Small Entrance Panel

374004

User and installation manual



RA00191AA-01/23-PC

Small Entrance Panel

User and installation manual

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General information

Warnings and recommendations

It is important to read this manual carefully before proceeding with the installation.
The warranty becomes automatically void in case of negligence, improper use, tampering by unauthorised personnel.
The Entrance Panel must not be exposed to water drops or splashes; it must be used only on IP DES digital systems.

Warnings and consumer rights

	Read carefully before use and keep for future reference.
	Touching the units with wet hands is forbidden. Using liquid cleaners or aerosols is forbidden. Blocking the ventilation openings is forbidden. Modifying the devices is forbidden. Removing protective parts from the devices is forbidden. Exposing the unit to water drops or splashes is forbidden. Installing the units near heat/cold sources is forbidden. Installing the units near harmful gases and powders is forbidden. Fastening the units on unsuitable surfaces is forbidden.
	Danger of electrical shock.
	Risk of devices falling because the surface on which they are installed collapses or inappropriate installation. Switch the power supply OFF before any work on the system. Remote operation may cause damage to people or property.
	Caution: Installation, configuration, starting-up and maintenance must be performed exclusively by qualified personnel. Check that the wall installation has been carried out correctly according to the installation instructions. Check that the unit installation complies with the standards in force. Connect the power supply wires as indicated. Use only the items indicated in the technical specifications for any system expansions.

Fundamental concepts

Naming of the devices

In this manual, for easy reading, the abbreviated device name is used as in the list:

– IU: Indoor Unit
– EP: Entrance Panel
– GS: Guard Station
– SD: Server DES
– SEP: Small Entrance Panel
– AB: Address book
– SW: IP DES SYSTEM

Community

The term Community means the housing complex reproduced in the project design made using the SW.
The structure in its maximum extension includes:

AREA → BUILDING → RISER → FLOOR → APARTMENT



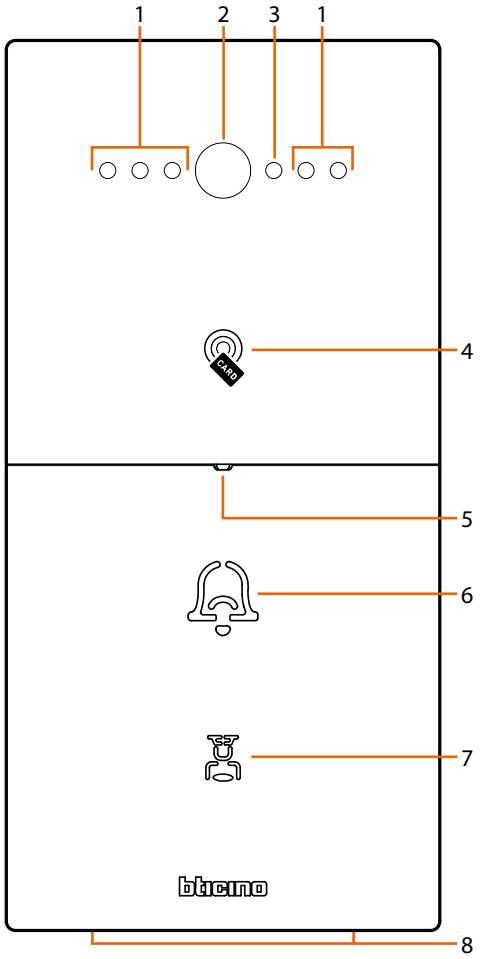
Fire linkage

It enables the door lock opening function in case of fire.
The Fire linkage function allows the automatic opening of SEP door locks in the event of a fire.
The use of this function requires a clean contact in the GND FIRE LINKAGE input clamp from the fire fighting system.
It is necessary to enable the function in the Parameters section of the SD.

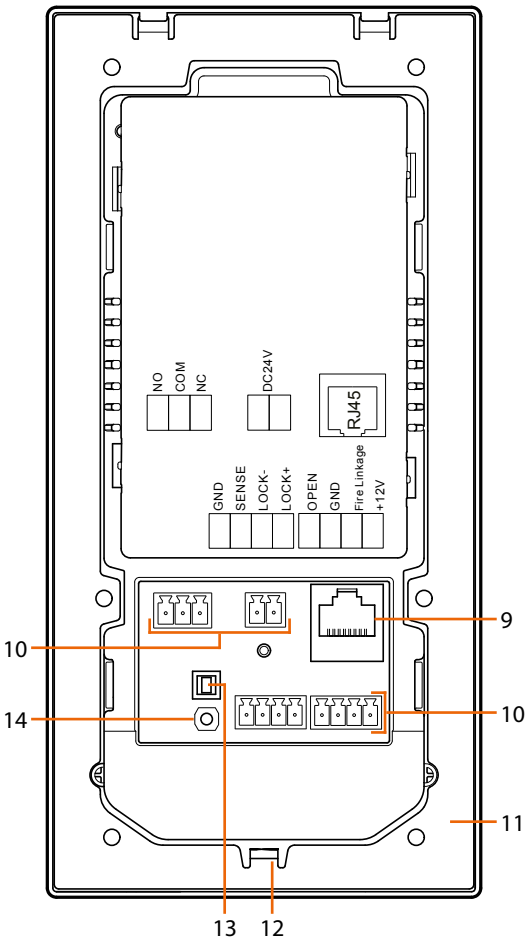
CCTV cameras

CCTV cameras for passive video surveillance.

Front and rear view

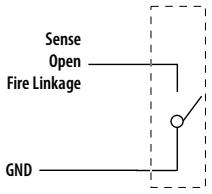


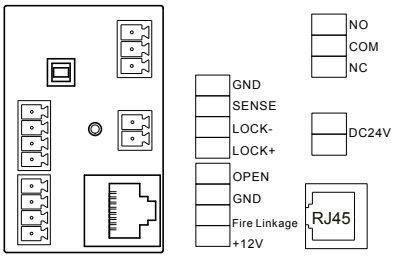
1. LED for the shooting field lighting
2. Camera
3. Light sensor
4. Badge reader for door lock opening
5. Microphone
6. Call key
7. Guard station call key
8. Loudspeaker



9. RJ45 Connector (*)
10. Connection clamp
11. Mounting bracket
12. Locking screw
13. Tamper switch
14. Reset pushbutton

(*) This device does not support standard POE power supplies, but only POE power supplies identified with item no. 375002.
Connect the cat5/5e/6 FTP or cat5/5e/6 UTP cable with ferrite supplied to the connector.

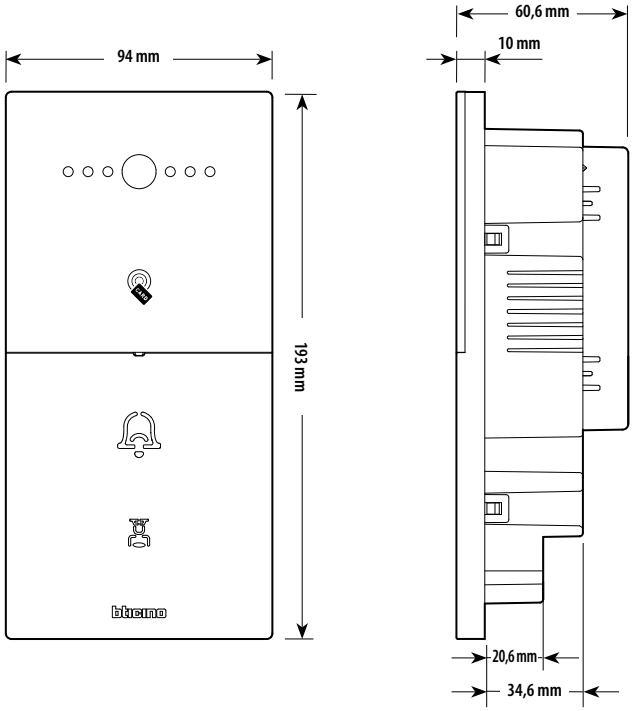


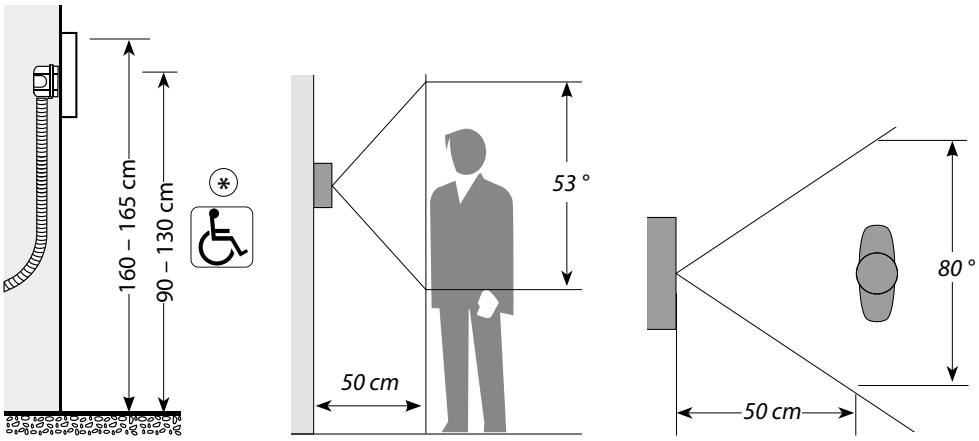


Connection clamps	
GND	system common ground terminal
SENSE / GND	door lock status signal input
LOCK- / LOCK+	electric door lock connection and control (12V - 4A impulsive on 3 Ohm maximum)
OPEN / GND	local door lock release pushbutton connection
FIRE Linkage / GND	local door lock release pushbutton connection for firealarm system
+12V / GND	access control devices power supply
NO / COM / NC	interlocked dry contact for electric door lock connection
DC24V	additional power supply clamps (not polarized)

It is possible to display some wiring diagram examples in the functions section

Dimensional data and installation heights

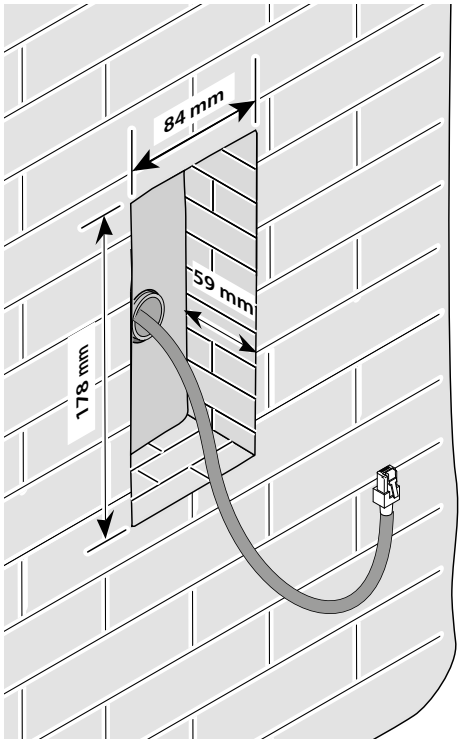


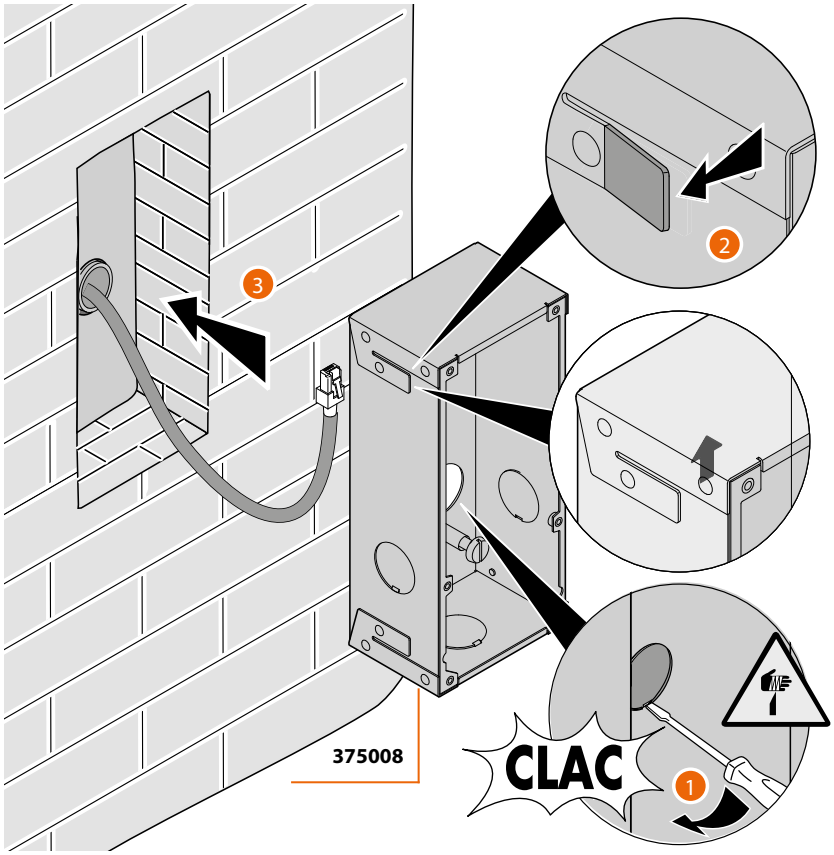


(*) Recommended height, unless different regulations are specified.

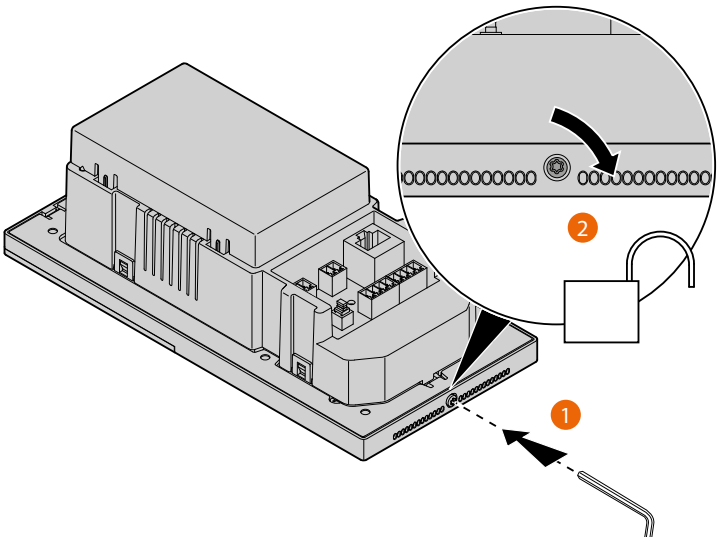
Installation

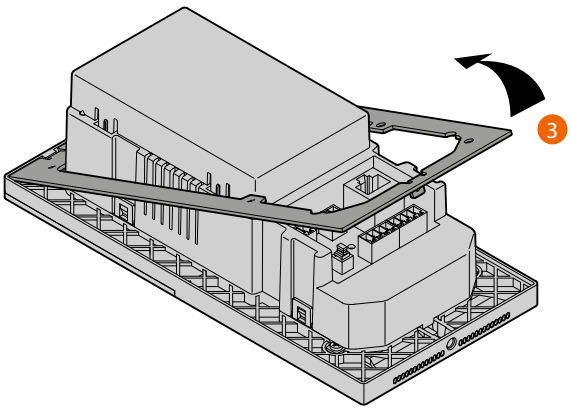
Caution: *Do not install the device outside in direct sunlight.*
Only install indoors, for example in stairwells or apartment landings.

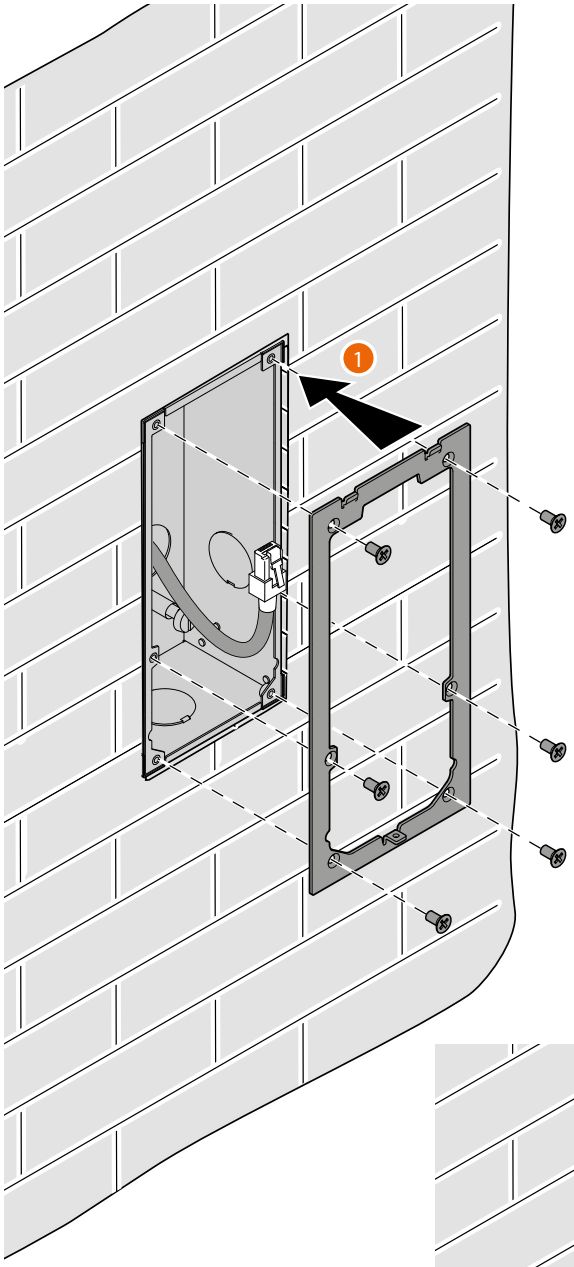


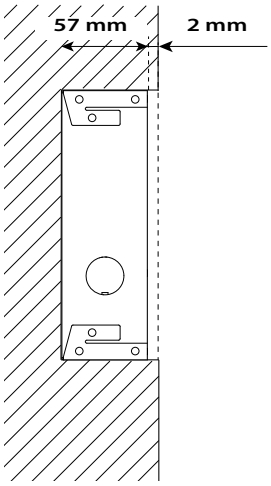


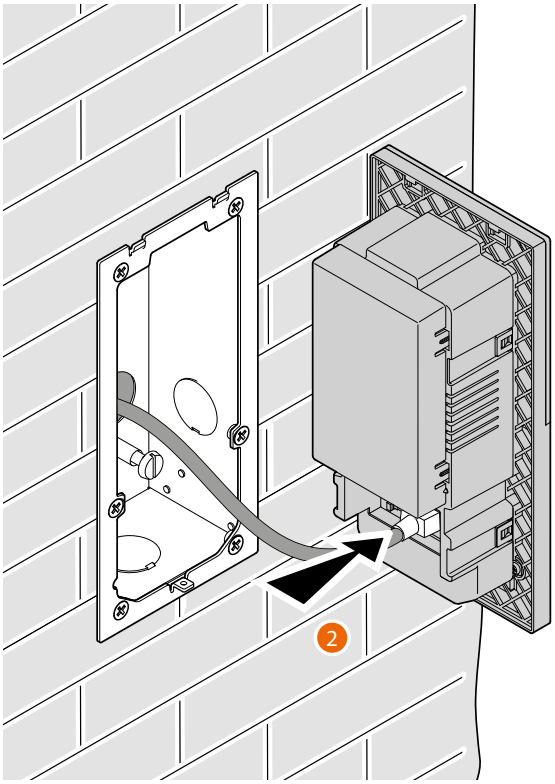
Attention: *The wrong wiring of the Ethernet cable connecting the device to the Poe Switch 375002 could damage the device itself.*
The RJ45 cable must be at least 200 mm long.

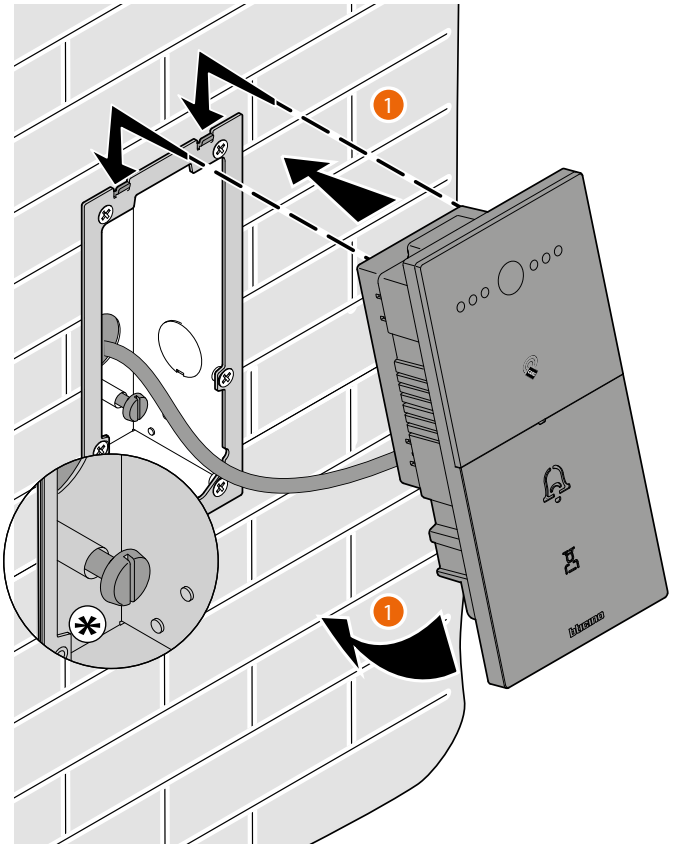

2
1


3

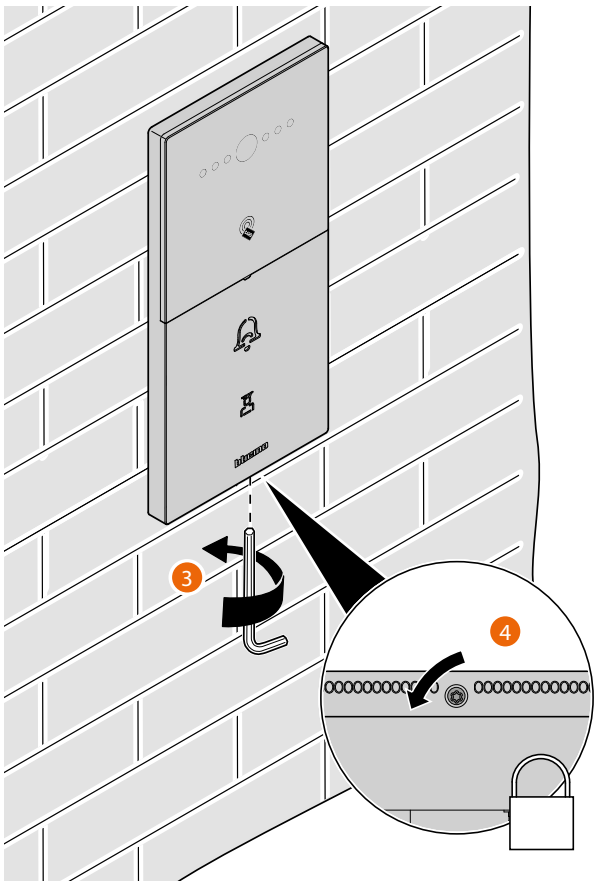

1


57 mm
2 mm

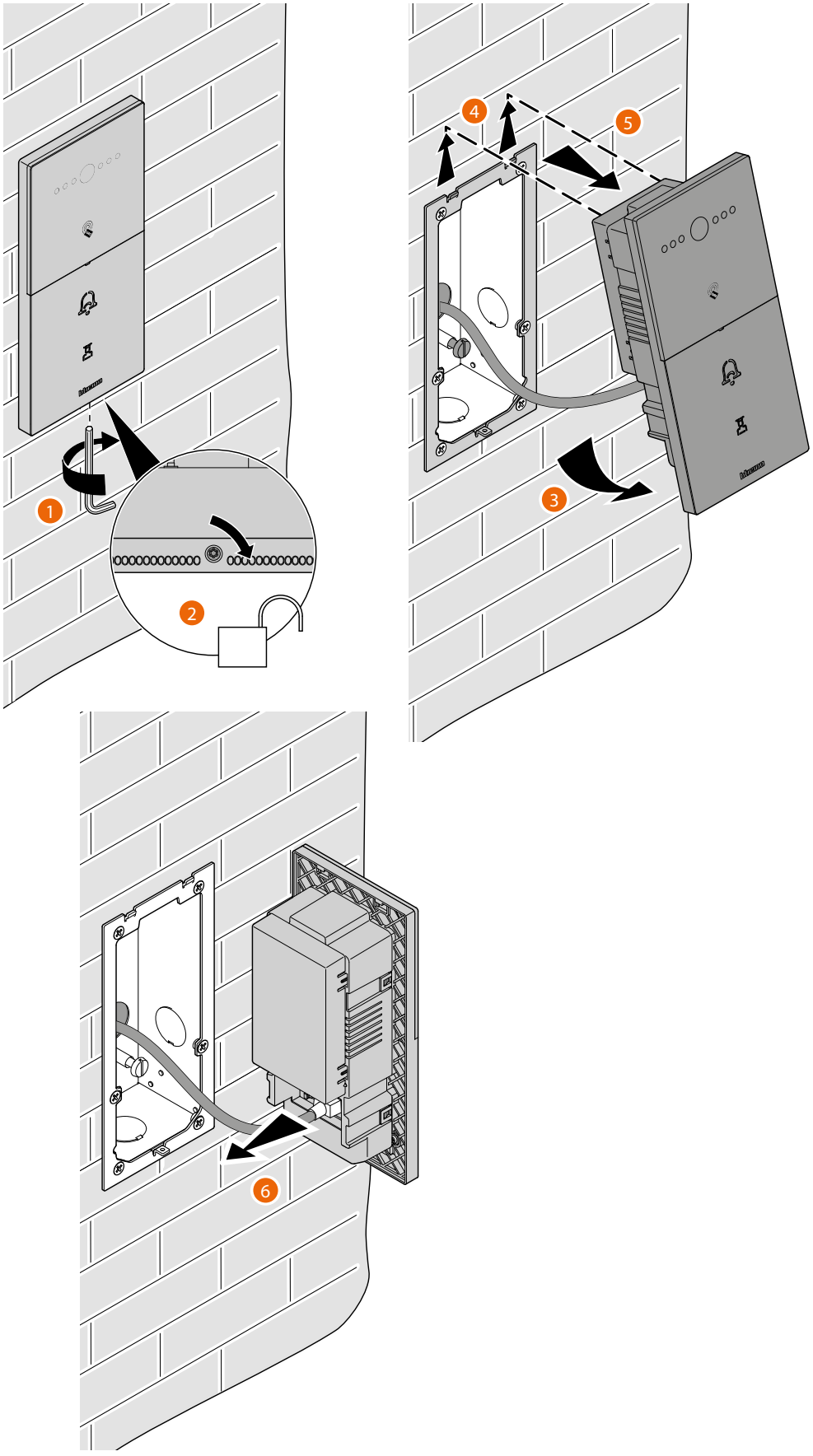

2



(*) Adjust the tamper screw so that it presses the tamper switch of the device and activates the anti-theft function in case of removal sending an alarm to the GS.



Uninstall

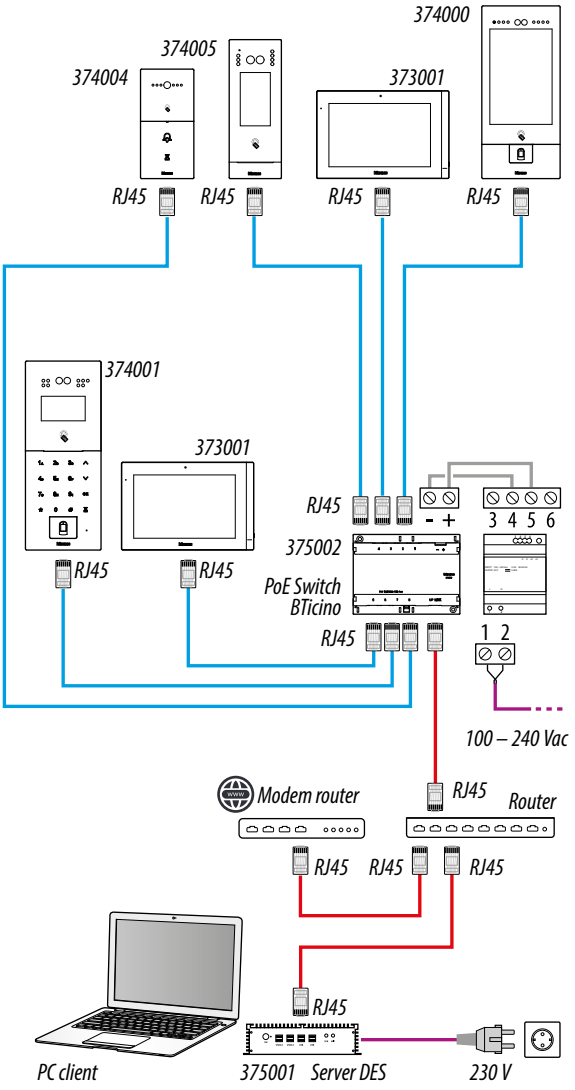


Example diagrams

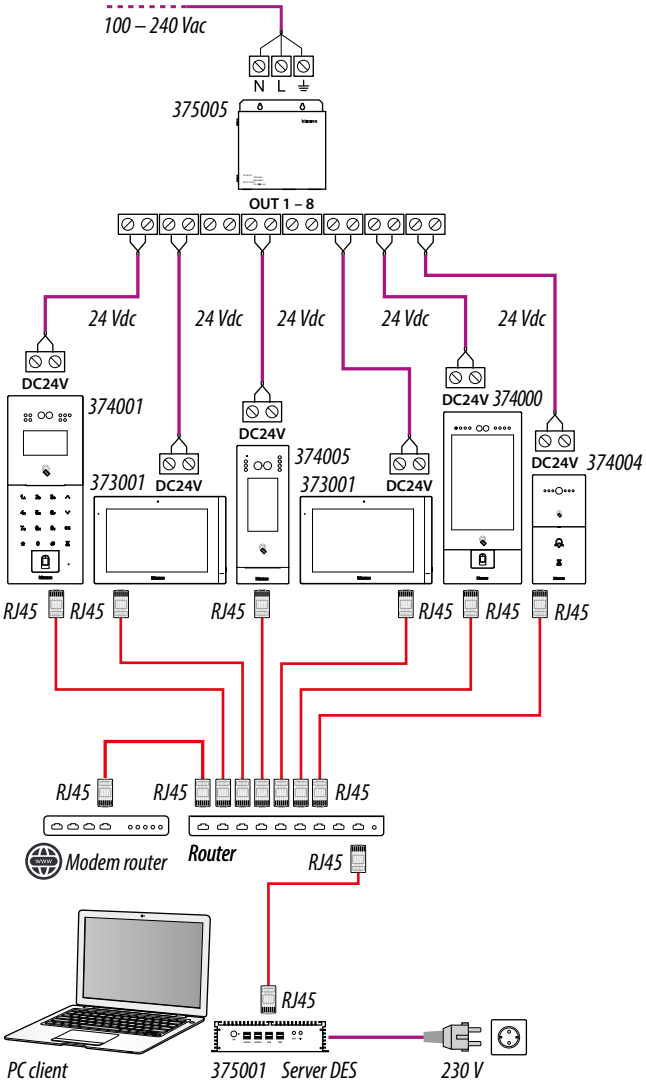
CABLES LEGEND	LAN PoE BTicino	LAN Ethernet	Copper cables	2 x Copper cables

It is possible to use two different types of connection according to installation situation:

A - Diagram with power supply by BTicino PoE Switch



B - Diagram with local power supply

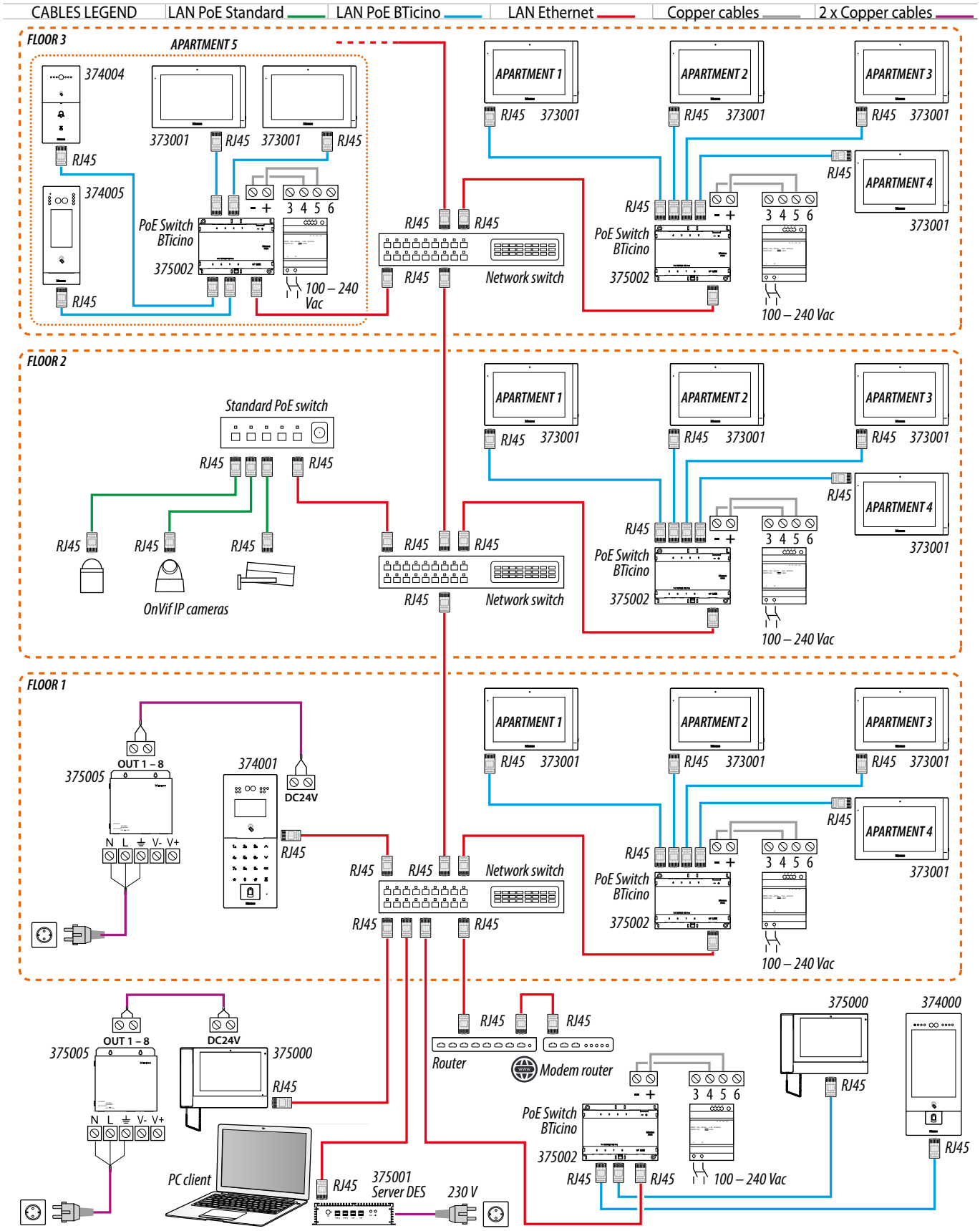


***Attention**: this device does not support standard POE power supplies, but only POE power supplies identified with 375002. Connect the cat5/5e/6 FTP or cat5/5e/6 UTP cable with ferrite supplied to the connector.*

***Attention**: do not directly connect PoE ports to an unsuitable network interface, such as a device powered by a different voltage. Connect the UP LINK port to a suitable port, never to a PoE port.*

***Note**: to connect the devices it is possible to use both types of wiring (diagram A or diagram B) or even mixed ones.*

Ethernet connection

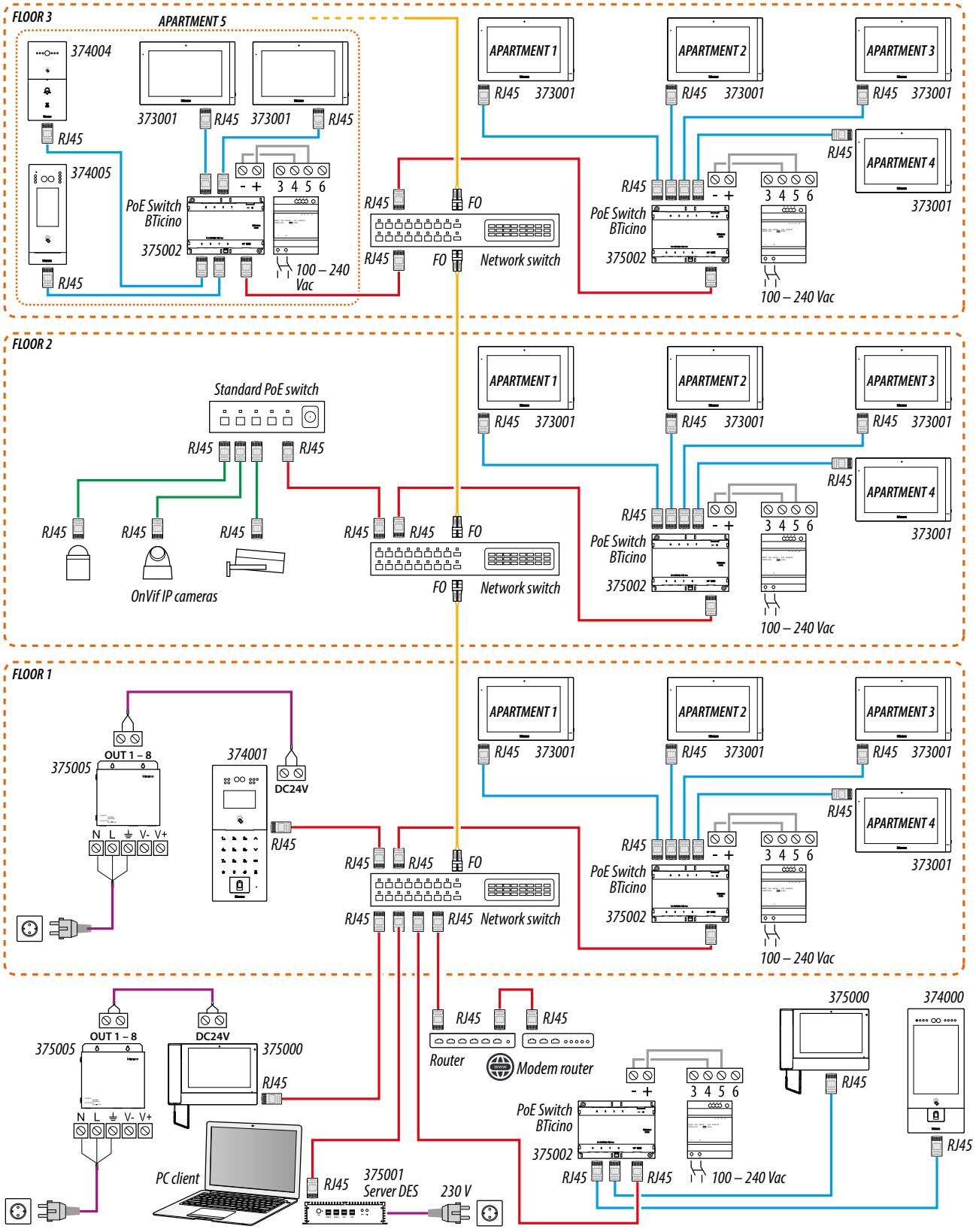


Attention: *do not directly connect PoE ports to an unsuitable network interface, such as a device powered by a different voltage. Connect the UP LINK port to a suitable port, never to a PoE port.*

Note: *to connect the devices it is possible to use both types of wiring (diagram A or diagram B) or even mixed ones.*

Fiber optic riser connection (case of higher bandwidth demand)

CABLES LEGEND	LAN PoE Standard	LAN PoE BTicino	LAN Ethernet	Optical fiber	Copper cables	2 x Copper cables

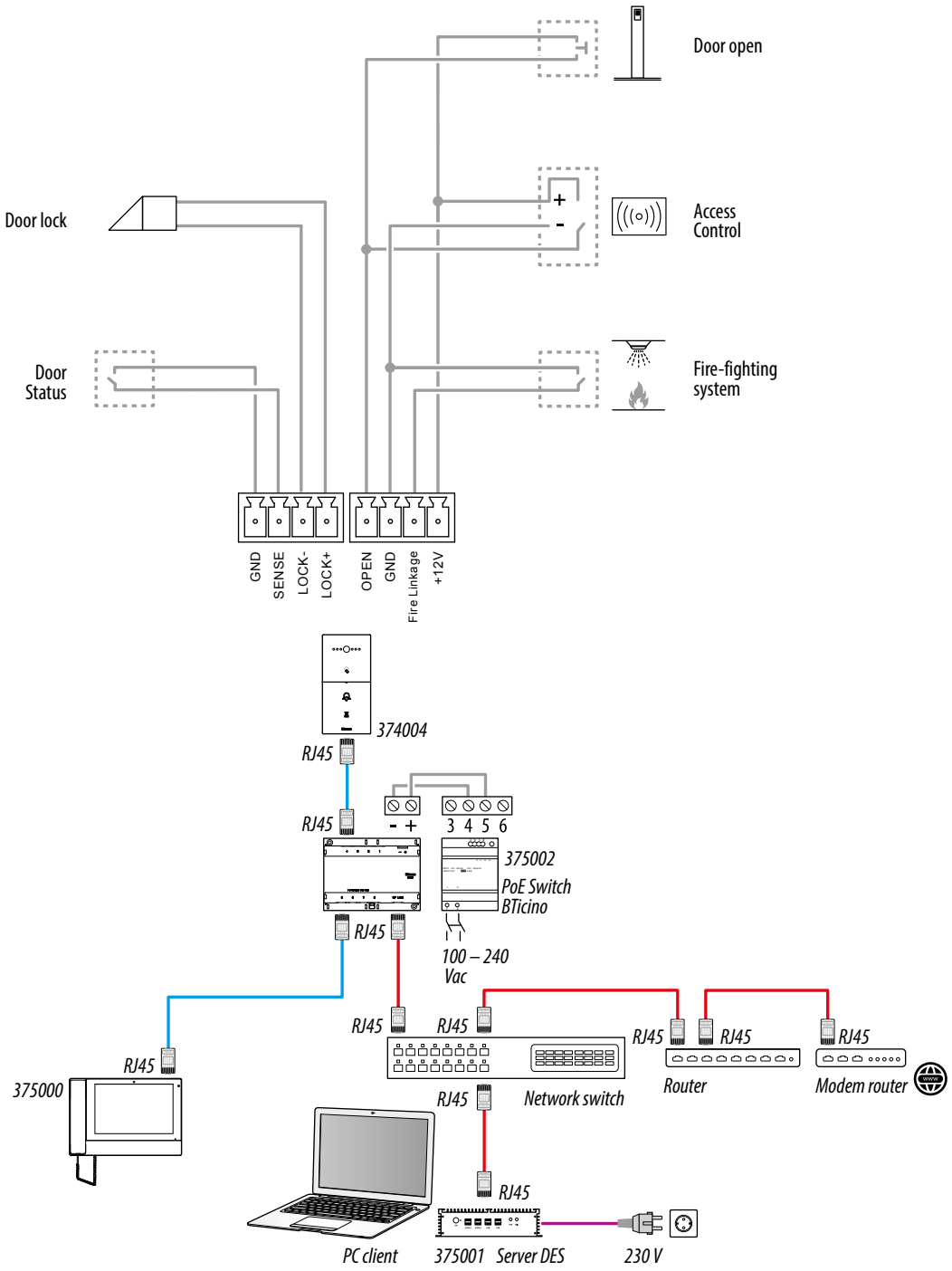


***Attention**: do not directly connect PoE ports to an unsuitable network interface, such as a device powered by a different voltage. Connect the UP LINK port to a suitable port, never to a PoE port.*

***Note**: to connect the devices it is possible to use both types of wiring (diagram A or diagram B) or even mixed ones.*

Available functions

CABLES LEGEND	LAN PoE BTicino	LAN Ethernet	Copper cables	2 x Copper cables



***Attention**: do not directly connect PoE ports to an unsuitable network interface, such as a device powered by a different voltage. Connect the UP LINK port to a suitable port, never to a PoE port.*

***Note**: to connect the devices it is possible to use both types of wiring (diagram A or diagram B) or even mixed ones.*

Use of the device

After installing the SEP it is possible to:

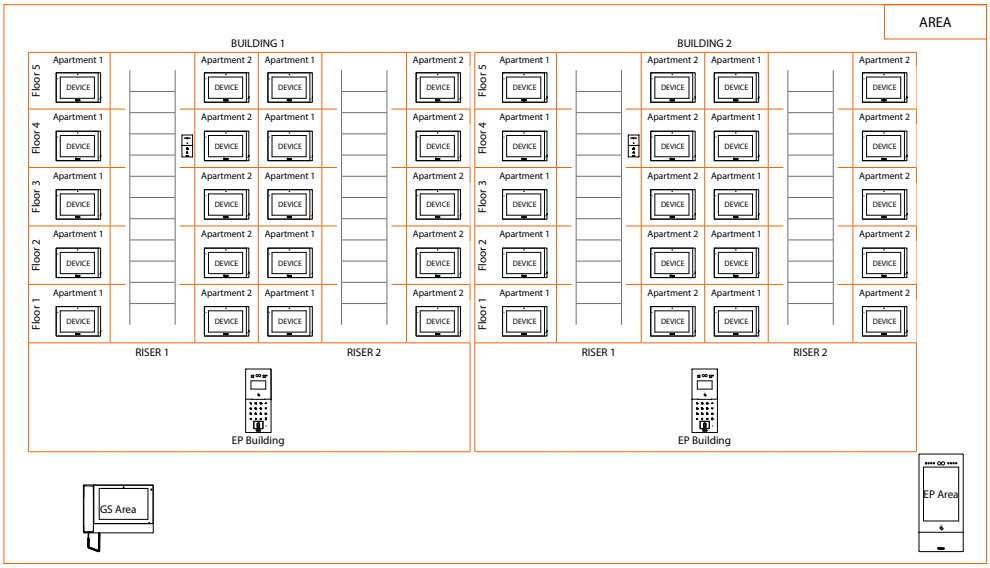
- Call an IU
- Leave a message in the answering machine
- Call a GS
- Access using badge or card;
- Set the parameters

Introduction

After the installation and connection of the device, it is necessary to configure it and create the Community structure. For details see Server DES Software manual.



- Step 01 Community VLAN network creation
- Step 02 Community structure definition
- Step 03 Community structure creation
- Step 04 Device MAC address registration
- Step 05 Community customisation
- Step 06 Saving of passwords
- Step 07 Registration of the Community on the installer's Cloud
- Step 08 Forwarding of the address book to the DES Server
- Step 09 Installation of the devices
- Step 10 Activation of the devices
- Step 11 System test

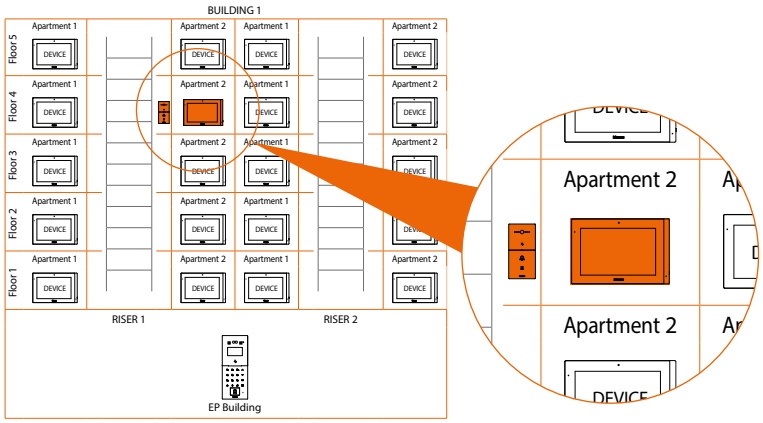


Functions

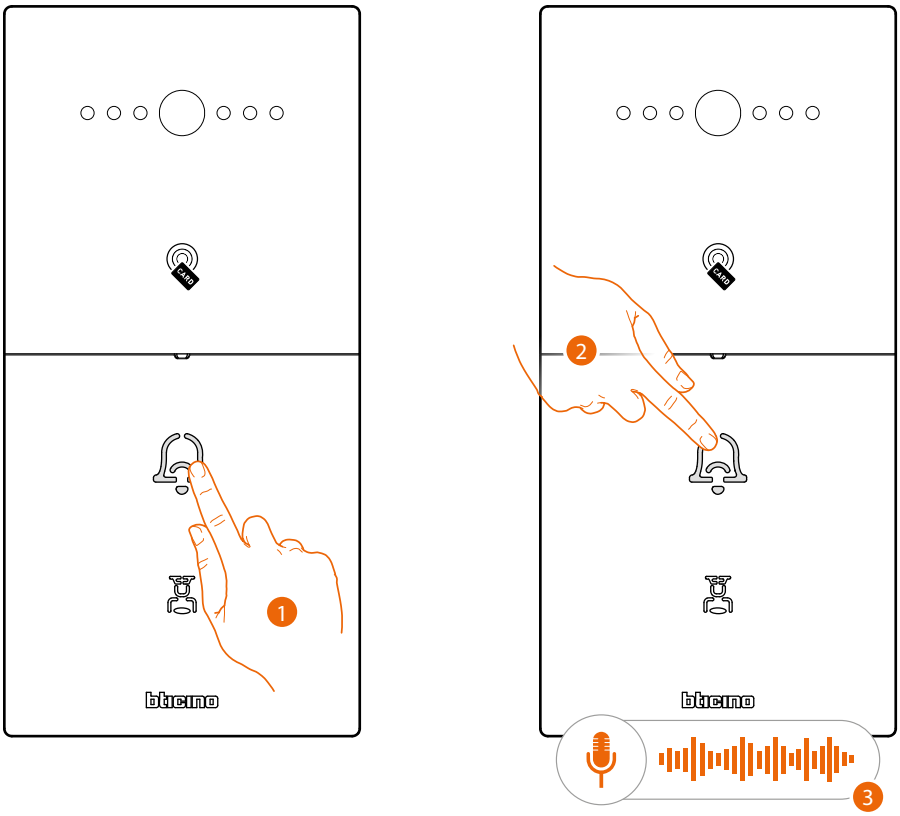
Call a IU

Using the appropriate key, you can call:
- The IU of the same apartment (if in the Community structure the SEP has been entered in the same apartment as the IU).
- any Community IU (if the IU address has been set in the configuration web pages, see Other setting/call machine).

***Caution**: If the SEP is not in the same apartment as the IU and no address has been set in the web pages, no IU is called when the key is pressed.*



The IU to call may be changed in the configuration web pages (see Other setting/call machine).



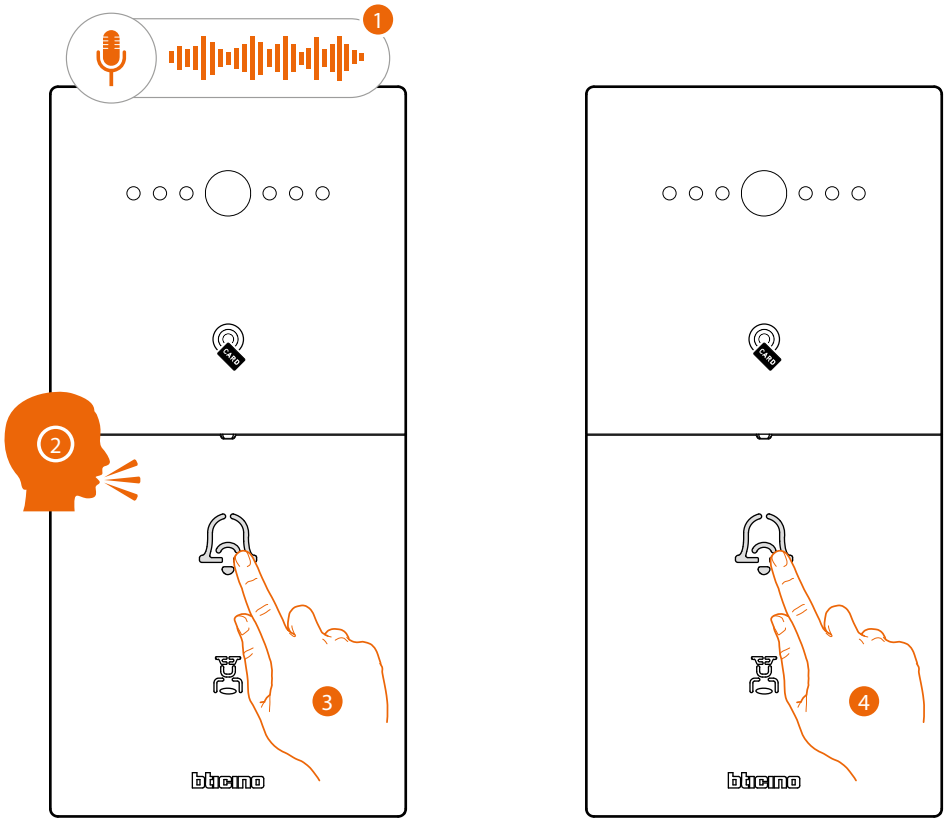
1. Touch to transfer the call
2. Touch to end

When the IU does not answer, a message can be recorded, see Answering machine

3. A voice message indicates that the call is ended

Answering machine

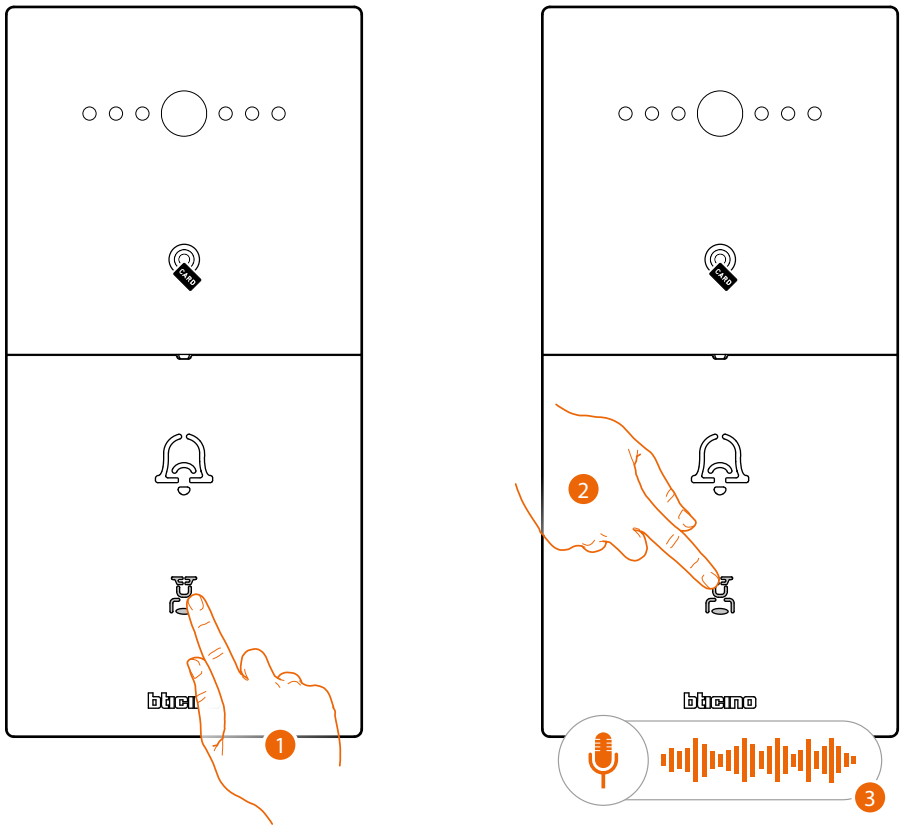
If the IU does not answer within few seconds, it is possible to leave a photo with an audio message.



1. After the waiting time has elapsed, a voice message prompts to leave a message.
2. You have 5 seconds to leave a message
3. Touch to start the recording
4. Touch to end the recording or wait for the timeout. The IU will receive your image and the voice message

Call a GS

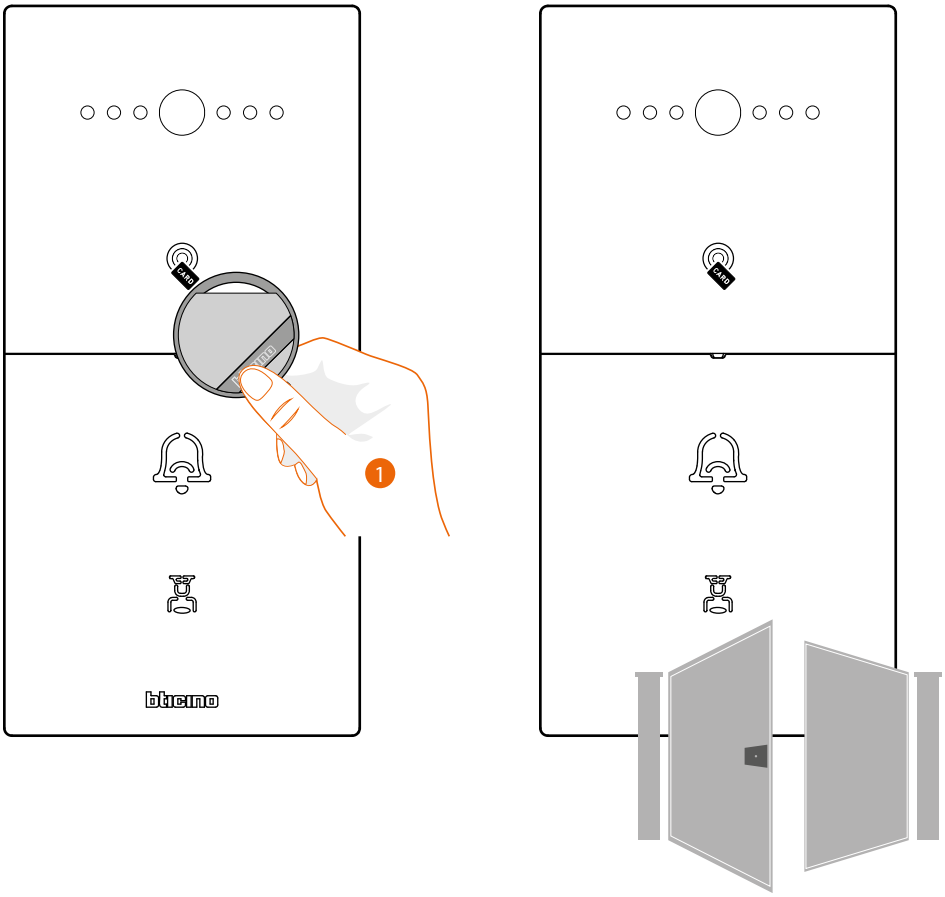
Using the appropriate key, it is possible to call the GS set in the software or the configuration web pages (see Other settin/call MC).



1. Touch to transfer the call
2. Touch to end
3. A message confirms the end of the communication

Access using badge or card

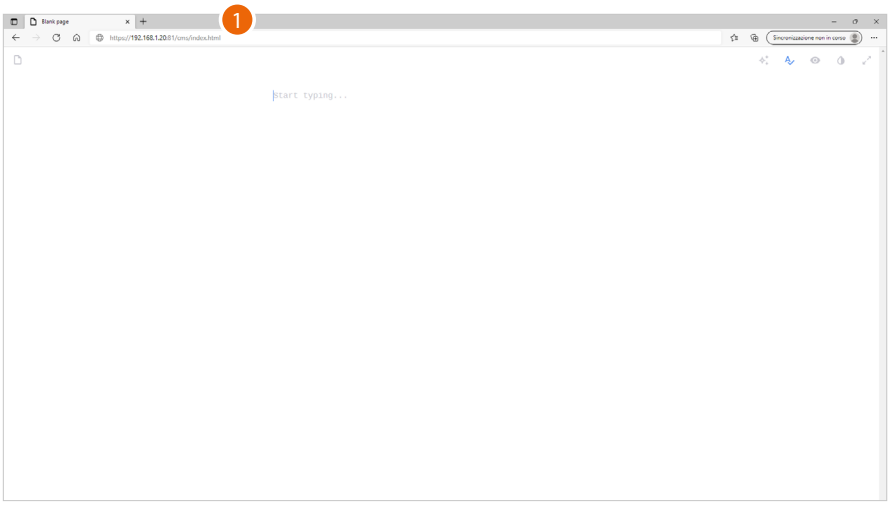
Using this function you can access the building using a badge or a card.
To use this function, the badge or card must be saved in the system via SW.



1. Move the badge or card on the reader
2. Beeps will confirm that the badge/card has been recognised and the door lock will open.

Settings

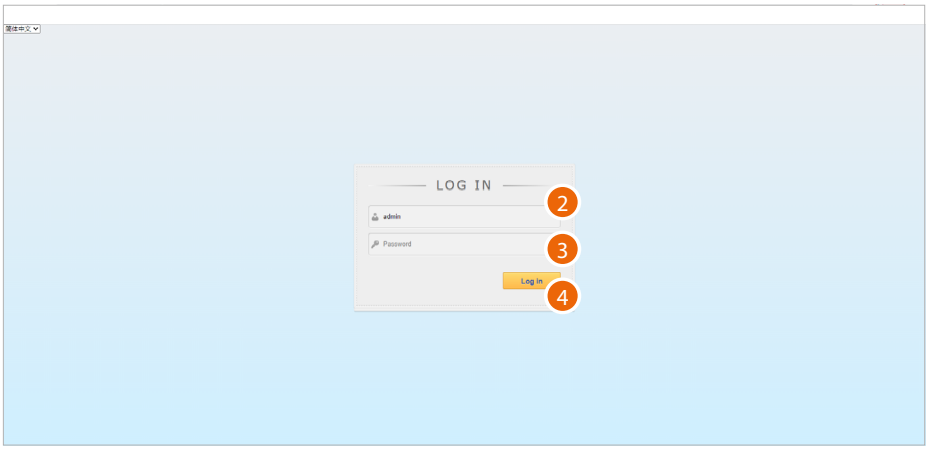
Using the web pages, it is possible to apply some customisations or settings.



1. Open the browser and enter the http address of the Small Entrance Panel:

   https://**SEP IP address**

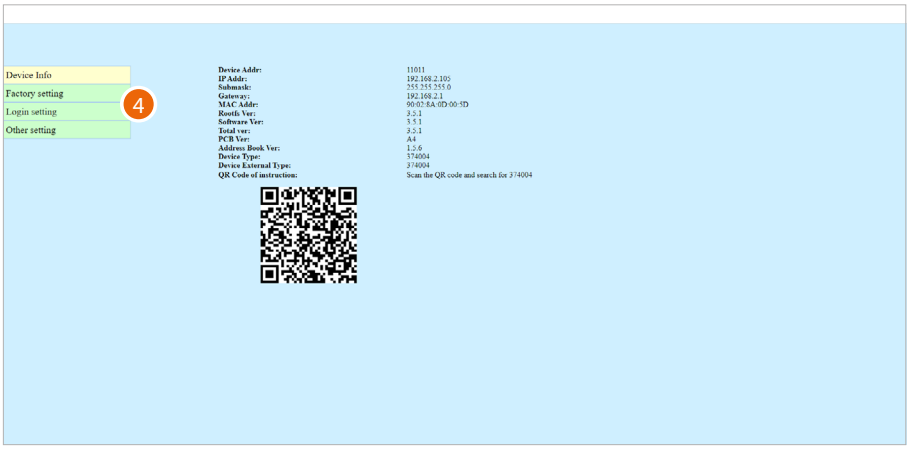
***Note**: Ask the system manager for the IP address*



2. Enter the login name (default admin)
3. Enter the installer password to access the configuration section (ask the plant manager for your password, available in the device parameters section of the SW)
4. Click to confirm

***Caution**: Save the passwords in a safe place that is always accessible.*
(Cloud backup activation recommended).
If both the SD and the backup are unavailable, it will not be possible to retrieve the passwords.

***Note**: The passwords of the devices incorrectly activated in DEMO mode are: 2000 (EP) and 1111 (IU and GS)*

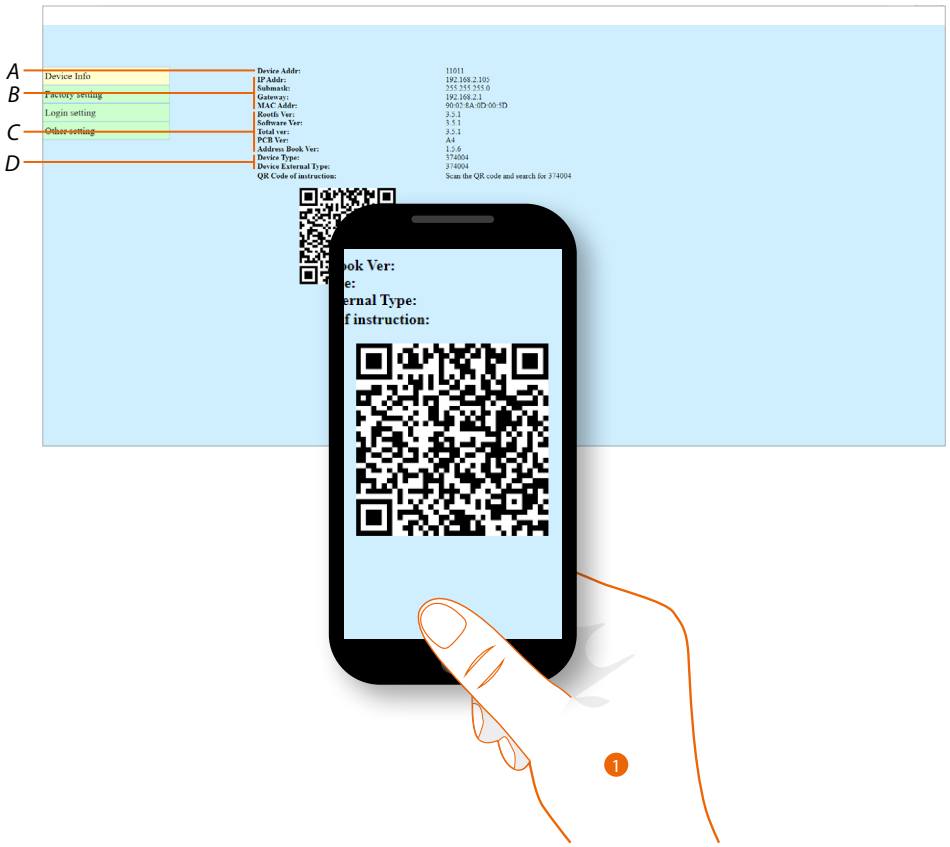


5. Touch to select the page with the desired configurations

Device info	Displays information regarding the device and allows to download this manual using the QR code.
Factory setting	Allows to send the configuration and restore the factory values of the device
Login setting	Allows to change the installer password to access the web pages
Other setting	Allows to display and change some device parameters

Device info

In this section, it is possible to display information regarding the device and download this manual using the QR code.



A Device address

B Network parameters

C Versions of the different device components

D Item code

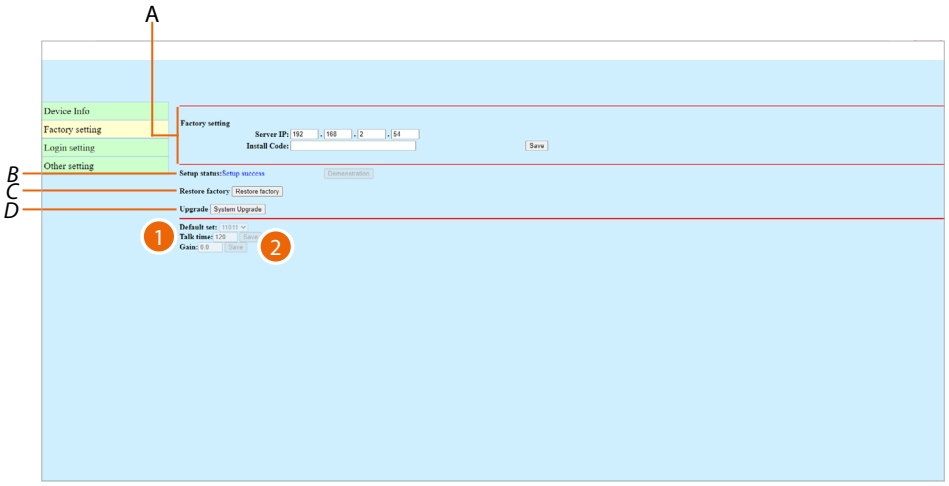
1. Using a smartphone, scan the QR Code

Inside the site, search for the 374004 code and download the manual

Factory setting

This section offers some functions for managing the device:

- Forwarding of the configuration to the device (address book and other customisations)
- Reset of the factory data
- Firmware update
- Modification of parameters



A *Send the configuration to the device*

B *Display the System status*

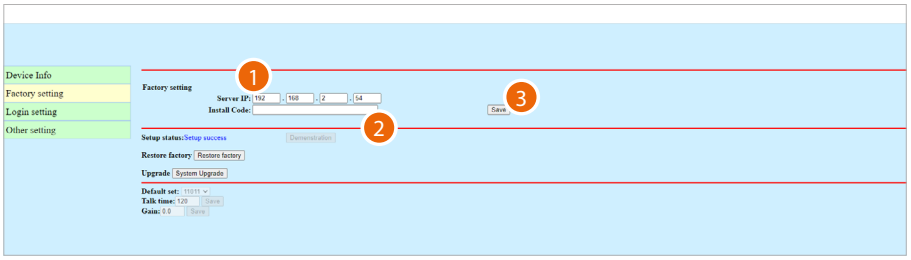
C *Reset the factory data*

D *Update the firmware (not to be used, reserved for developers)*

1. Select the call duration time
2. Click to send

Send the configuration to the device

This function is to be used in the event that sending the configuration completed using the SD software (Notify the device to update the Address book) was unsuccessful.



1. Select the SD network address
2. Enter the installer code
3. Click to send



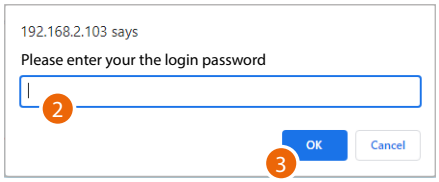
4. Click to confirm

Restore factory

This function restores the factory values of the device.

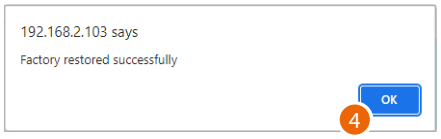


1. Click to start the procedure



2. Enter the installer password
3. Click to confirm

***Caution**: All settings will be deleted and the parameters will be restored to factory values*



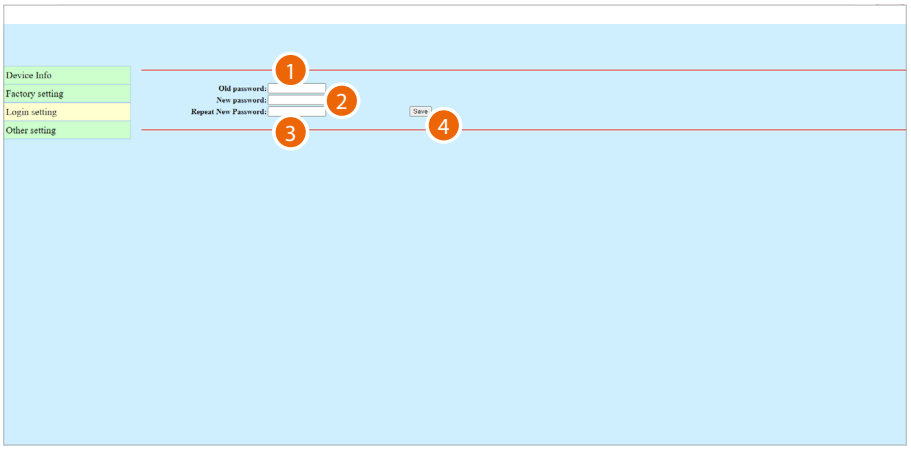
4. Click to finish

***Caution**: Save the passwords in a safe place that is always accessible.*
(Cloud backup activation recommended).
If both the SD and the backup are unavailable, it will not be possible to retrieve the passwords.

***Note**: The passwords of the devices incorrectly activated in DEMO mode are: 2000 (EP) and 1111 (IU and GS)*

Login setting

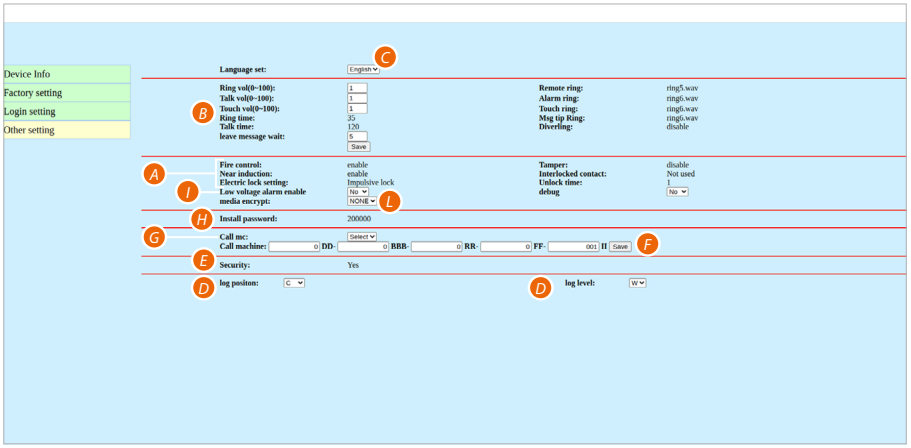
This section can be used to change the installer password to enter the web pages



1. Enter the installer password used to access the web pages
2. Enter a new installer password
3. Enter the new installer password again
4. Touch to save

Other setting

In this section, you can view and change some of the device parameters, such as the language that will be used by the device for voice messages, or the IU and GS addresses to which the call will be sent using the appropriate key.



A ***Display the status of some functions***

B ***Set the audio parameters***

C *Select the language that will be used by the device for voice messages (e.g. 'Door open')*

D *Set the log management mode (not to be used, reserved for developers)*

E *Display the encryption status (not to be used, reserved for developers)*

F *Select the IU address to which the call will be sent using the appropriate key*

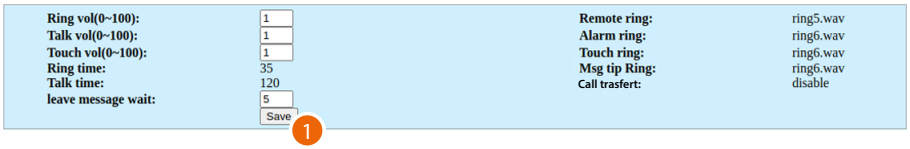
G *Select the GS to which the call will be sent using the appropriate key*

H *Display the installer password*

I *Future use*

L *Future use*

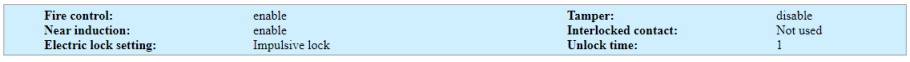
Audio parameters



Ring vol (0~100):	Adjust the ringtone volume
Talk vol (0~100):	It adjusts the call volume
Touch vol (0~100):	It adjusts the tone volume when a key is pressed
Ring time:	Display the ringtone duration time
Talk time:	Display the call duration time
leave message wait:	Set the time within which it will be possible to leave a message in the answering machine. This time is connected with the ringing time (default 35 seconds). E.G.: if the time is set to 5 seconds, the ringing time will be 30 seconds.
Remote ring:	Call in progress tone (ringback)
Alarm ring:	Alarm tone
Touch ring:	Keypad sound
Msg tip ring:	Displays the name of the file used for the answering machine start recording message
Call trasfert:	Displays the status of the call transfer to the GS

1. Clicca per salvare i parametri

Function status



Fire control:	Indicates if the fire-fighting function is enabled or disabled
Near induction:	Not used
Electric lock setting:	Indicates the electric door lock connection mode **Impulsive lock**: the lock connected to the Lock+ / Lock- clamps can be controlled using pulse commands **Timed lock**: the lock connected to the COM/NC/NO clamps can be controlled using timed commands
Tamper:	It indicates if the SEP tamper alarm is enabled, to protect it from removal by intruders.
Interlocked contact:	Show whether the door status control contact is NO, NC or unused
Unlock time:	If the *Electric lock is set* to *Timed Lock*, this parameter indicates the contact activation time in seconds

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BTicino SpA reserves the right to change at any time the content of this manual, and to communicate the changes made in any form, and in any way, deemed appropriate.