BT Cloud Voice Access Control

Programming guide

Hello,

You'll find programming instructions for both of our Cloud Voice Access Control units in this guide:

- The basic Access Control unit, for visitors-only.
- The keypad Access Control unit, for both visitors and employees.

1. Basic Access Control unit – features

The basic unit is a wall-mounted access control door phone designed specifically for a visitor entrance.

When your visitor presses the **Call** button the unit dials a pre-defined extension number. The visitor can then speak to whoever is controlling access to your premises, who can then remotely open the door for the visitor by pressing numbers on their touch-tone phone. It's simple to use and program.

Features

- Dialling to a pre-defined extension or hunt group.
- Door opening from any extension.
- Programmable day and night destinations.
- Automatic busy and disconnect cadence detection.
- High-quality speaker phone with volume control.
- Outdoor or indoor installation.

2. Keypad Access Control unit – features

The keypad control unit is a wall-mounted access control door phone designed for use by the occasional visitor and the employee needing daily access.

Features

- Direct dialling to any extension or hunt group.
- Entry access code (four different codes).
- Automatic busy and disconnect cadence detection.
- Door opening from any extension.
- Programmable day and night destinations.
- Two different operation modes: standard and speed-dial.
- High-quality speaker phone with volume control.
- Outdoor or indoor installation.

The unit has three LEDs indicating status of the unit and door:

Status	LED 1	LED 2	LED 3
Idle	Off	On	Off
First touch on keypad	On	On	On
Code error	Fast blink	Fast blink	Fast blink
Door open	Slow blink	Slow blink	Slow blink

3. Program the Access Control unit

You can program the unit from any phone on the Cloud Voice system.

3.1 Putting the unit in programming mode

Before you can program your Access Control unit, you need to put it in programming mode:

Enter programming mode

1. Dial the unit's extension number from a phone on the Cloud Voice system.
2. When the Access Control unit answers, dial ***900** and wait for a confirmation beep.
3. Enter the **programming access password** (the default is **1234**) and wait for a confirmation beep.

You are now ready to program your unit from your Cloud Voice phone.

Change the programming mode password

1. Dial ***600**.
2. Enter a new four-digit password **Do not** use * or # as digits.
3. Press **#**.

Exit programming mode

1. Dial ***900**.

If you don't dial anything within 45 seconds, programming mode exits automatically.

3.2 Using codes to program the Access Control unit

In this section we show you how to set up and use the unit for various scenarios.

Note: you'll need to put the unit in programming mode before following any of the instructions below.

Set the Day, Night, and Error destination numbers

You can specify which numbers the unit calls in daytime and night time, and which number it calls if someone tries to open the door by entering three incorrect codes in a row.

1. Dial ***360** followed by **1**, **2**, or **3** depending on which access code you want to set:
   - If you're setting the **Day** number, dial **1**.
   - If you're setting the **Night** number, dial **2**.
   - If you're setting the **Error** number, dial **3**.
2. Dial your **destination number** This can be up to 20 digits, including a limited range of special characters .
3. Press **#**.

Delete a Day, Night, or Error destination number

1. Dial ***360** followed by **1**, **2**, or **3** depending on which access code you want to delete:
   - If you're deleting the **Day** number, dial **1**.
   - If you're deleting the **Night** number, dial **2**.
   - If you're deleting the **Error** number, dial **3**.
2. Press **#**.

Manually change between the Day and Night modes

1. Dial ***80** for Day mode or ***81** for Night mode.
2. Press **#**.

Program the prefix digits for dialling a Cloud Voice extension

You can set the unit to recognise that destination numbers starting with these digits (up to a maximum of four) signify a PBX extension.

1. Dial ***170**.
2. Dial the prefix digits
   Do not use * or # as **prefix digits**.
3. Press **#**.

To cancel this:

1. Dial ***170**.
2. Press **#**.

Set a speed-dial destination number

You can set any of your destination numbers on speed-dial so the call from the Access Control unit gets through quicker.

For each destination number you want to set-up on speed-dial:

1. Dial ***120** followed by the digit you want to set as the speed-dial number (1-9).
2. Dial the **destination number** (up to 20 digits including * and #).
3. Press **#**.

Cancel a speed-dial destination number

1. Dial ***120** followed by the speed-dial digit.
2. Press **#**.

Set the number on your phone that opens the door to a visitor

When a visitor presses the buzzer and your extension rings to let them in, the default number you press on your phone is 8. You can change this to any number up to four digits in length.

1. Dial ***441**.
2. Press the digits (0-9) that you want to use to open the door.
3. Press **#**.

Set the access code on the Access Control unit

You can store up to four access codes, numbered 1-4.

For each access code you want to store:

1. Dial ***442** followed by **1**, **2**, **3** or **4** (depending on which access code you're storing) followed by the new **four-digit access code**.
   - Do not use * or # as prefix digits.
   - **Note:** you cannot begin a code with any digit programmed as a prefix digit.
2. Press **#**.

Note: the default code for access code 1 is 9876.

Delete a door-opening access code

1. Dial ***442** followed by **1**, **2**, **3** or **4** (depending on which access code you want to delete).
2. Press **#**.

Set the conversation time limit

1. Dial ***462**.
2. Input the number of seconds (10-99) you want to set as the maximum conversation time.
3. Press **#**.

Note: the default duration is 45 seconds.

Set the length of time that the door remains unlocked

1. Dial ***464**.
2. Input the number of seconds you want to set as the time delay between the door unlocking and locking again.
3. Press **#**.

Note: the default duration is 3 seconds.

3.3 Resetting the Access Control unit

Resetting the unit will wipe any programming you've done to it, returning the unit to its factory settings:

Reset the unit

1. Enter programming mode (see section 3.1).
2. Dial ***151**.
3. Wait for the confirmation beep.
4. Exit programming mode.

Reset the unit in speed-dial mode

1. Enter programming mode (see section 3.1).
2. Dial ***152**.
3. Wait for the confirmation beep.
4. Exit programming mode.

4. Specifications

Power supply (external)	12V DC 1.6A (supplied with unit)
Line voltage	24-72V DC
DC leakage	< 10 µA
On-hook insulation (resistance between line terminal and ground)	0-100V DC > 5MΩ 100-200 V DC > 30 KΩ 500V AC/50Hz > 20KΩ 100V AC/25Hz > 100KΩ
Ring capacitor	0.47 µF ±10%
On-hook impedance	@50V DC, 40V AC/25Hz>3000 Ω
Ring detect	27-100 V AC/16-60 Hz
DC resistance (off-hook)	24-66V DC @ 20-100mA/350Ω
Impedance (off-hook)	300-3400Hz 500-700Ω
Imbalance ratio	300-3400Hz > 46dB

Return loss	300-3400Hz > 18dB
Current during break	< 700 µA
DTMF transmission frequency tolerance: **frequency level (high)** **frequency level (low)**	 ±1.5% -6 to –8dBm -8 to –10dBm
Inter-digit pause time	70-80ms
Relay switching current	2A max
Dimensions outdoor unit	19.4cm x 10.2cm/7.6inch x 4.0inch
Dimensions indoor unit	18.5cm x 9.5cm/7.3inch x 9.5inch
Operating temperature outdoor	-20°C to +50°C/4°F to 122°F
Operating temperature indoor	0°C to +35°C/32°F to 95°

Offices worldwide

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