

Alpha Communications® and Alpha Media, Inc.  
AlphaEntry™ Editor V.1.5  
Installation & Configuration Manual



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# Introduction

**A**lphaEntry™ is a computerized directory display system that provides detailed information and communication ability literally at your fingertips.

There are different ways to configure AlphaEntry™ depending on your applications specific needs.

The **Lobby** version (AlphaEntry™ “L”) provides features for visitors to call a resident or company through a touchscreen lobby panel with either a handset or open voice, hands-free communication, depending on your specific equipment and needs. AlphaEntry™ “L” will also allow tenant access with personal entry codes.

The **Concierge** version (AlphaEntry™ “C”) adds additional features to allow a Concierge or Doorman to easily obtain contact information and place a call to the desired party using either a touchscreen or a conventional flat screen monitor and mouse. In this version, information regarding emergency and frequently called numbers at off premises locations can also be stored for immediate access.

Another feature available with AlphaEntry™ “C” is the ability to control lobby lights, taxi lights, gates, elevator calls, cameras, or any other device that uses a momentary or latching dry contact closure to operate (for safety considerations this feature is not recommended for unsupervised garage door opening or closing).

All these available features can be enabled or disabled in the AlphaEntry™ Editor to customize the application to suit your buildings unique needs and security issues.

AlphaEntry™ software holds a virtually unlimited amount of names, locations, and phone numbers, and can interface to almost any new or existing intercom system, or can be used as a standard dialer or “No Phone Bill” type telephone entry system.

# System Requirements

The following system requirements must be met to run the AlphaEntry™ application correctly.

- A Windows compatible PC with mouse, hard drive, CD or DVD player
- Pentium III Processor or Higher
- Your operating system must be Windows 98/Me or NT 4.0/2000/XP/ Vista
- Color monitor or color touchscreen monitor (set to 800 x 600 resolution)
- 32 Megs of Ram (minimum)
- One Available USB port ( for USB Dongle)
- USB Dongle (provided with AlphaEntry™ software)

Requirements for optional features:

- One additional USB port (if Touchscreen is being used)
- One available serial port or additional USB port with serial adapter (if relay boards will be used).
- Voice Modem, Dedicated Phone Line, and Concierge Handset, Lobby Handset, or Lobby Open Voice Module are required to call to Suites.
- Additional equipment may be required for special customized applications. Please contact Alpha Communications for more information.

## IMPORTANT SYSTEM NOTES

To prevent conflicts between AlphaEntry™ and other installed software, it is highly recommended that the computer be used exclusively for AlphaEntry™ and not loaded with any additional software or used for any other purposes. In addition, all screen savers, system power management/ hibernation options should be disabled.

To ensure system reliability and longevity, please check that all hardware is installed and configured as per manufacturer's recommendations and all manufacturer's distance limitations and cabling requirements are observed.

When planning your installation, consider distance limitations, and potential electromagnetic interference (EMI) sources.

As with any computer, it is recommended that a quality Battery back up/surge protector/ power filter be used for all devices and components connected to 110VAC power.



# Installing AlphaEntry™ Software

**Do not insert the USB Dongle until the software setup is complete!!**

To begin the installation of AlphaEntry™, please insert the CD into a CD-Rom drive. The installation wizard will guide you through the process of installation.

Alpha Media, Inc. recommends that AlphaEntry™ is installed in the default directory (C:\Program Files\AlphaEntry\). Once the software has completed the installation process, click the “Finish” button to close the installation program.

**NOTE:** After the installation is complete insert the USB Dongle into any one of the USB ports on that computer.

**Do not insert the USB Dongle until the software setup is complete!!**

## What is a Dongle?



A Dongle (pronounced DONG-uhl) is a mechanism for ensuring that only authorized users can use specific software applications. This is your hardware key that plugs into an available USB port on your computer. Like a key, no two Dongles are alike.

The AlphaEntry™ program accesses this key for verification while running. Removing this key while using AlphaEntry™ will not allow the program to run, but will allow you to use the AlphaEntry™ Editor.

If for any reason your Dongle is lost or damaged you must obtain another from Alpha Communications®.

## Starting the AlphaEntry™ Application

To start AlphaEntry™, Double Click on the AlphaEntry icon on the screen desktop.

## Exiting the AlphaEntry™ Application

To exit AlphaEntry™, use the keyboard to spell out the word **EXIT**.

If a password has been set, you will be prompted to enter the four digit password.



Enter the password and click “submit”. This will bring you to the Windows desktop.

To restart AlphaEntry™, double click the desktop icon.

# AlphaEntry™ Editor

## Programming and System Configuration

The information that is displayed in the AlphaEntry™ application is maintained in a database file. This file stores residence and business names, locations, and other contact information. Alpha Media, Inc. has developed the AlphaEntry™ Editor to allow the administrator to input names, locations, and phone numbers as well as set administrative options easily.

To access the AlphaEntry™ Editor exit the AlphaEntry™ screen if necessary (see Pg. 3 – Exit procedure) then click the Editor Icon on your desktop.

At this point you will be asked for your password if you have previously entered one. Once your password is entered the Main editor screen will appear. By default, there is no password. We recommend setting up a password (see Page 6 – Security Code Setup).

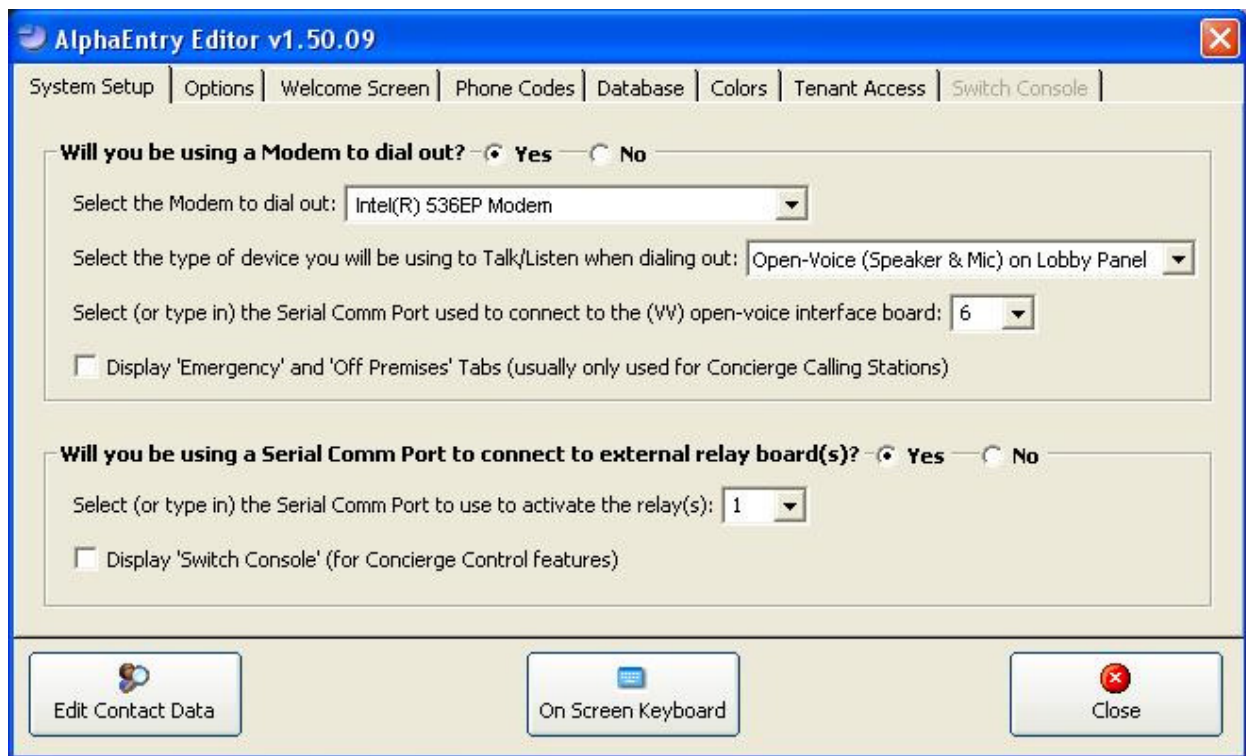


Figure 1 – Main Editor Screen

The Main Editor is comprised of 8 tabbed screens. Depending on initial configuration some of these tabs may not be active. The following is a description of each screen, and information on all the questions related to them.

## **System Setup Settings - (1<sup>st</sup> Tab)**

To configure your system to your application you must start by answering basic setup questions.

### **Will you be using a Modem to dial out?**

If your system will be connected to a dedicated phone line or “no phone bill” equipment, the computer will require a modem to interface to those connections. A Voice type modem is required (please refer to System Requirements on pg.2). If the **Yes** radio button is selected, the following questions will need to be answered. If the **No** radio button is selected, the following questions will be grayed out and not required for your application.

### **Select the type of device you will be using to Talk/Listen when dialing out.**

The three choices of configuration are Open-Voice on Lobby Panel, Handset on Lobby Panel, Concierge phone wired to modem. Please select one from the drop down box.

### **Select the modem that you wish to use.**

You will most likely have only one choice available unless your computer is equipped with multiple modems.

### **Select (or type in) the Serial Comm Port used for the Open Voice Interface Board.**

If you have chosen the Open Voice option above you must assign a serial port that the Open Voice equipment will connect to. Other options will gray out this box as it will not be needed. Refer to *Appendix D* for more information on Open Voice hookup.

### **Display “Emergency” and “Off Premises” tabs**

If this checkbox is checked, the additional tabs on the Information screen will be visible and enabled. This is usually done in a “C” concierge system if you want your concierge to have access to these features. It is rarely done when used as an “L” lobby panel for tenant and visitor use.

### **Will you be using a Serial Comm Port to connect to external relay board(s)?**

Relay boards **are** required for the following features:

Interfacing with a new or existing intercom system.
All lobby panel applications (for control of the door strike, handset or open voice equipment).
Concierge applications where the system will control a door strike and/or additional features requiring momentary or latching dry contact closures.

Relay boards would **not** be required:

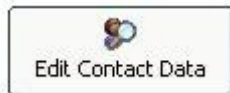
Concierge applications that use standard telephone or “No Phone Bill” type interface and do not make use of the available control features.
AlphaEntry™ systems used as a Directory only.

If the radio button “Yes” is selected then you must assign which serial port will be used to send information to the relay boards. You can choose from the available communication ports by clicking on the input box and a list of available ports will drop down. It is recommended to try Port #1 first and if there is no result when the relays are tested to try others until you are successfully connected.

More information on Ports can be found on your PC by Right clicking on My Computer and selecting Properties, Hardware, Device Manager, Ports.

## Display Switch Console

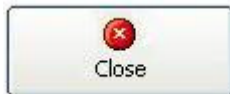
The Switch Console is used for Concierge control of lights, gates, cameras, elevator calls, etc. If this feature is used by your application, it will control relays providing either momentary or latching dry contact closures. Checking this box enables the Switch Console configuration tab in the Editor and the Switch Console tab on the AlphaEntry™ directory screen. This feature is usually used for Concierge type installations however, it can be enabled for Lobby use if special needs require it.



The Edit Contact Data button at the lower left corner of the Editor screen will access the AlphaEntry™ database to allow additions, deletions, and editing of tenant, emergency, and off premises information that will be displayed. This button is visible from all Editor tabs.



This button will activate the on-screen keyboard. This is to be used when you are at a touchscreen without a keyboard to allow small changes in the Editor or Resident Database.



The Close Button will exit the Editor program and prompt you to launch AlphaEntry™. This button is visible from all Editor tabs.

## Options Settings - (2<sup>nd</sup> Tab)

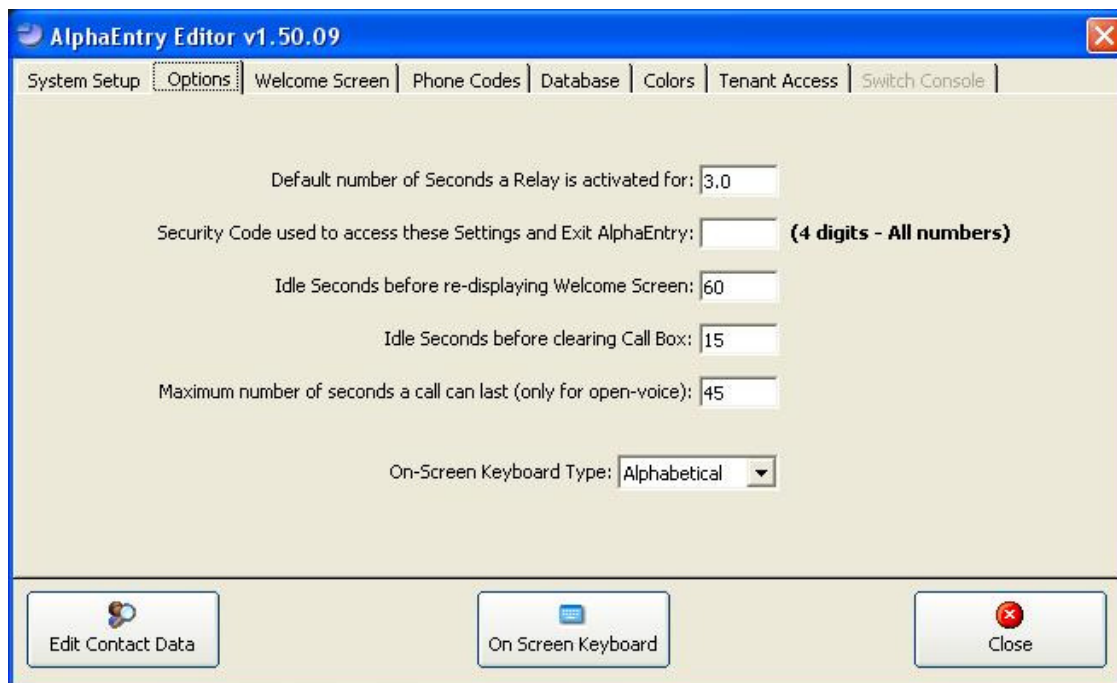


Figure 2 – Option Configuration Screen

**Default number of seconds a relay is activated for:** This is a global default setting for relay activation times (if relays are used in your application). This time can be set from .1 to 999.9 seconds. Individual relay times and functions can be set in the contact database.

**Security Code:** To password protect the editing capabilities and prevent unauthorized changes to the names and settings within the AlphaEntry™ Database, enter your 4 digit code. (make note of your security code). When starting the Editor or exiting AlphaEntry™ you will be prompted to enter your code.

**Idle Settings before re-displaying Welcome Screen:**

Allows the administrator to set an idle time from 5 to 999 seconds before the Welcome Screen will re-appear covering the AlphaEntry™ application. Once the screen is touched or mouse is moved (depending on equipment used) the Directory Screen will activate again.

**Idle Seconds before clearing call box:**

Determines how long a call box will display. When a name is selected, a call box will pop up. If a call is not initialized within this specified time (between 5 to 999 seconds) the call box will automatically close and control will revert to the main directory. A recommended setting for this time is between 5-15 seconds. If a duration is specified that exceeds the “Idle Settings before re-displaying Welcome Screen” value, a warning box will appear.

**Maximum number of seconds a call can last ( Open Voice Only):** This setting allows you to determine a limit on conversations at the lobby panel to the resident. This number can range from 1 – 999 seconds. Usual time should be between 30 and 60 seconds. Default is 45 seconds.

**On screen Keyboard Type:** Keyboard can be set to an alphabetical order or “QWERTY” keyboard style depending on preference. Default is Alphabetical.



## Welcome Screen Settings - (3<sup>rd</sup> Tab)

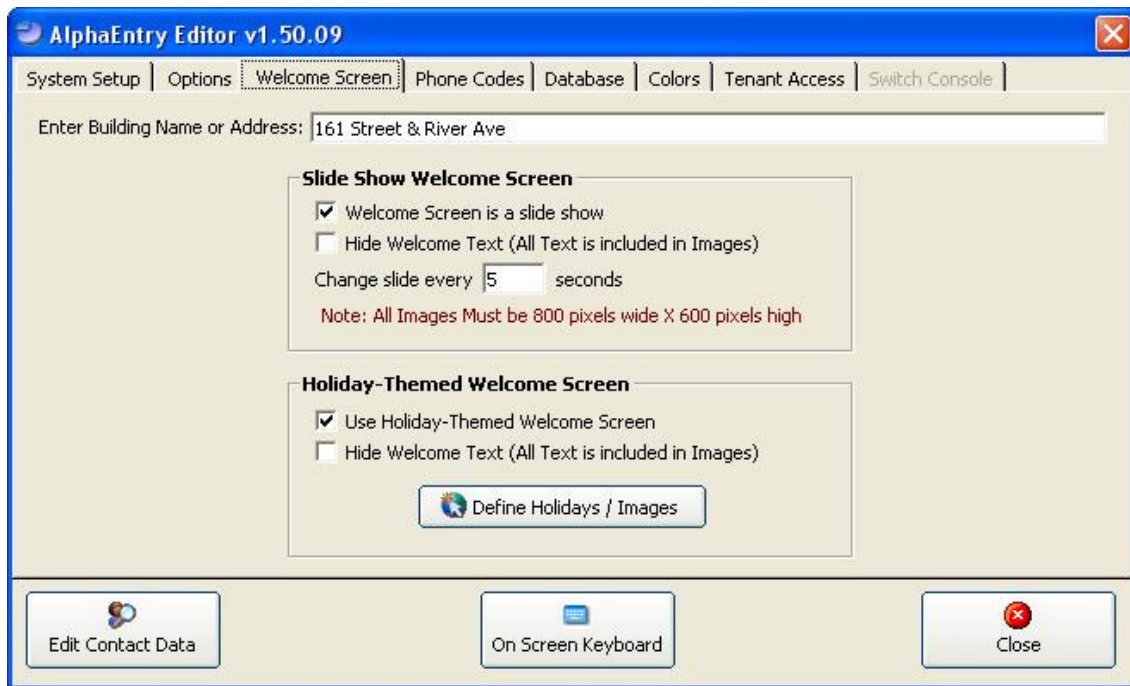


Figure 3 – Welcome Screen Settings

The Welcome Screen settings allow the administrator full customization of pictures and text.

By checking the “**Welcome Screen is a slide show**” box, the screen background will automatically change pictures at the interval chosen in the “**Change Slide every**” field. (5 –999 seconds)

When you put a check mark in the box next to “**Hide Welcome Text**” it will take out the text overlay leaving the Welcome Screen just with the background image. This allows the administrator to make any custom graphics with their own Welcome Screen text.


The graphics file default location is C:\Program Files\AlphaEntry\SlideShowPics

For more information on custom graphic requirements, see **Making Your Own Graphics** on Page 19

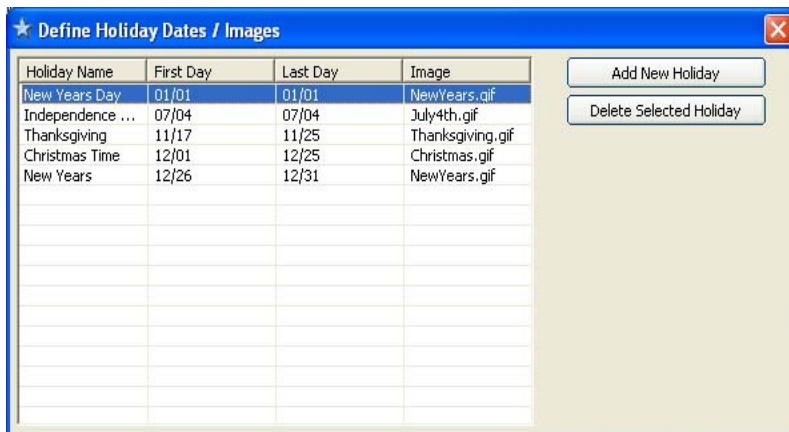
Welcome Screen Settings - (3<sup>rd</sup> Tab) continued

The **Holiday-Themed Welcome Screen**, when enabled, allows the AlphaEntry™ Welcome Screen to display alternate special images. This feature is generally used when AlphaEntry™ is used as a lobby panel for public and resident use. It allows the administrator to display a background image relating to a holiday during a programmed date range. Checking the “Use Holiday-Themed Welcome Screen” box will automatically enable the Holiday themes to activate when the current date is within the administrator’s determined date range.

Placing a check mark in the box next to “Hide Welcome Text” leaves the Welcome Screen images only.

Clicking/Touching the  will open the screen where the administrator can input and delete holidays and adjust date ranges.

**Please Note:** The Define Holidays/Images button is grayed out if the “Use Holiday-Themed Welcome Screen” is not checked.



To add a holiday click the “Add New Holiday” button and specify holiday starting and ending dates. The administrator will also specify the image name used for the holiday.

To delete a holiday entry, highlight from the list on the left, and click the “Delete Selected Holiday” button.

Figure 4 – Holiday Editing Screen

The holiday graphics file default location is C:\Program Files\AlphaEntry\HolidayPics

For more information on custom graphic requirements, see **Appendix A - Creating Your Own Custom**



## Phone Code Settings - (4<sup>th</sup> Tab)

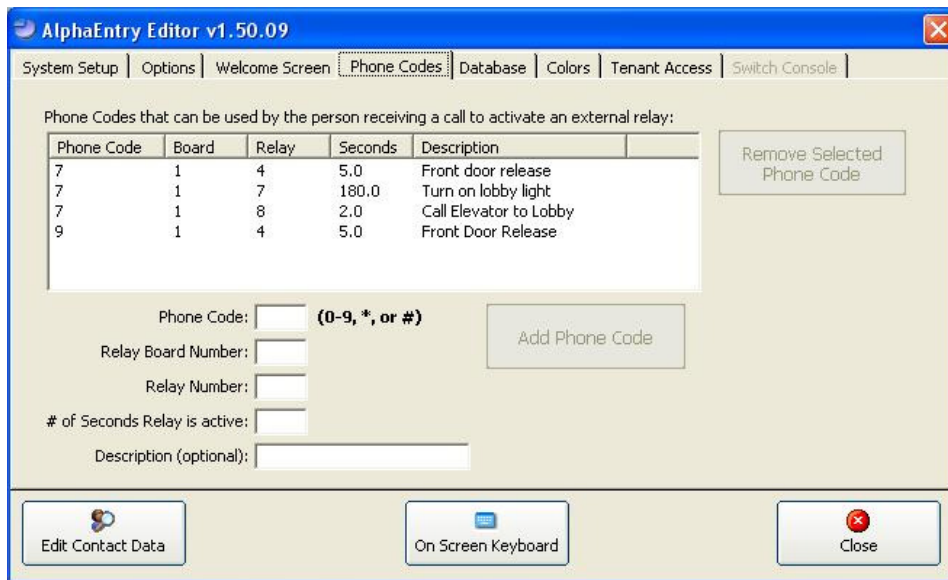


Figure 5 – Phone Codes Screen

If you are using AlphaEntry™ as a telephone entry type system, the phone codes tab will be enabled. This screen is used to configure relays to respond to touchtone commands produced by the tenant telephones. This allows the tenants to operate door releases or

### To Add a phone code :

Enter the number you wish to control the device in the Phone Code field (0-9, \*, or #).

Enter the Relay you will be using to control the device. You can have up to 16 boards of 8 relays each depending on your application so you must enter the board number and then the relay number in their respective fields.

Enter the duration in seconds that the relay will be activated. The Editor will insert the previously specified global default relay time, but this can be overwritten. The number of seconds of activation can be from

1 – 999 seconds.

It is recommended that you enter a description to document what the relay usage will be.

### To Delete a phone code :

Highlight the line of the relay you wish to remove by clicking on it.

Press the “Remove Selected Phone Code” button to the right.

Note: Only one relay line can be removed at a time.

### To Edit a phone code :

Highlight the line of the relay you wish to edit by clicking on it.

The information for that line will appear in the Add/Edit fields below and can then be modified as

needed.

When editing is finished for that relay press the “Add Phone Code” button and the information will be updated.

## A few notes regarding phone codes and relays:

The relays provided on the RY008AE boards are factory set to be Normally Open but can be individually changed to Normally Closed state if needed, by changing the relay's jumper on the board.

**Setting one number to operate more than one relay.** As an example: pressing 7 that will release the door for 5 seconds on one relay, turn on the lobby light for 180 seconds on a second relay, and call the elevator to the lobby with a third relay set for a 2 second duration (wired in parallel with the lobby elevator call button).

**Setting more than one number to activate a relay.** Using the above example, the first relay can also activate by pressing a 9 to release the door, but this will not turn on the light or call the elevator, as the other two relays will not be activated.

The above scenario is illustrated in figure 6.

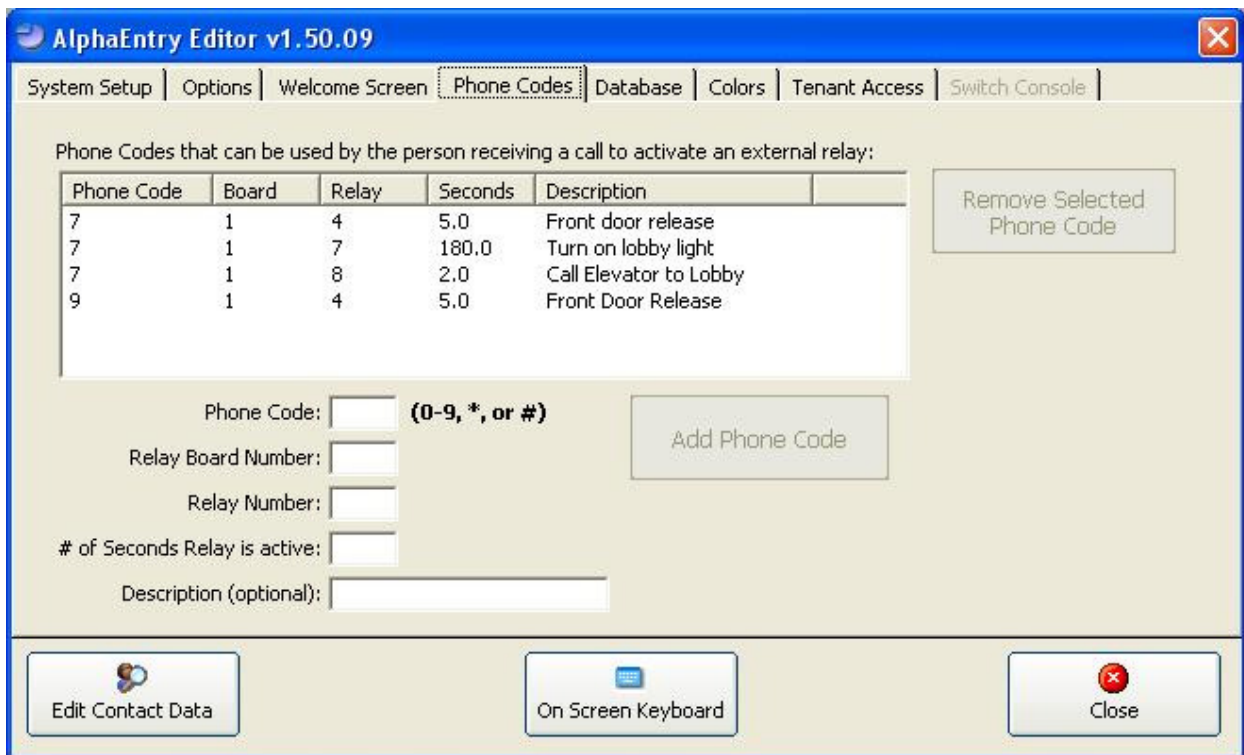
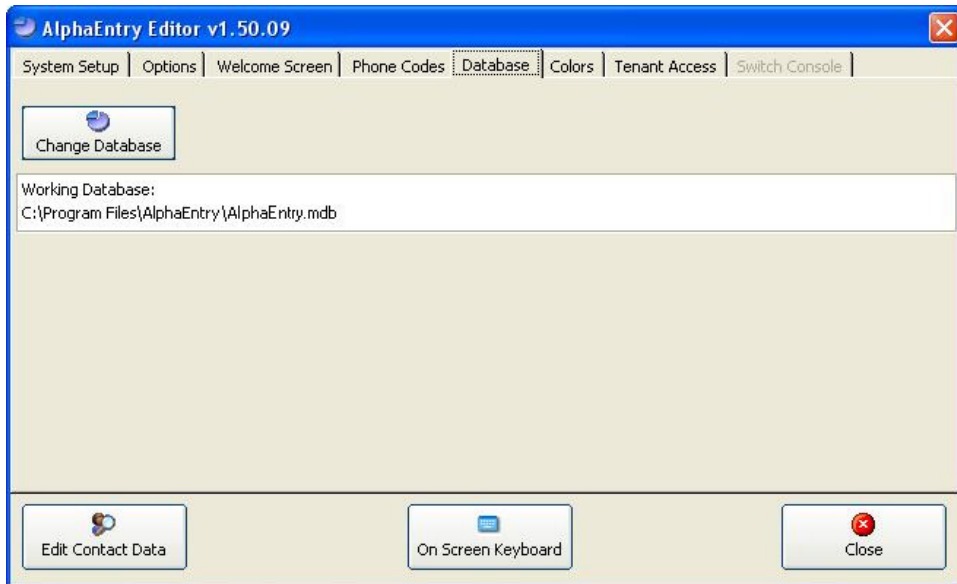


Figure 6 – Relay Setting Example

## Database Settings - (5<sup>th</sup> Tab)



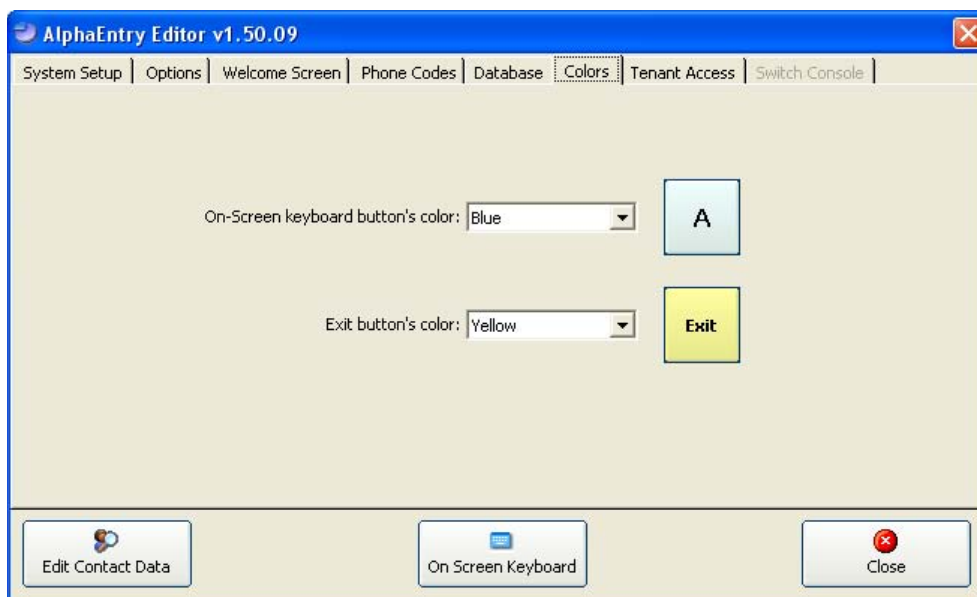
This screen contains the location in the computer where the program information resides and allows the administrator to change databases if there are different versions or multiple buildings stored.

The database location can be chosen in the installation procedure.

The default location is  
C:\Program Files\  
AlphaEntry\AlphaEntry.mdb

Figure 7 – Database Info Screen

## Main Screen Color Settings - (6<sup>th</sup> Tab)



Colors of the On-screen keyboard and Exit button can be selected from this screen

Figure 8 – Color Options Screen

## Tenant Access - (7<sup>th</sup> Tab)

AlphaEntry Editor v1.50.09

System Setup | Options | Welcome Screen | Phone Codes | Database | Colors | Tenant Access | Switch Console

Do you want to allow tenants to be able to enter the building with an access code?  Yes  No

Specify the relay settings that will be used when a tenant enters a valid access code.

Relay Board Number:

Relay Number:

# of Seconds Relay is active:

Edit Contact Data | On Screen Keyboard | Close

Figure 9 – Tenant Access Configuration Screen

### Do you want to allow tenants to be able to enter the building with an access code?

If external relay boards are being used in your application (refer to figure 1 on page 4), tenants can let themselves in by entering a personal password. This screen is used to connect the relay that you will use to release the door. The program must know which relay on which board will be activated when a tenant's password is entered on the lobby screen. Each tenant will have an individual password with the option, at the administrator's discretion, to have an additional password for special usage (refer to Page 15 – Assigning Tenant Access Codes). Specify the Board number, relay number, and duration of closure in the fields provided. If a Normally Closed relay is required for a Magnetic Lock or other special device, a jumper on the relay board can be moved to make the relay operate as Normally Closed.

### Important Postal or Service Personnel Access information

If your application requires access for a mail carrier, and you wish to allow this through the lobby touchscreen you must answer this question yes and follow these steps.

1. Make a new commercial listing putting "Mailman" in the Business Name field
2. Make a non-existent Suite # (Example: "M")
3. Check the Hide Listing Box so "Mailman" does not show in the tenant listings.
4. Enter a Tenant Access Code of your choice (Example: 123)

The Mail Carrier will now be able to release the door by entering "M123" at the lobby panel.



This procedure can be used for other service personnel that require building entry on a regular basis. By listing each service person separately the event log will display time and date of each access for each person.

## Switch Console Configuration (8<sup>th</sup> Tab)

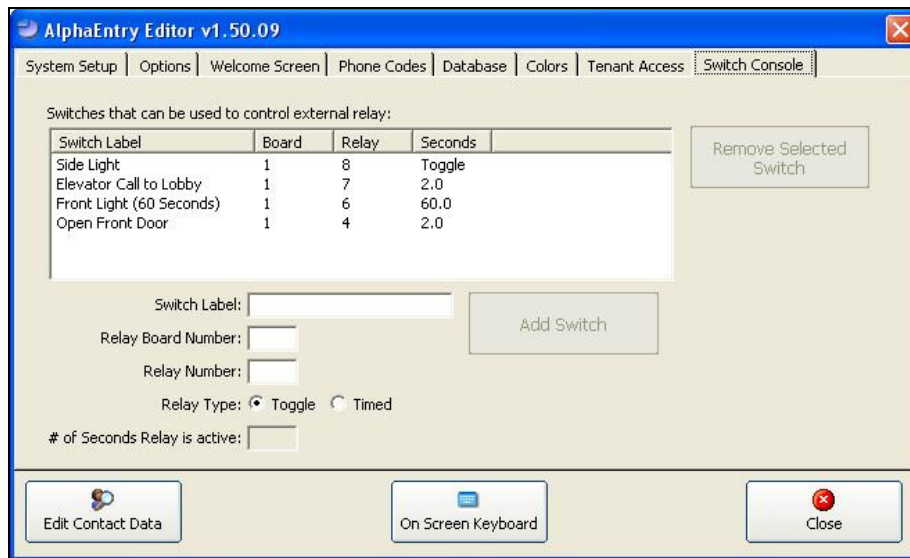


Figure 10 – Switch Console Configuration Screen

If external relay boards are used, another available feature AlphaEntry™ includes is the ability to control lobby lights, taxi lights, gates, elevator calls, cameras, or any other device that uses a momentary or latching dry contact closure to operate (for safety considerations this feature is not recommended for unsupervised garage door opening or closing). Some of the RY008AE board relays are reserved for system use depending on configuration, but others are available to be programmed to either DTMF tones sent by the tenant telephones (when configured as a telephone entry system) or these switches. Additional RY008AE boards can be provided to add relays if your application requires additional switches.

All these available features can be enabled or disabled in the AlphaEntry™ Editor to customize the application to suit your buildings unique needs and security issues.

### **To Add a switch console activated relay :**

Using the appropriate fields below the main box, enter a label to identify the switch function. Identify the relay to be used by Board number and Relay number in the fields provided. Specify if this relay will be used as a latching/toggled switch (Push ON, Push OFF), or a Timed switch (after pressing the switch the relay will remain active for a specified amount of seconds). If the switch is timed, enter the number of seconds the relay will remain active ( between 0.1 – 999 seconds).

When finished, press the “Add Switch” button.

The relays provided on the RY008AE boards are factory set to be Normally Open but can be individually changed to Normally Closed state if needed, by changing the relay’s jumper on the board.

### **To Delete a console activated relay :**

Highlight the switch to be deleted. Press the “ Remove Selected Switch” button

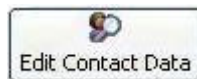
**To Edit a console activated relay :**

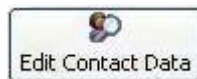
Highlight the switch to be edited. Edit the switch information in the fields provided then press the “Add Switch” button.

# AlphaEntry™ Editor

## Entering Contact Information

### Adding, Editing, and Deleting Contacts



From the Main Editor Screen, touch/click on  The Contact Editor Screen will appear.

The screenshot shows the 'Residents Editor' window with three main sections:

- Tenant Listings Section:** A scrollable list of tenants including Alpha Media, Berg, Dave, Bertucci, John, Cambridge Designers Web Service Inc., Carson, Jeff, Cartman, Linda, Dewey, Cheatham, & Howe Lawyers, Donovan Business Products, Edwards, Howard, Foxhurst, Simon, Dr. William Gold, D.D.S, Goldberg, Mark, Gomes, Karl, Gordon, Ellen, Hardwood, Bruce, Hedges, Michael, Dr. Julius Hibbert, Hirsch, Barry, Hochmann, Franz, Icon Hair Cutters, Jones, Mitch, Kent, Clark, Lancaster, Douglas, Lasky, Phillip, Lee, Young, Lipton, Suzanne, Mailman, Mason's Gifts & Notions, Maurino, Keith, Northwind Financial Consultants, Oppenheim, Rachel, and Pearlman, Walt.
- Tenant Info Section:**
  - Suite #: 119 (with a 'Hide Listing' checkbox)
  - This is a Residential listing.
    - First Name: Walt
    - Last Name (sorted by this name): Pearlman
  - This is a Commercial listing.
    - Business Name: [empty]
    - Start Sort Position: [checkbox]
  - Tenant Access Code: W767
  - Tenant Access Code (2): 88752
- Button Configuration Section:** Three buttons (Button 1, Button 2, Button 3) with options for 'Dial Num.' or 'Activate Relay', 'Number', 'Label', and 'Comments for Button'.
  - Button 1: Dial Num. selected, Number: 212-555-9866, Label: Suite, Comments: Works Night Shift - no calls 7 am - 5 pm
  - Button 2: Dial Num. selected, Number: 212-555-6354, Label: work, Comments: 8 pm - 6 am
  - Button 3: Dial Num. selected, Label: [empty], Comments: [empty]

Buttons at the bottom: New, Add, Remove, Cancel, Close.

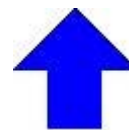
Figure 10  
Contact Editor Screen



TENANT LISTINGS  
SECTION



TENANT INFO  
SECTION



BUTTON CONFIGURATION  
SECTION

## Adding Contacts

The Main Information Screen is divided into three sections.

With the Residents tab selected:

The leftmost section is a scrolling list of all tenants in the database. From here you can highlight any tenant to modify or delete their related information.

The middle section displays the highlighted tenants suite, name, and access code information.

The rightmost section is information used by the program to associate the phone numbers to call, or relays that will activate when the call buttons are pressed. AlphaEntry™ allows up to three call buttons to be listed for each tenant

## Residents (Residents and Businesses in the building)

Select the **Residents** tab.

### Adding a Resident

Using the Radio Buttons, select whether the entry is a Residential or Commercial Listing.

At the top of the window you may enter the “Suite/ Apartment” number or location within the building if you wish it to be listed on the Directory Screen, or leave the suite number empty so that the number will not show for privacy and security reasons.

RESIDENTIAL	COMMERCIAL
Enter the first name of the resident.	Enter the Business name as you want it displayed
Enter the last name of the resident.	Enter the Start sort position ( for Alphabetizing)
Residents are alphabetized automatically by Last Name, then First Name or Initial.	The “Start Sort Position” allows the administrator to determine the sort position of the business name. In the example “Dr. William Gold DDS”. If the administrator wishes to sort the name under “G” that would be the 13 <sup>th</sup> character, so 13 would be entered in the “Start Sort Position:” text box.

**Please Note:** Spaces and punctuation are included in the number of characters.

## Assigning Tenant Access Codes

Tenant Access codes are used to allow tenants to “buzz” themselves in when AlphaEntry™ controls locked entry door(s). Access codes can be assigned by the administrator, or tenants can choose their own and have the administrator enter them into the database.

AlphaEntry™ can hold two access codes per resident record. The second code can be used for a visitor or service personnel that would need access to the tenants apartment on a temporary basis. By allowing two codes, the tenant could have the second code changed if necessary and still retain their personal code. Access codes can be 3 to 15 characters consisting of numbers 0-9 and letters A-Z. By allowing combinations of 36 alpha-numeric characters and requiring matching of the suite number, AlphaEntry™ provides a very high level of security. A monthly log is updated for each event for additional security/tracking ability. These logs can be found in your AlphaEntry folder.

## Assigning Call Buttons to Phone Numbers, “No Phone Bill” Codes, or Relays

The screenshot shows three panels for configuring buttons. Each panel has a title (Button 1, Button 2, Button 3) and two radio buttons: 'Dial Num.' and 'Activate Relay'.  
 - **Button 1:** 'Activate Relay' is selected. Fields include 'Board/Relay/Length' with sub-fields for '3', '14', and '3.0', and a 'Label' field containing 'Suite 206'. A 'Comments for Button' field contains 'No calls after 10:00 p.m.'.  
 - **Button 2:** 'Dial Num.' is selected. Fields include 'Number' with '0029' and 'Label' with 'Suite 206'. The 'Comments for Button' field contains 'No Phone Bill Relay Number'.  
 - **Button 3:** 'Dial Num.' is selected. The 'Number' and 'Label' fields are empty.

Up to three different phone numbers or relay codes can be entered for each resident or business. A suite does not have to have a phone number entered, this is optional.

On systems that interface with “No Phone Bill” hardware, the necessary information passed to the N.P.B. equipment will be dependant on the manufacturer of the equipment and their code requirements. The necessary string for the relay equipment should be entered in the “Dial Num.” field

Figure 11 – Button Information Detail

### ENTERING PHONE NUMBERS

For each phone number entered, add the location and comments as needed. For example, you can enter the phone number for that suite, the cell phone number for that person and a work number as well. In the comments, you can specify the times when each phone number should be used or other pertinent information.

To add a phone number, choose button 1 through 3, click the radio button “Dial Num.” (see Button 2 in Figure 11)

Enter the **Phone Number** (999-9999 or 999-999-9999 format).

If the number requires a “1” before dialing, the program will provide it automatically

Then enter a **Label** (such as: Suite, Cellphone, Work, etc.)

### ENTERING RELAY INFO

**Your system must be equipped with optional Relay Boards**

The optional relays are used to interface with an in house intercom system. AlphaEntry™ can be used with most any intercom system that requires a dry contact to initiate a call.

To enter information tying a relay to a button, choose button 1 – 3, and click the radio button “Activate Relay”. After this is selected, the relay fields will appear. (see Button 1 in Figure 11)

The first two fields identify the relay location to the software. You must enter the **Board** number in the first field and the **Relay** number on that board in the second field.

Then enter a **Label** (such as a Suite number.)

Next, enter **Comments for Button** (such as: No Calls

## Entering Emergency Contacts

This section is used for what is considered Emergency contacts only. Police numbers, Fire Department, and Medical numbers.

You may have some emergency numbers for building issues (ie. Elevator Emergency Repair) that you would prefer to enter in here as well.

Select the **Emergency** tab.

Press the **New** button near the bottom of the screen.

Enter the name of the contact, phone number, button label, and related comments in the appropriate fields as shown in the previous section.

When all the information is entered and verified, Press the **Add** button to save the contact to the database.

## Entering Off Premises Contacts (Frequently called Phone numbers in other locations)

This section is used for Phone numbers at other locations that the concierge would call on a regular basis such as, Parking Garage, Restaurants, Drug Stores, off site Building Manager, etc.

By entering these types of numbers here, the concierge will have quick access to important phone numbers.

Press the **New** button near the bottom of the screen.

Enter the name of the contact, phone number, button label, and related comments in the appropriate fields as shown in the previous section.

When all the information is entered and verified, Press the **Add** button to save the contact to the database.

## Editing contacts

To edit a contact of any type, highlight the selected entry from the appropriate list on the left of the Contacts Editor Screen, and make your changes to the fields as needed.

The changes will be saved to the database automatically, as typed.

## **Deleting contacts**

To remove a contact of any type, highlight the selected entry from the appropriate list, and press the “Remove” button.

Enter the Security code to complete the deletion.



## Save Settings

When exiting the Editor program, AlphaEntry™ will ask if you would like to launch the application.

Choosing “Yes” will automatically launch the AlphaEntry™ application.

Choosing “No” will bring you back to Windows.

### NOTES:



# Appendix A

## Creating Your Own Custom Graphics

AlphaEntry™ allows you to add your own graphics as a background for your Welcome Screen.

Whether you want pictures of your building, a neighborhood map, a text message announcing an event, rental information telephone numbers, or other ideas you may have, this can be done quite easily following these guidelines.

A picture size of 800 wide by 600 high pixels will fill the screen nicely and is the best size for the display. If the size you have chosen is smaller, the picture will be placed in the upper left corner of the screen but not fill the entire screen, this may or may not give you the effect you want.

If a picture is larger the display will crop it to fit by putting the image in the top left corner and cropping the right side and bottom of the image as needed. Again, this may not give you the desired effect.

When your pictures have been properly formatted, save them to the SlideShowPics Folder. The graphics file default location is C:\Program Files\AlphaEntry\SlideShowPics.

If your “**Welcome Screen is a slide show**” box is checked, all the images in that folder will rotate in order. If it is not checked only the picture that is first in the folder alphabetically will be displayed.

If you have several pictures that you want to use as a slide show, alphabetize them in the order you wish them to display.

You may wish to move images that you do not want to show into a new folder such as: C:\Program Files\AlphaEntry\SavedPics

Image files with .bmp, .jpg, or .gif extensions can be used.

# Appendix B

## The Event Log

AlphaEntry™ creates a date/time stamp at every event performed by the application and stores it in the AlphaEntry file folder. Every month, the program creates a new file for ease of locating information in a specific timeframe (Example: **Event Log 12-06.txt**)

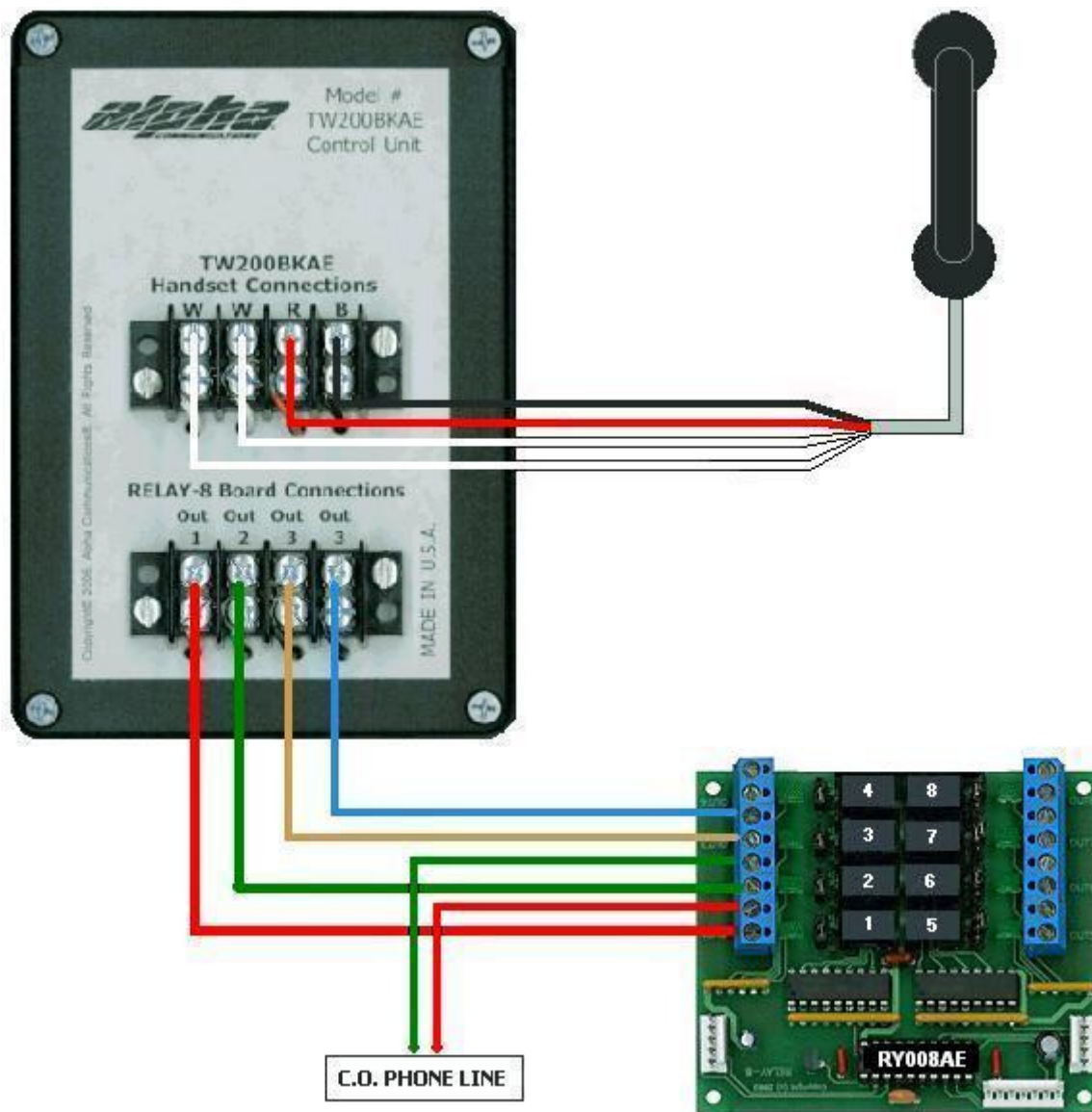
### EVENT LOG SAMPLE

```
[12/18/2006 11:00:45 AM] AlphaEntry Started
[12/18/2006 11:29:57 AM] Tenant Access: Berg, Dave - Suite: 501 - Code 1
[12/18/2006 11:42:33 AM] Phone Call to Suite: - Morgan, Keith (Office x5302)
[12/18/2006 11:42:58 AM] DTMF Relay Call - Code: 7
[12/18/2006 11:46:10 AM] Tenant Access: Tseng, Mitchell - Suite: 323 - Code 1
[12/18/2006 02:13:59 PM] Relay Call to Suite: 201 - Bertucci, John (30 Sec.)
[12/18/2006 12:03:39 PM] Tenant Access: Mailman - Suite: M - Code 1
[12/18/2006 12:03:39 PM] Tenant Access: Clarkson, Jed - Suite: 553 - Code 1
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# Appendix C

## Lobby Handset Installation

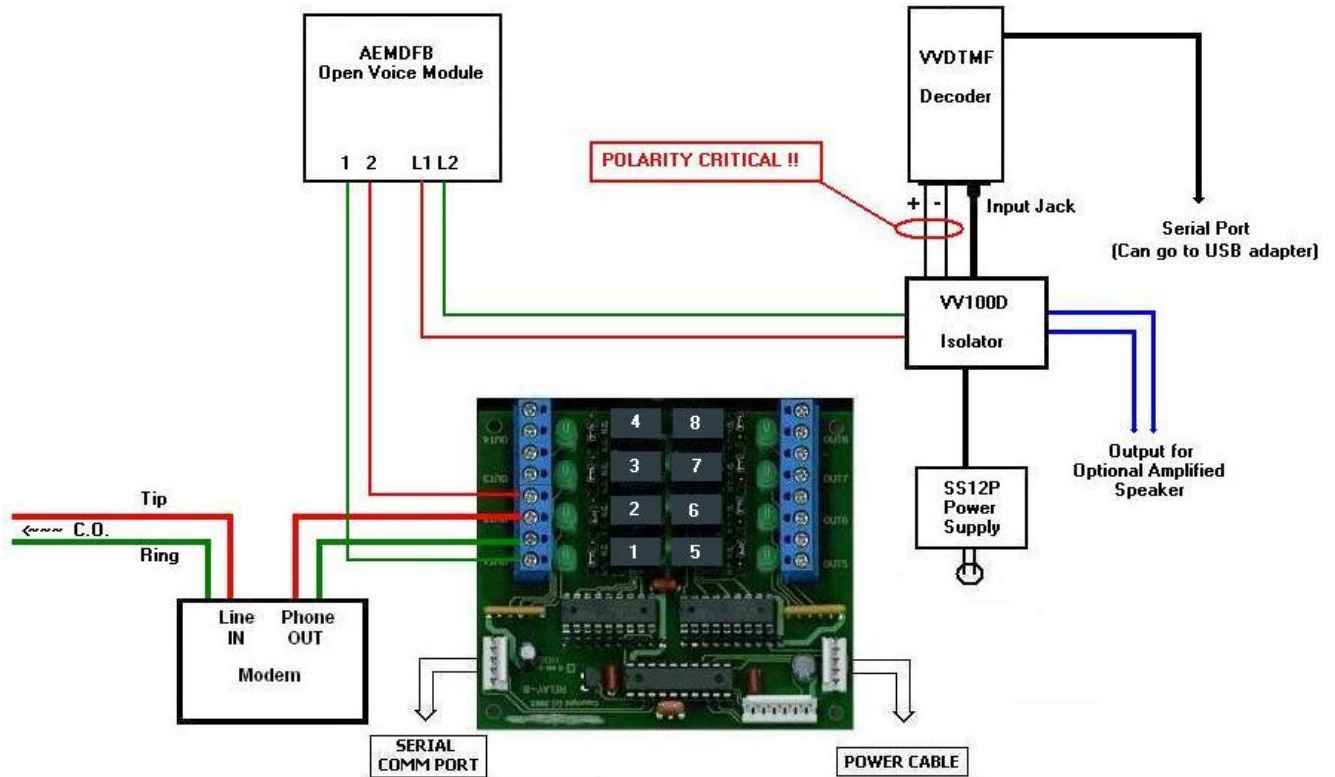
When installing a handset on an AlphaEntry™ lobby panel or concierge system, use this wiring guide to properly attach the handset and control unit to the RY008AE Board.



# Appendix D

## Lobby Open Voice Module Installation

When installing an AEMDFB open voice module on an AlphaEntry™ lobby panel, use this wiring guide to properly attach the module to the RY008AE Board and the VVDTMF/VV100D decoder. Note that the incoming C.O. telephone line connects to the VV100D Isolator first and from there goes to the computer's modem Line IN connection.



To find available ports on your computer:


- |  |
|--|
| Go to My Computer and right click.                       |
| Click on Properties.                                     |
| Select Hardware Tab.                                     |
| Click on Device Manager button.                          |
| Click on the + sign in front of Ports to expand the list |

If you have no available COM ports you can use a serial to USB adapter. When it is plugged in to the USB connection it will show up on the Ports list. You will need a port for your RY008AE board as well as one for your VVDTMF board.

Specify which ports will be used by the relay board and the VVDTMF board in the Editor (refer to Page 5 of this manual).

For additional configuration or special applications, contact Alpha Communications.

Important Open Voice Module note:

 <p>The image shows the back of a black microphone module. At the top center is a white label with the 'alpha' logo in a stylized font. Below the logo, it reads 'Model AEMDFB', 'ALPHENTRY 0001 STATION-SHOW', and 'Made in CHINA'. In the bottom left corner, there is a small silver screw. A red arrow points from the text 'Gain Adjustment' to this screw. To the right of the screw is a small white square with a crossed-out microphone icon.</p>	<p>There is a gain control on the back of the AEMDFB in the bottom left corner that can be adjusted with a small screwdriver.</p> <p>If the volume is too low turn the screw clockwise, if the volume is too high or if you hear a pulsing volume level turn the screw counterclockwise until the pulsing stops.</p>
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The pulsing is caused by the switching of the VOX electronics between speaking and listening and when the gain is set too high, the mic will hear the speaker and cut back and then not hear the speaker and raise the level causing the pulsing. Because the acoustic and ambient noise of each installation is different this “threshold level” will usually need to be adjusted for best operation.