

# Configuring an Entry Panel

## Overview

The Entry panel is a robust external panel for use with Paxton's door entry system and is used to remotely communicate with visitors. It is powered using Power over Ethernet (PoE) and communicates with the other elements of the system using IPv6, providing plug-and-play installation.

To get the most out of your Paxton system it is recommended that you always run the latest version of software by going here: <[www.Paxton.info/1907](http://www.Paxton.info/1907)>

When using Entry the following minimum software versions are required:

- Paxton10 – v3.2 or higher
- Net2 – v4.27 or higher
- Entry – v2.20 or higher



Use the up and down arrows on the panel to view all the menu options.

Use the  key to Cancel

## Initialising a new system

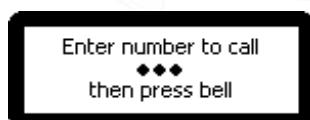
The first time the system is powered up the panel will request that the Language to be used is confirmed.

It then asks for an Engineer code to be set up. Enter the required code and press the bell key. Confirm the code and press bell to complete the process.

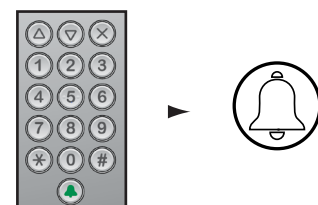


The Entry system uses a separate control unit to operate the door. To associate a panel with its control unit, the Serial Number of the control unit must be entered.

## Calling a monitor unit



As Monitor units are added to the system, they will automatically become active. To call a monitor type in the monitor ID and press the Bell button.



## Single occupancy

When only one monitor ID is in use, pressing the Bell button will call the monitor.



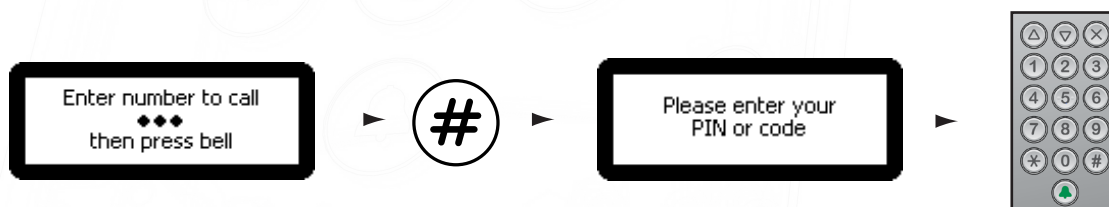
## Concierge

When concierge exists on a site, pressing the Bell button will call the concierge.



## How an occupant gains entry

For access control, a Net2 system or Paxton10 system is required for administration. Once set up, a user can gain entry by presenting their token to the panel. For PIN or Code entry, the # key must be pressed first before pressing the numbers on the panel.



## Using the engineer menu

To access the Engineer menu from the default screen press \* twice, enter the Engineer code and press the Bell button.



## Door open time

From the Engineer menu - Press key 1



This is the time period that the lock will stay released once the open door button has been pressed on a monitor. This value may only be changed when not administered by Net2 or Paxton10.

## Volume settings From the Engineer menu - Press key 2

### 1. Set voice volume - from volume settings menu - Press key 1

This sets the volume of the Entry panel speaker.

Use the up and down arrow buttons to adjust then press Bell.



### 2. Set ring volume - from volume settings menu - Press key 2

This sets the volume of the ring tone when making a call.

Use the up and down arrow buttons to adjust then press Bell.

### 3. Set keypress tone - from volume settings menu - Press key 3

This sets the tone that the Entry panel will make when a key is pressed

- Press 1. Click
- Press 2. Beep
- Press 3. Silent

### 4. Set door open tone - from volume settings menu - Press key 4

This sets the tone that the Entry panel will make while the lock is released

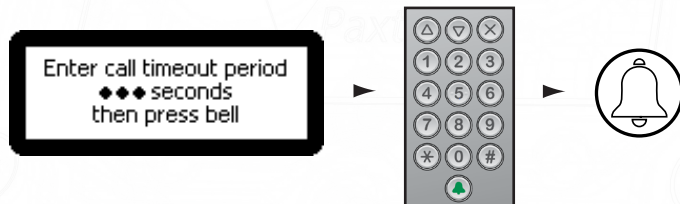
- Press 1. Beep
- Press 2. Buzz
- Press 3. Silent

### 5. Disable noise cancellation – from volume settings menu – Press key 5

Noise cancellation will be enabled by default. This allows noise cancellation to be on or off

- Press 1. On
- Press 2. Off

## Call timeout From the Engineer menu - Press key 3



This is the maximum time period that one call can last. This ensures that the Entry panel is not held busy if a call is not terminated correctly.

## View options

### From the Engineer menu - Press key 4

#### 1. Allow video without being called - from View options menu - Press key 1

This allows the camera to be viewed at any time even when not being used to grant access.

Press 1. Yes

Press 2. No

#### 2. Allow audio without being called- from View options menu - Press key 2

This allows the microphone to be turned on at any time even when not being used to grant access.

Press 1. Yes

Press 2. No

#### 3. Open the door without being called - from View options menu - Press key 3

This allows the 'Unlock door' button to be used while viewing with the camera. The visitor does not need to initiate the call

Press 1. Yes

Press 2. No

## Panel settings

### From the Engineer menu - Press key 5

#### 1. Set control unit - from Panel settings menu - Press key 1

This sets the control unit that the Entry panel is associated with.

Enter the serial number of the control unit and then press bell.

#### 2. Video Settings - from Panel settings menu - Press key 2

##### 1. Video Quality - from Video settings - Press key 1

This option slows the video rate to reduce the load on busy networks.

Press 1. Low - Busy network

Press 2. Med - Small network

Press 3. High - Private network

##### 2. Video Lighting - from video settings - Press key 2

This allows you to adjust the video lighting for low light conditions

Press 1. Always switch on

Press 2. Never switch on

Press 3. Only on in low light

##### 3. Camera Pan - from video settings - Press key 3

This allows you to adjust the camera angle in a horizontal direction.

Press 1. Left  
Press 2. Centre  
Press 3. Right

4. Camera tilt - from video settings - Press key 4

This allows you to adjust the camera angle in a vertical direction.

Press 1. Top  
Press 2. Centre  
Press 3. Bottom

3. LCD Backlighting - from Panel settings menu - Press key 3

This sets when the Entry panel LCD backlight will be on.

Press 1. Always on  
Press 2. Never on  
Press 3. Only on in low light

4. Set Reader - from Panel settings menu - Press key 4

This allows you to set which reader port on the controller is used by the panel.

Press 1. Reader 1  
Press 2. Reader 2

5. Demo mode - from Panel settings menu - Press key 5

This allows you to put the panel into demonstration mode so it no longer needs to be connected to a controller.

Press 1. Yes  
Press 2. No

6. Factory reset - from Panel settings menu - Press key 6

This returns the Entry panel to factory settings.

Press 1. Yes  
Press 2. No

7. Group search mode - from Panel settings menu - Press key 7

This turns group search mode on or off within the panel.

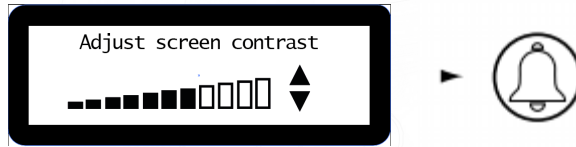
Press 1. On  
Press 2. Off



8. Screen contrast – from Panel settings menu – Press key 8

This sets the contrast of the Entry panel screen.

Use the up and down arrow buttons to adjust then press Bell.



**Operating mode** From the Engineer menu - Press key 6

1. Number only - from set operating mode menu - Press key 1

This requires the visitor to enter the number without the assistance of a list



2. Numbered list - from set operating mode menu - Press key 2

This displays the monitor IDs to the visitor as a numeric list with its name which they can scroll or enter the number



The menu will also respond to numeric input

3. Text selection - from set operating mode menu - Press key 3

This displays the monitor names to the visitor in alphabetical order which they can scroll through and select.



4. Text search - from set operating mode menu - Press key 4

This displays an A-Z selection option to the visitor which they can scroll through and select to choose the monitors that begin with a particular letter.

## Engineer access **From the Engineer menu - Press key 7**

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### 1. Set engineer code - from Engineer access menu - Press key 1

This allows the engineer to change the engineer code.

### 2. Add engineer token- from Engineer access menu - Press key 2

This allows the engineer to add/change the engineer token.

This engineer can create a token that can be presented to the proximity reader instead of using the engineer code to gain access to the engineer menu.

## Language **From the Engineer menu - Press key 8**

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This displays the language options available for the monitor

## About **From the Engineer menu - Press key 9**

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This displays information about the panel (e.g. the Firmware version, Panel Name, Group Name, Serial Number and IPv4 Address (this will be blank if one has not been set)).