Configuring a Touch Entry Panel

Overview

The Entry Touch panel is a Premium touch screen 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.

The Entry configuration utility is used to remotely view and edit the settings stored within the Entry system devices. Individual devices or groups can be updated.

Devices can also be segregated as sites. This allows more than one Entry system to be installed on a single network.

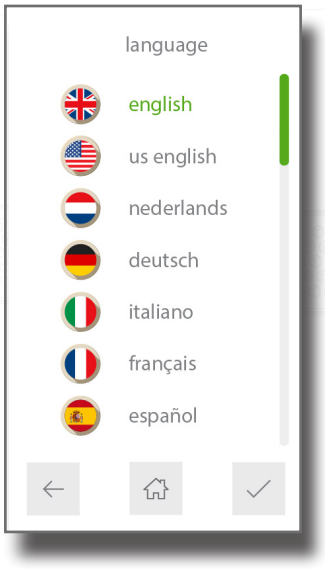
To ensure the best user experience and lifetime of your product we recommend your system is using the latest version of the Entry configuration utility by going here: <www.paxton.info/1907>

When using Entry, the following minimum software versions are required:

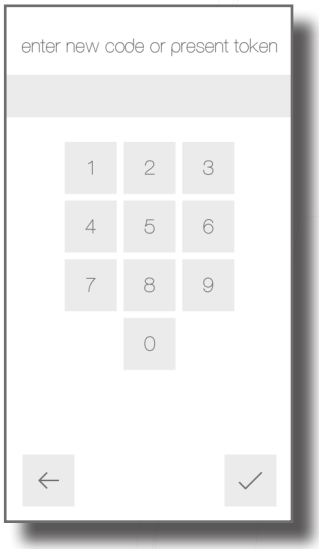
- Paxton10 – v3.2 or higher
- Net2 – v4.27 or higher
- Entry – v2.20 or higher

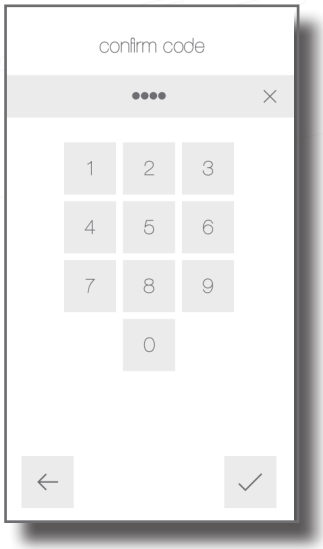
Initialising a new system

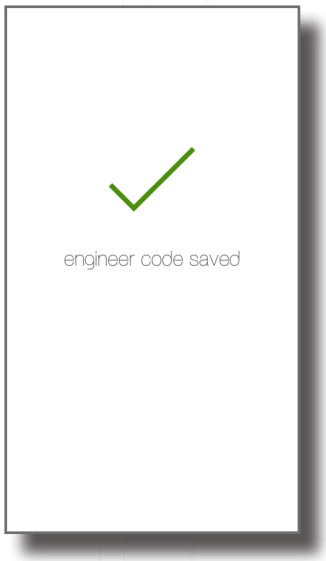
The first time the system is powered up the panel will request that the language to be used is confirmed. Select the language, then touch ✓. This will become the default language for that panel.



The panel will then ask for an Engineer code to be setup. Enter the required code and touch ✓. Confirm the code and touch ✓ to complete the process





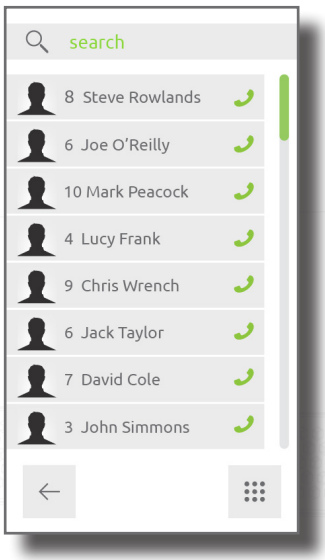


Every day use

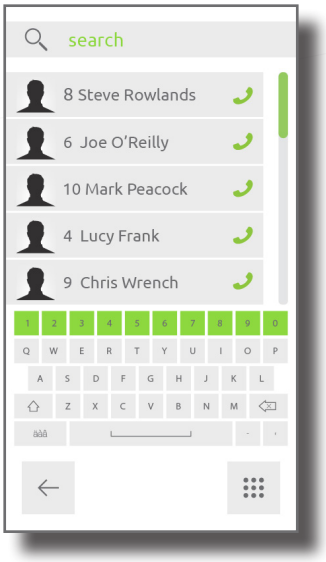
Calling a monitor

As monitors are added to the system, they will automatically become active.

To call a monitor, touch the screen, then select the monitor to call.

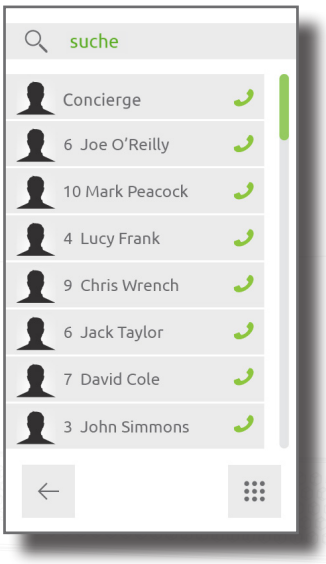


To filter the list, enter a monitor name or ID into the search bar



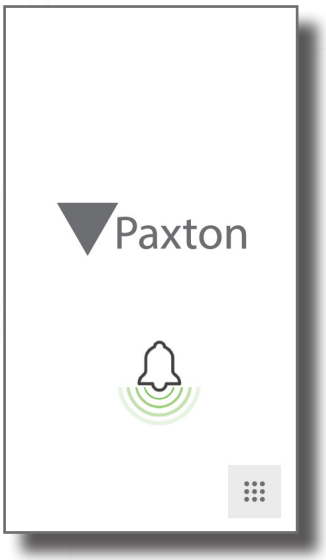
Concierge in address book

When a concierge exists on a site, the concierge will always appear at the top of the address book on a monitor or touch panel.



Single occupancy

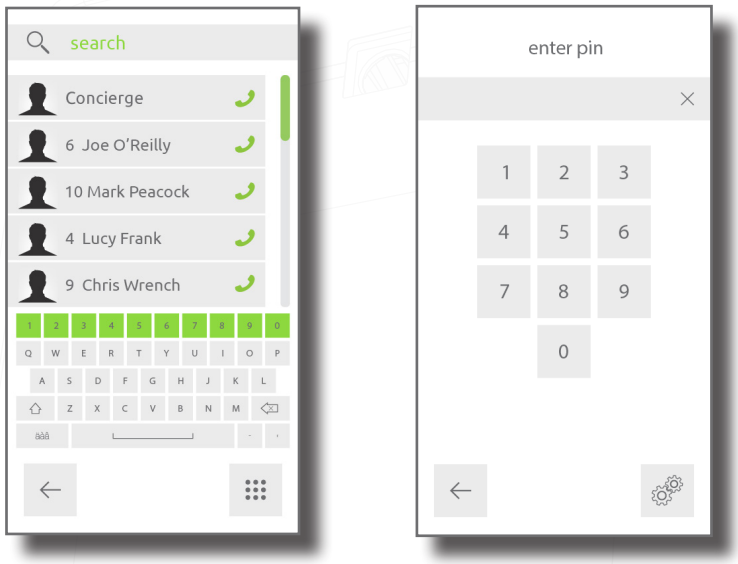
When only one monitor ID is in use, touching the screen will call the monitor



How an occupant gains entry

For access control, a Net2 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.

For PIN or code entry, touch the keypad icon , then enter your PIN or code. If a token is also required, presenting the token will open the keypad for you.

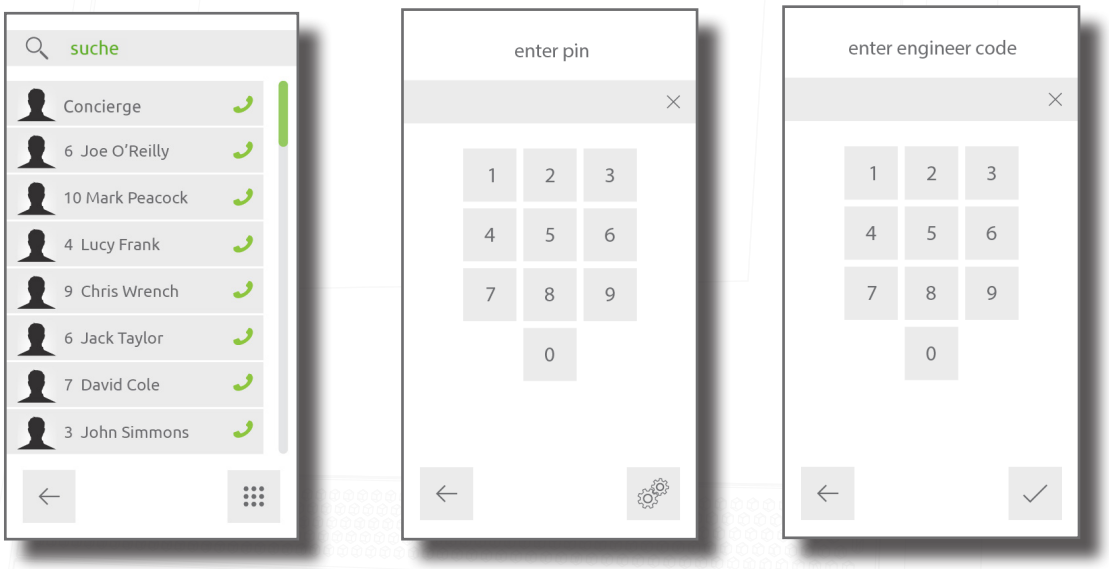


Configuration

Using the engineer menu

To access the Engineer menu, touch the keypad icon to display the keypad, then touch the engineer icon .

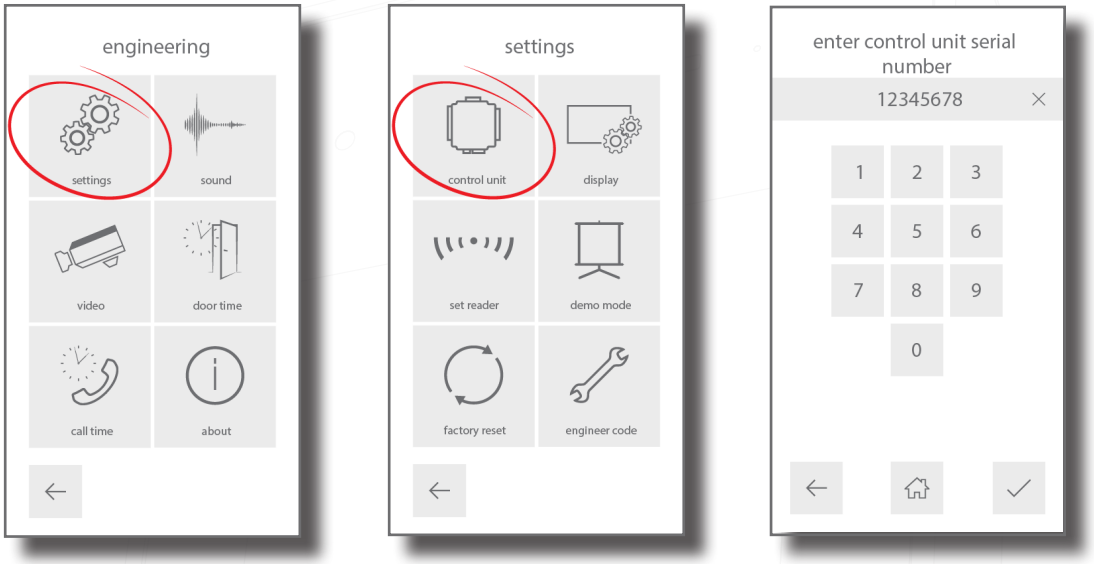
Enter the Engineer code, then touch ✓.



Control Unit

Set the control unit that the Entry panel is associated with.

While in the engineer menu, touch **Settings**, then select **Control** unit. Enter the serial number of the control unit, then touch ✓.



Set reader

Set which reader port on the controller is used by the panel.
While in the engineer menu, press **Settings**, then **Select reader**, select a reader port, then touch ✓.

Door open time

Set 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.

While in the engineer menu, touch **door time**, enter a time (in seconds), then touch ✓.

Call timeout

Set 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.

While in the engineer menu, touch **call time-out,** enter a time (in seconds), then touch ✓.

Engineer code

To change the engineer code, while in the Engineer menu, touch **settings**, then **engineer code**, enter the new code, then touch ✓ to confirm.

To add or change the engineer token, while in the engineer menu, touch **settings**, then **engineer code,** then present a new token to the reader.

Demo mode

Put the panel into demonstration mode so it no longer needs to be connected to a controller.

While in the engineer menu, touch **settings**, then **demo mode**, enable/disable demo mode, then touch ✓.

Factory reset

This returns the entry panel to factory settings.

While in the Engineer menu, touch **settings**, then **factory reset**, then touch ✓ to confirm. The panel will reboot following a factory reset.

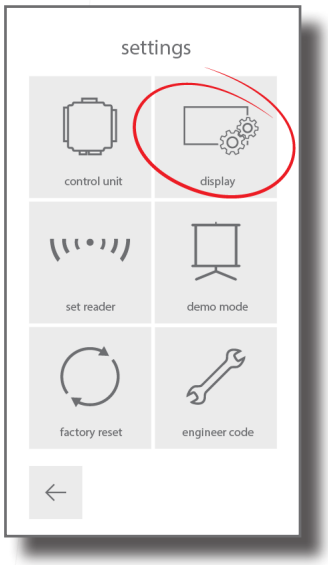
About

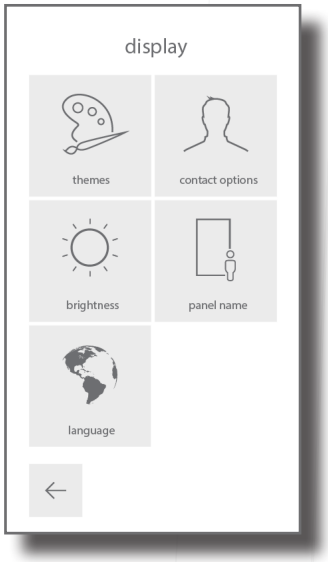
This displays information about the panel (e.g. the Firmware version, Panel Name, Group Name, Serial Number and IPv4 Address (this will be blank if one has not been set)).

While in the Engineer menu, select **About.**

Display settings

Change how the panel appears to visitors. While in the Engineer menu, touch **settings**, then select **display.**



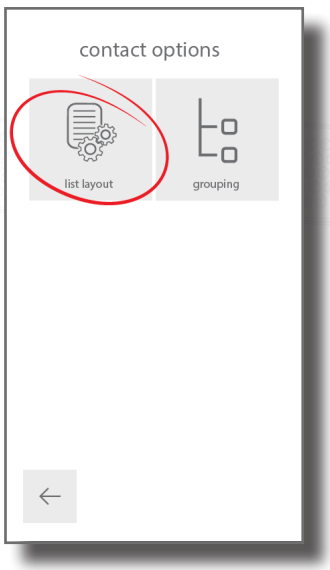


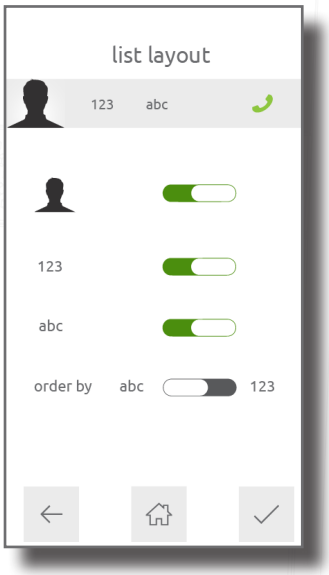
Themes

To change the look and feel of the panel, touch **themes**, select a theme, then touch ✓.

List layout

To change what details are displayed in the contacts list, touch **contact options**, then touch **list layout**. Show or hide monitor **image, ID**, and **name.** If both ID and name are to be shown, select how monitors should be sorted; alphabetically or numerically.





Grouping

This turns group search mode on or off within the panel. touch **contact options**, then touch **grouping**, enable or disable grouping, then touch ✓.

Brightness

Screen brightness will be set to automatic by default, to change this, touch **brightness**, disable **auto brightness**, then use + and – to increase or decrease the brightness of the screen, then touch ✓.

Panel name

Give the panel a meaningful name so that it can be identified on the system. Touch **panel name,** enter a name (max 20 characters), then touch ✓.

Language

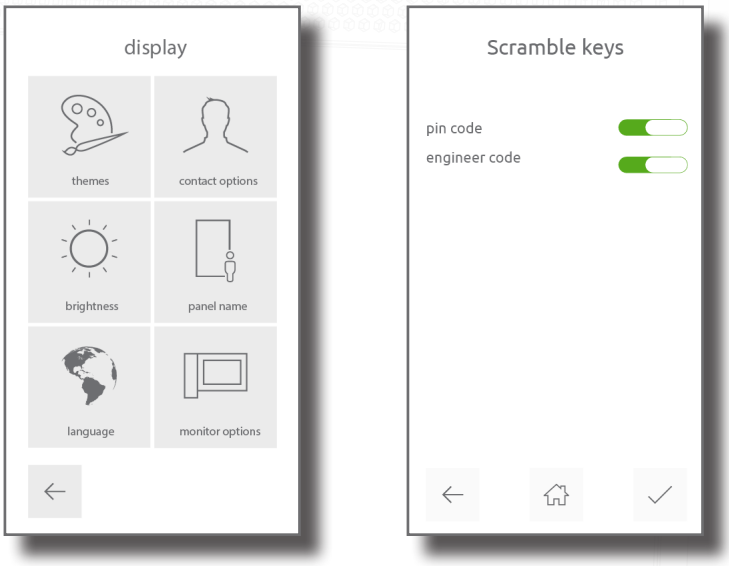
To change the language that the panel operates in, touch Language, select a language, then touch ✓.

Scramble keypad

The PIN keypad, when using the touch panel in PIN entry mode, and engineer code keypad can both be scrambled. These are features that can be enabled or disabled and will enhance security, helping to prevent onlookers from copying the PIN or engineer code. This will scramble the layout of the numbers within the existing grid each time a PIN/code is entered.

Note: This will only work when the touch panel is in Net2 or Paxton10 mode.

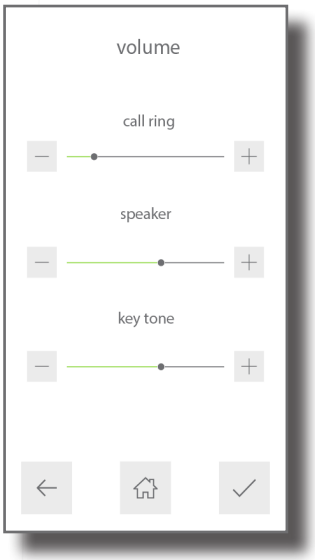
To turn scramble keys on or off, touch **Keypad**, then touch **scramble keys** to enable/disable, then touch ✓ .



The layout of the numbers will now be scrambled.

Sound settings

Change the panel volume, key tone, door tone, and disable noise cancellation. While in the Engineer menu, press sound



Volume

Use + and – to increase or decrease the volume of the panel, then touch ✓to confirm.

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

Speaker – This sets the in-call volume.

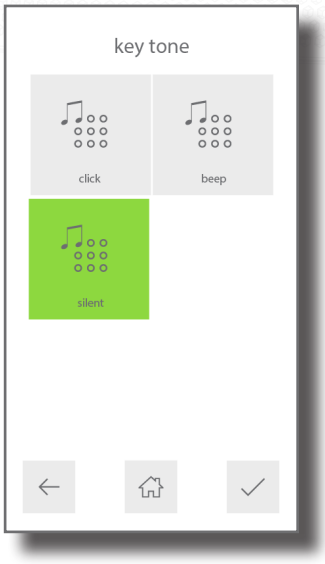
Key tone – This sets the touch feedback volume.

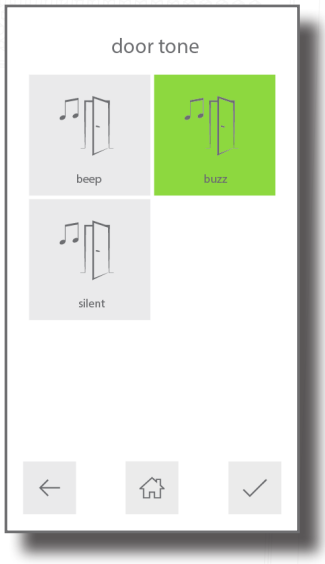
Key Tone

This sets the tone that the entry panel will make when using the touch screen. Select the desired tone, then touch ✓ to confirm.

Door Tone

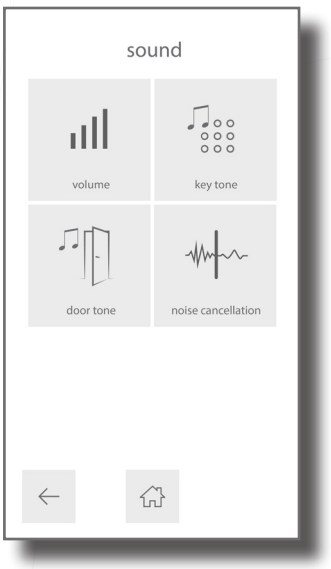
This sets the tone that the entry panel will make while the lock is released. Select the desired tone, then touch ✓ to confirm.

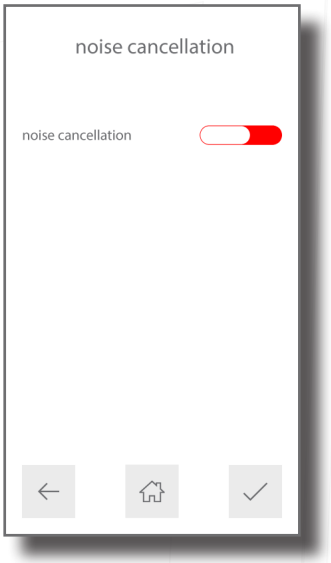




Noise cancellation

Noise cancellation will be enabled by default. To turn noise cancellation on or off, touch nose cancellation to enable/disable, then touch ✓ to confirm.





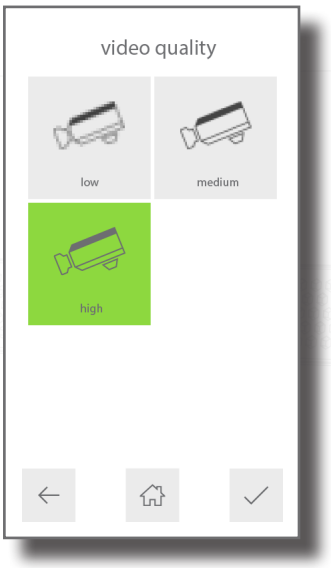
Video settings

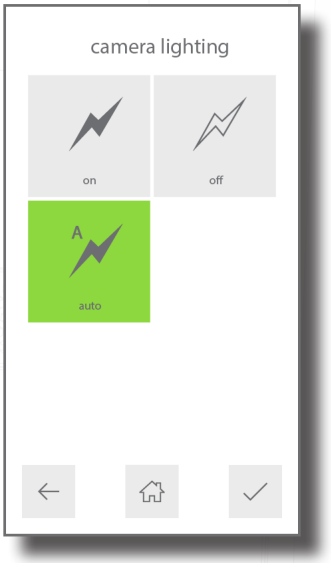
Video quality

This option slows the video rate to reduce the load on busy networks. Select the required video quality, then touch ✓ to confirm.

Camera lighting

This allows you to adjust the video lighting for low light conditions. Select for the light to be on, off, or automatically come on when it's dark, then touch ✓ to confirm.

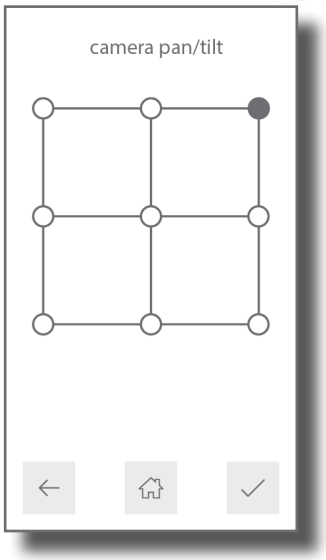




Note: To improve the performance of the camera in the Entry panel it is advised to install the panel so that the camera is not facing direct sunlight as this can affect the performance of the camera.

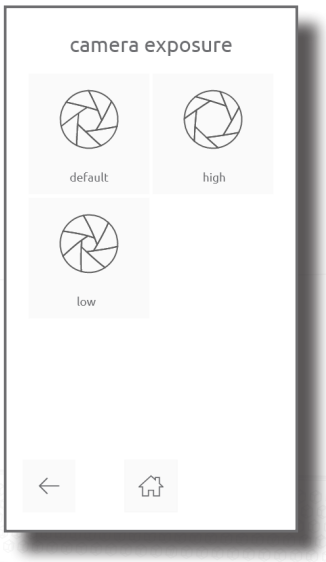
Camera pan/tilt

This allows you to adjust the camera angle, so that it is suitable for the installed location. Select a point on the grid that the camera should position to, then touch ✓ to confirm. (For example, if the panel is installed higher than head height, select the bottom centre circle, so that the camera points down slightly.)



Camera exposure

This allows you to adjust the camera exposure of the panel to compensate for bright backlight conditions, which could cause the subject to appear as a silhouette.



Monitor options

Enable or disable monitor access to this panel, then touch ✓ to confirm.

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

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

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

Snapshot with call - When enabled, the panel will take a snapshot image of the visitor when they initiate a call. This image will then be available in the occupant's events log/ call log to identify who called.

© Paxton Ltd 1.0.5