

**ENGLISH**



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PORTER SWITCHBOARD  
**IPD/300LR**

R 3

INSTRUCTIONS MANUAL

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## **PORTER SWITCHBOARD IPD/300LR**

Porter switchboard for System 300. Used to control both audio and audio/video call traffic, whether calls are made from receivers (audio only) or entry panels (audio and video).

Calls from main or block entry panels can be intercepted and transferred to receivers with the relevant key. Interception can be specified even at an individual receiver level.

It can store up to 50 calls made by receivers, and send the call list according to or disregarding the order in which they came in. Can be used to switch between programmed entry panels.

The unit comes with a cable complete with plug for connection to socket VPM/240U.

### **STANDARD FUNCTIONS**

#### **• Only device for audio and video entry control**

The monitor features an OSD, meaning messages, call codes, name file, user status etc. can be viewed in addition to the regular images from entry panels.

An additional monitor can also be added, managed by one of the porter switchboard's outputs. In this case, all you need to do is add a VRX/100 video receiver.

#### **• Does not require specific independent selectors**

The porter switchboard is connected to the installation just like any main entry panel. In video entry installations, you will have to use video distributor XDV/303.

#### **• General, block and individual call interception**

Interception level can be chosen for user calls from the entry panel by selecting all calls or selecting calls individually by block installations, by entry panels or by user.

#### **• Transfer of intercepted calls or porter calls**

Using the porter switchboard, you can:

- communicate with a receiver and view images from the entry panel's camera;
- press the relevant key for audio/video transfer of the call once the user accepts to receive it;
- resume communication with the entry panel the call is made from when the user does not accept.

#### **• Entering user names with the keypad**

The 2ndF key makes storing user names easy and also allows you to toggle between upper and lower case.

#### **• Transferring memory contents to another porter**

When using more than one porter switchboard, you have the option of transferring entire memory contents from one porter to another.

#### **• Call to receiver with different note**

Calls from the porter are announced with a special note and the on-screen porter description (if the receiver is a monitor version), which can be edited with the programming procedure.

#### **• Storing porter calls**

The porter switchboard can store up to 50 calls made by users, which are listed in the order in which they come in.

#### **• Entry panel scanning in manual mode**

If the system is not busy, or if there is a second main line and the selected entry panel is free, audio/video communication can be established with programmed entry panels.

#### **• Door lock release control**

Following a call from the entry panel or self-connection to an entry panel, the door lock release command can be issued to open the selected entrance.

#### **• Call note to switchboard volume control**

Call volume can be set to any of 3 levels in the setup menu.

#### **• Multi-porter functions**

With this unit, a number of porter switchboards can be used in the same installation, to be configured as different main porters (parallel operation with shared users) or as block porters (individual operation with different users).

#### **• Porter call from receivers using auxiliary controls**

The installation can be configured so that a single porter can be called when there is more than one porter switchboard operating in parallel.

#### **• Call with alphanumeric block**

Allows previously memorized texts to be selected and added to typed in numbers, in order to effect calls using a personalized code without using the alphabet keys.

#### **• Call diversion to another porter**

It is possible to automatically transfer calls, directed to your porter, to another pre-established porter when the switchboard is turned off.

#### **• System Reset**

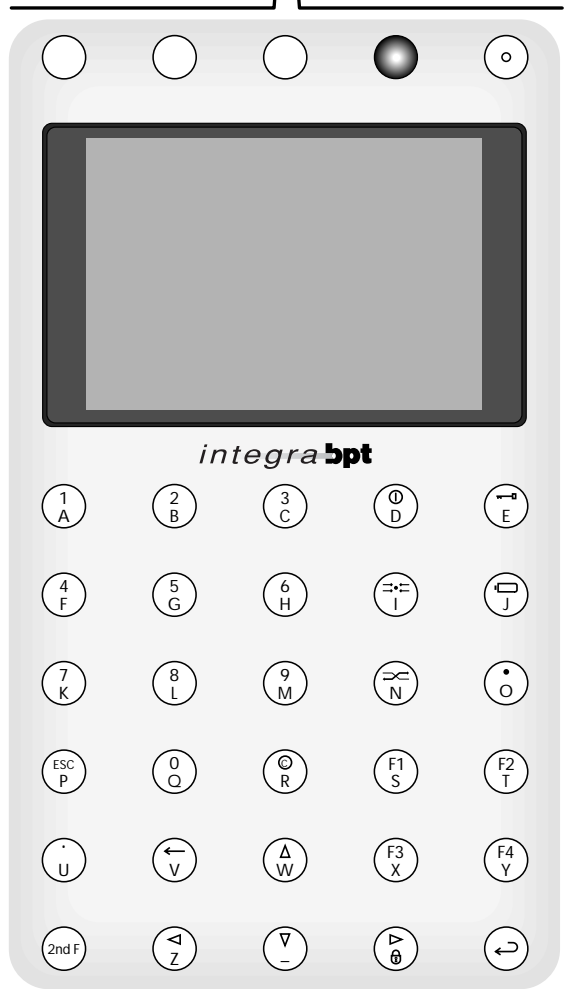
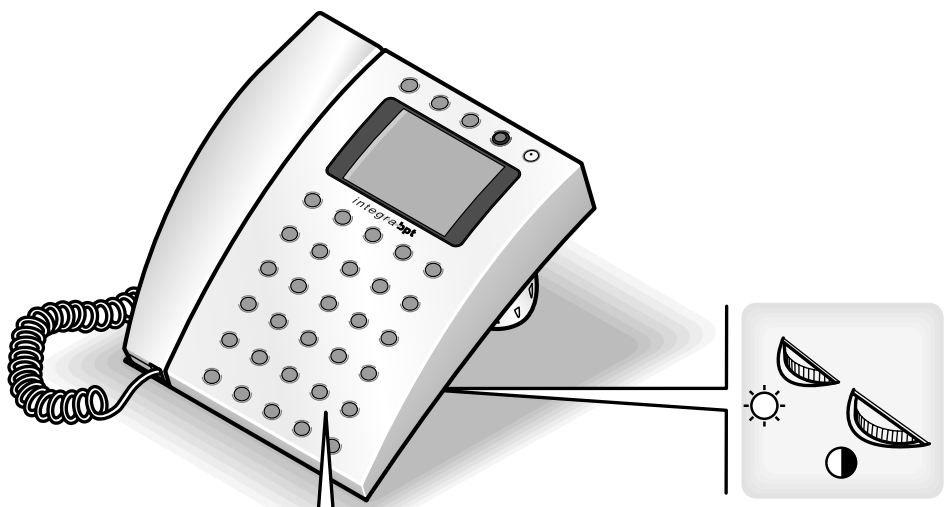
If necessary it is possible to send a reset command that returns all system communication to the standby mode.

### **FUNCTION OF EACH TERMINAL OF SOCKET VPM/240U**

- 1 positive video signal
- 2 negative video signal
- 3 positive video signal
- 4 negative video signal
- 5 power supply earth
- 6 +14÷18V power supply
- 7 audio
- 8 audio
- 9 LON data line
- 10 LON data line
- 11 porter tones output
- 12 call status output
- 13 monitor ON output

### **SPECIFICATIONS**

- Video standard: CCIR (EIA).
- CRT tube: 5" (12.5 cm) 90°.
- Power supply: 14÷18 V DC.
- Current demand: stand-by 100 mA, on max. 650 mA.
- Audio: balanced-type system 2, Z=100 Ω.
- Video: balanced-type +/-0.6 Vpp, Z=100 Ω.
- Data bus: RS-485 78 kb.
- Porter tones output: 5 V with Rout 1 kΩ.
- Call/alarm status output: 5V with Rout 1 kΩ.
- Monitor ON output: 5 V with Rout 1 kΩ.



## KEYPAD FUNCTIONS

(fig. 1)



Number 1/Letter A.



Number 2/Letter B.



Number 3/Letter C.



Number 4/Letter F.



Number 5/Letter G.



Number 6/Letter H.



Number 7/Letter K.



Number 8/Letter L.



Number 9/Letter M.



Number 0/Letter Q.



Returns to the previous menu or system reset/Letter P.



Decimal point/Letter U.



Select 2<sup>nd</sup> key function.  
*Press this key once to select function for single entry; press twice to keep function enabled.*



Deletes previous letter or number/Letter V.



Previous letter or number in text mode/Letter Z.



Deletes field/Letter R.



Selects topics/Letter W.



Selects topics/**Space**.



On-Off/Letter D.



Interception/Letter I.



Transfer/Letter N.



Sends message from porter/Letter S.



Alphanumeric blocks/Letter X.



Next letter or number in text mode/Selects upper-lower case.



Door lock release/Letter E.



Self-connection/Letter J.



Auxiliary/Letter O.



Silent call/Letter T.




Function 4/Letter Y.



Send.

## CONTROLS

(fig. 1)

 Brightness

 Contrast

## ACCESS TO PROGRAMMING MENU

Switch on the unit by pressing the  $\odot$  key (LED red lights): after approx. 4 s, the switchboard is operative.

To access the programming menu, press keys  $\leftarrow$  and  $\rightarrow$  at the same time and then enter the access code (preset code: 12345) and confirm with the  $\rightarrow$  key.

The unit version is showed on the same screen.

## PROGRAMMING MENU FUNCTIONS

### Lingua/Language

#### Italiano

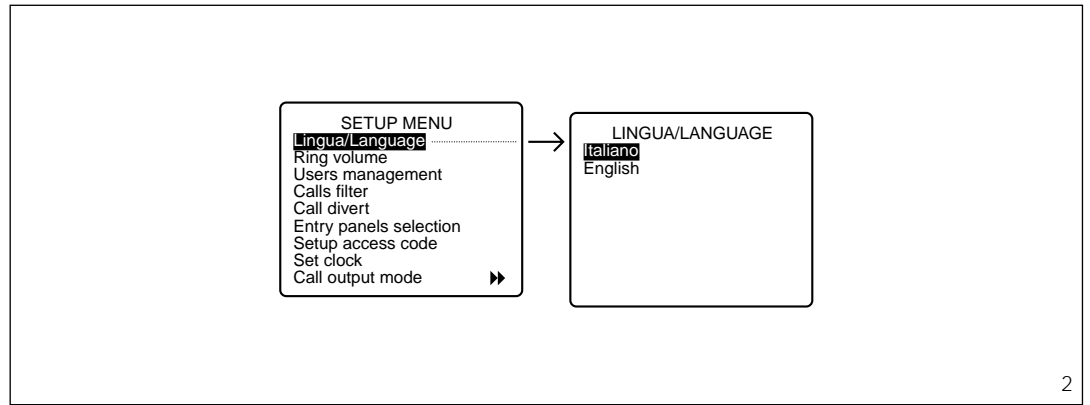
English (select the desired language for the programming menu messages) (fig. 2).

*The language options are Italian and English.*

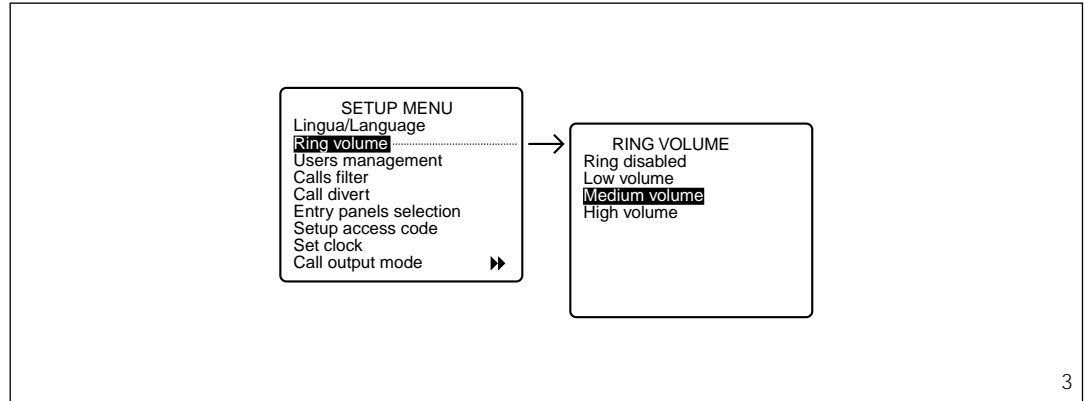
### Ring volume

The available options are (fig. 3):

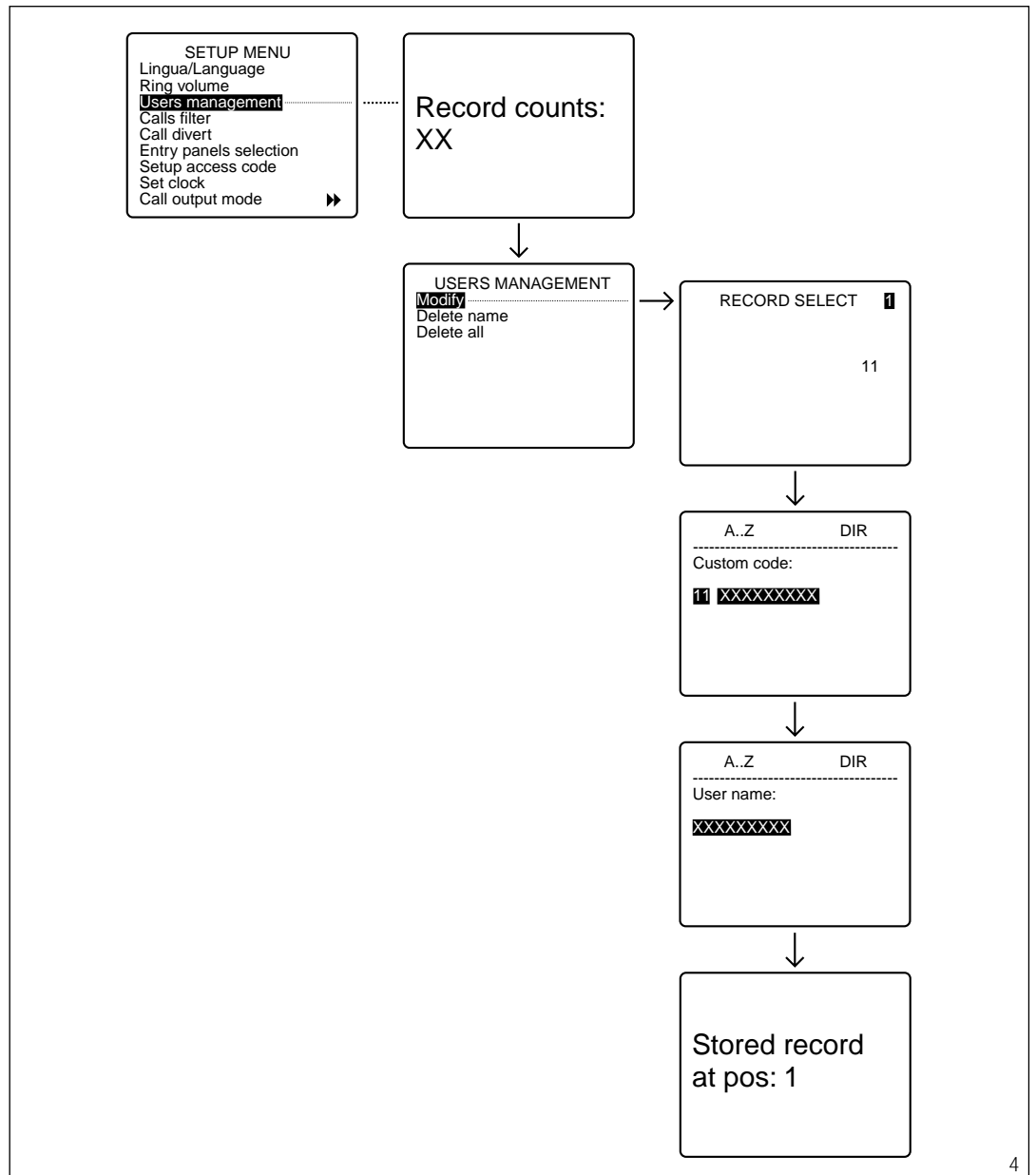
Ring disabled  
Low volume  
Medium volume  
High volume.



2



3



4

## Users management

**Modify** (edits the stored user).  
The following parameters can be edited and entered for each user (fig. 4):

### Customized code

(max. 9 numbers or letters)

### User name

(the following options can be selected with keys  $\Delta$  and  $\nabla$  to specify the amount of letters or numbers:

- 1 line with 9 numbers or letters
- 2 lines with 15 numbers or letters
- 4 lines with 20 numbers or letters).

**Delete name** (deletes a stored user) (fig. 5).

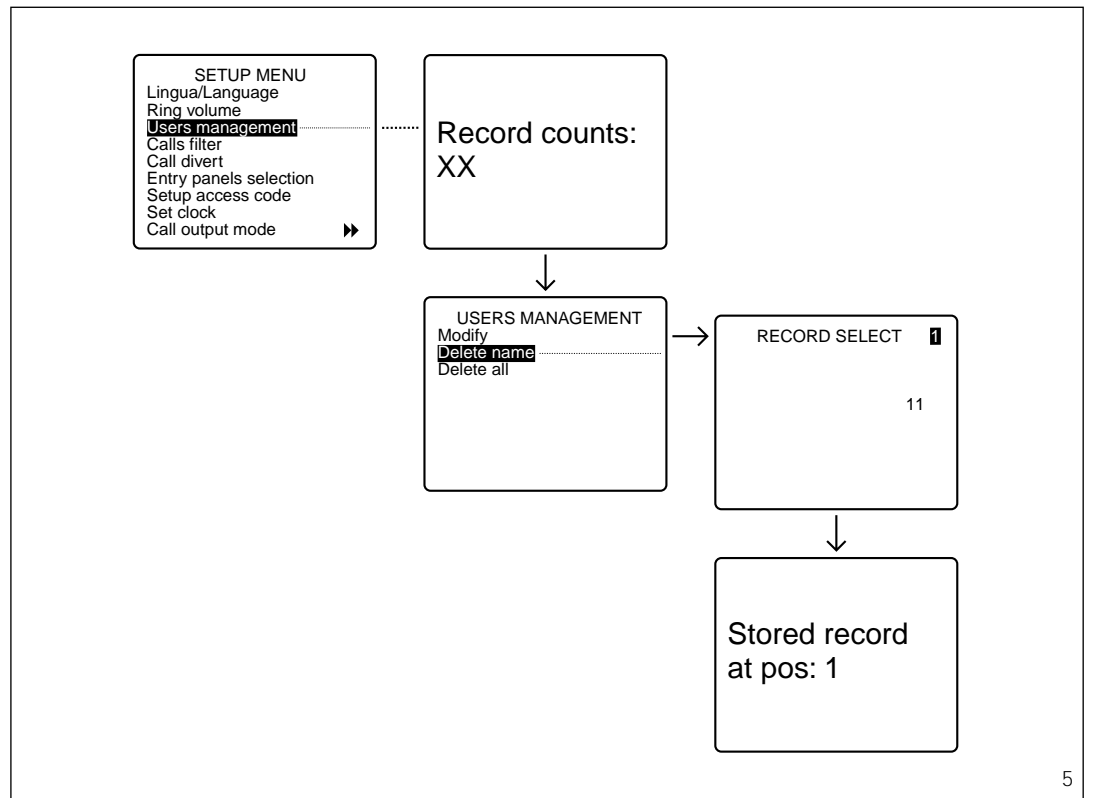
*In the **Modify** and **Delete name** submenus, you can select the user to be edited or deleted using keys  $\Delta$   $\nabla$  and  $\leftrightarrow$ .*

*Keep key  $\Delta$  or  $\nabla$  pressed to scroll through names quickly.*

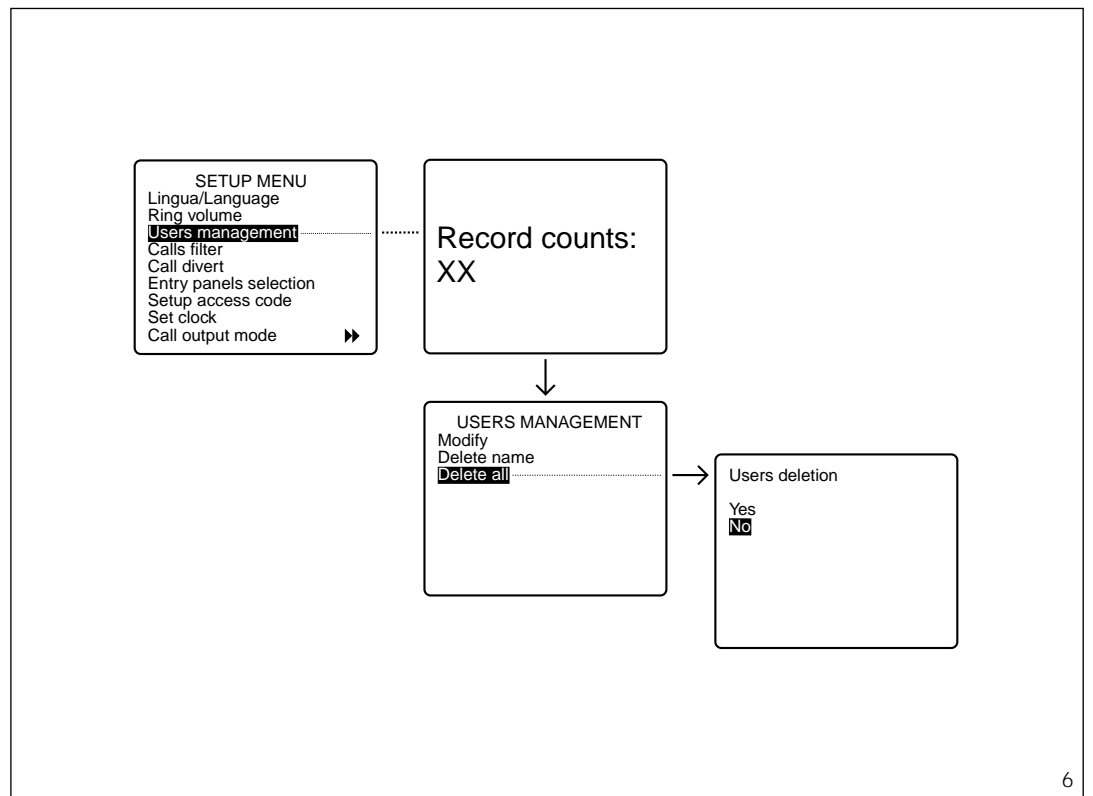
**Delete all** (deletes all stored users) (fig. 6).

*In the **Delete all** submenu, you are asked to confirm before all stored items are deleted.*

*If you inadvertently delete users, the default setting for the number of users (100) can be restored, or the total number (0-4000) edited.*



5



6

**Call filter**

In installations with more than one porter switchboard, this filter lets you select the 300-series entry panels and 300-series blocks enabled to call a specific switchboard.

**Calls from entry panel 300** (selects 300-series entry panels, panels in the main installation or in the block, enabled to call the switchboard) (fig. 7).

**Calls from block 300** (selects 300-series block, with X2 receivers and entry panels, enabled to call the switchboard) (fig. 8).

*The unit comes factory set for all entry panels and all blocks to call the porter switchboard(s) inserted in the installation. The first porter to answer the call is put through to the caller, bypassing all other porters. To disable calls to the porter, select the entry panel or block with keys Δ and ▽ and press the ⇐ key to change the setting (NO CALLS).*

**Call divert**

For systems with a multiple porter switchboard it is possible to select the porter for the transfer of calls directed to a switchboard that is turned off.

**To porter** (selection of the switchboard to which the call is to be diverted) (fig. 9).

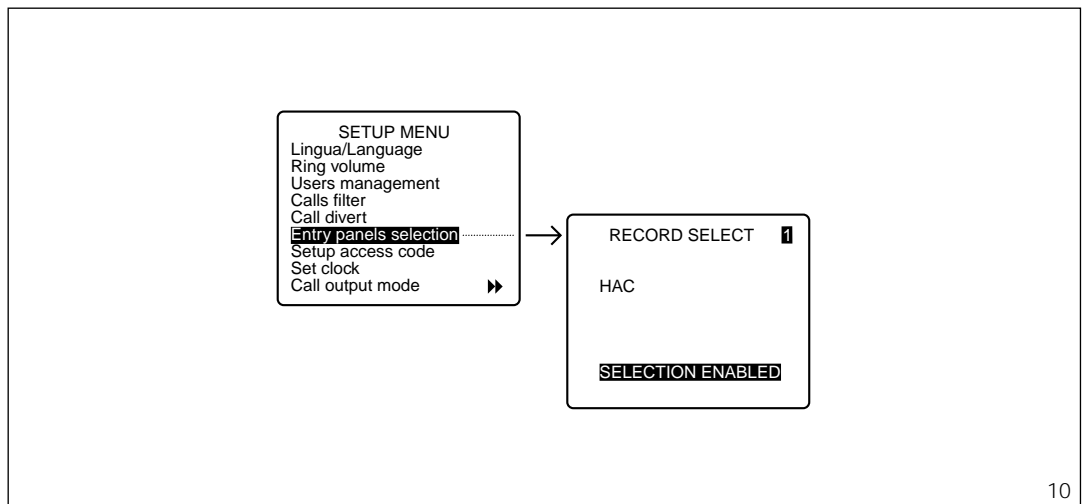
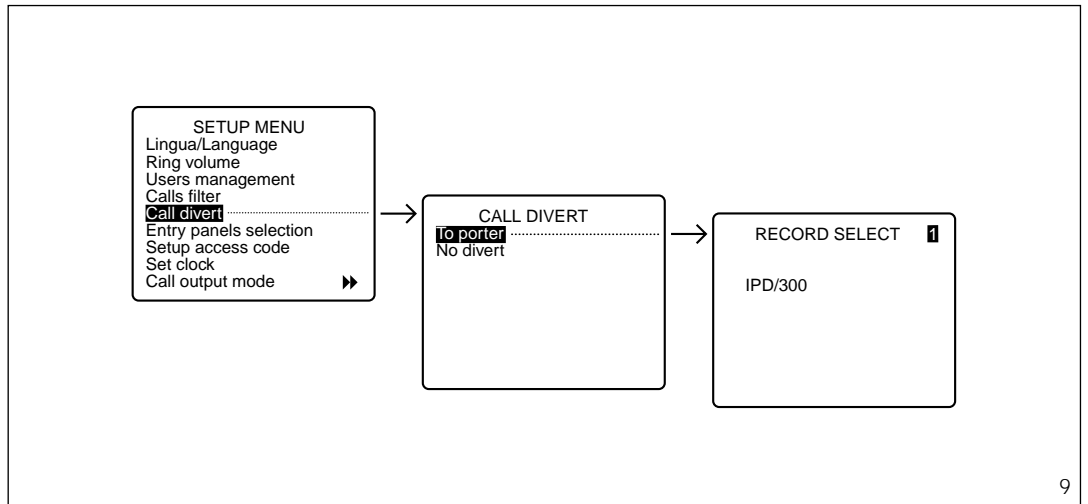
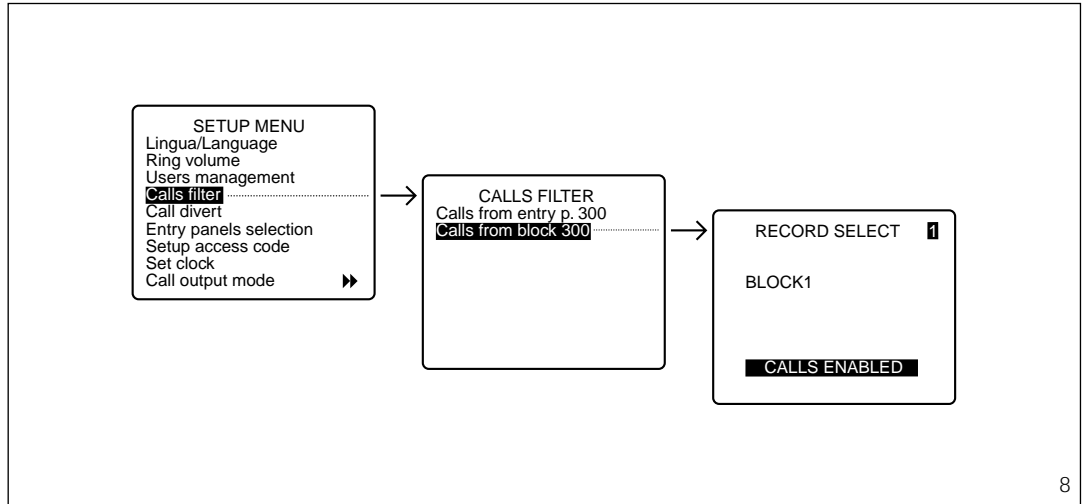
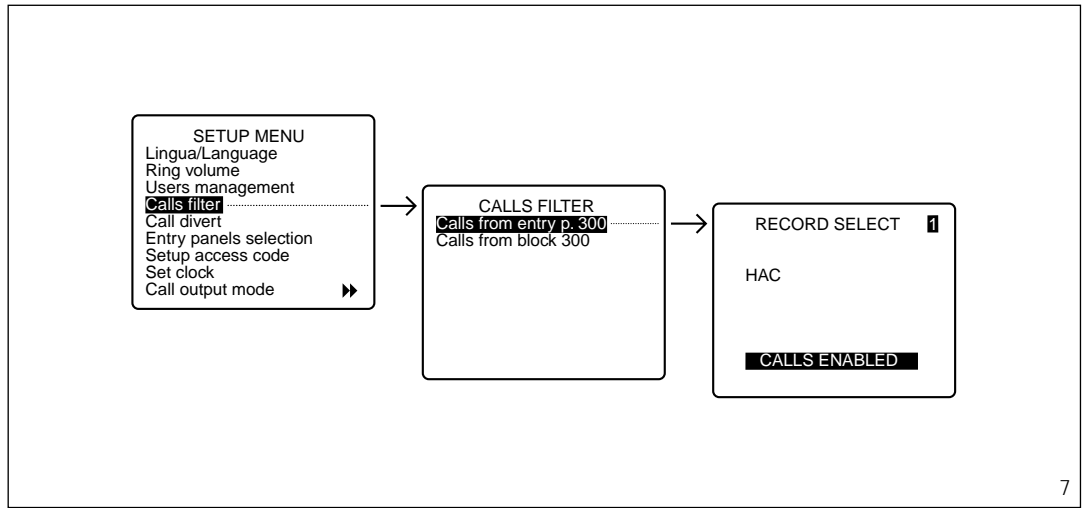
**No divert.**

**Entry panels selection**

Setting entry panels by means of self-connection (fig. 10).

*Default setting: all entry panels are enabled for self-connection.*

*To skip entry panels when scanning, select the entry panel to be skipped with keys Δ and ▽ and press the ⇐ key to confirm disabling of scanning.*





## Setup access code

Sets code required to access setup menu (fig. 11).

The default code is 12345. Up to 9 numbers and letters can be entered.

## Set clock

If a clock is present in the system, it is possible to set the clock parameters directly from the switchboard (days of the week, hours and minutes) (fig. 12).

## Call output mode

Enables you to select the call status output mode available for additional bells (fig. 13).

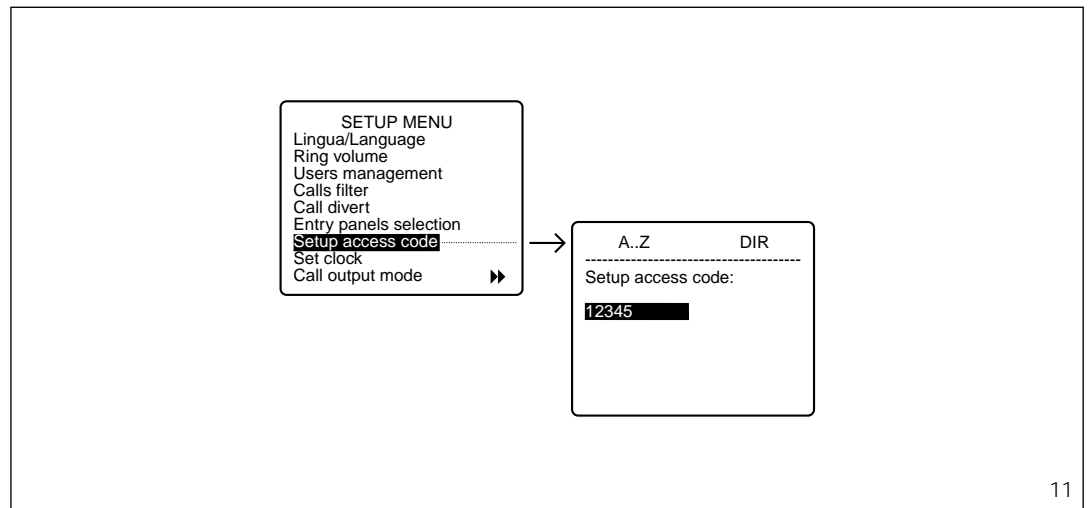
Default setting: call status output is enabled for any incoming call. The output can be set so that it is activated only when alarm calls are received, or only when calls are received from the entry panel, by selecting the relevant mode with keys  $\Delta$  and  $\nabla$ . Confirm with the  $\leftrightarrow$  key.

## Stand-by time

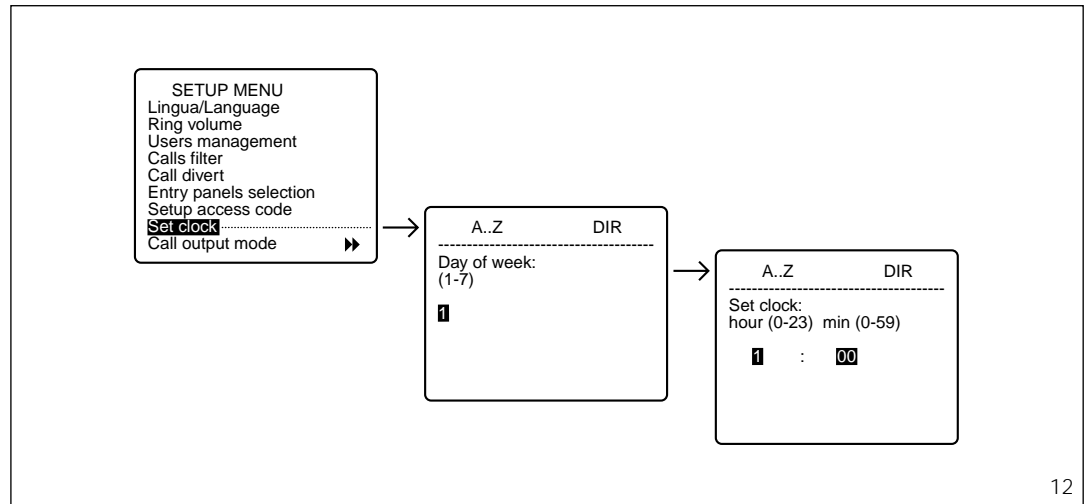
Sets how long the switchboard may remain idle before screen goes blank (fig. 14).

Default time is 5 min. This setting can be edited by entering a time in the range 1 to 54 min.

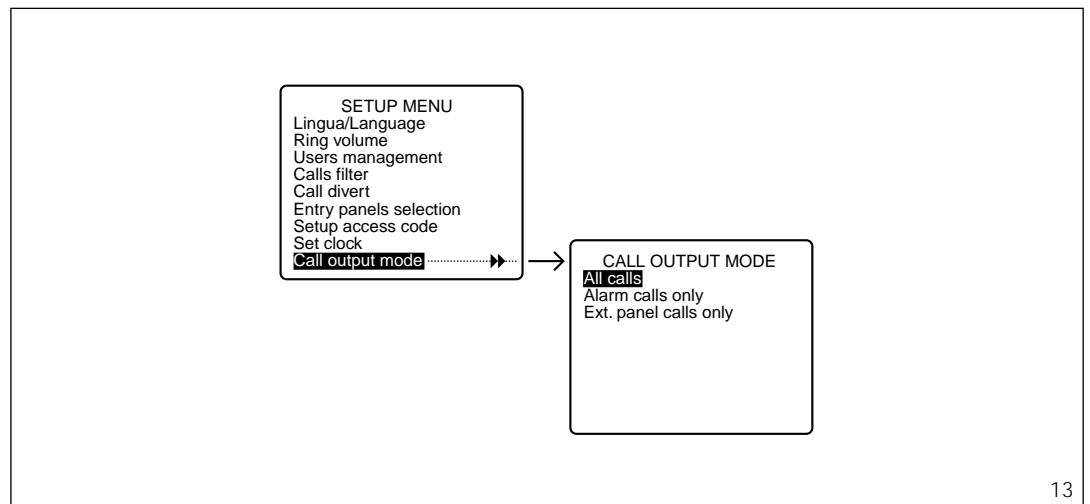
The relevant status is indicated by the stand-by LED flashing. To switch the screen back on, simply press any key.



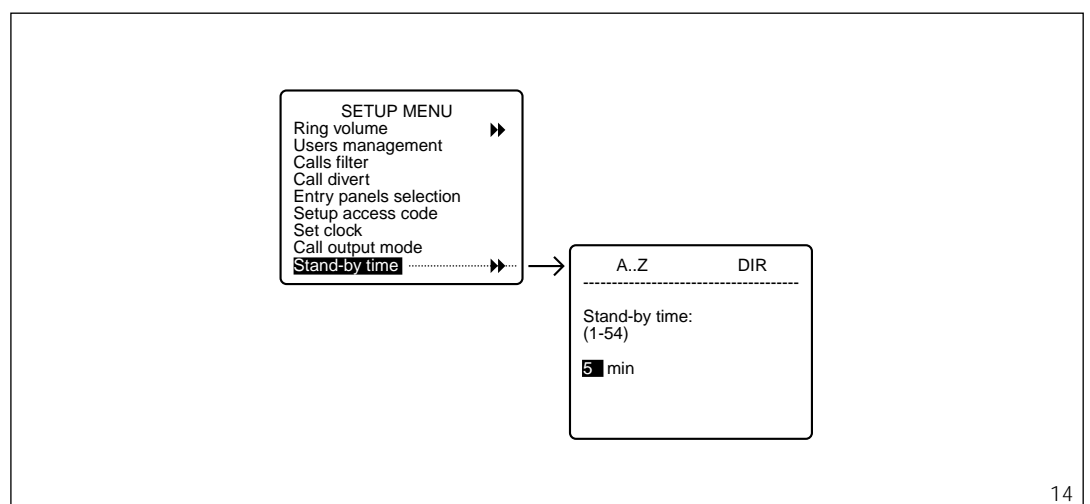
11



12



13



14

### (F3) key texts

This allows you to insert texts in order to effect the call without using the alphabet keys (fig. 15).

#### Add

Type in the text that you wish to insert (9 max. numbers or letters).

#### Modify/Delete one

Select the text that you wish to change or cancel and press SEND to confirm.

### Export all memory

Exports IPD/300LR memory (fig. 16).

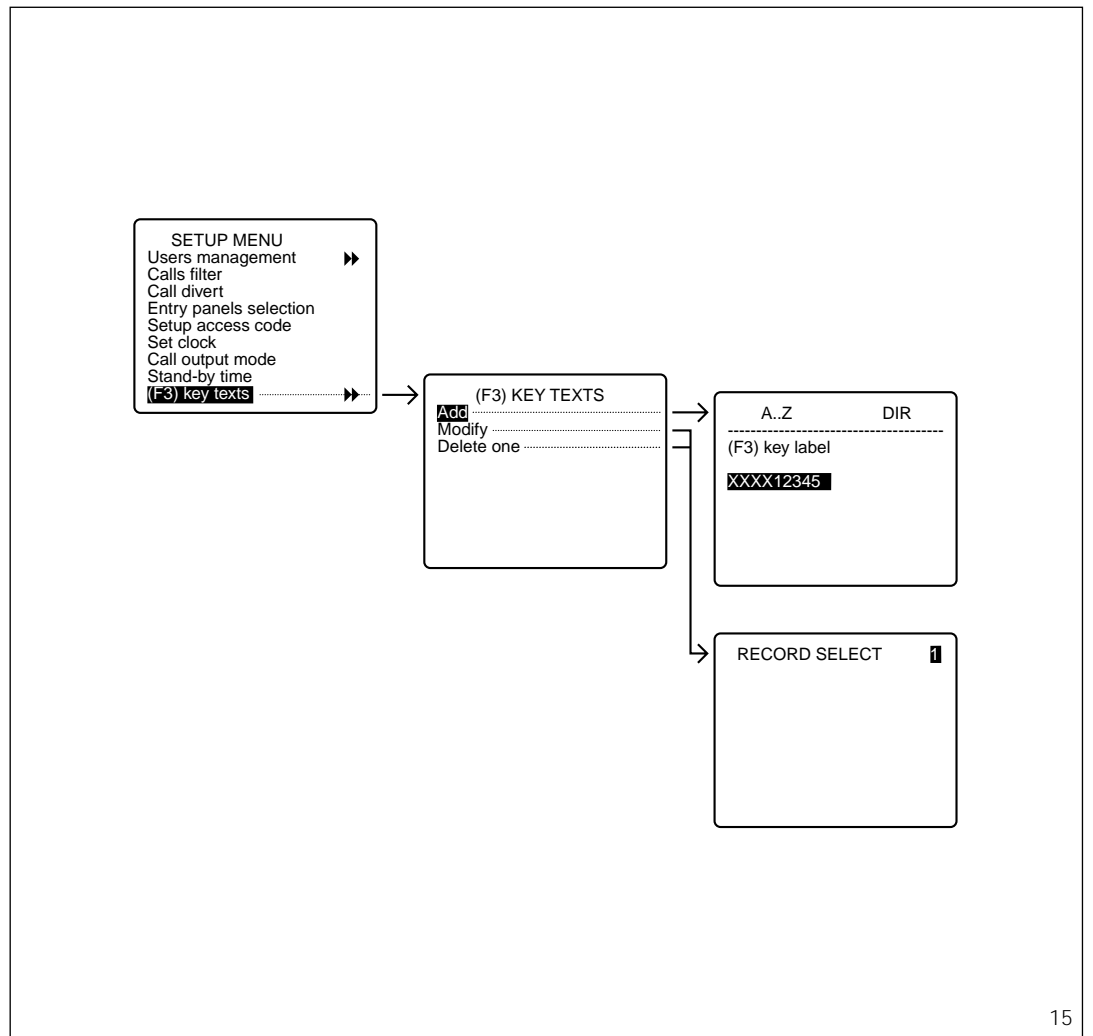
*Once the export procedure is run, it can be aborted using the ESC key.*

### Import all memory

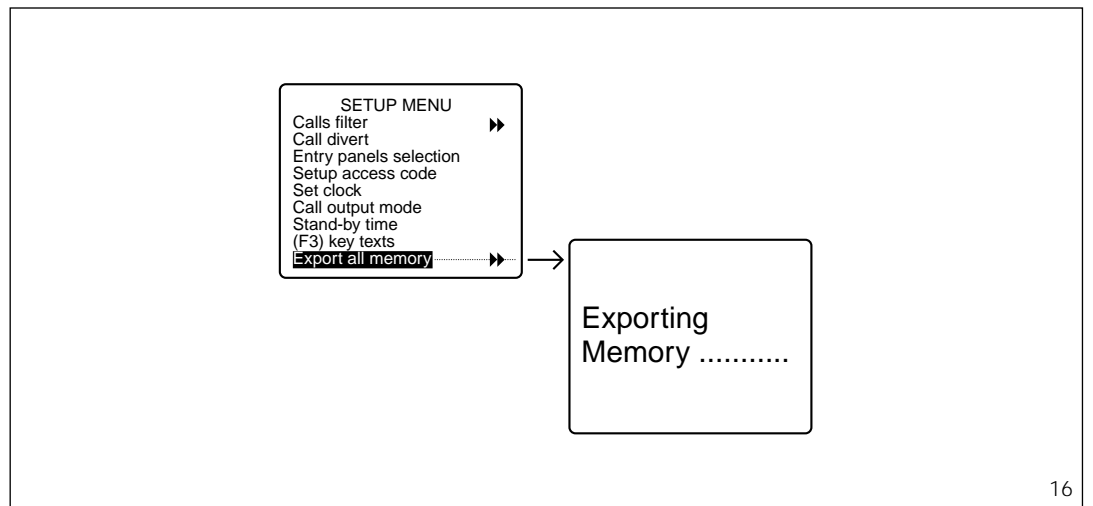
Imports IPD/300LR memory (fig. 17).

To perform this operation, the first porter must be set to memory export mode.

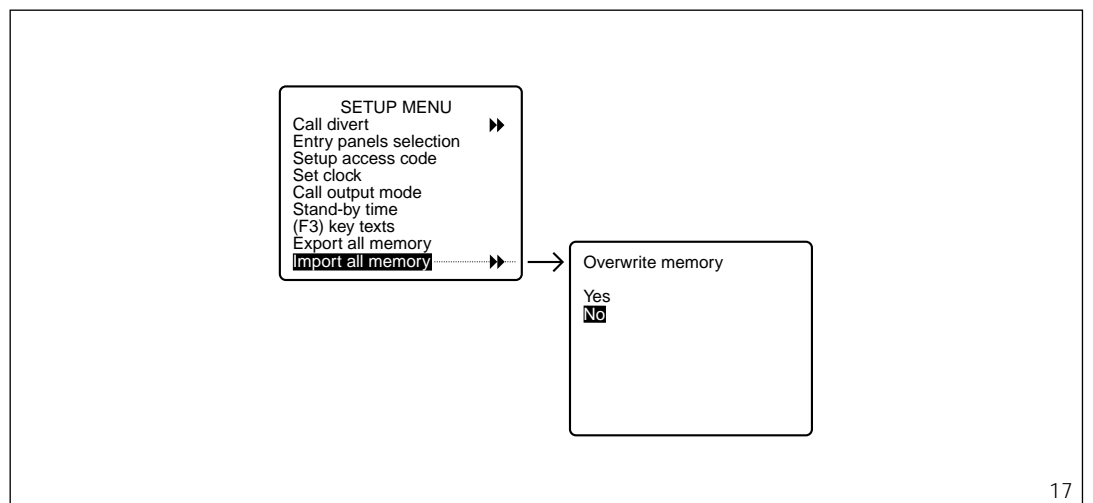
*You will be asked to confirm before the device's memory is overwritten.*



15



16



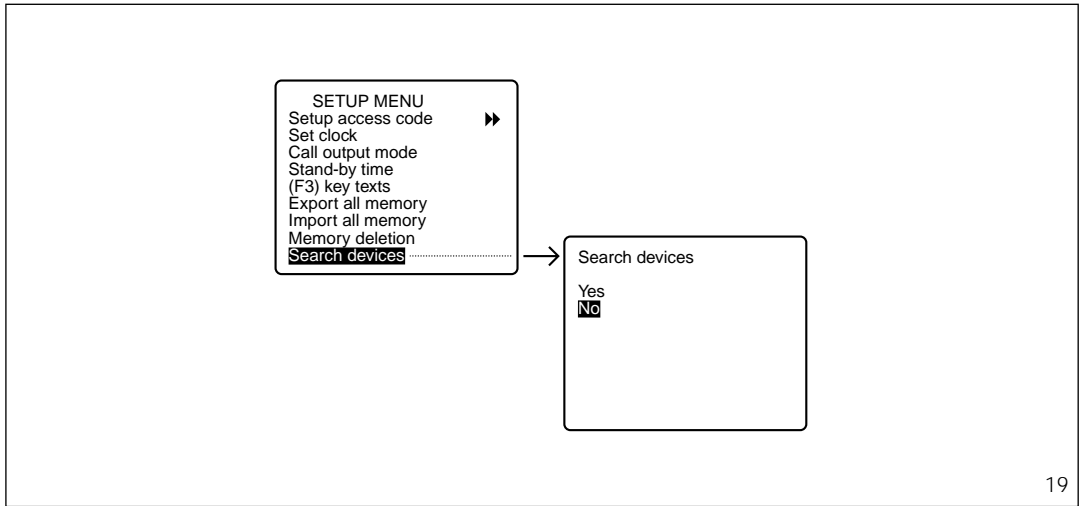
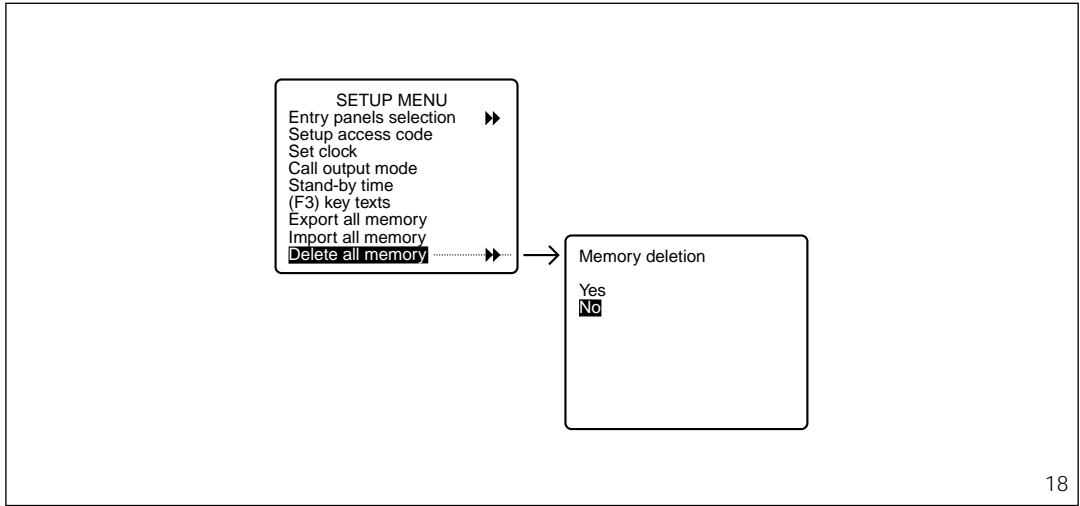
17

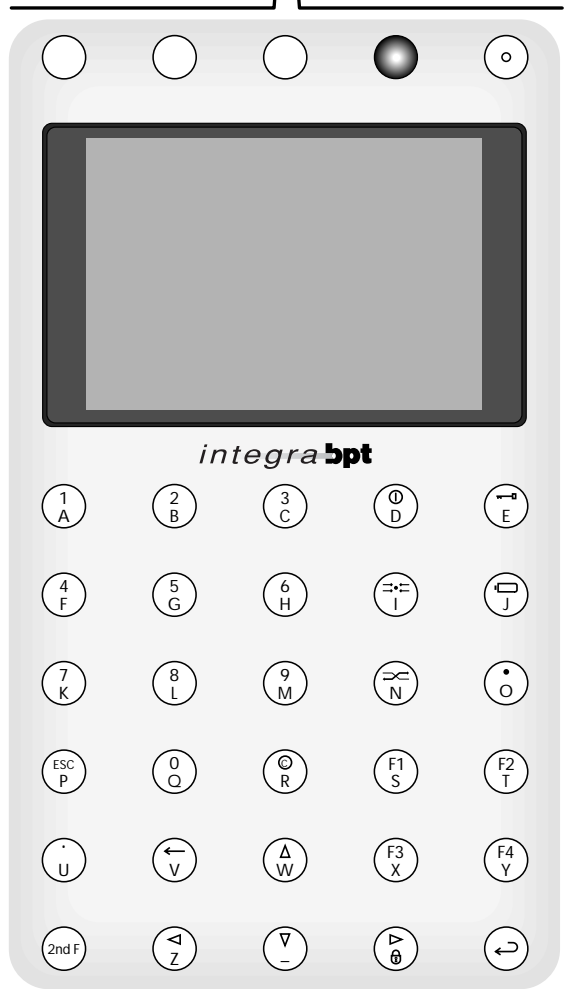
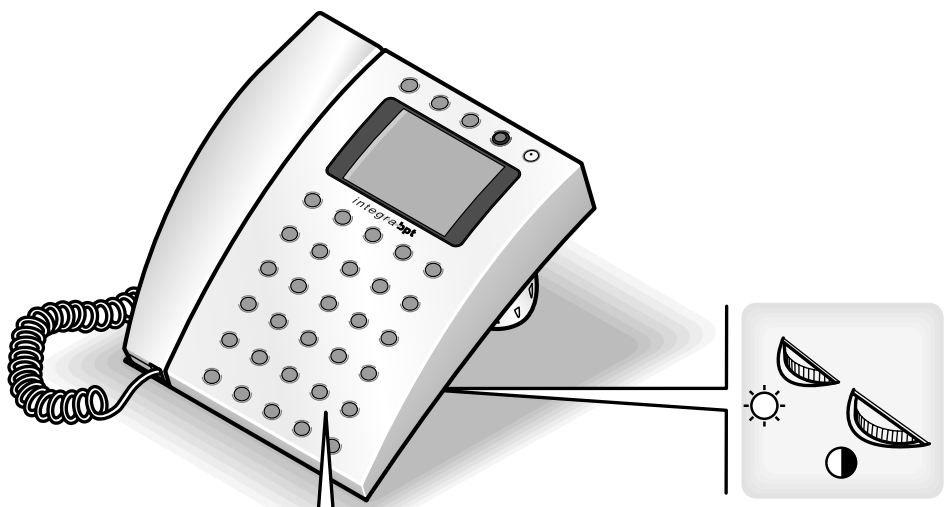
**Delete all memory**

Erases IPD/300LR memory (fig. 18).  
*You will be asked to confirm before the device's memory is deleted.*

**Search devices**

Imports ID codes and description of devices from system (fig. 19).  
You will not need to use this function if you have a programmer version 1.00 or higher as the entry panels' data are sent to the switchboard during the installation's setup.  
*You will be asked to confirm before the list of devices is overwritten.*





## INSTRUCTIONS FOR USING THE UNIT

When the switchboard is operating, the display gives the information illustrated in fig. 2.

### SWITCHING THE SWITCHBOARD ON/OFF

Switch on the unit by pressing the  $\odot$  key (LED red lights): after approx. 4 s, the switchboard is operative.

A low note sounds to indicate standby status when the unit is switched on and any incorrect commands entered, whilst a higher note sounds when keys are pressed correctly.

After the switchboard has remained idle for a time programmable in the range 1 to 54 min, its monitor switches to standby.

*The red LED flashes to indicate this status.*

The monitor automatically switches back on when any key is pressed or when the switchboard receives a call.

To switch off the switchboard, exit any currently running procedures (ESC key) and press the stand-by key for at least 1 s (the red LED goes blank).

If the call diversion is set to another switchboard (see programming chapter on page 8), when you switch off the appliance, all calls received will be transferred automatically.

### CALL USING NAME SEARCH FEATURE

1) Select the user name or porter to be called by pressing keys  $\Delta$  and  $\nabla$  briefly (if there is no name, the customized code is displayed).

Scanning is performed in alphabetical order in this order of priority: space, numbers and letters. Every time the key is pressed, the next name appears whilst, if the key is kept pressed, a search is performed by scrolling through the initial letters in alphabetical order or reverse order depending on whether key  $\Delta$  or  $\nabla$  is used.

2) Lift the receiver.

3) Send the call with the  $\leftrightarrow$  key. If a porter camera has been entered in the video entry control installation (by means of programmer MPP/300LR), the camera's image appears on the porter's screen and receiver's monitor.

Maximum conversation time depends on the setting contained in the power supplier connected to the receiver (factory setting: 60 s).

Maximum conversation time can be edited in the range 1 to 255 s with the XA/300LR customization option using programmer MPP/300LR.

### CALL USING CUSTOMIZED CODE

1) Key the customized code in directly using the numerical keypad.

2) Lift the receiver.

3) Send the call with the key  $\leftrightarrow$ . It is not necessary to type in the complete code if you use the pre-set texts that can be selected using the F3 key.

### ANSWERING A CALL FROM ENTRY PANELS

When a porter call is received from the entry panel, the switchboard emits a call note that lasts for a preset time of 30 s (can be edited in the range 1 to 255 s with the IPD/300LR customization option using programmer MPP/300LR), and the description of the entry panel the call is made from flashes on screen.

If the entry panel features a camera, the relevant image will appear in the background (in installations with more than one porter switchboard, the image is displayed when the receiver is lifted).

At this point, the door lock release or auxiliary command can be sent directly without lifting the receiver, and current communication cut off by pressing the ESC key, or the porter call answered by lifting the receiver.

Conversation time with the entry panel is determined by the switchboard by replacing the receiver or pressing the ESC key. Whatever the case, the maximum time is 4 min.

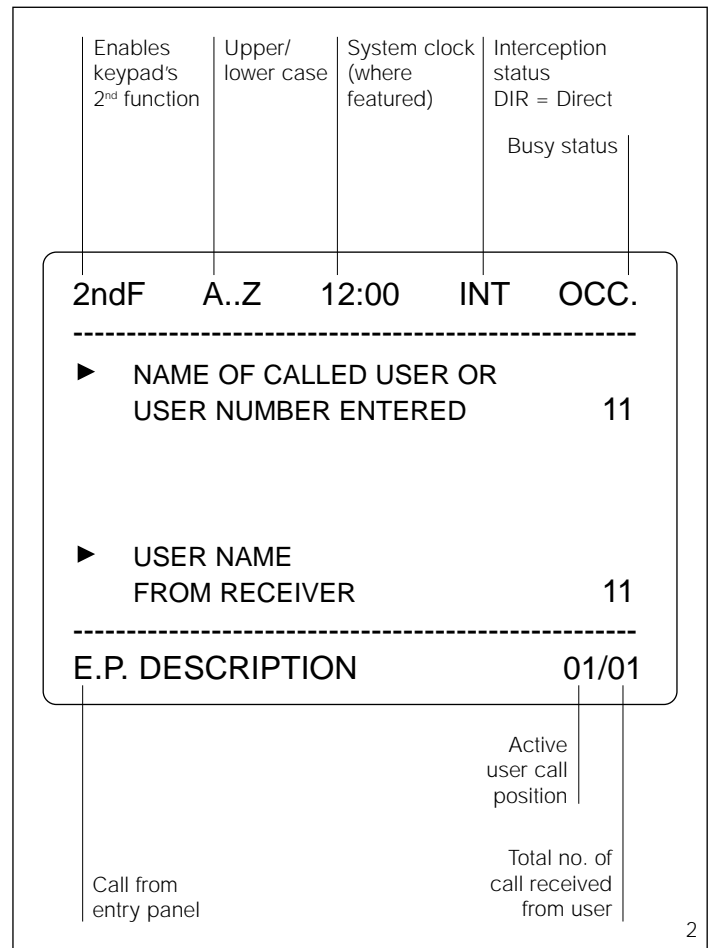
If there is no answer before the call time is up, the description of the entry panel the call is made from is stored in the **Call from entry panel** field and highlighted with a message in negative.

To delete the stored call (up to 10), you have to press the  $\square$  key.

### ANSWERING A CALL FROM RECEIVERS

Following a call to the porter sent by the receiver, the switchboard generates a call note lasting 30 s and the screen features: the associated name (if entered), customized code, total number of calls not dealt with (up to 50) and the order in which they came in.

To call users in the order of their respective incoming calls, sim-



ply lift the switchboard receiver and press the  $\leftrightarrow$  key.

If you want to call users in a different order of priority, instead, simply select the receiver to be called with keys  $\triangleleft$  and  $\triangleright$ , and confirm with the  $\leftrightarrow$  key.

Any unwanted calls can be deleted using the  $\odot$  key.

### CALLS INTERCEPTION/TRANSFER

Switchboards in non-interception mode (direct mode) only receive calls from the entry panel intended for the actual porter (corresponding to the first key on pushbutton panels, or to key P on digital panels).

If it transpires from the conversation with the entry panel that a caller wishes to talk with a user, the porter can call the user immediately without replacing the receiver by keying in or selecting the relevant user code and confirming with the  $\leftrightarrow$  key. Once conversation with the user is over, the porter can resume communication with the entry panel by pressing the ESC key (or replacing the receiver), or can put the entry panel caller through to the user with the relevant transfer key  $\curvearrowright$ .

To switch to interception status, simply press the  $\curvearrowright$  key briefly (after approx. 1 s, the INT message appears in the relevant field to indicate this new status).

Default setting for interception status: total interception for all receivers.

To edit this setting, see chapter entitled **Programming interception level**.

In this operating mode, any call made from the entry panel will be sent to the switchboard.

The call is announced by an acoustic note, a (flashing) message indicating which entry panel the call has been made from, a message indicating the customized code of the receiver, and the image, where applicable, displayed on the monitor (for video entry control installations only).

When the receiver is lifted, the switchboard communicates directly with the entry panel.

When the  $\leftrightarrow$  key is pressed, the call is forwarded to the receiver (call status is announced by an acoustic note and the user's code flashing), and the entry panel making the call is placed on standby, and cannot listen in on the private conversation.

The called receiver can converse with the porter and can view the image from the entry panel the call is made from (in video entry control installations only) on the monitor.

Once conversation with the user is over, the porter can resume communication with the entry panel by pressing the ESC key (or replacing the receiver and lift-

ing it again), or can put the entry panel caller through to the user by pressing the transfer button  $\Rightarrow$ .

### **SELF-CONNECTION TO ENTRY PANELS**

The switchboard features a dedicated key for self-connection and scanning of entry panels. Lift the receiver and press the  $\square$  key until the desired entry panel is selected.

Via the selected entry panel, you can check audio, video (only in installations featuring 300-series audio/video entry panels), and door lock release and auxiliary controls.

### **ENTERING/EDITING USER NAMES**

Access the programming menu by pressing keys  $\triangleleft$  and  $\triangleright$  at the same time and then enter the access code (preset code: **12345**) and confirm with the  $\leftrightarrow$  key.

Select the **Users management** function with the  $\nabla$  key and confirm.

## **PROGRAMMING INTERCEPTION LEVEL AND FILTER APPLICATION FOR PORTER CALLS**

To access the interception and filter activation menu (fig. 3), press the interception key  $\Rightarrow$  for at least 2 s.

### **USER CALLS INTERCEPTION**

The active interception level is indicated by the asterisk, and you can choose between total and partial.

To switch to partial interception mode, select the **Total interception** option and press the  $\leftrightarrow$  key: the new partial interception level is indicated by the asterisk moving to **Entry panel, block and user interc.** modes.

At this point, choose the individual devices to be intercepted by using keys  $\triangle$  and  $\nabla$  to move through the list, and confirm with  $\leftrightarrow$ .

Once inside the individual menu, you can select the type of device (entry panels, blocks or users) with keys  $\triangle$  and  $\nabla$ , then change active status (**DIRECT** or **INTERCEPTED**) using the  $\leftrightarrow$  key.

Press the **ESC** key to exit each individual menu.

*Note. 300-series block interception also includes all X2 entry panels belonging to said block in the same way that user interception is active for calls from any entry panel.*

If you want to cancel the individual interception settings, you can select the **Interception reset** function, then press the  $\leftrightarrow$  key and **Yes** when prompted to confirm.

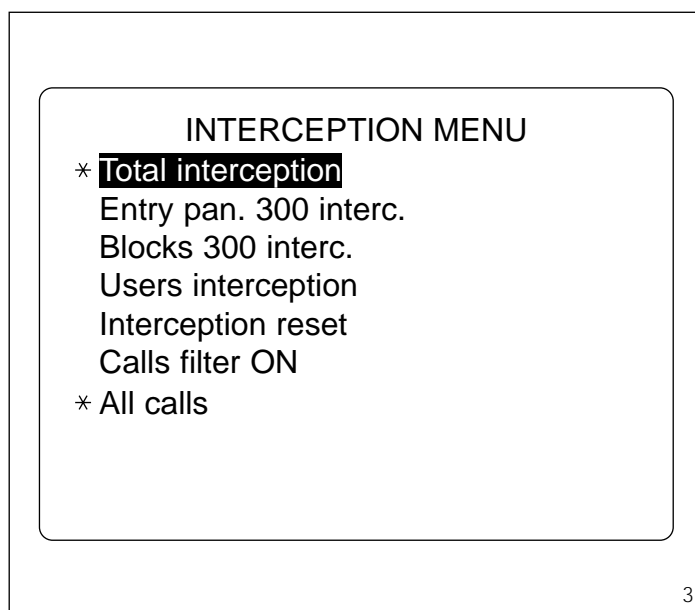
For instance, when an individual user so requests, the interception status of a receiver can be changed without cancelling total interception so that calls to said user are automatically intercepted when switching to partial interception status.

To do this, follow the above-mentioned procedure without changing total interception status.

### **PORTER CALL FILTER**

The porter call activation function, in installations with a number of porter switchboards, lets the porter receive/not receive calls made to the porter either from a given entry panel (porter calls or intercepted calls) or from X2 receivers or entry panels belonging to a given 300-series block.

By enabling or disabling the filter, regardless of settings made in the IPD/300LR unit's programming menu, an area or block



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switchboard can switch to general or main level instantly (insofar as the existing communication lines allow).

The unit comes factory set for all entry panels and all blocks to call the porter switchboard(s) inserted in the installation.

The first porter to answer the call is put through to the caller, bypassing all other porters.

To activate the filter, select the **Call filter active** option using keys  $\triangle$  and  $\nabla$ , and confirm with the  $\leftrightarrow$  key.

## **DISPOSAL**

Do not litter the environment with packing material: make sure it is disposed of according to the regulations in force in the country where the product is used.

When the equipment reaches the end of its life cycle, take measures to ensure it is not discarded in the environment.

The equipment must be disposed of in compliance with the regulations in force, recycling its component parts wherever possible.

Components that qualify as recyclable waste feature the relevant symbol and the material's abbreviation.



