BT Cloud Voice Access Control

Simple programming guide

Hello,

There are two main steps to setting up visitor and employee Access Control units to your premises using Cloud Voice:

1. Set up the physical devices

2. Program the Access Control unit

1. Set up the physical devices

We have three main physical devices:

- Access Control unit (that's the intercom panel).
- Locking mechanism (for the Access Control unit).
- Cisco SPA-112 ATA.

1.1 Connect the devices

Although you can connect the ATA yourself, the engineer will deal with the Access Control unit when they install it.

1. Connect the ATA to your LAN switch or Hub with a LAN cable.
2. Plug the ATA into a power socket.
3. The engineer will connect the Access Control unit to the phone port on the ATA with a standard RJ11 phone cable before turning it on.

1.2 Set up the Access Control unit on the Cloud Voice Business Portal

You'll need to set up the Access Control unit as a user on the Cloud Voice system.

1. Login to the **Business Portal**.
2. From the **Employees** tab, click **Add Employee**. **(Fig. 1)**
3. Fill in the mandatory **Add Employee** details:
   - Username:
     We suggest using something easy to recognise like AccessControl
   - Role: Employee
   - Language: English
4. Click **Save & Activate**.
5. Select the site where the Access Control unit is located. **(Fig. 2)**
6. Choose an extension number for the Access Control unit (note: you'll need this later when you're configuring the unit). **(Fig. 3)**
7. In **Device Selection**, click the Existing Device radio button.
8. Select the **Cisco SPA-112 Fax ATA adaptor** from the list of existing devices.
9. Click **Activate**.

Fig. 1

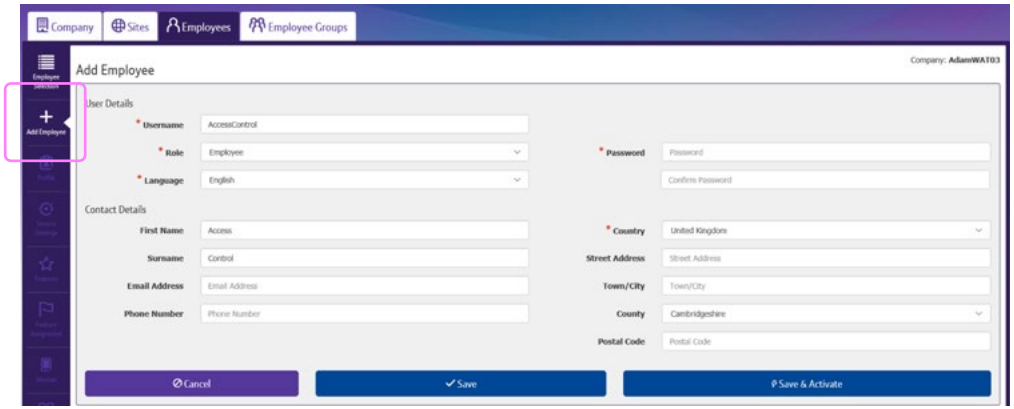


Fig. 2

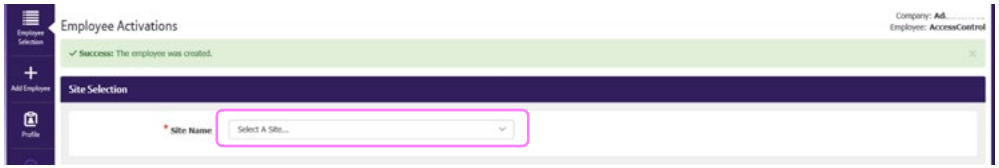
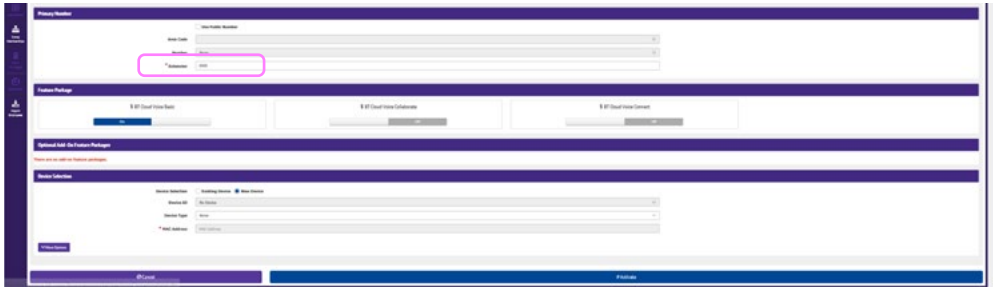


Fig. 3



1.3 Set up multiple users to open the door (optional)

You can set up Access Control so it alerts multiple users when someone's at the door. It's a useful feature for those times when there's no one at reception.

You'll need to create a Hunt Group. Here's how to do it:

1. Login to the **Business Portal**.
2. From the **Sites** tab, select the site where the Access Control is located.
3. Click **Features**. **(Fig. 4)**
4. Under **Call Groups**, go to **Hunt Groups** and click **Configure**.
5. Click **Add** to set up a new Hunt Group (make a note of the extension number as you'll need to configure the Access Control unit to call it).
6. Set the **Call Distribution** to **Simultaneous** or **Sequential**. **(Fig. 5)**
7. Click **Save**.
8. In **Assign Agents**, add details of who you want to include in the Hunt Group. **(Fig. 6)**

Fig. 4

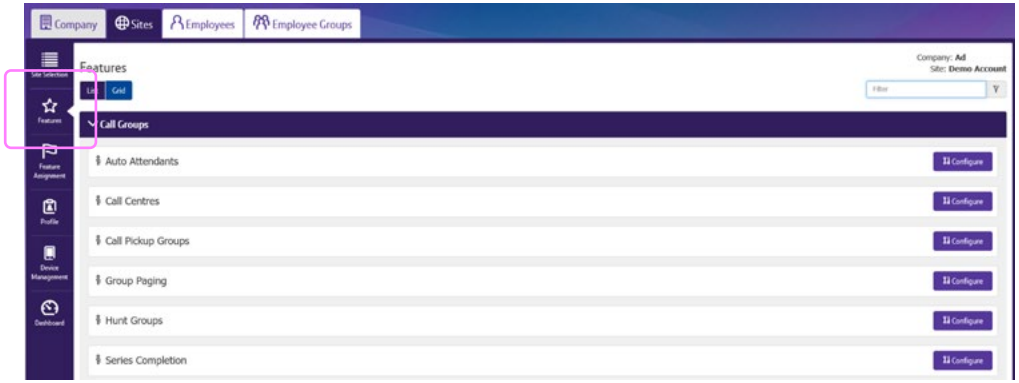


Fig. 5

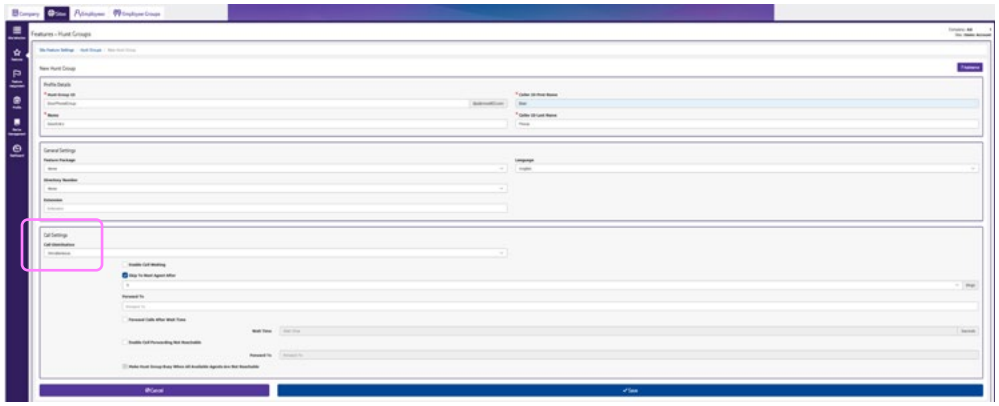
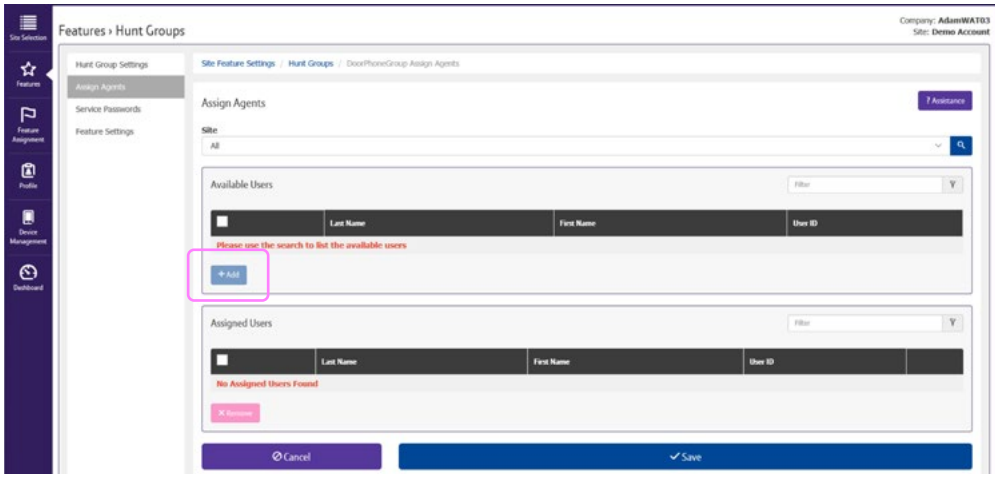


Fig. 6



2. Program the Access Control unit

Before you can program your Access Control unit, you need to put it in 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.

To set the number that the Call button dials in Day mode

1. Dial ***360** followed **1** followed by the extension number that you want the unit to call. The extension number can either be a single number or a Hunt Group number.
2. Press **#**.

To 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**.
2. Wait for the confirmation beep.

To exit programming mode

1. Dial ***900**.

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

Offices worldwide

The services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications Limited's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

© British Telecommunications Linmited 2020. Registered office: 81 Newgate Street, London EC1A 7AJ. Registered in England No. 1800000.

December 2020