

Autodialer ADC Series

Telephone Access System



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Introduction

About this Manual

This operator's manual provides information on the most common programming features of the Autodialer ADC Series Telephone Access System. Using the instructions provided in this manual, you will be able to

- Add and delete resident records
- Set the Main and Aux doors' DTMF
- Set the online and door timers
- Change your password
- Change the master code
- Select single or multiple entrances

Refer to the **Glossary** on page 17 for an explanation of commonly used terms in this manual.

Technical Support

For all technical support inquiries, please contact Mircom's Technical Support Department between 8 A.M. and 5 P.M. (EDT) Monday through Friday, excluding holidays.

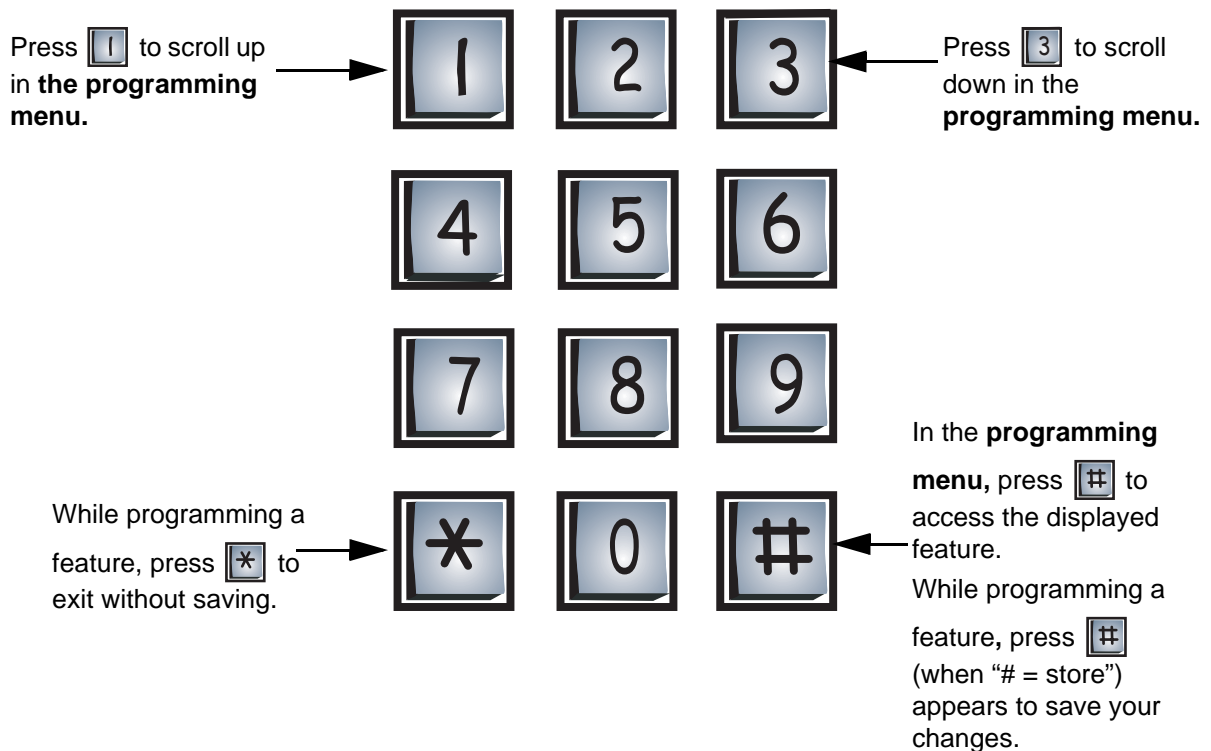
Local Phone: 905-695-3535 **Toll-Free Phone:** 1-888-449-3535

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Email: techsupport@mircomtech.com

Keypad Navigation

The diagram below shows how to use the keypad when in programming mode.



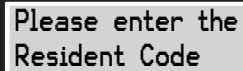
Entering Programming Mode

Normal Mode



Note: Before programming the system, make sure you have filled out the resident directory worksheet in the Appendix on page 15.

After the system initializes (powers up), the display should appear as shown below.







Please enter the
Resident Code

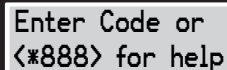
This is the normal mode of the system. The system will accept all valid codes such as access codes, keyless entry codes, and the programming master code.

Programming Mode

Before entering programming mode for the first time, restore the factory default master code to *999 by shorting the reset pins for approximately three seconds. Refer to *Figure 22* in the ADC Instruction and Operation Manual for the location of reset pins. Please be aware that shorting the reset pins will only restore the factory default master code to *999 and will not affect any programmed information.

Before programming the system for the first time, clear the system's memory and restore all factory defaults by entering *5*5 while you are in the programming menu. Please be aware that there is no "undo" feature after you have entered *5*5.

To enter programming mode, enter the master code (factory default is    ). When you are in programming mode, the display will read as follows:



Enter Code or
<*888> for help

This is the programming menu. The system is now waiting for you to enter a valid programming code. You can program the system either through the programming menu or by using Direct Access Programming Codes.

Menu-Driven Programming

Menu-driven programming allows you to select the feature(s) that you would like to program via the programming menu. Follow the instructions below to display and navigate through the programming menu.

Step 1: Enter the programming menu

1=Up 3=Down
 #=Execute

Press * 8 8 8 to enter the programming menu.

Step 2: Scroll to first menu option

To Exit PROGRAM
 MODE - Press #

Press 3 to scroll to the first menu option.

- To exit to normal mode press #.
- To exit from the programming menu, press *.

Step 3: Scroll to second menu option

Enter Resident
 Codes - Press #

Press 3 again to scroll to the second menu option.
 The display will now show the first programmable feature.

Continue pressing 3 until you reach the feature you want to program. See *Programming* on page 5 for detailed instructions on how to program features.

Direct Access Programming Codes

Enter one of the Direct Access Programming Codes (see the table below) to immediately access the particular feature you would like to change. Please note that not all features have Direct Access Programming Codes.

Code	Function	Factory Default	How to Program
*000	Exit programming mode	*000	N/A
*101	Add a new record	N/A	See page 5.
*202	Delete a record	N/A	See page 8.
*222	Enter a prefix	(0) 0905	See page 6.
*303	Enter keyless entry codes	N/A	See page 9.
*404	Delete keyless entry codes	N/A	See page 9.
*505	Change master code	*999	See page 10.
*606	Select pulse (rotary) or tone (DTMF)	Tone 11	See page 12.
*707	Set door open timer	10 seconds	See page 12.
*808	Set on-line timer	60 Seconds	See page 12.
*909	Select multiple/single entrance	Multi 00	See page 13 .

Exiting Programming Mode

To exit programming mode, you must first be in the programming menu. If you are not in the programming menu, use the keypad navigation diagram on page 1 to exit from the mode you are currently in.

When in the programming menu, press    . The display will now return to normal mode.

Programming The Autodialer ADC

Adding New Records

To add a new record, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions.

Selecting the maximum digits per listing

If you are programming the system for the first time, you must determine the maximum digits that you can enter for a telephone number before you add new records. Please be aware that changing the maximum telephone number digit length will erase all previously programmed dial codes and telephone numbers. The factory default is set to seven digits.



Note: The feature “Program 11-digit number” will only let you save *one* 11-digit number. Any new entry made in this option will overwrite the previous entry. If you wish, you can use this feature to program Mircom’s technical support phone number.

Step 1: Select “Max. Digits per Listing”

Max digits per
listing - Press #

1. While in programming mode, press **3** to scroll down or **1** to scroll up until you find “Max digits per listing”.
2. Press **#** to select.

Step 2: Enter Max. Digits per Listing

Enter size as
07, 08 or 11 = _ _

#=Store, *=Abort
07, 08 or 11 = X X

1. Enter the max digits per listing.
 - Select 07 if the system does not require an area code when dialing residents.
 - Select 08 if the system requires an area code when dialing residents.
 - Select 11 if the system requires an area code when dialing residents.
2. Press **#** to store and continue. The display now returns to the programming menu

Setting up prefix codes

Prefix codes are single-digit numbers that represent an area code. Entering a prefix code before a seven-digit telephone number will tell the system to dial a specific area code before dialing the top-line number. For example, if you set the prefix code “1” to represent the area code “416”, the system will read a phone number entered as “17373454” as “4167373454”.

You can assign up to ten user-definable prefixes. The number “0” is factory defaulted to 0905. To assign a new prefix number, follow the instructions below.



Note: Prefix codes are only required for 11-digit numbers.

Step 1: Select “To change Prefix Codes”

```
To change PREFIX
Codes - Press #
```

1. While in programming mode, press **3** to scroll down or **1** to scroll up until you find “To change PREFIX Codes”.
2. Press **#** to select.

Step 2: Enter Prefix Codes

```
Code Prefix #
( _ ) - - - -
```

```
#=Store, *=Abort
( X ), X X X X
```

1. Enter any number from 0 to 9 to assign the prefix code number.
2. Enter the area code.
 - Enter “1XXX” for long distance numbers.
 - Enter “XXX#” to insert a blank space for local numbers.
3. Press **#** to store and continue. The display now returns to the programming menu.

Adding a record



Note: Be sure that you have set the maximum telephone number digit length and prefix codes before adding a record for the first time (see *previous two pages*).

To add a new resident record, you will need to enter the resident's dial code and telephone number. Dial codes are the codes that visitors enter into the lobby unit to call residents. These codes can be up to four digits long. As a security precaution, you may want to designate resident dial codes that are not the same as their apartment numbers.

Step 1: Select "To Enter Resident Codes"

To Enter Resident
Codes - Press #

- While in the programming menu, press **3** to scroll down or **1** to scroll up until you find "To Enter Resident Codes".
 - Press **#** to select.

Step 2: Enter Resident Codes

7-digit phone number

Code Telephone
____ - ____

If you have selected "07" as the maximum number of digits,

- Enter the dial code.*
- Enter up to seven digits for the telephone number.*

8-digit phone number

Code Telephone
____ - ____

If you have selected "08" as the maximum number of digits,

- Enter the dial code.*
- Enter up to eight digits for the telephone number.*

11-digit phone number

Code Telephone
____ - ____

If you have selected "11" as the maximum number of digits,

- Enter the dial code.*
- Enter the prefix code and seven-digit phone number.

*Enter 000X for a one-digit dial code
Enter 00XX for a two-digit dial code
Enter 0XXX for a three-digit dial code
Enter XXXX for a four-digit dial code

*Press **#** to enter blanks for unused telephone number digits. This is particularly useful when a shorter number of digits are to be dialed out through a compatible private DTMF-type telephone system.

Step 3: Store and exit

#=Store, *=Abort
X X X X, X X X - X X X X

- Press **#** to store and continue.

You have successfully added a new record to the system. The display now returns to the programming menu.

To add another record, press **#**. Repeat steps 1 to 3.

Deleting Records

To delete a record, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Select "To Edit Resident Codes"

To Edit Resident Codes - Press #	<ol style="list-style-type: none">1. Press 3 to scroll down or ↑ to scroll up until you find "To Edit Resident Codes".2. Press # to select.
----------------------------------	---

Step 2: Select and delete the record

Code To Review X X X X	<ol style="list-style-type: none">1. Enter the dial code for the record you want to delete. The display will now show that record. <i>Note: Scroll up or down to view other records.</i>
Code Telephone X X X X X X X-X X X X	<ol style="list-style-type: none">2. Press # to delete the record. The display briefly shows the message "End of List" to indicate that the record was successfully deleted before returning to the records list.

- To *delete another record* follow step 2 again.
- To *exit*, press ***** to return to the programming menu.

Adding and Deleting Keyless Entry Codes

To add a keyless entry code, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions.

Pressing **[#]** followed by any valid keyless entry code on the lobby unit keypad will unlock either the main or auxiliary door. The system can provide up to 1000 keyless entry codes for residents and five spares for building management. Use the range from 0000 to 4999 for main door keyless entry codes and 5000 to 9999 for auxiliary door keyless entry codes. As a security precaution, be sure to keep keyless entry codes well-guarded and controlled.

Adding Keyless Entry Codes

Step 1: Select "To Enter KEYLESS Codes"

To Enter KEYLESS
Codes - Press #

1. Press **[3]** to scroll down or **[1]** to scroll up until you find "To Enter Keyless Codes".
2. Press **[#]** to select.

Step 2: Enter the keyless entry code

KEYLESS Entry
Code# _ _ _ _

#=Store, *=Abort
Code # X X X X

1. Enter the four-digit keyless entry code.
2. Press **[#]** to save and continue. The display now returns to the programming menu.

Deleting Keyless Entry Codes

Step 1: Select "To Edit KEYLESS Codes"

To Edit KEYLESS
Codes - Press #

1. Press **[3]** to scroll down or **[1]** to scroll up until you find "To Edit KEYLESS Codes".
2. Press **[#]** to select.

Step 2: Select and delete the keyless code

Code To Review
X X X X

KEYLESS Entry
Code # X X X X

1. Enter the keyless entry code that you want to delete. The display will now show that code.
Note: Scroll up or down to view other codes.
2. Press **[#]** to delete the code.

You have successfully deleted the keyless entry code. The display now returns to the code list.

- To *delete another code* follow step 2 again.
- To *exit*, press **[*]** to return to the programming menu.

Changing the Master Code

You can change the master code (factory default *999) to any three-digit number except *000. Since this code is used to access all levels of programming, it is important that only the installer and management know the code. Fill out the new master code in the space provided below for future reference.

New master code: _____ Date: _____

To change the master code, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions.

Step 1: Select "To Change MASTER Code"

To Change MASTER
Codes - Press #

1. Press 3 to scroll down or ↑ to scroll up until you find "To Change MASTER Code".
2. Press # to select.

Step 2: Change the master code

MASTER CODE
* _ _ _

Enter the new master code. *Note: Do not use *888 for the master code.*

Step 3: Store and exit

#=Store, *=Abort
* X X X

1. Press # to store and continue.

Press *
To exit

2. Press * to exit.



Note: To restore the master code, refer to *Figure 22* in the TAS ADC Installation and Operation Manual for the location of reset pins.

Setting Main and Aux Door DTMF (Door Open Code)

To set the main and aux door DTMF, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions.

Residents can unlock main and auxiliary doors by dialing a door open code on their telephone while on-line with their visitors. You can change the door open code to any number between 0 and 9. This feature is particularly useful when a series of tones produced by some older resident answering machines false-triggers the door strike to open.



Note: The door open code for pulse- (rotary-) type telephones is fixed at "9". Dialling a pulse digit "9" will activate the main door relay. Auxiliary door relays cannot be activated by pulse telephones.

Main Door DTMF setup

Step 1: Select "To Change DTMF Code#1"

To Change DTMF
Code#1 - Press #

1. Press **3** to scroll down or **1** to scroll up until you find "To Change DTMF Code#1".
2. Press **#** to select.

Step 2: Set Main Door DTMF

Enter DTMF digit
to open door (_)

#=Store, *=Abort
to open door (X)

1. Choose any digit between 0 and 9. The factory default is "9".
2. Press **#** to save and continue. The display now returns to the programming menu.

Aux Door DTMF setup

Step 1: Select "To Change DTMF Code#2"

To Change DTMF
Code#2 - Press #

1. Press **3** to scroll down or **1** to scroll up until you find "To Change DTMF Code#2".
2. Press **#** to select.

Step 2: Set Aux Door DTMF

Enter DTMF digit
to open door (_)

#=Store, *=Abort
to open door (X)

1. Choose any digit between 0 and 9. The factory default is "6". *Note: Do not use the same code chosen for the main door.*
2. Press **#** to save and continue. The display now returns to the programming menu.

Setting the Online and Door Timers

To set the online and door timers, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions

Door timer setup

Step 1: Select "Adjust Door-Open Timer"

Adjust Door-Open
Timer - Press #

1. Press **3** to scroll down or **1** to scroll up until you find "Adjust Door-Open Timer".
2. Press **#** to select.

Step 2: Set door-open timer

Door-Open Timer
00 to 99 Sec. _ _

Enter the desired door-open period. The factory default is 10 seconds.

Step 3: Store and exit

#=Store, *=Abort
00 to 99 Sec. X X

Press *
To exit

1. Press **#** to store and continue.
2. Press ***** to exit. The display will return to the programming menu.

On-line timer setup

Step 1: Select "Adjust On-Line Timer"

Adjust On-Line
Timer - Press #

1. Press **3** to scroll down or **1** to scroll up until you find "Adjust On-Line Timer".
2. Press **#** to select.

Step 2: Set on-line timer

On-Line Timer
00 to 99 Sec. _ _

1. Enter the desired on-line period. The factory default is 60 seconds.

#=Store, *=Abort
00 to 99 Sec. X X

2. Press **#** to store and continue. The display will return to the programming menu.

Selecting Multiple/Single Entrance

To set multiple or single entrance, you must be in programming mode. Refer to *Entering programming mode* on page 2 for instructions

Step 1: Select "Multi/Single Option"

Pick Multi/Single
Option - Press #

1. Press **3** to scroll down or **1** to scroll up until you find "Pick Multi/Single Option".
2. Press **#** to select.

Step 2: Set pulse or tone

Multi or Single
M=00 S=11 _ _

Enter "00" for multi or "11" for single.

Step 3: Store and exit

#=Store, *=Abort
M=00 S=11 X X

1. Press **#** to store and continue.
2. Press ***** to exit. The display will return to the programming menu.

Press *
To exit

Eleven-Digit Telephone Number Entry



Note: The feature “Program 11-digit number” will only let you save *one* 11-digit number. Any new entry made in this option will overwrite the previous entry. If you wish, you can use this feature to program Mircom’s technical support phone number.

To program a single eleven-digit telephone number, you must be in programming mode. Refer to *Entering Programming Mode* on page 2 for instructions

Step 1: Select “Program 11-digit No.”

Program 11-digit
No. - Press #

1. Press **3** to scroll down or **|** to scroll up until you find “Program 11-digit No.”.
2. Press **#** to select.

Step 2: Set pulse or tone

Code _ _ _ _
_ _ _ _ _ _ _ _

#=Store, *=Abort
X-X X X-X X X-X X X X

1. Enter the four digit dial code followed by the 11-digit telephone number. *Note: a 10-digit telephone number can be programmed if desired. This is useful for calling a local number with a different area code. In this case, press **#** to blank out the first number.*
2. Press **#** to store and continue. The display will return to the programming menu.

Glossary

ADC (Autodialer)	When a visitor enters a resident's code in the lobby unit, the Autodialer Controller (ADC) dials the resident's local telephone number so that the visitor can communicate with the resident. This feature requires a dedicated phone line.
Dial Code	A one- to four-digit code that a visitor enters into the lobby unit to call a resident. In a non-scrolling directory, records are listed according to resident dial code.
DTMF	"Dual Tone Modulated Frequency" is a technical term for "touch tone".
Keyless Code	This feature allows you to enter a four-digit dial code that will enable a resident to open the main door without a key.
Keypad Navigation	Instructions on how to use the keypad.
Non-Scrolling Directory	A paper directory that lists the residents of the building.
Online Timer	This feature controls the maximum length of time that a visitor can speak with a resident from the lobby unit.
Programming Mode	This mode consists of multiple features that allow you to customize your Telephone Access System.

Notes
