User Manual

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INTRODUCTION

The *B1000* Access Control System is designed to provide resident/visitor access control for multi-unit dwelling establishments. This manual highlights the features and operation of the *B1000* Access control system to ensure that you, the user, get the most from your system. Programming and maintenance is explained, but in the event of a product malfunction, you are advised to contact your local *B1000* distributor.

MAIN FEATURES

A key feature of the *B1000* Access Control System is that it operates on the cellular networks, making the installation a faster and easer process. The system has remote programmability via a secure website, giving you more flexibility and ease in maintenance and allows for three numbers to be programmed per resident. With the ability to set an online talk and ring time the complex reduces the monthly cost of the cellular bill.

On a *B1000* Access Control System 220 v is the primary power source, however a 12v battery is supplied with the system. The system comes standard with a built in charger to maintain the battery. The *B1000* System is programmed to shutdown when low voltage is detected in order to protect the battery and charger.

The system is encased in plastic and properly earthed, making the system safe in installation and use. With a large LCD back lit display and bright LED's in the housing the system is well lit.

HOW TO OPERATE MY SYSTEM

RESIDENTS ENTERING THE PREMISES
In most cases residents will open their gates via a remote control transmitter unless another procedure is used at the complex.

VISITORS ENTERING THE PREMISES
Visitors must stop next to the *B1000* gate station and enter the resident's unit number e.g. – the resident lives at number 27, the visitor enters "27". If however the complex wishes to use a dialling code instead of the resident unit number it is the responsibility of the resident to inform their visitors as to what to enter on the *B1000* unit.

If only one number is programmed for a unit, the *B1000* will call that phone number directly. If however you have programmed more than one telephone number per unit, the *B1000* will display a choice of those numbers for the visitor to select. If the visitor selects a number that is engaged or is not answered by the resident the visitor must re-enter the resident number and choose an option as per below.

- The visitor must select (1) HOM or (2) MR or (3) MRS. The *B1000* will then dial the telephone number.
- The visitor must select (1) JS or (2) BS. The *B1000* will then dial the telephone number.

The resident has a set number of seconds in which to answer the incoming call (this is a default of 45 seconds and can be set to your specifications). On answering the incoming call, a normal conversation may take place. This call can be restricted to a period of time (default 45 seconds, this can be changed as per your specifications). Should the resident decide to admit the caller/visitor, he/she must press 9 on their telephone. At this point the *B1000* automatically sends a signal to the gate motor to open. After a short period the gate motor will close automatically. The period of time can be programmed as per your specifications.

VISITORS LEAVING THE PREMISES (IF FEATURE AVAILABLE/INSTALLED)
The resident must phone the *B1000* gate station's telephone number, allow ringing for a few seconds and then dropping the call. This will activate the visitors exiting procedure for a period of 5 minutes (this is default and can be set according to your specifications). The visitor then drives over the loop, pushes the exit button or enters a pin number into the keypad (depending on what has been installed) and the gate will open. After the 5-minute period the loop is de-activated and will not open the gate until once again triggered by a telephone call.

If you wish to make any changes to the default times, please discuss this with your installer or contact your local *B1000* distributor.

HOW TO PROGRAMME MY *B1000*

REQUIREMENTS

- ❏ Access to the Internet
- ❏ Internet explorer or Mozilla Firefox
- ❏ Microsoft Excel or equivalent
- ❏ *B1000* Hardware – correctly installed and wired

Open your Internet explorer and go to the *B1000* website www.comb-communications.com).

HOW TO LOG ON Enter your username in the username slot (this is usually your email address). Enter only the letters of your password that there is an open block for. As you can see above the first block is open, followed by the fifth, sixth and the last block. Therefore if you were using Password1 as your password you would enter only P, w, o and 1 and then click on the Logon button.

Once logged onto the Comb Communications website you will need to activate the complex that you would like to make changes to. Push the ▼ button and select the complex. Once you have selected the complex push the activate button.

You will notice that the layout of the website has changed and there is now a menu on the left hand side of the screen as in the picture on the following page. This menu is how you will navigate around the website and access the various features the *B1000* website has to offer.

As you can see in the above picture there is a board in the Keep Demo complex, this page shows you the last time the system connected to the server as well as weather there any updates that have been made on the website and not yet downloaded to the *B1000* system.

You will notice that there are two main headings, Edit and Report. Under the Edit heading you have Phone List, Spreadsheet and Access Settings. Under the Report heading you have Gate Access, Complex Audit and Phone Usage. To make changes to the numbers programmed in the *B1000* unit click on Phone List.

This will bring up the Telephone numbers for the various units in the complex. To edit these numbers you simply click on either the contact name, telephone number or initial that you would like to edit and type your edit in the associated slot. The initial that is entered in this Phone List is what will appear on the *B1000* screen when the visitor pushes the resident number.

As you can see in the picture above, resident number 1 has two numbers programmed, one for KEP and the other for GW. This will bring up (1) KEP and (2) GW for the visitor when number 1 is entered on the *B1000* gate station. Once you are satisfied with the changes that you have made click on the Save button on the bottom right corner and all changes made will be saved.

This method of programming is suggested for ongoing maintenance of telephone numbers.

HOW TO DOWNLOAD AND UPLOAD THE SPREADSHEET

A spreadsheet is a complete list of numbers programmed into the *B1000* unit. As with the Phone list editing, select the complex that you would like to download a spreadsheet for. Once you have activated the complex click on Spreadsheet in the left hand menu. You will see at the top of the page that has just opened that there is a yellow box, click on the "click here" option.
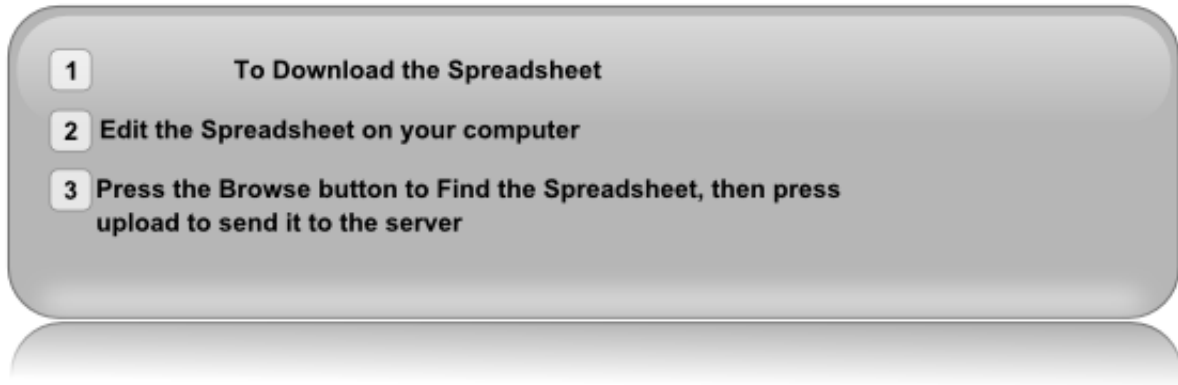
Once you have saved the spreadsheet to your hard drive on your computer you can now log off of the Internet and edit the telephone numbers (see editing a downloaded spreadsheet). To upload the changes made on the spreadsheet, log back into the Comb Communications website, activate the complex and select the spreadsheet option. In the yellow box click on the Browse… button and locate the saved spreadsheet on you computer. You will now see in the box to the left of the Browse button the name of your spreadsheet, click on the Upload button to upload the spreadsheet to the complex. This will now forward you to a new window, which should display that it has uploaded successfully.

If there are any errors with the spreadsheet it will give you an error page. Where you will need to download the spreadsheet, as before, check the errors and correct them. Once you have corrected all the errors you can re upload the spreadsheet.

If you have any green triangles in the top left corner of a cell, you need to turn off error checking in your Excel settings.

This method of programming is suggested for the initial setup of the complex.

EDITING A DOWNLOADED SPREADSHEET

Once you have downloaded the spreadsheet to your computer, open the file that you have saved. This file will open in Microsoft excel. Do Not make any changes to the text written in black at the top of the spreadsheet, if you do it will not upload to the website and will continuously give you errors. To edit the names in the spreadsheet click on the cell that you wish to change and type in the data or correct the existing data.

The unit numbers are on the far left of the spreadsheet followed by the contact person. Each unit is allocated three separate telephone numbers. These telephone numbers require the full dialling code with no spaces. Each telephone number has an initial and this needs to be entered when programming the *B1000*.

HOW TO CHANGE ACCESS SETTINGS

This page gives you the ability to grant or deny access to certain members linked to your complex such as the installer and managing agent. The access setting page shows you who is currently linked to your database and who can access what areas of the website for the complex. By un-ticking the various options next to their name you can stop them from running certain reports, or even editing the complexes telephone numbers.

These settings are defaulted that all users linked to your complex have full access. The only person able to make changes to these settings would be the person selected by the complex to be their administrator.

MY *B1000* CONFIGURATION

In the left hand menu bar, under the Edit heading, click on the My *B1000* option. This will then bring up a screen that allows you to change the configuration of the *B1000* system on a specific gate. If there are multiple units at a complex click on the *B1000* that you would like to make changes to. This will now bring up the configuration of your *B1000* system.

As you can see you have a number of different configuration settings, which can be changed. These configuration settings are as follows:

Name: This is the name of the *B1000* unit which you can make changes to by simply typing in the new name or editing the current name. This is defaulted to "New field device". It is recommended that you change this if there are multiple gates at your complex.

Speaker Vol (VGR): This is the level, which you would like the volume of the speaker to be. You will notice that there is a drop down menu for you to make your selection on. By clicking on the ▼, you will see the different values for speaker volume.

Mic Vol (VGT): This is the db level, which you would like the volume of the microphone to be. You will notice that there is a drop down menu for you to make your selection on. By clicking on the ▼, you will see the different values for microphone volume.

R1 – R3 Pulse Time: There are four relays (switches) on the *B1000* board. The pulse time of a relay is the amount of time that the relay needs to switch on, hold the relay open and then switch off. These relays are used to operate various automated devices. For example: gate motors, booms, magnetic locks, strikers etc.

Relay 1 (R1) is the default option for your main gate operation. This default pulse time is 1/2 sec.

Relay 2 (R2) is the default option for your pedestrian gate operation. The default pulse time is 1/2 sec.

Action on incoming call (R3) There are only two options in this drop down box 1) Free Exit or 2) Guard Call. By selecting the later option the R4 pulse time will be disabled.

Relay 3 (R3) is the default option for exit installation. The default pulse time is 5 min.

Relay 4 (R4) is currently a spare relay. The default pulse time is 1/2 sec.

R1 – R4 DTMF: To open the gate via your cell phone or land line telephone, a call must be established, you then push a number on the phone and a signal is then sent to the relay. This signal that is sent from the telephone is known as a DTMF code. Each Relay has to have it's own DTMF code in order for the relay to be triggered.

Relay 1 (R1) is the default option for your main gate operation. The default DTMF code is 9.

Relay 2 (R2) is the default option for your pedestrian gate operation. The default DTMF code is 6.

Relay 3 (R3) is the default option for exit installation. This relay does not use a DTMF code as dialling the *B1000* cell phone number triggers this relay.

Relay 4 (R4) is currently a spare relay. As this relay is spare there is no default DTMF code.

You will notice that there is a drop down menu for you to make your selection on. By clicking on the ▼, you will see the different values for the Relays DTMF code, only number 0 – 9 can be selected.

> **NB!**
>
> **Ensure that if you make any changes to any of the DTMF codes in this selection that you are not configuring two gates to trigger on the same DTMF code.**

Talk Time: This is the duration of time that a visitor is able to have a conversation with a resident before the *B1000* system terminates a call.

Ring Time: This is the duration of time that a call will ring for before displaying "No answer". You will notice that there is a drop down menu for you to make your selection on.

DTMF Time: This is the duration of time that the visitor can still talk to the resident after the gate has been opened.

WHAT IS A GATE ACCESS REPORT

A gate access report is a complete report of the gate openings that has occurred during a specified period. With each opening of the gate the system logs the number that was called and whether or not the gate was opened. Along with the number that was called, it also logs the time, date of each call. See gate access report below.

Gate Access Report
Keep Demo Unit
Sales office [11BF53A7]

Report from 12-08-2008 to 12-08-2008

B1000

Date	Time	Description	Res. Code	Additional Info.
12-08-2008	14:30	Vehicle gate triggered via Phone	1	0118050175
12-08-2008	14:30	Call cancelled by visitor (#)	1	0118050175
12-08-2008	14:41	Call cancelled by visitor (#)	2	0116992400
12-08-2008	14:42	Call cancelled by visitor (#)	1	0837846360
12-08-2008	14:44	Pedestrian gate triggered via phone	1	0118050175
12-08-2008	15:42	Call cancelled by visitor (#)	2	0118050174
12-08-2008	15:42	Pedestrian gate triggered via phone	3	0795289199
12-08-2008	15:43	Vehicle gate triggered via Phone	5	0795289199
12-08-2008	15:44	Vehicle gate triggered via Phone	6	0795289199
12-08-2008	15:45	Pedestrian gate triggered via phone	7	0795289199
12-08-2008	15:46	Vehicle gate triggered via Phone	5	0795289199
12-08-2008	15:47	Pedestrian gate triggered via phone	5	0795289199
12-08-2008	15:48	Vehicle gate triggered via Phone	5	0795289199

When you run a Gate access report you will be able to see the time and date of the call to the resident and whether or not the gate was opened. In the top right hand corner of the report you can see the name of the complex as well as the dates specified for the report. All users given access to run this report will be able to view any specified period, however no user will be able to make any changes to this report.

HOW TO RUN A GATE ACCESS REPORT
To run the Gate Access report you must define the period that you require your data for. Click on the Gate Access in the left hand menu. You will see that there is a selection of gates. If your complex only has one gate then you will not be able to select another gate. If however your complex has more than one gate, click on the down arrow next to the name of the gate and click on the gate that you would like to run a report for. You must define a period for which you wish to generate a report.

Once you have defined your report dates, by clicking on the calendar button and selecting the dates, you then click on the Generate Report button. This will automatically take you to a page that notifies you if there is information for the specified dates as below

Report Result

You can right click the report link and select 'Save Target As...' to save the report to your desktop. You can left click the report link to open it. Keep_Demo_Unit_Test_Board_gate_access_report .

To open your report click the underlined writing or right click and select 'Save Target As…' This report will open in a new browser page if you click on the writing. The gate access report will show the Name of the complex and the dates you specified.

Note

All reports that are generated are only available in PDF format. To open these reports you will require Adobe Reader 5 or higher.

Only persons given access to view this report will be allowed to generate a Gate Access report. If you are not able to generate a Gate Access report please contact the Complex chairperson or administrator.

WHAT IS A TELEPHONE USAGE REPORT

A Telephone usage report is a report that distributes the total cost of your cellular bill, received from your service provider at the end of the month. The distribution of the cost is calculated by dividing the cost amongst all the residents of the complex according to the duration of seconds that that specific resident has used. The motivation for this report is so that the residents with little to no visitors do not have to pay for the residents with many visitors. This report shows the resident number, duration of total calls made by that unit, the overall usage and the total cost for that unit (according to the amount entered in the generating stage).

Telephone Usage Report

Keep Demo Unit

Report from 01-08-2007 to 12-08-2008

B1000

Resident Code	Duration (Seconds)	Overall Usage	Total
1	991	76.3%	R 76.29
2	86	6.6%	R 6.62
3	31	2.4%	R 2.39
4	0	0.0%	R 0.00
5	125	9.6%	R 9.62
6	35	2.7%	R 2.69
7	31	2.4%	R 2.39
8	0	0.0%	R 0.00
9	0	0.0%	R 0.00

HOW TO RUN A TELEPHONE USAGE REPORT

Click on the Phone usage tag under reports on the left hand menu. The distribution is the total cost of you cellular bill, received from your service provider at the end of the month. In the space next to the distribute cost enter the total amount on the service providers invoice.

You must define a period for which you wish to generate a report by clicking on the calendar button next to the start date and end date. It is recommended that the start and end date of the report matches the invoice start and end date to get an accurate calculation.

Once you have defined the periods of the report and added the cost click on the Generate Report button. This will automatically take you to page that allows you to open the report.

To open your report click the underlined writing or right click and select 'Save Target As…' This report will open in a new browser page if you click on the writing. The gate access report will show the Name of the complex and the dates you specified.

> **Note**
>
> All reports that are generated are only available in PDF format. To open these reports you will require Adobe Reader 5 or higher.

Only persons given access to view this report will be allowed to generate a Telephone Usage report. If you are not able to generate a Telephone Usage report please contact the Complex's chairperson, your installer or you local *B1000* distributor.

WHAT IS A COMPLEX AUDIT REPORT

A Complex Audit report is a complete report of all the edits/changes that have taken place during a specified period. The system logs who made certain changes to the system, what was changed and when the change took place. When you run a Complex Audit report you specify the period of time that you would like to view and the report will show you the time and date of the change as well as the user who made the change.

Complex Audit Report
Keep Demo Unit
Report from 12-08-2008 to 12-08-2008

Date	Time	Login Name	Action	Item Modified	Field Modified	Before Change	After Change
12-08-2008	13:43	Guest	Edit	Unit (2)	tel2		0113331234
12-08-2008	13:43	Guest	Edit	Unit (2)	initial2		N2
12-08-2008	13:53	Guest	Edit	Unit (2)	tel2	0113331234	
12-08-2008	13:53	Guest	Edit	Unit (2)	initial2	N2	
12-08-2008	13:55	Guest	Edit	Unit (2)	initial2		N2
12-08-2008	13:55	Guest	Edit	Unit (2)	tel2		0118050174
12-08-2008	15:23	Guest	Edit	Unit (6)	initial1		B
12-08-2008	15:23	Guest	Edit	Unit (7)	contactName		b
12-08-2008	15:23	Guest	Edit	Unit (7)	tel1		0795289199
12-08-2008	15:23	Guest	Edit	Unit (7)	initial1		B
12-08-2008	15:23	Guest	Edit	Unit (8)	contactName		o
12-08-2008	15:23	Guest	Edit	Unit (8)	tel1		0118050175
12-08-2008	15:23	Guest	Edit	Unit (8)	initial1		O

HOW TO RUN A COMPLEX AUDIT REPORT

Click on the complex audit tag under reports on the left hand menu. You must define a period for which you wish to generate a report.

Once you have defined your report dates, by clicking on the calendar button and selecting the dates, you click on the generate Report button. This will automatically take you to a page that notifies you if there is any data for the specified dates.

To open your report click the underlined writing or right click and select 'Save Target As…' This report will open in a new browser page if you click on the writing. The Gate access report will show the Name of the complex and the dates you specified.

Only persons given access to view this report will be allowed to generate a Complex audit report. If you are not able to generate a Complex audit report please contact the Complex's chairperson, your installer or you local *B1000* distributor.

SUPERVISOR CODES

The supervisor codes are used to access certain information about the *B1000* system. Once you have completed your installation it is essential that you force a download to update the *B1000* system with any changes that the complex might have made. The codes are to follow:

*# 0000   All codes

*# 0001   Software Version
> This code provides you with a version number of the current software of the *B1000* system.

*# 0002   Signal strength
> This code shows the current signal strength of the sim card. This should always be above 16.

*# 0003   Forced Download
> This code forces a GPRS connection; the *B1000* system connects to the server and performs any changes made.

*# 0004   Reboot
> This code reboots the system without having to remove power from the board.

*# 0005   Battery Voltage
> This code will display the current voltage of the battery.