Standard 26-bit.

# Transmitters

## About Transmitters (Remotes)

A resident may use a Passport radio frequency transmitter (remote) to enter a controlled area. When pressed, the transmitter sends a signal to the unit. It reads this data and determines the validity of the code. If the code is valid, the unit will activate the device(s) connected to it based on the button pressed. For example, if a vehicle gate was door 1 and a pedestrian gate was door 2 then press button 1 on a transmitter to open the vehicle gate and button 2 to open the pedestrian gate.



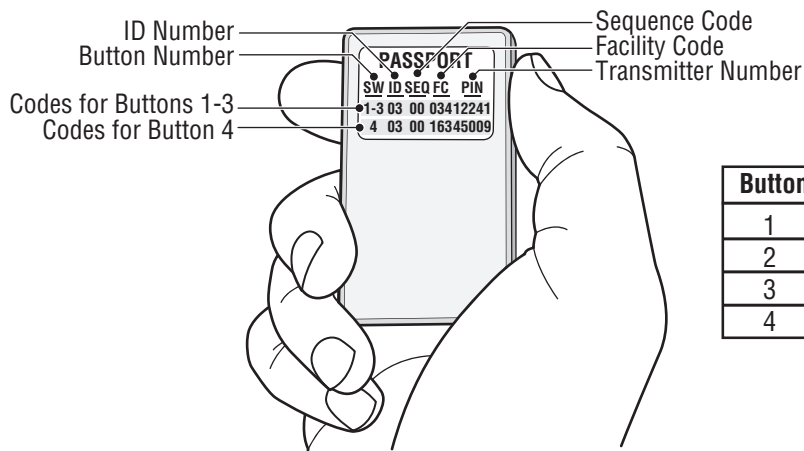
Before adding or modifying transmitters, answer the following questions:

- ***Do you know the transmitter's codes?*** Each transmitter will have a transmitter number, facility code, sequence code, and ID code. These codes can be found on the label located on the back of the transmitter (refer to illustration on next page).
- ***Which schedules will the transmitter use at each door?*** You may assign a schedule to each door that a transmitter is assigned to.
- ***Will you activate or deactivate the transmitter at a certain day and time?*** You may assign a transmitter to a resident and delay its use until a day and time you specify. Also you can deactivate the transmitter on a specified day and time.
- A transmitter's buttons correlate with the door it will open. For example, Button 2 on the transmitter activates relays associated with Door 2.

## Add, Edit or Delete Transmitter Codes

**When adding or editing transmitter codes, note the following:**

- The label on the back of the transmitter displays the codes necessary to program the transmitter.



Button	Opens Relay For Door
1	1
2	2
3	3
4	4

- Keep a record of each transmitter code you assign;** in particular, write down the resident names associated with each transmitter. This will help when adding, editing, or deleting transmitter codes later.
- Once the ID number, sequence, facility and transmitter number are programmed use the chart in the illustration.
- When adding transmitters buttons 1-3 are automatically entered and active. You do not have to repeat a step for buttons 2 and 3.

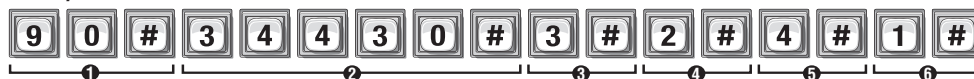
### Add a Basic Transmitter: 90

Add a Basic transmitter to the system's database. A basic transmitter will be active, unlock all doors/gates assigned to the RF module with no time constraints (i.e., can be used 24 hours a day, 7 days a week). For Full Function transmitters (i.e., transmitters with additional options such as schedules, assignments per door), see next page.

- Press **9** **0** Then **#**
- Enter Transmitter Number (1-65534). Then **#**
- Enter Facility Code (0-255). Then **#**
- Enter Sequence Code (0-2). Then **#**
- Enter ID Number (0-26). Then **#**
- Enter Button Number (1-4). Then **#**

**Important:** Steps 1-6 must be performed for **EACH** Transmitter assigned.

**Example:**



Activates transmitter number "34430", facility code "3", sequence code "2", ID number "4" and button "1".




**NOTE:** To replace a lost transmitter first delete the lost transmitter (Step 100 on page 47) and then add the new transmitter to the unit's database (Step 90 on this page).

**NOTE:** The new card uses the default settings for active and inactive values. To modify these settings use Step 98 on page 48.

**Add or Edit a Full Function Transmitter: 91**

Add or edit a full function transmitter. When adding a **Full Function** transmitter, it will default as **"active"**. To deactivate a transmitter, or to activate or deactivate on a specific time and date, see **Activate or Deactivate Transmitter** (page 48).




**Factory Settings:** All Doors = **1 Full Access**

- ❶ Press   Then 
- ❷ Enter Transmitter Number (1-65534). Then (#)
- ❸ Enter Facility Code (0-255). Then (#)
- ❹ Enter Sequence Code (0-2). Then (#)
- ❺ Enter ID Number (0-26). Then (#)
- ❻ Enter Button Number (1-4). Then (#)
- ❼ Schedule for Door 1 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*
- ❽ Schedule for Door 2 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*
- ❾ Schedule for Door 3 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*
- ❿ Schedule for Door 4 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*

**Add or Edit a Group of Full Function Transmitters: 94**

Add a large number of transmitters at once to the system. The individual transmitters can be edited later. **Factory Settings:** Activate or Deactivate = **1 Activate**;  
All Doors = **1 Full Access**

- *Group transmitters must have the same Facility Code, Sequence Code, ID Number and Active Button.*

- ❶ Press   Then 
- ❷ Enter Starting Transmitter Number (1-65534). Then (#)
- ❸ Enter Ending Transmitter Number (1-65534). Then (#)
- ❹ Enter Facility Code (0-2545). Then (#)
- ❺ Enter Sequence Code (0-2). Then (#)
- ❻ Enter ID Number (0-26). Then (#)
- ❼ Enter Button Number (1-4). Then (#)
- ❽ Activate (**1**) or Deactivate (**0**). Then (#)
- ❾ Schedule for Door 1 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*
- ❿ Schedule for Door 2 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*
- ⓫ Schedule for Door 3 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*
- ⓬ Schedule for Door 4 (1-4). Then (#)  
*0=Full Restrictions 1=Full Access*



**Delete a Transmitter: 100**

**Important:** This deletes buttons 1-3 or button 4 for a transmitter.

- ❶ Press **1** **0** **0** Then **#**
- ❷ Enter Transmitter Number (1-65534). Then (#)
- ❸ Enter Facility Code (0-255). Then (#)
- ❹ Enter Sequence Code (0-2). Then (#)
- ❺ Enter ID Number (0-26). Then (#)
- ❻ Enter Button Number (1-4). Then (#)

**Important:** Steps 1-6 must be performed once for buttons 1-4.

**Example:** **1** **0** **0** **#** **3** **4** **4** **3** **2** **#** **3** **#** **2** **#** **1** **0** **#** **1** **#**

❶
❷
❸
❹
❺
❻

Deactivates transmitter number "34432", facility code "3", sequence code "2", ID code "10", and buttons 1 through 3.

**Delete ALL Transmitters: 204**

- ❶ Press **2** **0** **4** Then **#**
- ❷ Enter **1** **0** **1** **0** **1** **0** Then **#**



## Activate or Deactivate a Transmitter 98

Activate or deactivate a transmitter on a specific date and time.

### Activate / Deactivate a Transmitter:

Disabling the Activate Transmitter **7**, the Card will always be deactivated. If you enable the Activate Transmitter **7**, then the four If statements could apply:

1. **If** you disable the Start Activation Date **8** and disable the End Deactivation Date **9** and omit all dates and times, the Transmitter will immediately become active and stay that way until the code is deactivated or deleted.
2. **If** you enable the Start Activation Date **8** and add only a "Start Date and Time" **8A 8B** and disable the End Deactivation Date **9**, the Transmitter will activate on that "Start Date and Time".
3. **If** you disable the Start Activation Date **8** and enable the End Deactivation Date **9** and add only an "End Date and Time" **9A 9B**, the Transmitter will deactivate on that "End Date and Time".
4. **If** you enable the Start Activation Date **8** and add a "Start Date and Time" **8A 8B** enable the End Deactivation Date **9** and add an "End Date and Time" **9A 9B**, the Transmitter will activate on that "Start Date and Time" and deactivate on the "End Date and Time".

### To Activate or Deactivate a Transmitter:

- 1 Press **9** **8** Then **#**
- 2 Enter Transmitter Number (1-65534). Then (#)
- 3 Enter Facility Code (0-255). Then (#)
- 4 Enter Sequence Code (0-2). Then (#)
- 5 Enter ID Number (0-26). Then (#)
- 6 Enter Button Number (1-4). Then (#)
- 7 Activate Transmitter (Enable-1 or Disable-0). Then (#)
- 8 Use Start Activation Date, (Enable-1 or Disable-0). Then (#)
  - 8A** Start Date (yymmdd). Then (#)
  - 8B** Start Time (hhmm). Then (#)
- 9 Use End Deactivation Date, (Enable-1 or Disable-0). Then (#)
  - 9A** End Date (yymmdd). Then (#)
  - 9B** End Time (hhmm). Then (#)

**Note:** All time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.)

#### Example:



Activates transmitter number "34432", facility code "25", sequence code "1", ID code "10", and button "1" activated on February 1st, 2004 at 6PM.

## Verify a Transmitter 96

**Audio Feedback "Invalid Step":** Indicates the transmitter code **Does Not** exist in the database.

**Audio Feedback "Valid Step":** Indicates the transmitter code **Does** exist in the database.

- 1 Press **9** **6** Then **#**
- 2 Enter Transmitter PIN Code (1-65534). Then (#)
- 3 Enter Facility Code (0-255). Then (#)
- 4 Enter Sequence Code (0-2). Then (#)
- 5 Enter ID Number (0-26). Then (#)
- 6 Enter Button Number (1-4). Then (#)

#### Example:



Transmitter with PIN code "43323", facility code "1", sequence code "1", ID code "25", and button "1" activated is **NOT** valid.

# Time Zones, Holidays and Clock

## About Time Zones (Schedules)

Time Zones (Schedules) allow you to create time periods to grant or deny access to a building or complex. Time Zones may be assigned to Access Codes (e.g., Entry Codes, Cards, etc.) or doors and utilize military time.

- When you assign a time zone to an access code, the code may only be used during time periods you specify. For example, you may assign a time zone to a card so that it is valid only on weekends. This does not apply to Directory Codes. These codes have Do Not Disturb (DnD) schedules that disallow use during specific times. For example, you may create a DnD schedule so that a visitor can't contact a resident after 10PM.
- You may assign a "Use" and/or "Auto Unlock/Lock" schedule to a door. Assign a time frame when you want a door accessible only during specific days and times. Assign an Auto Unlock/Lock time frame to a door if you want the door to automatically unlock and lock on specific days and times. For example, you can assign a segment to a door to unlock at 8AM and lock at 5PM.
- You are allowed up to 62 custom time zones, each one having up to 3 Segments (A segment is defined as a period of time).

Time zones cannot be assigned to access codes using the steps in this section. To assign a time zone to an access code, see the respective section for adding a full function code (e.g., Directory Codes on page 28, Entry Codes on page 34, etc.).

The sample table below indicates that each time zone may have up to 3 different segments. This feature provides added flexibility when setting the time zones, allowing you to define various time frames throughout the week for the same group of residents.

Time Zone	User Group / Door	Segment	Time Frame	Holiday
1	Group A (Employees with cards)	1	7am - 6pm, Monday-Friday	Exclude
		2	6am - 10pm, Monday-Thursday	Exclude
		3	6pm - 8pm, Friday	Exclude
2	Group B (Maintenance Crew with Entry Codes)	1	6pm - 5am, Monday-Friday	Include
		2	8am - 5pm, Saturday-Sunday	Include
3	Group C (Facility Manager with card)	1	12 Midnight - 12 Midnight Sunday - Saturday (All Day, Everyday)	Include
4	Front Door	1	8am (Unlock) - 5pm (Lock)	Exclude

- **Time Zone 1:** The employee's cards will only be valid between the times defined for each segment. During holidays, the cards will not be valid during the time frame times.
- **Time Zone 2:** The Maintenance Crew's entry codes will only be valid between the times defined for each segment. During holidays, the codes will be valid during the time frame times.
- **Time Zone 3:** The Facility Manager's card will have no time restrictions, even during holidays.
- **Time Zone 4:** The front door will automatically unlock at 8am and lock at 5pm, except during holidays.

Creating Time Zones **30****Factory Setting: None Created**

**NOTE:** All time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.)

- 1 Press **3** **0** Then **#**
- 2 Enter Time Zone Number (2 to 63). Then (#)  
*0=Full Restrictions 1=Full Access*
- 3 Enter Segment Number (1-3; or 99). Then (#)
  - To add one or more days to the time zone/segment, press the digit that corresponds to the day.  
**1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, 7=Saturday, 8=Holiday**  
(Add the holiday option if you want residents to have access to your building or complex to include holidays in the time zone)
  - When creating time zones, you may "**include**" or "**exclude**" residents during Holidays. If you add the holiday option to the time zone by pressing "**8**", the time zone **will** continue to grant access during the defined time period(s) - the system does not recognize the day as a holiday for that particular time zone. For example, you "**include**" the residents of your building during a holiday, but you "**exclude**" the cleaning crew.
  - If you omit the holiday option from the time zone, the time zone **will not** grant access during the defined time period(s) - the system recognizes the day as a holiday for that particular time zone. For example, you "**exclude**" your employees from accessing the complex on Labor Day.
  - To **add more segments**, edit the time zone and assign a different segment number.
  - To **delete a time zone**, enter a value of "**99**" as the segment number.
  - To **delete a segment**, enter a value of "**99**" as the start time.
- 4 Start Time (hhmm; or 99). Then (#)
- 5 End Time (hhmm). Then (#)
- 6 Day(s) of Week. Then (#)

**Example:**

24-Hour Time				24-Hour Time				Mon Tues Wed Thur Fri														
3	0	#	4	#	1	#	0	8	0	0	#	1	7	0	0	#	2	3	4	5	6	#
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3

Adds time zone number "4" with segment "1". The segment time period is from 8AM to 5PM (Monday through Friday, excluding Saturday, Sunday and holidays).

Setting Holidays **32**

Program the unit with up to **16** holiday dates that replace existing time zone (e.g., auto-lock/unlock and card/code entry schedules) during the defined date. For example, if New Year's Day is set up as a holiday, you may set up the system so that employees who ordinarily have access with entry cards and codes will not be granted entry on January 1st. **Factory Setting: None Created**

- 1 Press **3** **2** Then **#**
- 2 Add (1), Verify (2) or Delete (0). Then (#)
- 3 Enter Holiday Date (yyymmdd; or 99). Then (#)

**Example:**

Year		Month		Day	
3	2	#	1	#	0
4	1	2	2	5	#
1	2	3	4	5	6

Adds the Christmas holiday for 2004 to the unit's database.

- To delete **ALL** of the holidays, enter a holiday date of "99" with the delete option "0".

## Assigning Door Use and Unlock Time Zone

Unlock Time Zones allow you to automatically unlock and lock doors/gates at times you specify.

### Assign "Door Use Time Zone": 11

Door Use Time Zone allows you to set up time periods and days during which access is restricted for all entry codes, cards and transmitters. For example, to prohibit residents from entering the building through Door 2 on Sundays, create a time zone that excludes Sunday and assign it to Door 2. **Factory Setting: Enabled**

- 1 Press Then
- 2 Enter Door Number (1 to 4). Then (#)
- 3 Enter Time Zone Number (0 to 63). Then (#)  
*0=Full Restrictions 1=Full Access*

**Example:**

Assigns door "2" to use time zone "3".

### Enable or Disable Unlock Schedule: 11

Enable or disable auto unlock/lock schedule as necessary.

**Factory Setting: Enabled**

- 1 Press Then
- 2 Enable (1) or Disable (0). Then (#)

**Example:**

Auto unlock/lock schedule is disabled.

### Assign Door Auto Lock / Unlock Schedule: 31

Assign an auto unlock/lock schedule to a door. During the schedule, the door will be unlocked. For example, if the main door has a schedule from 8AM to 5PM, the door will unlock at 8AM and lock at 5PM. **Factory Setting: Disabled**

- 1 Press Then
- 2 Enter Door Number (1 to 4). Then (#)
- 3 Enter Schedule Number (2 to 63; or 99). Then (#)

**NOTE:** Use a schedule number of "99" to disable auto/unlock schedule for a particular door.

**Example:**

Assigns door "1" to unlock schedule "2".

## Deleting ALL Time Zones 205

This will delete **ALL** time zones from unit.

**Important:** Once you delete the time zones, you cannot retrieve them unless they are saved in Versa XS.

- ① Press **2** **0** **5** Then **#**
- ② Enter **1** **0** **1** **0** **1** **0** Then **#**

## Setting the Clock 3

An accurate clock is critical to the proper use of schedules, time zones and for accurately reporting transactions. The system will adjust itself to daylight saving time if enabled.

- ① Press **3** Then **#**
- ② Enter Date (yymmdd). Then (#)
- ③ Enter Day of Week. Then (#)  
**1=Sunday, 2=Monday, 3=Tuesday, 4=Wednesday, 5=Thursday, 6=Friday, 7=Saturday**
- ④ Time of Day (hhmm). Then (#)  
 All time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.)

**Example:**

			Year		Month		Day						24-Hour Time	
<b>3</b>	<b>#</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>#</b>	<b>7</b>	<b>#</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>
①					②				③				④	

Sets the clock to 1PM, Saturday, January 1st, 2005.

## Enable or Disable Daylight Saving Time: 4

When enabled, the system will automatically adjust the clock for daylight saving time.

**Factory Setting: Enabled**

- ① Press **4** Then **#**
- ② Enable (1) or Disable (0). Then (#)

**Example:**

<b>4</b>	<b>#</b>	<b>0</b>	<b>#</b>
①		②	

Disables Daylight Saving Time.

If you make an error during an entry, press the asterisk key (\*) to begin again.

# Features

## Setting Anti-Passback

The Anti-Passback feature deters someone from "passing back" his/her access code/ card to unauthorized individuals so they can gain entry into a restricted area. There are 2 types of anti-passback features:

- **True Anti-Passback requires residents to exit before entering again (and vice versa).** For example, if you have a door with Card Reader 1 (to enter) and Card Reader 2 (to exit), a resident entering with Card Reader 1 will have to swipe his/her card in the Card Reader 2 to exit before swiping on Card Reader 1 again (and vice versa).
- **Timed Anti-Passback requires residents to wait a defined period of time before using the same access code (card, entry code, etc.) again on the same entry device (reader, keypad, etc).** For example, if you set the Timed Anti-Passback to 60 minutes, the system will not grant access for 60 minutes to anyone who tries to reenter the same code into the same reader.

### Enable or Disable Anti-Passback: 12

Enable or disable the anti-passback feature. You may only enable the door(s) for timed or true anti-passback. **Factory Setting: Disabled**

- 1 Press **1** **2** Then **#**
- 2 Enable True Enable (1) or Disable (0). Then (#)
- 3 Enable Timed Enable (1) or Disable (0). Then (#)

**Example:** **1** **2** **#** **0** **#** **1** **#**

①
②
③

Enables Timed Anti-Passback.

### Set Anti-Passback Entry/Exit for Specific Devices: 64

Set the anti-passback to function for specified entry devices (e.g., card readers, keypads, etc.). When setting devices for "true" anti-passback, set one device for "entry" and the other for "exit". Only Wiegand devices may use true anti-passback.

**Factory Setting: Disabled**

**Important:** The Anti-Passback feature will not function unless you enable Program Number **12** (see above).

- 1 Press **6** **4** Then **#**
- 2 Enter Entry Device (0-4). Then (#)
- 3 Enter Anti-Passback Option. Then (#)  
 Disabled=0      True Anti-Passback Entrance=2  
 Timed Anti-Passback=1      True Anti-Passback Exit=3

**Example:** **6** **4** **#** **1** **#** **1** **#**

①
②
③

Sets Device "1" for Timed Anti-Passback.

### Set Anti-Passback Time: 13

With "timed" anti-passback, after a resident uses a card/code/transmitter on a specific entry device, they cannot use the device again until a specified amount of time elapses.

**Factory Setting: 3 Minutes**

- 1 Press **1** **3** Then **#**
- 2 Enter Number of Minutes (1-60). Then (#)

## Enable or Disable Anti-Passback Forgiveness at Midnight: 105

If you Enable the anti-passback forgiveness feature, All entry codes, cards, transmitters will be reset at midnight each day. The system will grant entry/exit and "forgive" any errors from the previous day. **Factory Setting: Enabled**

- ① Press **1** **5** Then **#**
- ② Enable (1) or Disable (0). Then (#)

## Enable or Disable Utility Option: 58

**Factory Setting: Disabled**

- ① Press **5** **8** Then **#**
- ② Enter Utility Option (0-3). Then (#)  
 Option 0=**Off**; Option 1=**Resets Daily** (number of uses resets to the original programmed value everyday at midnight); Option 2=**Resets Weekly** (number of uses resets to the original programmed value every week); Option 3=**Never Reset** (number of uses continue to decrease until the value is 0-the number never resets)

**NOTE:** The last option can be ignored if the utility feature is currently OFF.

## Configure the Alarm Features

When an alarm is triggered, the system can activate (energize) one or more relays. A relay can sound a siren, turn on a flashing red light, turn on a closed circuited television (CCTV), or trigger other mechanisms.

## Configure "Door Held Open" Alarm Feature: 102

When enabled, doors can be programmed to trigger an alarm when they are held open to long. The alarm will activate the relays you specify. The relays can remain active until the relay time expires or until the alarm condition clears. **Factory Setting: Disabled**

- ① Press **1** **0** **2** Then **#**
- ② Enter Alarm Option (0-2). Then (#)  
 Option 0=**Disabled**  
 Option 1=**Enabled** Relays will activate until relay **time expires**  
 (See **Set Relay Activation Time** on page 23 (**Step 3**) for more information)  
 Option 2=**Enabled** Relays will activate until the **alarm condition clears** (e.g., the door is closed from the "door held open" alarm condition)
- ③ Activate (1) or Deactivate (0) Relays (0000-1111). Then (#)  
 (1st digit=Relay 4, 2nd digit=Relay 3, etc.)

**Example:** **1** **0** **2** **#** **2** **#** **0** **1** **0** **0** **#**

Relay 4 Relay 3 Relay 2 Relay 1

Deact Activate Deact Deact

When a "Door Held Open" alarm condition occurs, relay "3" will activate until the alarm condition clears. If the alarm relay controls a flashing light, the light will turn off when the door is closed.

## Configure "Door Forced Open" Alarm Feature: 103

When enabled, doors that are forced open will trigger an alarm. The alarm will activate the relays you specify. The relays can remain active until the relay time expires or until the alarm condition clears. **Factory Setting: Disabled**

- ① Press **1** **0** **3** Then **#**
- ② Enter Alarm Option (0-2). Then (#)  
 Option 0=**Disabled**  
 Option 1=**Enabled** Relays will activate until relay **time expires**  
 (See **Set Relay Activation Time** on page 23 (**Step 3**) for more information)  
 Option 2=**Enabled** Relays will activate until the alarm condition clears
- ③ Activate (**1**) or Deactivate (**0**) Relays (0000-1111). Then (#)  
 (1st digit=Relay 4, 2nd digit=Relay 3, etc.)

**Example:** **1** **0** **3** **#** **1** **#** **1** **0** **0** **0** **#**

Relay 4 Relay 3 Relay 2 Relay 1
Activate
Deact
Deact
Deact

When a "Door Held Open" alarm condition occurs, relay "4" will activate until the relay condition expires. If the alarm relay controls a siren, the siren will sound until the relay time expires.

## Setting "Strikes and Out" (Number of Entry Code Attempts before Disabling Unit): 17

The "Strikes and Out" feature prohibits unauthorized persons from guessing an entry code or the unit password and entering programming mode. Anyone entering an entry code or password will have a set number of times to correctly enter their code. Each time the code is entered incorrectly, it is a "strike". After "x" number of "strikes", the system will disallow code entry at the unit for 3 minutes. **Factory Setting: 3 Times**

- ① Press **1** **7** Then **#**
- ② Enter Maximum Number of Strikes and Outs Allowed (0-5). Then (#)  
 0=**Disabled**

## Configure "Strikes and Out" Alarm Feature: 104

When enabled, an alarm will trigger if someone enters an erroneous entry code or the unit password on the unit keypad more than the maximum number allowed (see above). The alarm will activate the relays you specify. The relays can remain active until the relay time expires or until the alarm condition clears. **Factory Setting: Disabled**

- ① Press **1** **0** **4** Then **#**
- ② Enter Alarm Option (0-2). Then (#)  
 Option 0=**Disabled**  
 Option 1=**Enabled** Relays will activate until relay **time expires**  
 (See **Set Relay Activation Time** on page 23 (**Step 3**) for more information)  
 Option 2=**Enabled** Relays will activate until the alarm condition clears
- ③ Activate (**1**) or Deactivate (**0**) Relays (0000-1111). Then (#)  
 (1st digit=Relay 4, 2nd digit=Relay 3, etc.)

**Example:** **1** **0** **4** **#** **1** **#** **1** **0** **0** **0** **#**

Relay 4 Relay 3 Relay 2 Relay 1
Activate
Deact
Deact
Deact

When a "Strikes and Out" alarm condition occurs, relay "4" will activate until the relay time expires.



## Change or Verify the Unit's Password

The units **will not allow** you to program the system unless you know the unit's password. When changing the unit's password, save a copy of it in a secure location.

***If you lose the unit's password, you WILL NOT be able to enter into the programming mode.*** The unit's password must have **six digits** (000000-999999).

**Factory Setting: 000000**

- ❶ Press  Then 
- ❷ Change (1) or Verify (2) the Password. Then (#)
- ❸ Enter New Password or Password to Verify (6 Digits). Then (#)

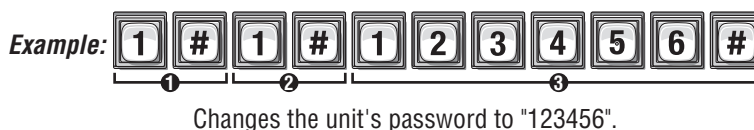
***When verifying a password:***

***Audio Feedback "Valid Step":***

Indicates the number matches the password you just programmed.

***Audio Feedback "Invalid Step":***

Indicates the number ***Does Not*** match the password you just programmed. ***If this occurs, DO NOT exit programming. Repeat the step to "change the password" again and then reverify it.***



**To enter programming mode from the EL Model**  
**Press \*\*\* and the 6-Digit Password (2 short beeps will be heard)**  
**Exiting programming mode allows changes to take effect**

### ***Important:***

- *The Pound Key (#) must be used as Data Field Separator and to Save Date at the end of the sequence.*
- *Time must be entered using a 24-hour format (8AM=0800; 3PM=1500 etc.).*
- **2 Short Beeps:** Programming input is valid. **1 Long Beep:** Input is not valid.
- *If you make an error during an entry, press the asterisk key (\*) to begin again.*

# Communications To and From Unit

## Telephone-Unit Settings

This section describes the features for configuring telephone and unit communication settings. The units use the building's existing telephone line to provide communication between visitors and residents, while also allowing someone to remotely program the unit via modem.

### Set Alternative Prefixes: 115

***This must be used if the phone company will not allow you to use the "\*" key.***

When you press ## or \*\*\* on the resident phone, the unit will allow you to send a Direct Command ## or Program the System \*\*\*, and disconnects from the telephone line to wait for commands. Some telephone companies offer special features that require you to press a preceding # or \*. If you subscribe to such services and the unit interferes with them, you can program the unit to accept different prefixes.

**Factory Setting: 00 (Normal)**

Alternative prefix options include the following:

<b>00 (Normal):</b>	## for Direct Commands, *** for Programming
<b>01 (Mixed):</b>	2 Key Combo for Direct Commands (e.g., #* or *#) 3 Key Combo for Programming (e.g., #*# or *##)
<b>02 (Asterisk):</b>	*# for Direct Commands, *** for Programming
<b>03 (Pound):</b>	#* for Direct Commands, ### for Programming
<b>1n (Number):</b>	(n#) for Direct Commands, (nn*) for Programming (*n is a number from 1 to 9)

- Press **1** **1** **5** Then **#**
- Enter Normal (**00**), Mixed (**01**), Asterisk (**02**), Pound (**03**), Number (**1n**). Then (#).  
Sets the Alternative Prefixes to \*# for Direct Commands and for \*\*\* Programming.

**To enter programming mode from the unit**  
**Press \*\*\* and the 6-Digit Password (2 short beeps will be heard)**  
**Exiting programming mode allows changes to take effect**

### Important:

- The Pound Key (#) must be used as Data Field Separator and to Save Date at the end of the sequence.
- Time must be entered using a 24-hour format (8AM=0800; 3PM=1500 etc.).
- 2 Short Beeps:** Programming input is valid. **1 Long Beep:** Input is not valid.
- If you make an error during an entry, press the asterisk key (\*) to begin again.

**Number of Rings Before Unit Answers: 16**

When someone remotely calls the unit for programming, the unit answers the call after a configurable number of rings. **Factory Setting: 5 Rings**

- ① Press **1** **6** Then **#**
- ② Enter Number of Rings (0 to 15). Then (#)

"0" disables the unit and no incoming calls will be answered. It will **NOT** be able to be remotely programmed.

**NOTE:** If you have an answering machine (or answering service) attached to the same phone line as the unit, set the unit count for two (2) or more rings higher than the answering machine/service count. See also **Override Telephone Company Answering Service** (See Below).

Example: **1** **6** **#** **7** **#**

Unit will Answer a Remote Call after 7 Rings

**Override Telephone Company Answering Service: 109**

You can override an answering service by dialing the line attached to your unit, letting the phone ring only once or twice, then hang up. After a few seconds, dial the same number again. The unit will immediately answer the second call. If you do not call back within 60 seconds, this feature will reset and you must start over. **Factory Setting: Disabled**

- ① Press **1** **0** **9** Then **#**
- ② Enable (1) or Disable (0). Then (#)

Example: **1** **0** **9** **#** **1** **#**

Override is enabled. The unit will answer the second call after a few number of rings, hang up and callback is performed.

**Enable or Disable Telco Mode: 20**

Telco mode is using the **main** telephone line for the unit's communications to a house or complex.

**Enable** the Telco mode if the unit **will** use a regular telephone line.

**Disable** the Telco mode if the unit **will not** have a regular telephone line connected to it. If the Telco mode is disabled and the unit is connected to a regular telephone line, it will ignore **all** Telco features (call forwarding, call waiting, etc.). **Factory Setting: Enabled**

- ① Press **2** **0** Then **#**
- ② Enable (1) or Disable (0). Then (#)

Example: **2** **0** **#** **0** **#**

Telco mode is disabled.

**Dial "0-9" First to Get an Outside Line Using an Automated Phone System: 113**

When the unit is connected to a PBX telephone system (Automated), it can be programmed to dial a specific PBX number (0-9) then pause briefly, allowing the PBX system to give the unit an outside line. **Factory Setting: Disabled**





- ① Press **1** **1** **3** Then **#**
- ② Enable (1) or Disable (0). Then (#)
- ③ Enter Specific PBX Digit (0-9). Then (#)

Example: **1** **1** **3** **#** **1** **#** **9** **#**

Enables Unit to dial "9 and Pause" to connect to an outside line.

## Set a Phone Number's Extension Delay Time: 110

When the unit is programmed to dial a resident with a phone number and extension, and needs to be entered a short time after the automated phone system's greeting message has finished, the unit allows a delay time, between the phone number and the extension number or call forward extension number. **Factory Setting: No Delays**

- ① Press    Then 
- ② Enter Directory Code (Up to 2 Digits). Then (#)
- ③ Enter Phone Extension Delay (0-30 seconds). Then (#)
- ④ Enter Call Forward Extension Delay (0-30 seconds). Then (#)




**Example:**          

Gives Directory Code "7" a 10 second Delay between its phone number and extension number.

## Speaker / Microphone Settings

### Set Speaker Volume: 18

Allows the visitor to hear the resident at the unit. **Factory Setting: 5, 2, 2**

- ① Press   Then 
- ② Enter Speaker Level (0=Mute, 1=Low through 10=Highest). Then (#)
- ③ Enter Voice Audio Level (0=Mute, 1=Low through 3=Highest). Then (#)
- ④ Enter Beep Audio Level (0=Mute, 1=Low through 3=Highest). Then (#)



**NOTE:** The visitor can adjust the speaker volume on unit with this key. Unit will return to programmed volume setting when call is complete.

### Set Microphone Volume: 19

Allows the resident to hear the visitor at the unit. **Factory Setting: 5**




- ① Press   Then 
- ② Enter Microphone Level (0=Mute, 1=Low through 10=Highest). Then (#)

## Enable or Disable Call Waiting 9

If you're on your phone and a visitor attempts to contact you from the unit, you will hear 2 short tones in your phone. You can press "2" on your phone to toggle between the phone call and the visitor. This feature only works for a single-family residence or a manager's phone sharing a phone line with the unit. **Factory Setting: Enabled**

- ① Press  Then 
- ② Enable (1) or Disable (0). Then (#)

**Example:**

Disables the call waiting.

If you make an error during an entry, press the asterisk key (\*) to begin again.

## Visitor Communication Settings

### Enable or Disable "Access Granted" Beeps: 23

**Factory Setting: Enabled**

- ① Press Then
- ② Enable (1) or Disable (0). Then (#)

**NOTE:** This will disable the 10 short beeps used by "Direct Command Responses" and "Other Responses". See page 17.

**Example:**



Disables the access granted beeps.

### Enable or Disable Voice Mail: 22

If a voice mail system is connected to a resident's telephone line, the unit allows the visitor to dial an extension during a resident call. If enabled, the visitor places a resident call, the voice mail system answers the call, the visitor can then dial an extension on the unit keypad. The unit only allows up to 5 digits to dial extension. **Factory Setting: Disabled**

- ① Press Then
- ② Enable (1) or Disable (0). Then (#)

**Example:**



Enables the voice mail.

### Change the Visitor Call Response Keys: 116

When a visitor contacts a resident with a unit, the resident can allow entry by pressing one of the keys on their phone. Options are:

- Phone Keys**
- Activate all Entry Devices on Door 1 Relay(s)
  - Activate all Entry Devices on Door 2 Relay(s)
  - Activate all Entry Devices on Door 3 Relay(s)
  - Activate all Entry Devices on Door 4 Relay(s)
  - Toggle between the visitor and another phone call.
  - Extend the talking time with a visitor
  - Hang Up and Deny Access to the Visitor

**NOTE:** The asterisk key (\*) **WILL NOT** cancel a command in this programming sequence because the asterisk key (\*) may be assigned to a specific phone key response.

**To change these Response Keys:**

- ① Press Then

- |   |   |
|---|---|
| ② Enter Door 1 Relay (0-9 or *). Then (#) | ⑤ Enter Door 4 Relay (0-9 or *). Then (#) |
| ③ Enter Door 2 Relay (0-9 or *). Then (#) | ⑥ Call Wait Toggle (0-9 or *). Then (#)   |
| ④ Enter Door 3 Relay (0-9 or *). Then (#) | ⑦ Extend Talk Time (0-9 or *). Then (#)   |



Changes the phone key that operates Door 1 Relay(s) to "8". If a resident presses "8" on their phone while speaking to a visitor, the Door 1 Relay(s) will activate.

## Set Visitor Talk Time: 5

This feature sets the amount of time a visitor and resident may talk before the unit breaks communication. The unit will beep **10 seconds** prior to terminating a call. The resident may press "1" to reset the timer and extend their talk time. **Factory Setting: 60 seconds**

① Press **5** Then **#**

② Enter Number of Seconds (15-250). Then (#)

Example: **5 # 5 0 #**

Sets the maximum time a visitor can talk with a resident to "50" seconds.

## Enable or Disable "Announce All Doors/Access Granted" 26

Announce access granted for all doors. If doors are in close proximity know which door to gain access through. **Factory Setting: Disabled.**

① Press **2 6** Then **#**

② Enable (1) or Disable (0). Then (#)

**NOTE:** Step 23, Enable or Disable "Access Granted" Beeps, controls announcement for door 1 ONLY. Make sure Step 23 is enabled first, before enabling this step.

For EL Model Units with an LCD Display **ONLY:**

## Set Display Greeting: 160

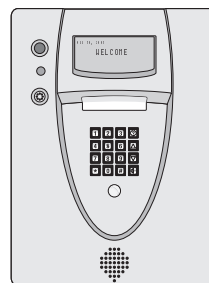
① Press **1 6 0** Then **#**

② Enter Option:

**0** - Alternate between Welcome and Instruction Messages.

**1** - Show welcome message **ONLY**.

**2** - Show instruction message **ONLY**.



\*Use Versa XS to modify any Welcome or Instruction Messages

## Return to Menu Programming: 25


① Press **2 5** Then **#**

To enter programming mode from the unit  
Press \*\*\* and the 6-Digit Password (2 short beeps will be heard)  
Exiting programming mode allows changes to take effect

If you make an error during an entry, press the asterisk key (\*) to begin again.

# LCD Visitor Messages

Table of all messages (text) shown to visitor on units with a display. Inside the table contains an inner box to simulate the display, the action to produce the message and any other notes.

#	Name	Display Message	Action	Notes
1.	Welcome	Aug 20, 2006 12:34PM WELCOME	None	If PS160 is set to toggle or Welcome Only, the welcome screen is shown while unit is idle.
2.	Instruction	USE (UP) & (DOWN) KEYS TO FIND A NAME THEN PRESS THE CALL BUTTON OR # KEY	None	If PS160 is set to toggle or Instruction Only, the instruction screen is shown while unit is idle.
3.	Tenant List	RESIDENT <END OF LIST>  SELECT AND PRESS #	Pressing Up or Down keys. (Not in a call)	If the unit is not in a call (dialing or talking) then pressing up or down key brings up the tenant list. The tenant list shows all directory codes in database that are not hidden (PS141). The <END OF LIST> message is only printed if there is 1 tenant or less in database.
4.	Tenant List Scroll Bar	James Smith Jane Jones John Doe SELECT AND PRESS # 	Pressing Up or Down keys. (Not in a call)	The inverted box to the right of the list shows where in the list the cursor is positioned.
5.	Tenant List Arrow	James Smith Jane Jones ► John Doe SELECT AND PRESS #	Pressing Up or Down keys. (Not in a call)	Entering a directory code and pressing the call button will call that tenant. Pressing the up or down keys, though, will erase the code entered. Pressing the call button immediately after pushing the up or down key will call the tenant next to the arrow.
6.	Dialing	SYSTEM DIALING: Last Name, First dir# PRESS * TO HANG UP	Dialing screen	Only shown when dialing a tenant. This screen is changed to talktime after the dialing sequence for directory codes. This screen stays until Resident picks up their phone (non-directory code call).
7.	Talk Time	TALKTIME:### Last Name, First dir# PRESS * TO HANG UP	RESIDENT: tenant picks up phone DIRECTORY CODE: After DTMF is dialed	Shows time remaining (in seconds) until phone call is terminated.

## LCD Visitor Messages (continued)

#	Name	Display Message	Action	Notes
8.	Line in Use	LINE IN USE TRY AGAIN LATER	Resident call is attempted	Resident has call waiting disabled and they are in a call. Or resident's physical phone line is in use by an incoming ring, line used for real time monitoring (RTM) or in use by another unit sharing line (multi-unit). Or resident is in Do Not Disturb portion of schedule.
9.	No Answer	NO ANSWER TRY AGAIN LATER	Resident never answers phone	For Resident calls only. This occurs after Dialing and resident never answers the phone. Does not happen if in call forwarding for a resident.
10.	Call Ended	CALL ENDED TRY AGAIN LATER	Talktime ended	The talk time has expired.
11.	Invalid Code	INVALID CODE PLEASE TRY AGAIN	Directory Code or Entry Code attempted	Shown if a code entered (directory or entry code) at main keypad is not found in the database.
12.	Access Granted	ACCESS GRANTED	Entry, Card or Transmitter at door 1. Tenant allow access at door 1	
13.	Access Denied	ACCESS DENIED	Entry or Tenant denied access at door 1	Shown if a code entered (entry, card, transmitter) for door 1 was found in database but not allowed entry.
14.	Non Menu	Program Step:	MENU: Chosen Pgm option NO MENU: Enter program mode	The top line has a blinking cursor to invite user to begin entering program steps. Any database values are shown after Reply in last row. Only if the entered step is invalid will "Invalid Step" be shown.



## Postal Lock/Autocall/Exit/Door Sensor Devices

### Postal Lock Switch

60

When a postal carrier triggers a postal lock switch, the assigned door number's relay will activate. The postal entry door should be near the postal lock switch. Once the postal input is detected then the relays for the door activate for their programmed time. They do not stay active if postal input remains triggered. **Factory Setting: Door 1**

- 1 Press **6** **9** Then **#**
- 2 Enter Door Number to be Opened (0-4, 0=No Postal Lock). Then **(#)**

**Example:** **6** **9** **#** **2** **#**  
 Assigns Postal Lock Switch to "Door 2".

**NOTE:** A "Door Number" is an external access control device where the postal carrier can gain entry.

**Important:** Whatever you assigned **Your Door Settings** applies to this setting.

See page 25.

**Factory Settings:** Door 1 activates Relay 1, Door 2 activates Relay 2, Door 3 activates Relay 3, Door 4 activates Relay 4

### Autocall Device

70

The Autocall device calls the resident and can activate specific relays (a light or a buzzer)

- 1 Press **7** **0** Then **#**
- 2 Enter Relays to be Activated (0000-1111). Then **(#)**

0=Deactivate, 1=Activate (1st digit=Relay 4, 2nd digit =Relay 3, etc.)

**Example:** **7** **0** **#** **0** **1** **0** **0** **#**  
 Relay 4 Relay 3 Relay 2 Relay 1  
 Deact Activate Deact Deact

When a loop detector type device is triggered, only Relay "3" will activate.

To enter programming mode from the unit  
 Press **\*\*\*** and the 6-Digit Password (2 short beeps will be heard)  
 Exiting programming mode allows changes to take effect

**Important:** The Pound Key (#) must be used as Data Field Separator and to Save Data at the end of the sequence. Time must be entered using a 24-hour format (8AM=0800, 3PM=1500 etc.). **Audio Feedback:** Programming input is valid. **Audio Feedback:** Input is not valid. If you make an error during an entry, press the asterisk key (\*) to begin again.

# Request to Exit Device (REX) 67

When activated, a **Request to Exit Device (REX)** opens a door or activates specific relays **you** can assign. It is typically used for residents to exit through a controlled door or gate.

- The REX can be assigned a door number (1-4) that will activate preset relay(s) from **Your Door Settings** (see page 25).

**OR**

- The REX can have one or more **specific** relays assigned to it.

A REX device is usually a Normally Open Push Button wired to a specific "Door" that allows it's relay to function as an Exit Door. **Factory Setting: REX 1=Door 1, REX 2=Door 2, REX 3=Door 3, REX 4=Door 4**

- 1 Press **6** **7** Then **#**
- 2 Enter REX Number (1-4). Then (#)  
**NOTE: The REX number is the Door Number" the exit device is wired to.**
- 3 Select REX Option (0-2). Then (#)  
**0=Disable**  
**1=Use Your Door Settings** (see page 25).  
**2=Assign Specific Relay(s) to the Exit Device.**
- 4 If Option "2" was Selected above, Specify Relay(s) to Activate (1111-0000). Then (#)  
**0=Deactivate, 1=Activate** (1st digit=Relay 4, 2nd digit=Relay 3, etc.)

**Example A:** **6** **7** **#** **2** **#** **2** **#** **0** **1** **1** **0** **#**

Relay 4 Relay 3 Relay 2 Relay 1  
Deact Activate Activate Deact

When the REX Device wired to Door "2" is activated, Only assigned relay "2" and "3" will activate.

**Example B:** **6** **7** **#** **2** **#** **1** **#** **#**

When the REX Device wired to Door "2" is activated, **Your assigned** relay(s) from Door 2 of **Your Door Settings** will activate (see page 25).

The Door Sensing Device determines if a door is held open too long or forced open. When these conditions occur, the system can activate an alarm, camera or other relay controlled device (see **Configure the Alarm Features** on pages 54 and 55 for more information). In order to use the Alarm Features the Door Sensing Device must be set to use option 1 (**Use Your Door Settings**).

- The Sensing Device can be assigned a door number (1-4) that will activate preset relay(s) from **Your Door Settings** (see page 25).

OR

- A Door Number can have one or more **specific** relays assigned to it.

### Factory Setting:

**Door 1=Door Stat 1, Door 2=Door Stat 2, Door 3=Door Stat 3, IDoor 4=Door Stat 4**

- 1 Press **6** **8** Then **#**
- 2 Enter Door Stat Number (1-4). Then (#)  
**NOTE:** The "Door Stat Number" is the "Door Number" the door sensor is wired to.
- 3 Select Door Sensing Option (0-2). Then (#)  
**0=Disable**  
**1=Use Your Door Settings** (see page 25).  
**2=Assign Specific Relay(s) to the Door Sensing Device.**
- 4 If Option "2" was Selected above, Specify Relay(s) to Activate (1111-0000). Then (#)  
**0=Deactivate, 1=Activate (1st digit=Relay 4, 2nd digit=Relay 3, etc.)**

**Example A :** **6** **8** **#** **2** **#** **2** **#** **0** **1** **0** **0** **#**

Relay 4 Relay 3 Relay 2 Relay 1  
Deact Activate Deact Deact

When a Door Sensing Device wired to "Door Stat 2" activates, Only Relay "3" will activate.

**Example B :** **6** **8** **#** **4** **#** **1** **#** **#**

1 2 3 4

When a Door Sensing Device wired to "Door Stat 4" activates, **Your Door Settings** will activate.

If you make an error during an entry, press the asterisk key (\*) to begin again.

## Direct Commands From The Phone

### NPB / Single Family Residence ONLY

With the Direct Command feature, you can perform various functions (e.g., unlock a door) from your phone. This feature is **Only Available** for a single-family residence or manager's phone sharing a phone line with the unit.

The "No Phone Bill" (NPB) feature **Does Not** dial a separate number to reach you in your residence. The unit essentially functions as an intercom with your residence touch-tone phone. Therefore, the NPB does not generate monthly or per call telephone charges.

#### Enable or Disable Direct Commands: **21**

When enabled, you can control the system's relays from your touch-tone phone.

**Factory Setting: Enabled.**

- ① Press **2** **1** Then **#**
- ② Enable (1) or Disable (0). Then (#)

*Example:* **2** **1** **#** **0** **#**  
 ① ②  
 Disables the direct commands.

#### Speaking Through the Unit (Intercom Mode): **120**

Initiate communications from a telephone through the unit at any time to greet visitors, ward off vandals, etc.

- ① Press **#** **#** (from the residence phone). If you are in the programming mode, go to next step.
- ② Press **1** **2** **0** Then **#**

You may use the activate door 1 relay(s) or hang-up key after entering step **120**. See visitor call response keys on page 60.

## Direct Commands from Your Phone: 120 121 122

Direct command allows you to control the unit from the residence phone.

- ❶ Press from the residence phone. The unit is now prepared to accept a direct command.
- ❷ Enter the Unit ID code (if applicable).
- ❸ *Select one of the following options:*

### **Speaking Through the Unit (Intercom Mode):**

Used to initiate communications from the resident phone through the unit at any time.

Press Then

- ❶ Press from the residence phone. The unit is now prepared to accept a direct command.
- ❷ Enter the Unit ID code (if applicable).
- ❸ *Select one of the following options:*

### **Open & Close Door:**

Press Then Cycles relay. Typically used to momentarily open a door/gate for a visitor without having the visitor initiate a call.

- ❹ Select the Door (1-4) that you want to control. Press . **NOTE:** If no door is selected then Door 1 is used.

- ❶ Press from the residence phone. The unit is now prepared to accept a direct command.
- ❷ Enter the Unit ID code (if applicable).
- ❸ *Select one of the following options:*

### **Toggle Door Open/Close Until:**

Press Then Activate or deactivate the door's relay group until a specified time of day. If the door is currently latched open or in the unlock position of an automatic time zone then step 122 will latch the door closed and vice versa.

- ❹ Select the Door (1-4) that you want to control. Press . **NOTE:** If no door is selected then Door 1 is used.

- ❺ ONLY for step #2 sections **Toggle Door Open/Close Until** and **Get Door Status -**

Enter the Latch Time (hhmm=Hour and Minute). Then .

## Direct Commands from Your Phone (continued):

123

124

125

126

① Press from the residence phone. The unit is now prepared to accept a direct command.

② Enter the Unit ID code (if applicable).

③ Select one of the following options:

**Get Door Status:**

Press then

Hear the status for a specified door. The status is open when the door is currently latched open or in the unlock portion of an automatic time zone. The status is closed for all other times.

④ Select the Door (1-4) that you want to control. Press . **NOTE:** If no door is selected then Door 1 is used.

① Press from the residence phone. The unit is now prepared to accept a direct command.

② Enter the Unit ID code (if applicable).

③ Select one of the following options:

**Release Door:**

Press then

Cancels command set by Step 122 and returns to previous schedule (if applicable). **NOTE:** A Call Forwarding phone number and time zone must be in place in order for this to function.

④ Select the Door (1-4) that you want to control. Press . **NOTE:** If no door is selected then Door 1 is used.

① Press from the residence phone. The unit is now prepared to accept a direct command.

② Enter the Unit ID code (if applicable).

③ Select one of the following options:

**Enable/Disable Call Forwarding For Residence:**

Press then enable or disable then

① Press from the residence phone. The unit is now prepared to accept a direct command.

② Enter the Unit ID code (if applicable).

③ Select one of the following options:

**Enable/Disable Do Not Disturb For Residence:**

Press then enable or disable then

**NOTE:** For Steps 125 and 126 a valid time zone must be in place in order for their commands to function.

## Real-Time Monitoring

### Enable or Disable Real-Time Monitoring: **24**

Enables/Disables real-time transaction monitoring. **Factory Setting: Disabled**

- ❶ Press **2** **4** Then **#**
- ❷ Enable (**1**) or Disable (**0**). Then (**#**)

**Example:** **2** **4** **#** **1** **#**  
                    ❶                    ❷  
                    Enables the real-time monitoring.

## Reset/Restore the Unit and Database

If you make an error during an entry, press the asterisk key (\*) to begin again.

### Restore Factory Settings: 28

**Proceed With CAUTION!**

When this is completed, Directory Codes, Entry Codes, Cards, Transmitters, Holidays and Schedules **WILL NOT** be reset. All other programming will be reset to the factory settings. See the **Quick Reference Guide** to review the factory settings (pages 4-8).

**Important:** Once you restore the Factory Settings, you cannot retrieve the deleted settings unless they are saved in Versa XS.

① Press   Then 

② Enter       Then 

### Reset the Unit: 29

You can reset the unit without disconnecting the power. If you must reset the unit, please contact your installation dealer as this may indicate a larger problem with the system and/or its installation.

**Important:** Once you press the (#) key, the unit will reset, exit out of the programming mode, and **play the restart chime** following the reset.

① Press   Then 

② Enter       Then 

### Delete ALL Access Codes from Database: 206

**Proceed With CAUTION!** This will delete **ALL** Access Codes from unit. (Directory, Entry, Card and Transmitter)

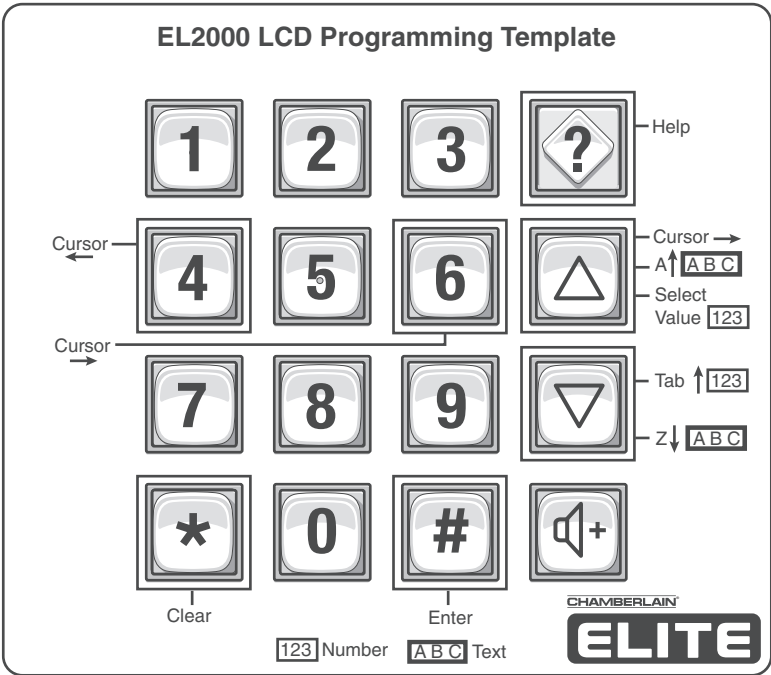
**Important:** Once you delete **ALL** of the access codes, you cannot restore them to the database unless they are saved in Versa XS.

① Press    Then 

② Enter       Then 



# Keypad Template



## Notes

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

**Notes**

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the paper.

# Glossary

## A

**Access Device (RF Receiver, Card Reader or Keypad)** - A device that reads transmitter, card or entry codes, allowing the system to allow or reject entry based on the code's validity.

**Access Codes** - Codes that enable visitors and residents to enter a building through a controlled area. Access codes include directory codes, entry codes, cards and transmitters. An access code is associated with a specific access device. Directory codes are associated with the unit; entry codes with the unit keypad; cards with card readers; and transmitters with radio frequency (RF) receivers.

**Alarms** - The unit may be configured to trigger an alarm (e.g., Activate a siren and/or a warning light, etc.) when an alarm condition occurs. These conditions include a door held open too long, a door forced open, or keypad errors that exceed the maximum allowed.

**Anti-Passback** - The Anti-Passback feature prevents unauthorized use of entry codes card and transmitters. When anti-passback is enabled, an access code will be temporarily disabled after each use, thereby prohibiting people from "passing back" their access code, card or transmitter to unauthorized people.

## B

**Button Number** - Refers to the number assigned to each button on a multi-button transmitter. Up to 4 buttons per remote.

## C

**Call Forwarding** - The unit can be programmed to "forward" a visitor call to another location when residents are away. This feature also allows you to grant access to a visitor from a remote location.

**Call Forward Control Setting** - When enabled, allows the unit to use Call Forwarding with schedules.

**Call Waiting (NPB / Single Family Residence)** - If the resident's phone is in use when the visitor presses the "Call" key, they will hear 2 short tones to signal that a visitor is attempting to call. They may simply switch over to the call from the visitor, let him/her in, and go back to the original call. This feature is only available for a single-family residence or a manager's phone sharing a phone with the unit.

**Card Type** - 26-Bit Standard or 30-bit Sentex.

**Credential**- A card, PIN or Biometric transmitter.

## D

**Direct Commands (NPB / Single Family Residence)** - You may send a direct command from your residence phone to activate one of four relays (i.e., to open a door). This feature is only available for a single-family residence or a manager's phone sharing a phone line with the unit.

**Directory Code** - Unique 1-4 digit codes that dial a corresponding telephone number in the building. The unit will dial the phone number assigned to the code.

**Do Not Disturb (DnD)** - The unit has the ability to block visitor calls during specific times. Using schedules, the feature activates and deactivates automatically.

**DnD Control Setting** - When enabled the unit will enforce DnD schedule, if disabled the unit will ignore DnD schedule.

**DTMF phone** - Dual Tone Multi-Frequency (Touch-Tone Phone).

## E

**Entry Card** - A resident presents an entry card to a card reader to gain entry into a controlled area. A card's PIN, or "Personal Identification Number", is a part of the encoded information that makes a card unique.

**Entry Code** - Programmable, numeric codes (3-9 digits in length) that allow entry or exit through a gate/door. Residents enter their assigned entry code onto the unit's keypad to prompt the system to grant access.

## F

**Facility Code** - A code that allow access cards/transmitters to be associated with a facility or complex. This allows you to manage more than one complex. You may also assign a default facility code if a group of access cards/transmitters will share the same code.

*Continued on next page*

# Glossary

**G** **Gate or Door** - Used synonymously throughout the manual, these terms refer to controllable entry/exit areas of the complex, normally a gate or door.

**H** **Holiday Schedules** - Holiday schedules will modify fixed schedules for selected holiday dates.

**I** **ID Number** - One part of the number sequence on a transmitter.

**M** **Manager** - This person manages a complex and/or programs the system.

**N** **NPB system** - No Phone Bill. Uses main phone line like an intercom system between the unit and the resident phone. No monthly or per call telephone charges.

**P** **PBX** - A Private Branch Exchange telephone system (Automated) needs to dial a specific number (0-9) then pause briefly, allowing the PBX system to connect to an outside phone line.

**PIN Code** - Personal Identification Number predefined for a HID card or Transmitter.

**Programming Number** - This is a number that the unit uses to program a function. Each number performs a specific task.

**R** **Radio Frequency (RF)** - Each RF module is an RF receiver that is compatible with Chamberlain Passport™ transmitters.

**Relay** - A device that responds to an electric current by activating other devices, allowing the system, for example, to lock or unlock a door/gate, shunt (i.e., re-route) alarm contacts, signal an alarm, or turn on a camera that transmits its images to a closed circuit television (CCTV).

**Resident** - Person occupying and/or who has entry access to the building or complex that is controlled by a unit. The term "resident" as used in the context of the manual refers to such persons as homeowners or tenants of an apartment complex, etc.

**S** **Schedules** - You can restrict the use of access codes/transmitters by setting limits on the days and times they may be used. Schedules may also be assigned to doors to restrict residents from gaining access to the building.

**Sequence Code** - One part of the number sequence of a transmitter.

**T** **Telco Mode** - Uses the main telephone line for the unit's communications to a house or complex.

**Tenant** - Resident or occupant who is using the unit.

**Transaction** - System activity logged and recorded into the unit's memory. Such activity includes visitor to resident directory calls and transmitter, card or code activity.

**Transmitter** - A resident-activated clicker device used to gain entry into a controlled area.

**U** **Unit** - The unit houses the core components. All system programming will be routed to the unit.

**Unit ID Code** - Identification number for each unit in a multiple unit setup sharing the same phone line.

**V** **Versa XS** - The software used to program the unit.

**Visitor** - A visitor can communicate with residents via the unit. A resident can grant or deny a visitor access with their touch tone phone.

**W** **Wiegand Module** - Each Wiegand module provides Wiegand inputs for two card readers or other compatible devices.

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