

Telecode 5000

User manual

Bewator, a part of Andersson and Bennett AB, develops and markets products and systems for access control, e.g. code locks, card readers and entrance phones. Sales, installation and servicing are handled by a nationwide dealer network.

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Table of Contents

1 Introduction	4
2 Preparations	10
3 Programming	18
4 Telecode for companies	40
5 Remote Programming	43

At the back of the manual there are four charts. Use them to make notes of the telephone numbers, codes etc that later will be programmed in Telecode 5000 (in the *Preparations* chapter there are instructions on how to fill in the charts).

At the very back of the manual there are two pages with templates for remote programming. Fill in the templates before programming the system from a telephone.

Telecode - entrance phones connected to the network

Telecode 5000 is a system of entrance phones connected to the telephone network. The great advantage with this type of system is that the door can be opened from a normal telephone – all approved models using tone dialling can be used. Up to six entrance phones or keypads can be connected (one at each door). The central unit comes in different sizes with the capacity of 2–6 doors. The units also have different storage capacities for programming telephone numbers.

In parallel with the entrance phone function, Telecode 5000 also works as a code lock, which means that residents of the building can use the door by entering an access code.

Telecode 5000 can also be used in businesses where visitors are received after office hours. This is described in the *Telecode for companies* chapter later in this manual.

Telecode for apartment buildings

If Telecode 5000 is installed in an apartment building, the system works as follows:

At the door

Whenever a visitor wants to enter the door, they first use the entrance phone outside the door to speak to the tenant. To do this, the visitor should press B, followed by either the short code published on the name board next to the entrance phone, or the tenant's phone number. The buttons of the entrance phone are described on page 8.

The system also has "ultra-short" codes which apply to the first 10 stored numbers only. This means that instead of B0001, the caller can key A1; instead of B0002 use A2 and so on up to A9 instead of B0009.

If the line is busy

If the apartment phone is occupied, a busy tone is heard in the entrance phone. The call is disconnected after five seconds. To avoid waiting, the system can be set so that the door can be opened by repeating the number.

Access code also works

Of course, the tenants, the postman and other authorised persons should be able to enter the door. In parallel with the entrance phone function there is also a code lock function. Up to 99 access codes that can be unique for different doors can be programmed.

If the wrong access code is entered three times in succession, the code lock converts to "sabotage mode" and cannot be used. To set it into operation again the correct entrance code must be entered twice in succession.

In the apartment

Since the entrance phone is connected to the telephone network the tenant uses his own telephone both to speak to visitors and to open the door. When a visitor dials the short code or the telephone number to the apartment, the telephone rings as usual. When the person in the apartment lifts the handset, depending on the Answer Choice set on the Telecode, either an electronic "tune" will be heard to show that the call is coming from the door or the tenant will be connected. If not immediately connected, the tenant presses 5. The tenant can now speak to the visitor for up to 45 seconds.

If the tenant wants to open the door

To open the door, the tenant should dial 5, then replace the handset. The door is opened immediately for the lock activating time set.

I. INTRODUCTION

If the tenant does not want to open the door

If the tenant does not want to open the door, dial 0, then replace the handset.

Forwarding

If the tenant's telephone is forwarded to another number, calls from the door are forwarded to this number. The door can also be opened from this number, according to the instructions above.

Select the hours when access codes and calls are allowed

Telecode has a built-in clock used to set the times when access codes, short codes and telephone numbers should be valid. This way unwanted calls can be prevented at night.

The timer can also be used to keep the door unlocked at certain times, as required.

Tenants without a telephone

Tenants without an external telephone line can also use the system. A separate 4-core cable is wired to the apartment where a Bewator apartment phone is installed. The apartment phone only receives calls from the entrance phone. The entrance phone works as described earlier. If a visitor calls, intervals of three short tones are heard in the apartment phone. The call goes on for 60 seconds. If several apartment phones are connected in parallel, any phone can take the call. A conversation can go on for 45 seconds. After 35 seconds a warning signal is heard. The tenant opens the door by pressing **Open** on the apartment phone, then replaces the handset.

Telecode and answering machines

If an answering machine is connected to the number to call from the entrance phone, the announcement must be somewhat modified. Otherwise, the answering machine might open the door. Ensure that the "Open on Hang-up" option is off.

Announcement to be heard at the entrance phone:

Check that the message is no longer than 45 seconds.

Announcement not heard at the entrance phone:

Record the tone signal for **0** (zero) before the actual message. To do this you need a standard tone transmitter (for sale in most shops selling telephones).

This is how to record the message:

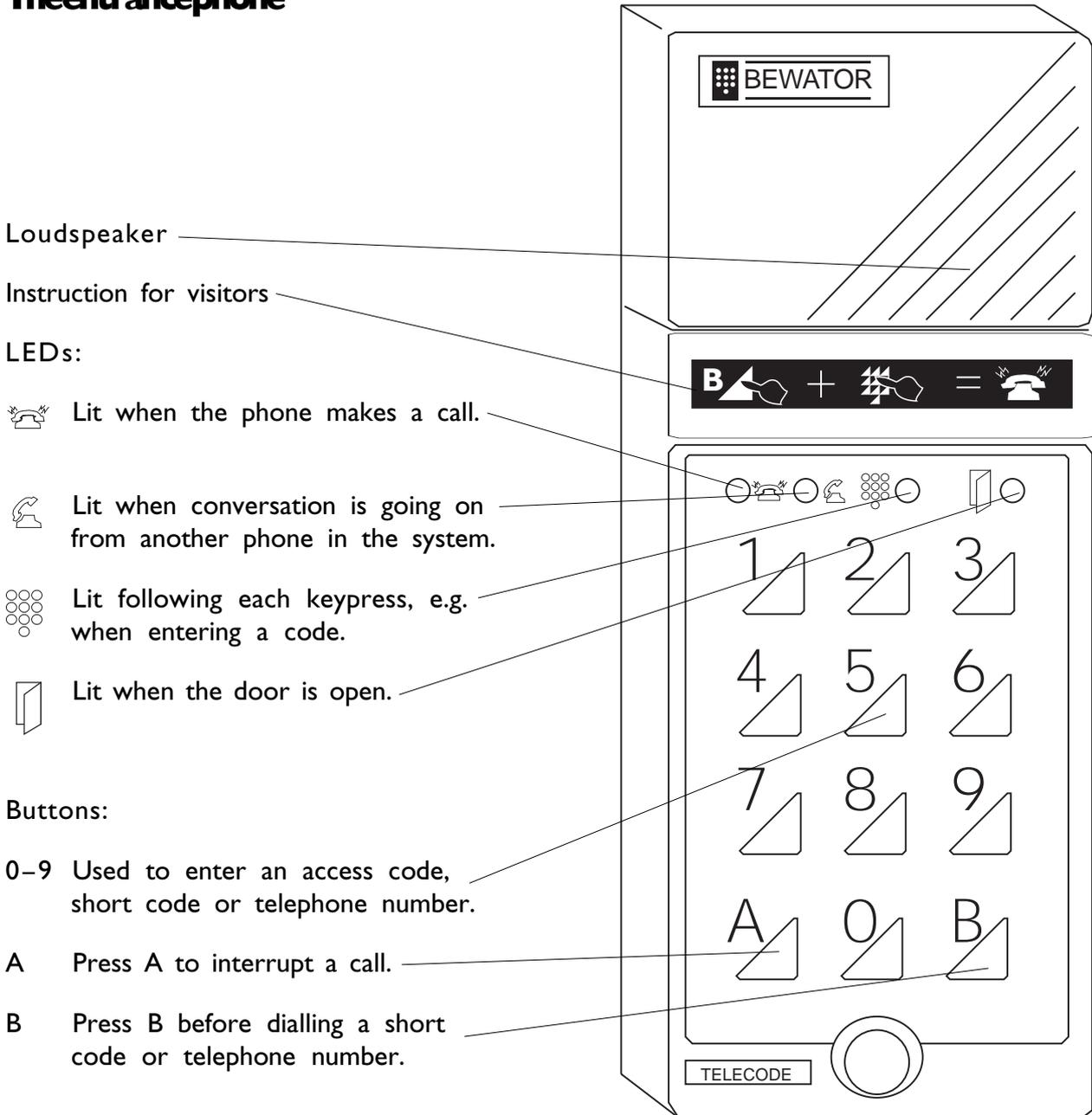
- 1 Start the tape and wait 4 seconds.
- 2 Hold the tone transmitter against the microphone and press 0.
- 3 Record the message.

Speak one at a time

During a call between the entrance phone and the telephone in the apartment, only one person can talk at a time. For the communication to work as smoothly as possible the participants should be aware of this.

I. INTRODUCTION

The entrance phone



The chapters listed cover the following:

- **Preparations** – describes how to fill in the charts used as basis when programming telephone numbers into the system.
- **Programming** – includes step-by-step instructions on how to register, change and delete information in the system.
- **Remote programming** – describes how to program the system from a telephone.
- **Telecode for companies** – describes how the entrance phone system should be used in companies, e.g. if connected to a switchboard.

Preparations

The person (the installer, caretaker or landlord) who is going to program the information to be used by the system needs a record. This means that you, being the purchaser, first have to think about how the system should be used in the building. During which hours should the short codes on the entrance name board be valid? Should the door be unlocked certain hours? To provide the answers to these questions make copies of the charts at the back of the manual, and fill them in.

You should however start by numbering the doors where entrance phones are mounted. Number the doors from 1 to 6.

Example

Suppose you have six doors and that you want the system to work as follows:

- All doors to be locked 24 hours a day.
- The tenants should be able to use an access code 24 hours a day, the whole week. Different codes should be used on different doors.
- The postman needs a code that is identical for all doors, but only works between 8.00 am and 3.00 pm, Monday to Friday.
- Also, the newspaper boy needs a code that is identical for all doors. The code should work between 5.00 am and 10.00 am, the whole week.
- The short codes should work between 7.00 am and 9.00 pm on all doors, every day. After 9.00 pm, only the ones who know the tenant's telephone number should be able to use the entrance phone.
- The telephone numbers should work 24 hours a day, every day.

2. PREPARATIONS

With these requirements, four time zones are needed:

- one using the interval 00.00-23.59 (access code 24 hours a day)
- one using the interval 08.00-15.00 (the postman)
- one using the interval 05.00-10.00 (the newspaper boy)
- one using the interval 07.00-21.00 (short codes)

In the system there is also the default time zone 0 (zero) that can be used to determine that

- a door should be locked 24 hours a day
- short codes should work 24 hours a day
- telephone numbers should work 24 hours a day
- push buttons (if any) should work 24 hours a day.

This is described later in this manual.

Timezones

This is how to fill in the time zones you have chosen:

- 1 Take out the copy of the *Time zones* chart and write the number of the first time zone, i.e. 1, under the **Time zone** heading.
- 2 Write down when the time zone starts and ends under the **From** and **To** headings.
- 3 Under the **Days** heading, write which days the time zone should be valid. 1=Monday, 2=Tuesday, 3=Wednesday etc).
- 4 Write down information about the next time zone in the same way (you can use up to 99 time zones).

2. PREPARATIONS

Below is an example of a filled in *Time zones* chart the way it would look if the above example is used:

Time zones

Time zone	From	To	Days
1	00.00	23.59	1234567
2	08.00	15.00	12345
3	05.00	10.00	1234567
4	07.00	21.00	1234567

Time zone 1 is used for the tenants' access codes. The codes should work 24 hours a day all days. Time zone 2 is used for the postman's code (days 1-5) i.e. Monday to Friday, time zone 3 for the newspaper boy's code, (days 1-7, i.e. the whole week) and time zone 4 for short codes (the whole week).

Doors

When you have written down the time zones, it is time to complete the *Doors* chart. Proceed as follows:

- 1 Under the **Door** heading, write the number of the first door, i.e. 1.
- 2 Under the **Lock activating time** heading, enter the number of seconds for the door to be open after the tenant has opened it from the apartment or after a correct access code has been entered. When the system is delivered the lock activating time is set to 7 seconds.
- 3 If any time zone should be used to keep the door unlocked, write the number of the zone under the **Time zone for free access** heading. Otherwise, write 0. This means the door is locked 24 hours a day.

2. PREPARATIONS

- 4 If any time zone should be used to limit the pushbutton's function, write the number of the time zone under the **Time zone for pushbutton** heading. Otherwise, write 0. This means the button works 24 hours a day.
- 5 Under the **Time zone for short code** heading, write the number of the time zone when short codes should work. Write 0 if short codes should work 24 hours a day.
- 6 Under the **Time zone for telephone no** heading, write the number of the time zone when telephone numbers should work. Write 0 if telephone numbers should work 24 hours a day.

Using the example, the *Doors* chart would look like this:

Doors

Door	Lock activating time	Time zone for free access	Time zone for pushbutton	Time zone for short code	Time zone for telephone no
1	7	0	0	4	0
2	7	0	0	4	0
3	7	0	0	4	0
4	7	0	0	4	0
5	7	0	0	4	0
6	7	0	0	4	0

In the above example the lock activating time is the system's preset time (7 seconds). All doors are locked 24 hours a day (the time zone for free access is 0 = always locked. Short code can be used in all doors between 7 am and 9 pm according to time zone 4 (see the Time zones chart on page 12). Telephone numbers can be used 24 hours a day (time zone 0).

2. PREPARATIONS

Codes

Now it is time to fill in the access codes to be used at the doors:

- 1 Take out a copy of the *Codes* chart and write the first code under the **Code** heading.
- 2 Under the **Door** heading, write down in which doors the code should be valid. 1=door 1, 2=door 2 etc.
- 3 Under the **Time zones** heading, write during which time zones the code should be valid (3 at the most).
- 4 Write the next code to be used in the system. Follow steps 1-3.

Using the example, the list may look like this:

Codes

User	Code	Door	Time zones
Tenants	1066	1	1
Tenants	2881	2	1
Tenants	2001	3	1
Tenants	1984	4	1
Tenants	2525	5	1
Tenants	1776	6	1
Mailman	1789	123456	2
Newspaper	1789	123456	3

In the example each door has its own access code (you could of course have the same code at several doors). In all doors the code is valid 24 hours a day, all days, since time zone 1 is chosen (see the Time zones chart on page 12). The postman's and the newspaper boy's code is valid during time zone 2 and 3, respectively, in all doors, i.e. doors 1, 2, 3, 4, 5 and 6.

Short codes and telephone numbers

By filling in this chart you tie the telephone numbers to certain short codes. Normally, a chart corresponds to one door.

This is how to fill in the chart:

- 1 Take out a copy of the *Short codes and telephone numbers* chart and write the address of the door, following the **Address** heading.
- 2 Write the number you have assigned to the door under the **Door no** heading.
- 3 After **B** under the **Short code** heading, write the first short code, i.e. 0001.
- 4 Write the telephone number to be tied to the short code under the **Telephone number** heading.
- 5 Write the name of the tenant under the **Name** heading.
- 6 Write the number of the floor under the **Floor** heading.
- 7 Write the next short code and the subsequent information in the same way.

When you have finished with the first door, take out a new copy fill in information about door 2. If the last short code at door 1 was 0008, continue with 0009 at door 2.

2. PREPARATIONS

Below is an example of a completed chart:

Short codes and telephone numbers

Address		Door no	
Short code	Telephone number	Name	Floor
B 0001	271987	Clarke	1
B 0002	273545	Lorimer	1
B 0003	273610	Bremner	2
B 0004	273363	Giles	2
B 0005	273231	Jordan	3

Now you have completed the charts the installer (or caretaker) needs to program the system. Using the *Short codes and telephone numbers* chart as a script, the installer publishes the short codes on a nameboard.

This is what a nameboard might look like:

Floor	Short code	Name
1	B0001	Clarke
1	B0002	Lorimer
2	B0003	Bremner
2	B0004	Giles
3	B0005	Jordan
3	B0006	Cherry
4	B0007	Harvey
4	B0008	Gray

Information to the tenants

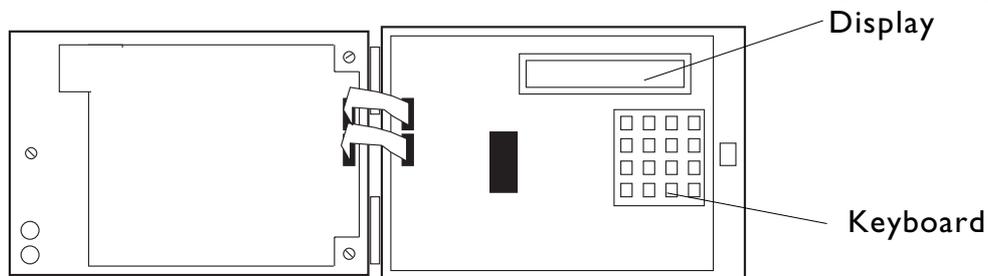
Of course, the tenants must be informed about how to use the system. Take out the information sheets supplied with the system. Here, you will find all the information the tenant needs to open the door, to not open the door, record the answering machine announcement etc. Fill in the access codes that are currently used. Then distribute the sheets to the tenants concerned (unless the installer does it).

Programming

This chapter describes how to program information about time zones, telephone numbers etc. Normally, the installer performs the basic programming. Whenever changes are needed to the information, the programming procedures described below will be implemented at the central unit.

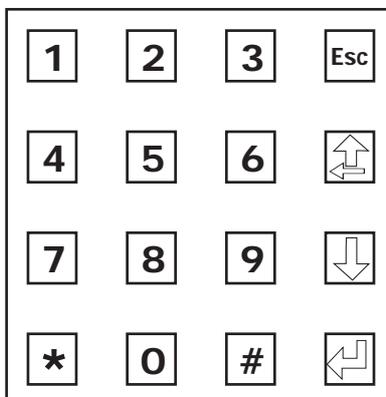
Proceed as follows:

- 1 Open the cover to the central unit, using the key supplied.



- 2 Use the keyboard to program the information. The display shows prompts explaining what to do .

Keys



0-9 Used to choose alternatives and enter digits.

Esc Used to leave menus and to interrupt the current task.

↵ Used to delete characters backwards and to scroll backwards through stored entries, e.g. codes.

↓ Used to scroll forward through stored entries.

↵ Used to confirm what has been entered.

** Used when programming apartment phones.

3. PROGRAMMING

In stand-by mode, the following text is displayed:

94-11-17,	17:15
	Press ↵

The display shows today's date and time.

Press . The main menu is displayed:

1) CODES	2) TELE
3) DOORS	4) TIMES

Choose the information to be registered, changed or deleted. If no key is pressed within two minutes the central unit will return to the stand-by position.

Note! Press  whenever you want to interrupt a programming sequence that has been started.

Set time and date



Using this function the time and date are set. When the system is delivered time and date are already set, therefore this function is not normally used. The clock automatically switches to daylight saving time.

To change time and date, proceed as follows:

- 1 Display the main menu and choose TIMES (press 4). The following text is displayed:

1) CHANGE TIME/DATE
2) TIME ZONES

- 2 Choose CHANGE TIME/DATE (1). The following text is displayed:

ENTER TIME	13:35
------------	-------

3. PROGRAMMING

- 3 Enter the current time by typing hours and minutes in one sequence, e.g. **2030** for half past eight pm. If no change is required to the time, go straight to step 4.
- 4 Press . The following text is displayed:

ENTER DATE 94-12-25
- -
- 5 Enter the current date by typing year, month and day in one sequence, e.g. **941225** for the 25th of December 1994. If no change is required to the date, go straight to step 6.
- 6 Press . The main menu is displayed again.

Timezones



Take out the *Time zones* chart and program the time zones that should be valid in the building.

- 1 Choose TIMES (4) on the main menu. The following text is displayed:

1) CHANGE TIME/DATE
2) TIME ZONES
- 2 Choose TIME ZONES (2). The following text is displayed:

1) NEW 2) EDIT
3) DELETE 4) PRINT
- 3 Choose NEW (1). The following text is displayed:

ENTER TIME (ZONE 1)
-
- 4 Enter between what hours the first time zone should be valid, e.g. from 0000-2359 (24 hours).
- 5 Press . The following text is displayed:

WHICH DAYS?
0000-2359 ()

6 Choose which days the time zone should be valid. 1=Monday, 2=Tuesday etc. If the time zone should be valid the whole week, press 1, 2, 3, 4, 5, 6, and 7. If it should only be valid on Saturdays and Sundays, press 6 and 7. If the wrong digit is entered by mistake, press the same digit again to delete it.

7 Press . The following text is displayed:

```
ENTER TIME (ZONE 2)
-
```

8 Enter time interval and days for the next time zone if more time zones are needed.

Otherwise, press  to go back to the main menu.

Codes



Take out the *Codes* chart and program the codes to be used in the doors:

1 Choose CODES (press 1) on the main menu. The following text is displayed:

```
1) NEW      2) EDIT
3) DELETE   4) PRINT
```

2 Choose NEW (1). The following text is displayed:

```
ENTER NEW CODE
```

3 Enter a new four-digit code, e.g. **1111**.

4 Press . The following text is displayed:

```
WHICH DOORS?
1111      (          )
```

The entered code is automatically displayed bottom left.

3. PROGRAMMING

5 Enter in which doors the code should work. 1=the first door, 2 = the second door etc. If the code should only work in the doors numbered as 4 and 5, only press 4 and 5. If the wrong digit is entered by mistake, press the same digit again to delete it.

6 Press . The following text is displayed:

```
ENTER TIME ZONES
      ,      ,      (00,00,00)
```

7 Enter during which time zones the code should be valid. A code can be used under three time zones at the most, e.g. 01, 02 and 10. If no time zone is programmed at all, the code will not work.

If the wrong digit is entered by mistake, press  and replace the the incorrect value with the correct value.

Press  to finish. The following text is displayed:

```
ENTER NEW CODE
```

8 Program any additional codes in the same way.

Otherwise, press . The main menu is displayed.

Doors



Take out the *Doors* chart and program the information that should be valid for each door.

- 1 Choose DOORS (3) on the main menu. The following text is displayed:

```
1)  EDIT
2)  PRINT
```

- 2 Choose EDIT (1). The following text is displayed:

```
WHICH DOOR?
(1-6)
```

- 3 Enter which door is to be programmed, e.g. **1** for the first door. The following text is displayed:

```
LOCK ACTIVATING TIME?
(1-999) (7)
```

- 4 Enter the desired lock activating time or keep the preset time (7 seconds).

- 5 Press . The following text is displayed:

```
TIME ZONE FOR FREE ACCESS?
(0=DISABLED) (0)
```

- 6 Enter the number of the time zone when the door should be unlocked. If the door should not be unlocked at any time, keep the preset value (0).

- 7 Press . The following text is displayed:

```
TIME ZONE FOR PUSHBUTTON
(0=ALWAYS) (0)
```

- 8 Enter the number of the time zone when the exit request button on the inside should work. If the button should work 24 hours, keep the preset value (0).

3. PROGRAMMING

- 9 Press . The following text is displayed:

```
TIME ZONE FOR SHORT CODE  
(0=ALWAYS) (0)
```

- 10 Enter the number of the time zone when short codes should be allowed. If short codes are allowed 24 hours, keep the preset value (0).

- 11 Press . The following text is displayed:

```
TIME ZONE FOR TELENO  
(0=ALWAYS) (0)
```

- 12 Enter the number of the time zone when ordinary telephone numbers should be allowed. If they are allowed 24 hours, keep the preset value (0).

- 13 Press . The following text is displayed:

```
WHICH DOOR?  
(1-6)
```

- 14 Enter information about the next door in the same way.

Press  to go back to the main menu.

Short codes and telephone numbers



Take out the *Short codes and telephone numbers* chart and program the telephone numbers valid for each door. Each telephone number is tied to a short code published on the name board in the entrance.

- 1 Display the main menu and choose TELE (2). The following text is displayed:

```
1) NEW          2) EDIT  
3) DELETE      4) PRINT
```

- 2 Choose NEW (1). The following text is displayed:

3. PROGRAMMING

ENTER TELE NO. (0001)

- 3 Enter the telephone number to be tied to the short code B0001. If the central unit is connected as an extension in a private branch exchange, enter the number of the extension.

- 4 Press . The following text is displayed:

WHICH DOORS?
()

- 5 Enter in which door/s the telephone number/short code should be valid.

- 6 Press . The following text is displayed:

ENTER TELE NO. (0002)

- 7 Program the next telephone number in the same way.

Note! To program short codes for apartment phones, enter * *1 (corresponds to a telephone number) for the first apartment phone, * *2 for the second apartment phone etc.

Press  to finished. The main menu is displayed.

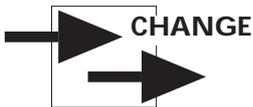
This completes all the main information the system needs to be able to operate.

3. PROGRAMMING

Change information

The sections below describe how to change stored information, e.g. if a tenant moves or if any of the access codes need to be changed.

Timezones



To change a programmed time zone, proceed as follows:

- 1) Display the main menu and choose TIMES (4). The following text is displayed:

```
1) CHANGE TIME/DATE
2) TIME ZONES
```

- 2) Choose TIME ZONES (2). The following text is displayed:

```
1) NEW          2) EDIT
3) DELETE      4) PRINT
```

- 3) Choose EDIT (2). The following text is displayed:

```
WHICH TIME ZONE?
(TIME ZONE or ↑/↓)
```

- 4) Enter the number of the desired time zone, e.g. 1, or use the arrow keys to scroll to the desired time zone.

- 5) Press . The following text is displayed:

```
ENTER NEW TIME (2)
-
```

The number of the time zone is displayed within brackets.

- 6) Enter a new interval, or, to only change the days, leave the prompt unanswered.

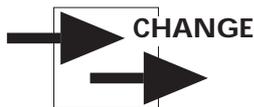
- 7) Press . The following text is displayed:

```
WHICH DAYS?
0800-1500 (12345 )
```

The programmed time interval for the time zone is displayed automatically.

- 8 If needed, change the days by pressing the desired digits (1=Monday, 2=Tuesday etc) or, to make no changes, leave the prompt unanswered.
- 9 Press . The main menu is displayed again.

Codes



To change information about codes, proceed as follows:

- 1 Display the main menu and choose CODES (1). The following text is displayed:

1) NEW	2) EDIT
3) DELETE	4) PRINT

- 2 Choose EDIT (2). The following text is displayed:

WHICH CODE? (Code or ↑/↓)

- 3 Enter the code to be changed or use the arrow keys to scroll to the desired code.

- 4 Press . The following text is displayed:

ENTER NEW CODE (1111)

The current code is automatically displayed within brackets.

- 5 Enter the new four-digit code, or leave the prompt unanswered. Next, change in which doors or during which time zone/s the code should be valid.
- 6 Press . The following text is displayed:

3. PROGRAMMING

```
WHICH DOORS?  
( 1 )
```

The numbers of the doors where the code is currently valid is displayed within brackets.

- 7 Enter at which doors the code should be valid, or leave the prompt unanswered. Next, change during which time zone/s the code should be valid.

- 6 Press . The following text is displayed:

```
ENTER TIME ZONES  
, , (01,00,00)
```

The time zones that are currently valid are displayed within brackets.

- 8 Enter during which new time zones the code should be valid, or leave the prompt unanswered to make no changes.
- 9 Press . The main menu is displayed again.

Doors



To change programmed information about doors, proceed as follows:

- 1 Display the main menu and choose DOORS (3). The following text is displayed:

```
1) EDIT  
2) PRINT
```

- 2 Proceed the same way as when registering new entries (see page 23).

Short codes and telephone numbers



To change short codes and telephone numbers, proceed as follows:

- 1 Display the main menu and choose TELE (2). The following text is displayed:

```
1) NEW          2) EDIT
3) DELETE      4) PRINT
```

- 2 Choose EDIT (2). The following text is displayed:

```
WHICH TELEPHONE NUMBER?
(TELE NO or ↑/↓)
```

- 3 Enter the telephone number to be changed or use the arrow keys to scroll forward or backwards to the desired telephone number.

- 4 Press . The following text is displayed:

```
ENTER NEW TELEPHONE NUMBER
```

- 5 Enter the new number or leave the prompt unanswered. Next change in which door the number should be valid.

- 6 Press . The following text is displayed:

```
WHICH DOORS?
6270095      (1      )
```

The telephone number is displayed along with the number of the door/s where the telephone number is currently valid.

- 7 Enter at which doors the number should be valid or leave the prompt unanswered to make no changes.

- 8 Press . The main menu is displayed again.

Delete information

This section describes how to delete information, e.g. to reduce the number of codes or to correct mistakes during programming.

Timezones



To delete programmed time zones, proceed as follows:

- 1 Display the main menu and choose TIMES (4). The following text is displayed:

```
1) EDIT TIME/DATE
2) TIME ZONES
```

- 2 Choose TIME ZONES (2). The following text is displayed:

```
1) NEW          2) EDIT
3) DELETE      4) PRINT
```

- 3 Choose DELETE (3). The following text is displayed:

```
WHICH TIME ZONE?
(TIME ZONE or ↑/↓)
```

- 4 Enter the number of the time zone to be deleted, or use the arrow keys to scroll forward or backwards to the desired time zone.

- 5 Press . The following text is displayed:

```
ARE YOU SURE?
1
```

- 6 Press  to interrupt the sequence without deleting the time zone. The main menu is displayed.

Press  to delete the time zone.

If the time zone is deleted, the following text is displayed for a few seconds:

```
DELETING TIME ZONE
(1) 0000-2359!
```

Then the main menu is displayed again.

Codes



To delete codes, proceed as follows:

- 1 Display the main menu and choose CODES (1). The following text is displayed:

```
1) NEW          2) EDIT
3) DELETE       4) PRINT
```

- 2 Choose DELETE (3). The following text is displayed:

```
WHICH CODE?
(Code or ↑/↓)
```

- 3 Enter the code to be deleted, or use the arrow keys to scroll forward or backwards to the desired code.

- 4 Press . The following text is displayed:

```
ARE YOU SURE?
2222
```

- 5 Press  to interrupt the sequence without deleting the code. The main menu is displayed.

Press  to delete the code.

If the code is deleted, the following text is displayed for a couple of seconds:

```
DELETING CODE 2222!
```

Then the main menu is displayed again.

3. PROGRAMMING

Doors



Doors cannot be deleted from the system – only the information can be changed (e.g. lock activating time, free access etc). However, the information can be changed for any programmed door using the *Codes* and *Short codes and telephone numbers* functions (see these subsections in the *Change information* section).

Short codes and telephone numbers



To delete programmed telephone numbers, proceed as follows:

- 1 Display the main menu and choose TELE (2). The following text is displayed:

```
1) NEW          2) EDIT
3) DELETE      4) PRINT
```

- 2 Choose DELETE (3). The following text is displayed:

```
WHICH TELEPHONE NUMBER?
(TELE NO or ↑/↓)
```

- 3 Enter the telephone number to be deleted or use the arrow keys to scroll forward or backwards to the desired telephone number.

- 4 Press . The following text is displayed:

```
ARE YOU SURE?
0001 → 6270095
```

- 5 Press  to interrupt the sequence without deleting the telephone number. The main menu is displayed.

Press  to delete the telephone number.

If the telephone number is deleted the following text is displayed for a couple of seconds:

```
DELETING TELEPHONE NUMBER  
6270095!
```

Then the main menu is displayed again.

Printouts

If a printer is connected to the central unit, the programmed information can be listed. The printout will give a good overview of the codes, time zones, telephone numbers etc that are currently used.

Timezones



To print programmed information about time zones, proceed as follows:

- 1 Display the main menu and choose TIMES (4). The following text is displayed:

```
1) EDIT TIME/DATE  
2) TIME ZONES
```

- 2 Choose TIME ZONES (2). The following text is displayed:

```
1) NEW          2) EDIT  
3) DELETE      4) PRINT
```

- 3 Choose PRINT (4). The information is printed on the printer.

The next page shows an example of a printout:

3. PROGRAMMING

TIMEZONE	FROM	TO	DAYS
1	0000	- 2359	1234567
2	0800	- 1500	12345
3	0700	- 2100	1234567

Codes



To print information about programmed codes:

- 1 Display the main menu and choose CODES (1). The following text is displayed:

1) NEW	2) EDIT
3) DELETE	4) PRINT

- 2 Choose PRINT (4). The information is printed on the printer.

This is what a printout might look like:

CODE	DOORS	TIMEZONES
1111	1	1, 0, 0
2222	2	1, 0, 0
3333	3	1, 0, 0
4444	4	1, 0, 0
5555	5	1, 0, 0
6666	6	1, 0, 0
1234	123456	2, 0, 0

Doors



To print programmed information about doors, proceed as follows:

- 1 Display the main menu and choose DOORS (3). The following text is displayed:

```
1)  EDIT
2)  PRINT
```

- 2 Choose PRINT (2). The information is printed on the printer.

This is what a printout might look like:

DOOR	LOCK TIME	T.ZONE FREEACC.	T.ZONE PUSHB.	T.ZONE SHORTCODE	T.ZONE TELNO
1	7	0	0	3	0
2	7	0	0	3	0
3	7	0	0	3	0
4	7	0	0	3	0
5	7	0	0	3	0
6	7	0	0	3	0

Short codes and telephone numbers



To print programmed information about short codes and telephone numbers, proceed as follows:

- 1 Display the main menu and choose TELE (2). The following text is displayed:

```
1)  NEW          2)  EDIT
3)  DELETE      4)  PRINT
```

- 2 Choose PRINT (4). The information is printed on the printer.

The next page shows an example of a printout:

3. PROGRAMMING

SHORT CODE	TEL. NO	DOORS
0001	870547	1
0002	805273	1
0003	7202222	1

Edit Level of Registration

This allows the user to choose what types of transactions are sent to the printer

1 = System Faults 2 = Valid Logins 3 = Unsuccessful remote logins

4 = Valid Access (Both code and telephone release)

5 = Access Denied (Wrong time zone for codes & 3 wrong codes)

To gain access to this function:-

- 1 Press  three times when the central unit display is in stand-by position. The following text is displayed:

OPTIONS MENU

- 2 Press . The following text is displayed:

↑/↓ TO SCROLL

- 3 Scroll to the **Edit Level of Registration** function. (The following text is displayed:

↑/↓ TO SCROLL
EDIT LEVEL OF REGISTRATION

- 2 Press . The following text is displayed:

ENTER LEVELS
(4)

- 3 Enter the values required from the list above



- 4 Press . The following text is displayed again:

↑/↓ TO SCROLL
EDIT LEVEL OF REGISTRATION

- 5 Press  to go back to the stand-by position or scroll to another function and continue programming.

PrintEventLog

This allows the user to print transactions that have been stored in system when the printer is not connected

- 1 Go to the *Options menu* and scroll to the **PRINT EVENT LOG** function (follow the initial instructions in the previous section. The following text is displayed:

↑/↓ TO SCROLL
PRINT EVENT LOG

- 3 Press . The following text is displayed the printer is not connected or not on-line:

THE PRINTER IS NOT
READY YET

The following text is displayed if the printer is ready

PRINTING
PRINT EVENT LOG

Printing can be terminated by pressing 

- 4 When printing is complete, or has been terminated, the following text is displayed again:

↑/↓ TO SCROLL PRINT EVENT LOG

- 5 Press **Esc** to go back to the stand-by position or scroll to another function and continue programming.



Telecode in companies

Telecode is an excellent alternative in businesses where visitors are received after office hours as well. By night-coupling the exchange you can have several telephones with direct numbers receive calls. Since Telecode is connected to the telephone network, the entrance phone and the telephone answering the calls can be located in different buildings, even in different parts of the country.

Several companies in the same building

Different companies, each with their own telephone exchange, but located in the same building can share a Telecode subscription. The entrance phone calls the exchange of the desired company. Used this way it is important to be able to open the door quickly, i.e. use telephones with tone dialling.

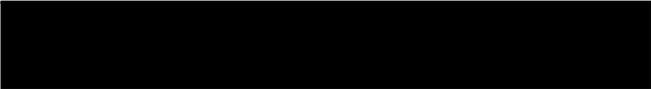
This is how to check if tone dialling works:

- 1 Connect a regular telephone to the extension to be used by Telecode. Then call the phone/s to be used for door opening.
- 2 When you get an answer in this telephone, ask the person at the other end to press 5. A tone should be heard.

Companies using switchboards

On companies where a switchboard is used, a tone transmitter is sometimes needed to produce an opening signal.

You can connect up to 10 direct lines to Telecode. In addition, you will avoid unit fees and a possible opening delay. You can



connect up to three entrance phones in parallel, so they can call the same number. Since companies often receive several visitors during office hours, Telecode should be programmed so that the line is open for visitors and not for outgoing calls.

Remote opening from a telephone

If needed, you can open the door from a telephone, e.g. if you or any other person sees a visitor that obviously does not know how to use the entrance phone.

Proceed as follows:

- 1 Dial the telephone number (the subscription number) of the Telecode. When you get through, Telecode's characteristic tune is heard.
- 2 If the visitor is standing at door number 1 in the system, press 1 on the telephone's dialpad, if the visitor is standing at 2, press 2 etc. By dialling the door's number you can talk to the visitor.
- 3 Talk to the visitor.
- 4 Open the door by entering the correct access code.

Note! If the code does not work, you may have used a code that is not currently valid. Check the *Time zones* chart to see when the different access codes apply.

Remoteprogramming

One of the great advantages with Telecode 5000 is that the system can be remotely programmed. Using this feature , you do not have to go to the central unit to maintain the information in the system – instead, you can call the Telecode’s number and perform programming from a telephone. The only condition is that the telephone you are calling from must use tone dialling.

Passwordforremoteprogramming

Before you start programming from a telephone you must decide on a password for remote programming. Otherwise, anybody who knows your Telecode’s telephone number and the programming procedure can call from his telephone and change the information.

You enter the password in the central unit:

- 1 When the display is in stand-by position, press ESC three times. The following text is displayed:

OPTIONS MENU

- 2 Press . The following text is displayed:

↑/↓ TO SCROLL

- 3 Press . The following text is displayed:

↑/↓ TO SCROLL
EDIT PASSWORD

- 4 Press . The following text is displayed:

ENTER PASSWORD

- 5 Enter a six-digit password.

-
- 6 Press . The code is now stored and you can program the entrance phone system from a telephone. The following text is displayed again:

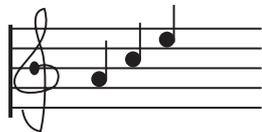
↑/↓ TO SCROLL
EDIT PASSWORD

- 7 Press  to leave the Options menu and go back to stand-by position.

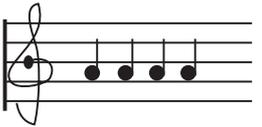
General information about remote programming

When you program your Telecode from a telephone you should call the telephone number given to your Telecode according to the subscription. If you call from a telephone using tone dialling, you use the telephone's keyboard when programming.

Proceed as follows:



Confirmation of correct password or programming



Indication of incorrect password or programming

- 1 Lift the handset and dial the telephone number to your Telecode. When you get through you will hear Telecode's characteristic tune.
- 2 Press * and enter your password. Finish by pressing *. If you have entered the correct code, three tones in a rising sequence are heard. If you enter the wrong code, you will hear four identical tones.
- 3 Program the desired functions. How this is done is described on the following pages.
- 4 Finish programming by pressing #. Telecode's characteristic tune is heard as a confirmation that programming is completed.
- 5 Replace the handset.

Note! If no programming is performed within 4 minutes, the call is automatically disconnected.

Remote programming

One of the great advantages with Telecode 5000 is that the system can be remotely programmed. Using this feature, you do not have to go to the central unit to maintain the information in the system – instead, you can call the Telecode's number and perform programming from a telephone. The only condition is that the telephone you are calling from must use tone dialling.

Password for remote programming

Before you start programming from a telephone you must decide on a password for remote programming. Otherwise, anybody who knows your Telecode's telephone number and the programming procedure can call from his telephone and change the information.

You enter the password in the central unit:

- 1 When the display is in stand-by position, press ESC three times. The following text is displayed:

OPTIONS MENU

- 2 Press . The following text is displayed:

↑/↓ TO SCROLL

- 3 Press . The following text is displayed:

↑/↓ TO SCROLL
EDIT PASSWORD

- 4 Press . The following text is displayed:

ENTER PASSWORD

- 5 Enter a six-digit password.



- 6 Press . The code is now stored and you can program the entrance phone system from a telephone. The following text is displayed again:

↑/↓ TO SCROLL
EDIT PASSWORD

- 7 Press  to leave the Options menu and go back to stand-by position.

General information about remote programming

When you program your Telecode from a telephone you should call the telephone number given to your Telecode according to the subscription. If you call from a telephone using tone dialling, you use the telephone's keyboard when programming.

Proceed as follows:



- 1 Lift the handset and dial the telephone number to your Telecode. When you get through you will hear Telecode's characteristic tune.
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- 4 Finish programming by pressing #. Telecode's characteristic tune is heard as a confirmation that programming is completed.
- 5 Replace the handset.

Note! If no programming is performed within 4 minutes, the call is automatically disconnected.

Pointstoremember

When programming from the central unit, you will always see the result of your keypresses. However, when programming from a telephone you will get no confirmation. Therefore, it is important that you follow the instructions carefully and that you know what you are programming.

As an aid when programming from a telephone, use the templates at the back of this manual. Make a few copies of the templates and fill in the information **before** you start programming. Put the template in front of you when programming. This will make it easier for you to know how far you have got in the programming sequence.



For each function below, an example is shown of how the template can be filled in.

Change time and date



To change time and date, proceed as follows:

- 1 Call your Telecode and enter the password.
- 2 Press **4 1**. Finish with *****.
- 3 Enter the time, e.g. 2100 for nine pm. Finish with *****.
- 4 Enter the current date, e.g. 950521 for the 21st of May 1995. Finish with *****.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.

- 5 Proceed and program other information (start from step 2) or press **#** to disconnect the call.

Example:



Enter new information

Time zones

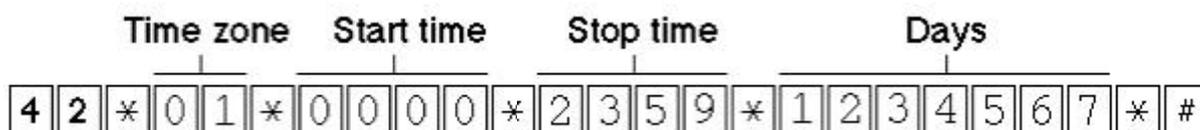


To program a new time zone, proceed as follows:

- 1 Call your Telecode and enter the password.
- 2 Press **4** **2**. Finish with *****.
- 3 Enter the number of the desired time zone, e.g. 01. Finish with *****.
- 4 Enter the starting time of the zone, e.g. 0000. Finish with *****.
- 5 Enter the finishing time of the zone, e.g. 2359. Finish with *****.
- 6 Enter which days the time zone should be valid, e.g. 1234567 for Monday to Sunday. Finish with *****.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.

- 7 Proceed and program other information (start from step 2) or press **#** to disconnect the call.



Codes



This how to program a new code:

- 1 Call your Telecode and enter the password.
- 2 Press **1 1**. Finish with *****.
- 3 Enter the desired four-digit code. Finish with *****.
- 4 Enter the number of the door/s where the code should be valid. Finish with *****.
- 5 Enter during which time zone/s the code should be valid. Finish with *****.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.

- 6 Proceed and program other information (start from step 2) or press **#** to disconnect the call.

Exam ple:



Shortcode and telephone numbers



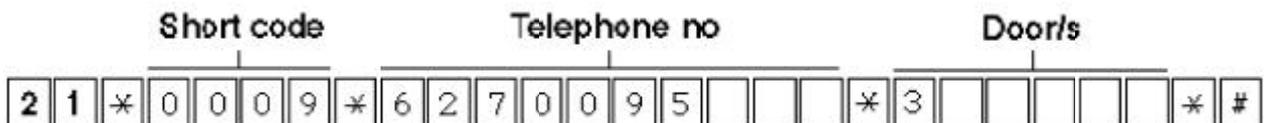
This is how to program a new telephone number:

- 1 Call your Telecode and enter the password.
- 2 Press **2** **1**. Finish with *****.
- 3 Enter the desired short code, e.g. 0009. You must enter a short code that is not already tied to a telephone number. Finish with *****.
- 4 Enter the desired telephone number. Finish with *****.
- 5 Enter in which door/s the telephone number should be valid. Finish with *****.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.

- 6 Proceed and program other information (start from step 2) or press **#** to disconnect the call.

Example:



Change information

Time zones



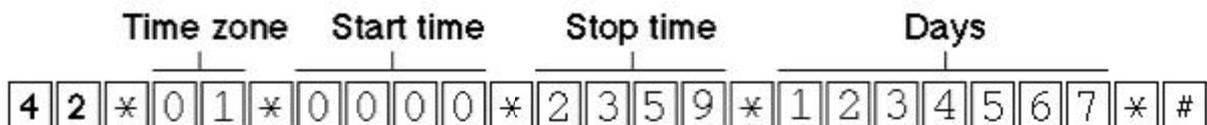
This is how to change a previously programmed time zone.

- 1 Call your Telecode and enter the password.
- 2 Press **4 2**. Finish with *****.
- 3 Enter the number of the desired time zone, e.g. 01. Finish with *****.
- 4 Enter the starting time of the zone, e.g. 0000. Finish with *****.
- 5 Enter the finishing time of the zone, e.g. 2359. Finish with *****.
- 6 Enter the days when the time zone should be valid, e.g. 1234567 for Monday to Sunday. Finish with *****.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.

- 7 Proceed and program other information (start from step 2) or press **#** to disconnect the call.

Example:



Codes



This is how to change a previously programmed code:

- 1 Call your Telecode and enter the password.
- 2 Press **1 2**. Finish with *****.
- 3 Enter the code to be changed. Finish with *****.
- 4 Enter the new code. Finish with *****.
- 5 Enter the number of the door/s where the code should be valid. Finish with *****.
- 6 Enter during which time zone/s the code should be valid. Finish with *****.
- 7 Proceed and program other information (start from step 2) or press **#** to disconnect the call.

Example:



Doors



This is how to change information about doors:

- 1 Call your Telecode and enter the password.
- 2 Press **3 1**. Finish with *****.
- 3 Enter the number of the desired door. Finish with *****.
- 4 Enter the desired lock activating time. Finish with *****.
- 5 Enter the desired time zone for free access. Finish with *****.

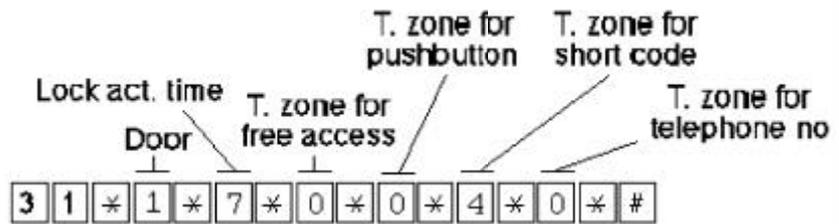


- 6 Enter the desired time zone for pushbutton. Finish with *.
- 7 Enter the desired time zone for short code. Finish with *.
- 8 Enter the desired time zone for telephone number. Finish with *.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.

- 9 Proceed and program other information (start from step 2) or press # to disconnect the call.

Example:



Shortcode and telephone numbers

This is how to change short codes and telephone numbers:



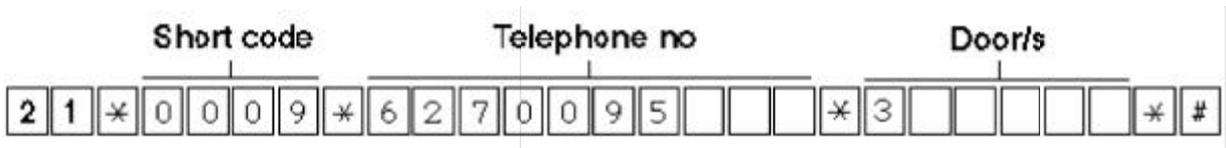
- 1 Call your Telecode and enter the password.
- 2 Press **2** **1**. Finish with *.
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- 4 Enter the desired telephone number. Finish with *.
- 5 Enter in which door/s the telephone number should be valid. Finish with *.

If programming was performed correctly, three different tones are heard, otherwise four identical tones are heard.



- 6 Proceed and program other information (start from step 2) or press # to disconnect the call.

Example:



Delete information

Time zones

This is how to delete time zones:



- 1 Call your Telecode and enter the password.
- 2 Press **4 3**. Finish with *.
- 3 Enter the number of the time zone you want to delete, e.g. 01. Finish with *.
- 4 Enter the number of the time zone once again. Finish with *.

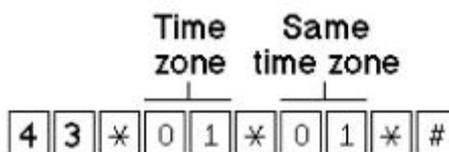
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- 5 Proceed and program other information (start from step 2) or press # to disconnect the call.

Codes

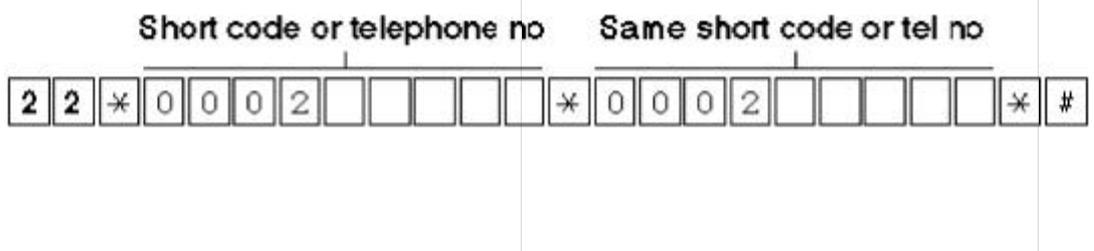
This is how to delete codes:

Example:





Exam ple:



Telecode in companies

Telecode is an excellent alternative in businesses where visitors are received after office hours as well. By night-coupling the exchange you can have several telephones with direct numbers receive calls. Since Telecode is connected to the telephone network, the entrance phone and the telephone answering the calls can be located in different buildings, even in different parts of the city.

Several companies in the same building

Different companies, each with their own telephone exchange, but located in the same building can share a Telecode subscription. The entrance phone calls the exchange of the of the desired company. Used this way it is important to be able to open the door quickly, i.e. use telephones with tone dialling.

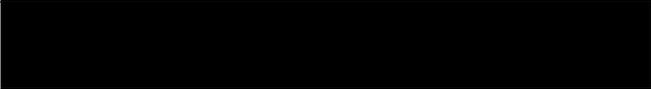
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Companies using switchboards

On companies where a switchboard is used, a tone transmitter is sometimes needed to produce an opening signal.

You can connect up to 10 direct lines to Telecode. In addition, you will avoid unit fees and a possible opening delay. You can



connect up to three entrance phones in parallel, so they can call the same number. Since companies often receive several visitors during office hours, Telecode should be programmed so that the line is open for visitors and not for outgoing calls.

Remote opening from a telephone

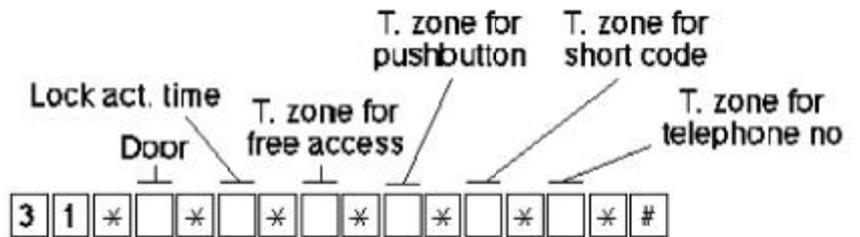
If needed, you can open the door from a telephone, e.g. if you or any other person sees a visitor that obviously does not know how to use the entrance phone.

Proceed as follows:

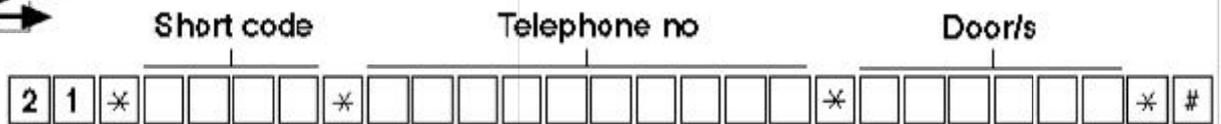
- 1 Dial the telephone number (the subscription number) to the Telecode. When you get through, Telecode's characteristic tune is heard.
- 2 If the visitor is standing at door number 1 in the system, press 1 on the telephone's dialpad, if the visitor is standing at 2, press 2 etc. By dialling the door's number you can talk to the visitor.
- 3 Talk to the visitor.
- 4 Open the door by entering the correct access code.

Note! If the code does not work, you may have used a code that is not currently valid. Check the *Time zones* chart to see when the different access codes apply.

Doors

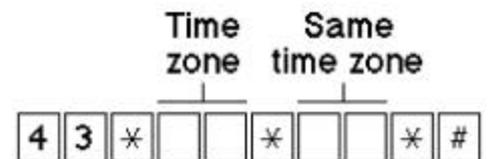


Shortcode sand telephone numbers



Deletion information

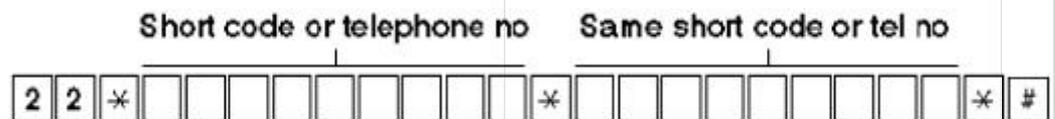
Time zones



Codes



Shortcode sand telephone numbers



BEWATOR GROUP

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E-mail:- helpdesk@bewator-cotag.com