PART. B9576C

Terraneo

Porter switchboard

User instructions

10/02 - NC

bticino®

344002

GENERAL CONTENTS

1. DESCRIPTION OF THE PORTER SWITCHBOARD 2

2. USING THE PORTER SWITCHBOARD

2.1 HOW TO ANSWER A CALL 4

2.2 SEVERAL CALLS AT THE SAME TIME 6

2.3 USING THE DEDICATED KEYS 7

2.4 USING THE DEDICATED KEYS
WITH SEVERAL ENTRANCE PANEL OR DEVICES TO BE CONNECTED 8

2.5 HOW TO CALL AN EXTENSION 8

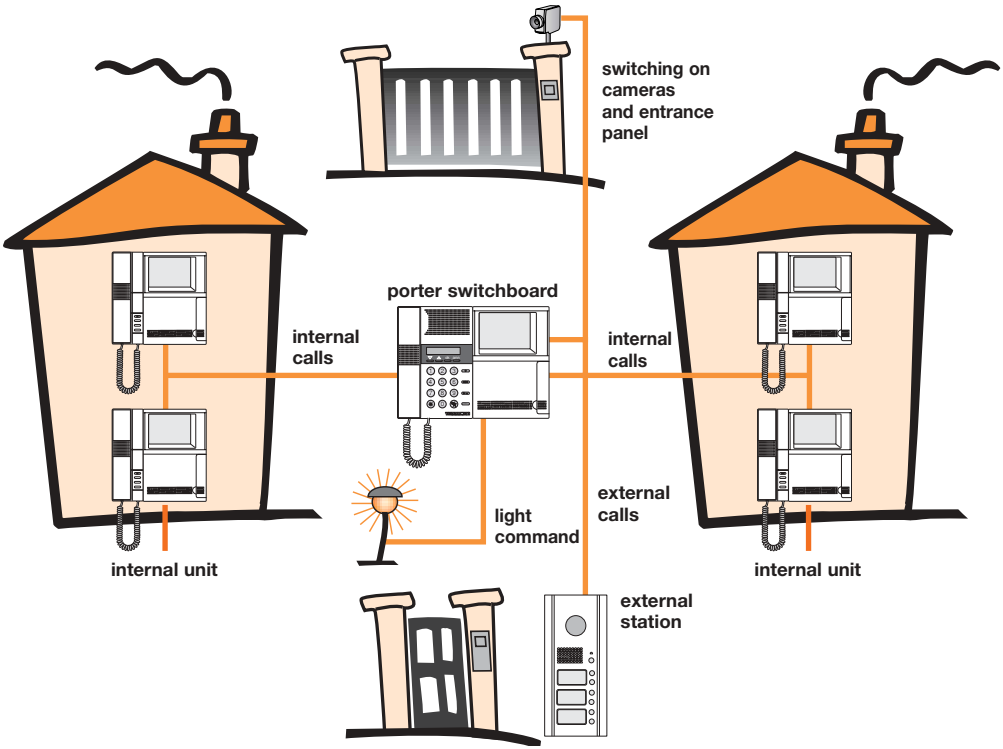
2.6 USING THE INTERNAL AND ENTRANCE PANEL PHONE BOOKS 9

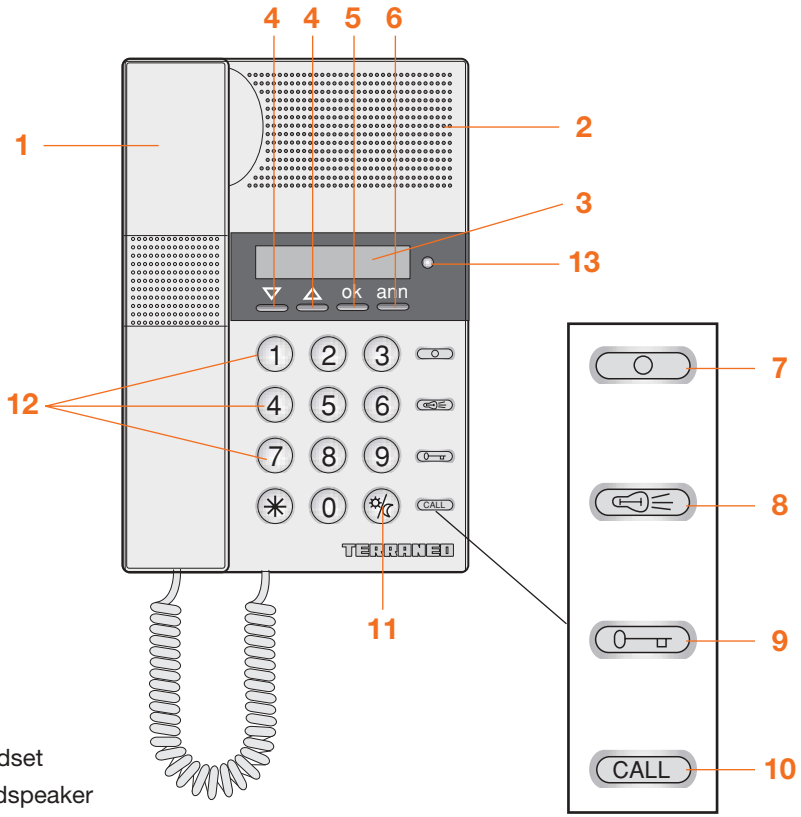
2.7 TIME BANDS 10

2.8 INTERNAL EMERGENCY CALLS 11

1 - DESCRIPTION OF THE PORTER SWITCHBOARD

The porter switchboard receives the calls from the entrance panel and can send them to an extension **in a Terraneo DIGITAL door entry or video door entry system.**
The switchboard can also receive calls or send them directly to the internal unit.
For ease of use, the names of the internal and entrance panel can be saved in special phone books.
The switchboard automatically manages a call queue in which it saves the calls from the apartments which it could not answer.
Dedicated keys can command the electric door lock, monitor the entrance panel or switch on the staircase lights.
The “day/night” function enables the switchboard only at certain times of the day; when the switchboard is not active the calls from the entrance panel are sent directly to the extension required.
The switchboard displays alarm messages from the internal unit (the system must be specially set up for this function, however).





1. Handset
2. Loudspeaker
3. Message display

4. Keys to scroll phone books and menus
5. Menu confirmation key
6. Menu cancel key

menu management keys

7. Key to switch on entrance panels and cameras
8. Light command key
9. Open-door key

dedicated keys

10. Key to send and transfer calls
11. Day/Night key
12. Alphanumeric keypad
13. Red emergency signal LED

2 - USING THE PORTER SWITCHBOARD

2.1 HOW TO ANSWER A CALL

To answer a call, just lift the handset. The calls to the switchboard have different ring tones depending on whether they come from internal or entrance panel.

Answering an outside call

When the switchboard receives an outside call, the display shows the number and the name of the person making the call. (The name is only displayed if the phone book has been filled in).

- To answer the outside call, lift the handset;
- press the 0—□ key to activate the electric door lock of the entrance panel from which the call was made.

Putting on hold/putting through an outside call

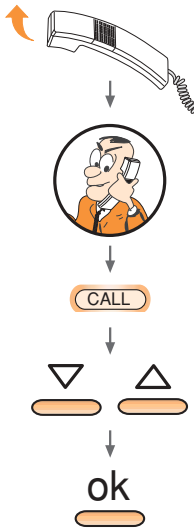
After an outside call has been received it can be put through to an internal unit:

with the handset lifted

- press the CALL key
- select the extension to which the call will be put through by dialling the number on the keyboard;
- press the CALL key

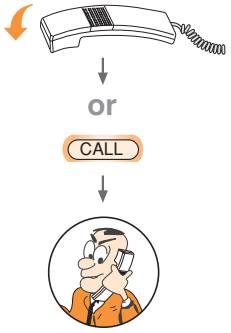
As an alternative the switchboard has a phone book containing all the internal unit where the name of the person to whom the call is to be put through can be selected.

- scroll the name phone book using the ▽△ keys
- confirm the extension to which the call will be put through with **ok**



When the user answers from the internal unit you can:

- put through the external call, replacing the porter switchboard handset;
- or continue the conversation with the entrance panel by pressing the CALL key



conversation with the entrance panel

Warning
While the entrance panel is on hold, because the call is being put through, a flashing “A” appears in the right corner of the display.

Answering an internal call

When an extension calls the porter switchboard, the display shows the number and the name (only if the internal unit phone book has been so programmed).

To answer the outside call, lift the handset.

conversation with the entrance panel

Warning
If the switchboard is busy or the operator cannot answer the call within 20”, it is put in the call queue.

2.2 SEVERAL CALLS AT THE SAME TIME

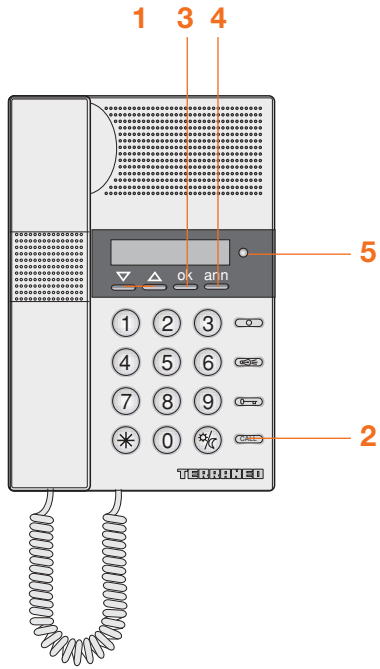
When the porter switchboard is busy with an internal or entrance panel and another call is received from an internal unit the caller name and number are displayed in a call queue. The flashing red LED **[5]** indicates that the switchboard has not answered an extension.

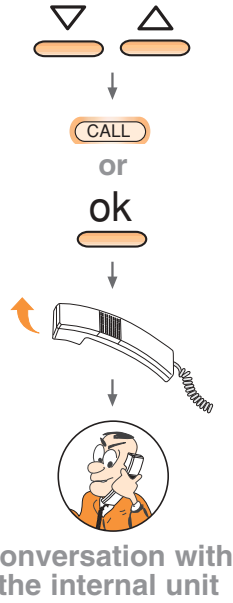
The display shows the following data about the call:

- user number and name (only if the phone book has been filled in);
- progressive number (only if there is more than one unanswered call);
- time.

To call the extensions in the call queue (unanswered calls):

- press the **[1]** ▽△ keys to look for the extension to call;
- press the **[2]** CALL key or **[3]** **ok** key to make the call;
- to cancel the call from the queue press **[4]** **ann** key.





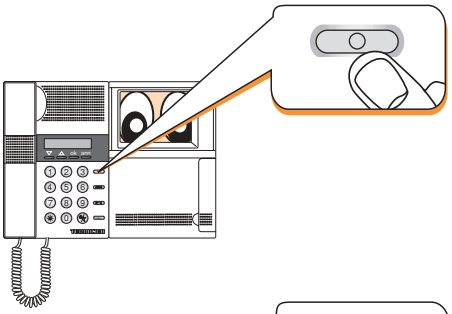
2.3 USING THE DEDICATED KEYS

When no call is being made or there are no calls in the queue, the display shows: date, time and time band set (Day/Night – automatic or manual).

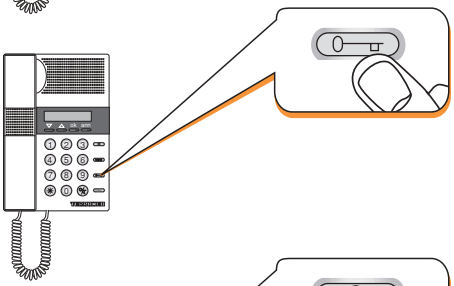
In this situation you can:

display example

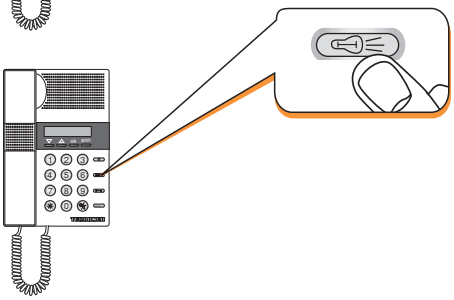
- switch on a camera or the main entrance panel by pressing



- operate the electric door lock of the main entrance panel by pressing



- switch on the staircase lights by pressing key



2.4 USING THE DEDICATED KEYS WITH SEVERAL ENTRANCE PANEL OR DEVICES TO BE CONNECTED

Switching on cameras or entrance panel

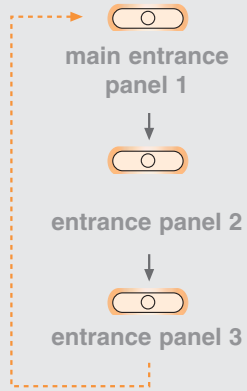
Pressing key switches on the main entrance panel camera.
To display the images from the other system cameras cyclically:

- press key several times

To switch on a specific entrance panel or camera you can also:

- type the number of the device to be switched on;
- press

In more detail



Open door lock and switch on staircase light

To open a specific door lock:

- type the entrance panel number;
- press

To operate the staircase light of a specific riser:

- type the number of any door entry unit belonging to the riser;
- press

***Example:** : to switch on the staircase light of riser 2*

- type **211**
- press

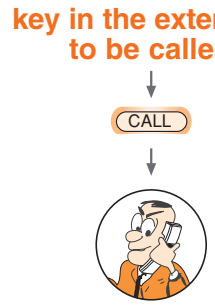
2.5 HOW TO CALL AN EXTENSION

To call an internal unit from the porter switchboard:

- key in the extension number with handset in place or lifted;
- press CALL

If you type a number higher than **3999**, the display will show an error message.

The operations described up to now can be performed more easily using the “extension phone books” and “outside phone books”.

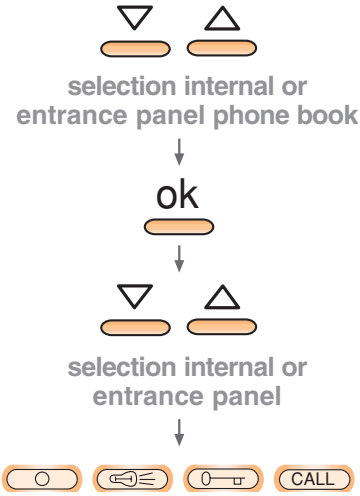


2.6 USING THE INTERNAL AND ENTRANCE PANEL PHONE BOOKS

The switchboard can save a phone book containing all the system internal and entrance panel.
The internal unit and entrance panel phone books can be used to send the calls or to switch on the cameras and open the electric door locks.

From the main menu, with the ▽△ keys, select:

- extension phone book or outside phone book (depending on the operation to be performed);
- press **ok**
- now press the ▽△ keys to display the internal or entrance panel required with the **dedicated keys** or CALL (see “Use of the dedicated keys” section).



In more detail

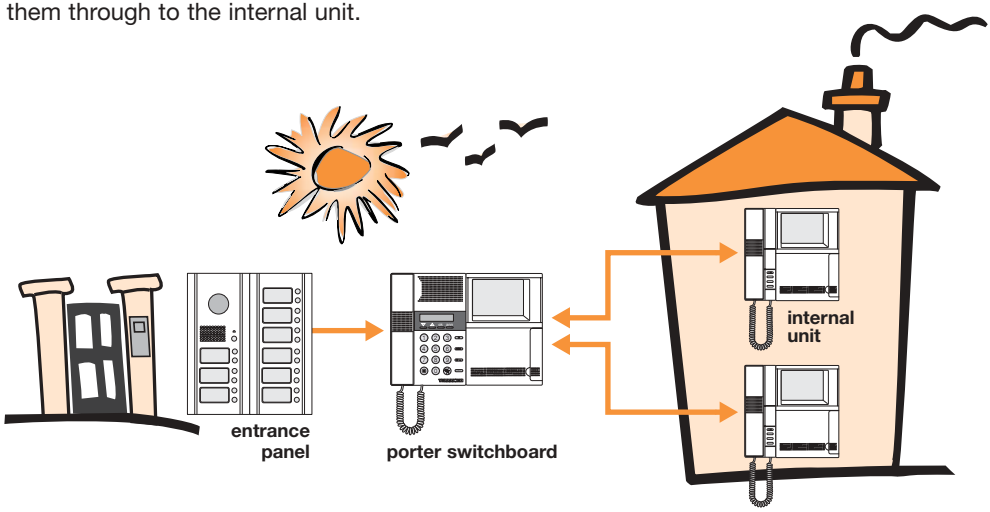
The internal unit phone book operates in two different ways depending on how it is programmed (to be performed by the installer).
When the “standard call” mode is programmed, pressing the ▽△ keys displays the names associated with the various internal unit; when the “coded call” mode has been programmed pressing the ▽△ keys displays the B F E (building, floor, extension) parameters associated with each internal unit.
For more detailed information on the “coded call” contact the technical after-sales service.

2.7 TIME BANDS

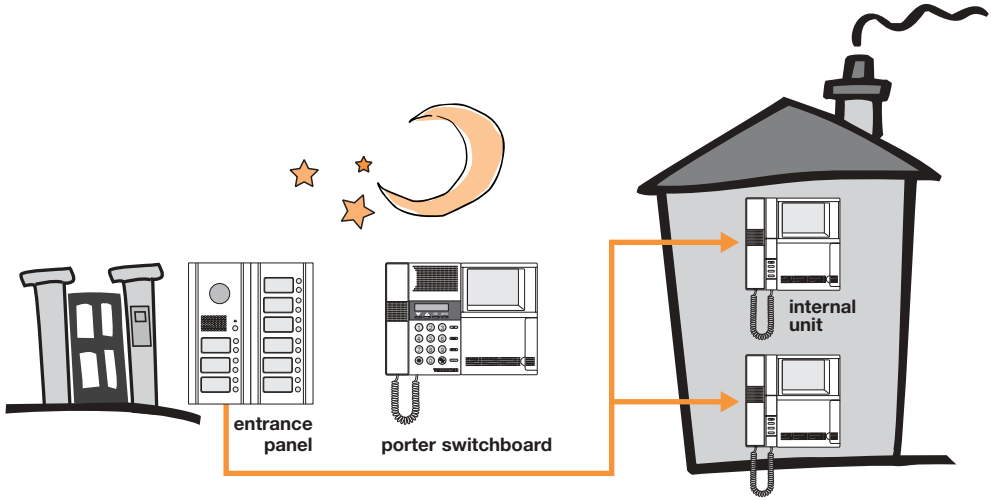
The switchboard has two operating modes:

- day mode
- night mode

In day mode the switchboard receives all the calls from the entrance panel and can put them through to the internal unit.

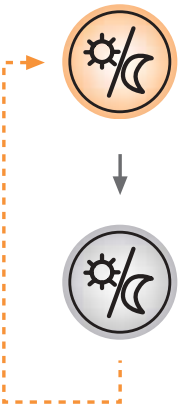


In night mode the switchboard does not receive the calls. Instead they are sent directly to the internal unit.



The operating time band can be activated:

- in automatic mode (programming by the installer);
- in manual mode – pressing the “day/night” key



Pressing the key changes the operating time band immediately.

The display shows the band set with a “D” (day) or “N” (night) preceded by “A” (automatic) or “M” (manual).

display example

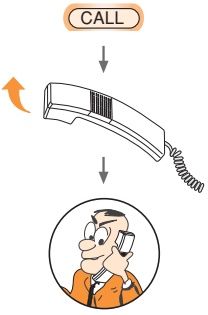
2.8 INTERNAL EMERGENCY CALLS

In systems so set the display can show urgent call requests from the internal unit; the message indicates the time and number of the extension which sent the alarm; an audible warning is also given.

After the operator has received an alarm he must:

- call the extension by pressing the CALL key
- lift the handset.

The signal on the display only disappears when the internal unit which has generated the alarm answers the operator by lifting the handset.



conversation with the internal unit

In more detail

The alarm messages are displayed in any operating condition (call or conversation). When there are several alarm situations at the same time an alarm queue is created as described in the “several calls at the same time” section.

NOTES

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