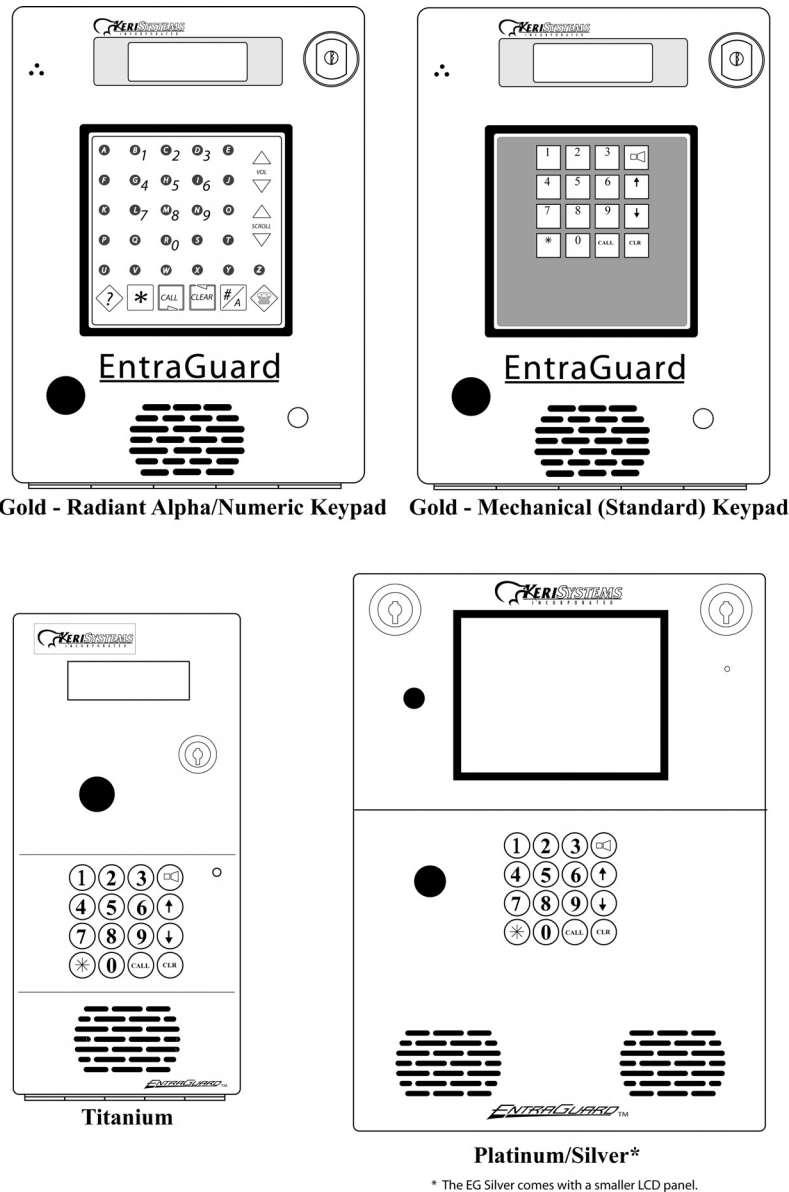


# EntraGuard Tenant Guide

This guide is designed to help the tenants of a building with an EntraGuard Gold, Titanium, Silver or Platinum Telephone Entry Controller in use on one or more doors.

The following information will be covered in this guide:

- How to use your User ID
- How to accept a call
- A listing of telephone command codes and how to use them



**Figure 1: EntraGuard Front Panels**

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## 1.0 How To Use Your User ID

Your building manager will assign you a number that will be your User ID. You must remember this ID in order to gain access through an EntraGuard controlled door. If you forget this number, see your building manager. The following instructions are for gaining access through the door by using your User ID.

*NOTE: This User ID is a personal identification number allowing access to a secured area. Care should be taken to not let any unauthorized persons know this number. Anyone who knows this number may gain access through the EntraGuard controlled door.*

1. Approach the EntraGuard unit (see Figure 1 on page 1).
2. On the keypad, press the \* key followed by your User ID. For example, if your User ID was 05826, you would enter \*05826.
3. If you have entered a valid User ID, the LCD will display "Please Enter" and the door will unlock allowing you to enter.
4. If you have entered an invalid User ID, the LCD will display "Access Denied" and the door will remain locked. Press the CLR (clear) key and re-enter your User ID beginning with the \* key.

*NOTE: See your building manager with any problems using your User ID.*

## 2.0 How To Accept A Call

When you have a visitor at the EntraGuard controlled door, they will use the EntraGuard controller to call you.

1. When the phone rings, answer it. Your visitor will inform you they are at the EntraGuard unit.
2. You may do a few tasks at this time depending on how the EntraGuard unit was installed (see the Telephone Commands section on page 3 for more information on the tasks available).
3. Press the telephone key(s) that correspond to the tasks you want performed (see the Assigned Telephone Command Codes section on page 4 for the setup of your EntraGuard unit).
4. Hang up the telephone.

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## 2.1 Telephone Commands

The following commands may be executed from your telephone when connected with the EntraGuard controller.

### Unlock Door 1

The telephone key assigned to this task, when pressed, unlocks the door controlled by the EntraGuard unit and allows a visitor access to the building. Once this key is pressed, the connection between your phone and the EntraGuard unit is terminated.

### Hang Up

The telephone key assigned to this task, when pressed, terminates the connection between your phone and the EntraGuard controller without performing any other function (such as unlocking the door).

### Activate Output 1

The telephone key assigned to this task, when pressed, activates an output such as turning on the foyer lights. This output is determined by your building manager. When this key is pressed, the connection between your phone and the EntraGuard unit remains until pressing the keys for “Unlock Door 1” or “Hang Up.”

### Activate Output 2

The telephone key assigned to this task, when pressed, activates a second output previously determined by your building manager. When this key is pressed, the connection between your phone and the EntraGuard unit remains until pressing the keys for “Unlock Door 1” or “Hang Up.”

## 2.2 Real Life Example:

Dave’s friend Tom has come to visit him. Dave will want to activate 2 tasks when Tom arrives. First, he will want to turn on the lobby lights (which has been assigned to Output 1 and given the telephone command code of 6), and then he will want to unlock the door (which has been assigned to Unlock Door 1 and given the telephone command code of 9). Performing these two tasks will allow Tom to enter the building and give him extra lighting to find Dave’s apartment.

1. When Tom arrives at the EntraGuard unit, he uses it to call Dave on his home phone.
2. Dave answers the phone and after speaking with Tom, decides to perform the tasks previously decided upon.
3. Dave first presses the number 6 key on his telephone (turning on the lobby lights).
4. Dave then presses the number 9 key on his telephone (unlocking the door and allowing entry into the building).
5. Upon completion of these tasks, Dave hangs up the phone.

*NOTE: Since the task of unlocking the door will automatically terminate the connection between the home phone and the EntraGuard unit, perform all other tasks prior to unlocking the door.*



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## 2.3 Assigned Telephone Command Codes

The following should be filled out by your building manager and given to you. Keep this by your phone for reference.

Task	Name	Telephone Key Assigned
Unlock Door 1		
Hang Up		
Activate Output 1		
Activate Output 2		