ACCESS 3000 COMPACT

OPERATORS GUIDE

This guide is for use with the Access 3000 Compact console only. It covers the making of paging calls to users, teams and sets; automatic paging, transfer and status registration.

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Section 1
Introduction to Paging

1.1 INTRODUCTION TO RADIO PAGING

The ability to contact people quickly is important in today's business environment. A radio paging system can play an essential role in communications efficiency.

When a key person needs to be contacted and cannot be found at their normal location, a paging call can be sent. The pager user will then receive a signal alerting them that someone wants to make contact. This signal can be coded to denote what action needs to be taken, e.g. call the operator, contact a colleague or proceed to a particular location. Only the person being paged receives the message, other people are not disturbed.

Different types of pager enable people to be contacted in a variety of ways. For example, by tone signals, by a display of numbers, such as a telephone number to call, by display of a text message ('Call Reception'), or even by a spoken message. Access 3000 Compact, depending on receiver type, can support either one-way or full two-way speech messaging. Furthermore, when discrete contact is required or where the surrounding noise level is to high, the user can be alerted by a flashing light or vibrating pager.

Pagers are not just used for person-to-person contact but also to contact teams of people, or for machinery, computer or alarm systems to pass information to people.

1.2 YOUR ACCESS 3000 COMPACT EQUIPMENT

Your new paging system has been designed to allow you to make paging calls from your telephones, as well as from the operator console. It comprises of the following equipment.

C   A number of pagers, which receive paging calls.

C   A transmitter and aerial, to send out the paging calls.

C   An encoder; this is the heart of the system, which controls the paging facilities available. It also has an integral display and keyboard, incorporating a microphone and speaker for one and two-way speech paging calls.

C   A system link unit, where all the wiring connections to the paging system are made.

Your system installer will programme your paging system so that it operates in the most appropriate way for your organisation.

1.3   MAKING A USER PAGING CALL

In the same way that you have individual telephone extension numbers, each person carrying a pager will have a number know as their USER NUMBER. In many cases the user number is programmed to be the same as the person's telephone number, making it easy to remember.

As well as being able to make paging calls from the operator's console, your paging system may have been connected to your telephone system, so you can use any extension telephone to make a paging call. From a telephone, simply dial the access code for the paging system and then you will be guided through the process of making a paging call by tone or voice prompts.

1.4   CALL TRANSFERS AND STATUS REGISTRATION

Access 3000 Compact allows you to manage those times when people are out of the office, or simply when it not convenient for them to receive paging calls. The person using the pager may transfer their calls to a colleague, or may register themselves 'absent' from the paging system; this is known as status registration, there are two methods of status registration:

a) Manual registration via a telephone or operator console.

b) Automatic registration by placing the pager in an Absence Rack.

Call transfer and status registration are two facilities which have been designed to work closely together. When you are out your calls can be transferred to a colleague. Each time you register your status as absent the colleague will automatically receive your calls. Each time you register your status as present your calls will be sent to you.

For any call transfer to operate you must be registered absent. Please beware that if you do not wish the person to whom your calls are transferred to receive your calls again the next time you are absent, then you must cancel the call transfer as well as registering your status as 'present'.

1.5   MAKING A TEAM PAGING CALL

It may be necessary to contact several users at once. A team of users can be created and then called using a team number. The call is carried out in more or less the same way in an individual paging call. A team paging call can be accompanied with speech, this is providing that you have the right receiver type and this function has been enabled by the installation engineer.

1.6   MAKING A 'SET' PAGING CALL

A set is a variation on the Access 3000 Compact team paging facility. A set consists of user records and like user paging they are called from a single USER NUMBER. A set may comprise of mixed receiver types, however, as a result of a sets configuration, paging users are paged sequentially. Speech is not supported and services will always default to the lowest common denominator, i.e. the most basic receiver type in the set. In addition absence and call transfers are recognized and a set may be a member of another set.

1.7   AUTOMATIC PAGING

Automatic contacts or direct line contacts (DLCs) enable paging calls to be sent from an alarm system, production equipment, or even the front door. When such automatic calls are made on your paging system you will be able to monitor the activity of important equipment remotely, be informed instantly if alarms are triggered, or simply monitor 'visitors' entry through the front door to ensure greater security.

1.8   OPERATOR PASSWORDS

The operator password restricts operation of user paging, team paging and transfers to an operator. Note that if you want to transfer a call or change status registration you will be prompted by Access 3000 Compact to enter the operator password to activate this facility.

1.9   DIRECTORIES

At the back of this handbook are a number of directories, these will enable you to record; the system passwords, fast alpha messages, key team numbers, key paging user numbers, details of the two on-board DLCs and receiver types.

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Section 2
Using the Operator Console

2.1   THE DISPLAY AND KEYBOARD

Display Contrast Control

Microphone/Speaker
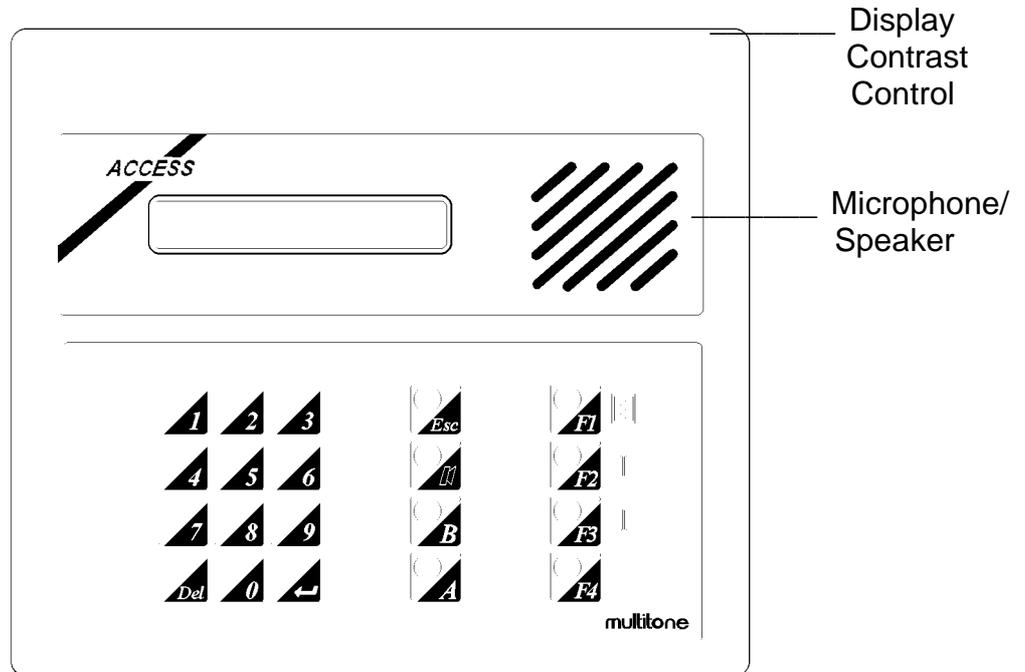
Access 3000 Compact Keyboard

F1 Key   Main Menu Key

Used to abandon the current operation and move directly to the main operating menu structure, giving access to:

1-Page User: To make user paging calls	4-Administration
2-Page Team: To make team paging calls	5-Reports
3-Transfers	6-Installation

Pressing F1 followed by 1 at any time, will always return you to making user paging calls. Pressing F1 followed by 2 at any time, will always return you to making team paging calls.

F2 Key (8)   Previous Key/Scroll-Up Arrow Key

Used to move backwards through prompts by one step. Also used to scroll up any of the Access 3000 Compact menus.

F3 Key (9)   **Next Key/Scroll-Down Arrow Key**

Used to move forward one step through the prompts. Also used to scroll down any of the Access 3000 Compact Menus.

F4 Key   **Save Changes and Exit**

Used to save data entry and exit current screen.

Esc Key   **Escape Key**

Used to abandon the current operation (referred to as Esc in the text).

5 Key   **Enter Key**

Referred to as **Enter** in the text. Used to confirm entry of data and move forward through the prompts step-by-step.

Del Key   **Delete Key**

Used to delete a data entry.

◀ **Key**   **Loudspeaker Key**

Used during speech calls. The action of pressing and releasing this key enables, and mutes speech respectively. It is also used in system management operation as a scroll key when selecting message type and pager options. When entering alpha messages, it is used to change between: Upper case, Lower case and Symbols. Can also be used for sending paging calls.

A and B   **Send Keys**
Keys

Used to send paging calls. In system management operation these keys are used to type in Alphabetical information when creating fast alpha messages, channel names, receiver types and DLC records.

NOTE: *If at any time you press a key which is invalid for an operation, you will hear a warning.*

Section 3
Operating Instructions

3.1   INITIATING A USER PAGING CALL

1. Press **F1**.

2. At the screen prompt:

> **1-Page User**
> **2-Page Team**

    Press **1**.

3. At the screen prompt:

> **User _**
> **Enter user number**

    Type in the user number, e.g. 123 and press **Enter**.

4. You will now be prompted with one of several screens depending on the receiver type you are attempting to page, see below:

    a) If the person you are paging has a **TONE ONLY** pager you will be prompted with the screen:

> **123**
> **Press A or B to Page**

    Refer to the paragraph entitled **For Systems with Tone and Speech Message Pagers**.

    b) If the person you are paging has a **NUMERIC** pager you will be prompted with the screen:

> **User 123 _**
> **Message**

    Refer to the paragraph entitled **For Systems with Tone, Numeric and Speech Message Pagers**.

c) If the person you are paging has a pager capable of receiving **FAST ALPHA** messages you will be prompted with this screen:

```
User 123
Alpha Code Msg No. _
```

Refer to the paragraph entitled **For Systems with Tone, Fast Alpha, Numeric and Speech Message Pagers**.

3.2   FOR SYSTEMS WITH TONE AND SPEECH MESSAGE PAGERS

1. At the screen prompt:

> **123**
> **Press A or B to Page**

Press the ☐ key to page

Alternatively, if speech is on the system you will be prompted with:

> **123**
> **A, B to Page, ◀ + Speech**

Press the ☐ key to make a speech call.

2. At the screen prompt:

> **123**
> **-- Please wait --**

Wait until the next screen prompt appears. See step 3.

3. At the screen prompt:

> **123**
> **◀ -Speak   Del-Finish**

Press down the **Loudspeaker** key to speak your message. If the receiver you are paging has two-way speech release the **Loudspeaker** key to listen.

4. Press the **Delete** key to end the call.

Use send A key for	
Use send B key for	
Use the Loudspeaker key for	

3.3 FOR SYSTEMS WITH TONE, NUMERIC AND SPEECH MESSAGE PAGERS

1. At the screen prompt:

```
123 _
Message
```

Type in up to [ ] digit message, e.g. 333 and press **Enter**.

2. At the screen prompt:

```
123 333
Press A or B to Page
```

Press the [ ] key to page.

Alternatively, if speech is on the system you will be prompted with:

```
123 333
A, B to Page, ◀ + Speech
```

Press the [ ] key to make a speech call.

3. At the screen prompt:

```
123 333
 -- Please wait --
```

Wait until the next screen prompt appears. See step 4.

4. At the screen prompt:

```
123 333
◀ -Speak   Del-Finish
```

Press down the **Loudspeaker** key to speak your message. If the receiver you are paging has two-way speech release the **Loudspeaker** key to listen.

5. Press the **Delete** key to end the call.

Use send A key for	
Use send B key for	
Use the Loudspeaker key for	

3.4 FOR SYSTEMS WITH TONE, FAST ALPHA, NUMERIC AND SPEECH MESSAGE PAGERS

1. At the screen prompt:

> **User 123**
> **Alpha Code Msg. No. _**

Type in the fast alpha message code, e.g. 12 (see fast alpha code directory) and press **Enter**.

*NOTE: To omit sending a fast alpha message press **Enter** and go to step 3.*

2. At the screen prompt:

> **User 123 Phone**
> **Fast Alpha Code 12**

Press **Enter**.

3. At the screen prompt:

> **User 123 Phone**
> **Message _**

Type in up to [   ] digit message, e.g. 333 and press **Enter**.

4. At the screen prompt:

> **123 Phone 333**
> **Press A or B to Page**

Press the [   ] key to page.

Alternatively, if speech is on the system you will be prompted with:

> **123 Phone 333**
> **A, B to Page, ◀ + Speech**

Press the [   ] key to make a speech call.

5. At the screen prompt:

```
123 333
 -- Please wait --
```

Wait until the next screen prompt appears. See step 6.

6. At the screen prompt:

```
123 333
◄ -Speak   Del-Finish
```

Press down the **Loudspeaker** key to speak your message. If the receiver you are paging has two-way speech release the **Loudspeaker** key to listen.

7. Press the **Delete** key to end the call.

Use send A key for	
Use send B key for	
Use the Loudspeaker key for	

3.5   STATUS REGISTRATION AND CALL TRANSFER

1. Press **F1**.

2. At the screen prompt:

```
┌─────────────────────────────┐
│ 1-Page User                 │
│ 2-Page Team                 │
└─────────────────────────────┘
```

    Press **3**.

3. At the screen prompt:

```
┌─────────────────────────────┐
│ User No. _                  │
│ - Edit -   F3 Search        │
└─────────────────────────────┘
```

    Type in the user number, e.g. 123 and press **Enter**.

4. You will now be prompted to change the status of the user:

```
┌─────────────────────────────┐
│ User 123 Status = In        │
│ Press 0-Out                 │
└─────────────────────────────┘
```

    Press **1** or **0** respectively for IN or OUT then press **Enter**.

5. You will now be prompted to enter or cancel a call transfer. At the screen prompt:

```
┌─────────────────────────────┐
│ User 123                    │
│ Transfer to _               │
└─────────────────────────────┘
```

    Type in the user's number to which the paging call will be transferred, e.g. User number 456 and press **Enter**.

    You will now receive the screen prompt:

```
┌─────────────────────────────┐
│ User 123 Changes Saved      │
│                    Press 5  │
└─────────────────────────────┘
```

    Press **Enter** to repeat the process, OR press **F1** to return to the main menu.

To cancel a call transfer. At the screen prompt:

> **User 456**
> **Transfer to 123**

Press **Delete**, then press **Enter**.

You will now receive the screen prompt:

> **User 456 Changes Saved**
> **Press 5**

Press **Enter** to repeat the process, OR press **F1** to return to the main menu.

NOTE: A user must be registered as OUT for a call transfer to operate.

3.6   INITIATING A TEAM CALL

1. Press **F1**.

2. At the screen prompt:

```
1-Page User
2-Page Team
```

Press **2**.

3. At the screen prompt:

```
Team _
Enter team number
```

Type in the team number, e.g. 01 and press **Enter**.

4. You will now be prompted with one of several screens depending on the receiver type you are attempting to page, see below:

a) If the team you are paging consists of **TONE ONLY** pager you will be prompted with the screen:

```
Team 01
Page A,  Esc-Quit
```

Refer to the paragraph entitled **Paging Teams with Tone and Speech Message Pagers**.

b) If the team you are paging consist of **NUMERIC** pagers you will be prompted with the screen:

```
Team 01
Message _
```

Refer to the paragraph entitled **Paging Teams with Numeric and Speech Message Pagers**.

c) If the team you are paging consists of pagers that can receive **FAST ALPHA** messages you will be prompted with this screen:

```
Team 01
Alpha Code Msg. No. _
```

Refer to the paragraph entitled **Paging Teams with Fast Alpha, Numeric and Speech Message Pagers**.

3.7 PAGING TEAMS WITH TONE AND SPEECH MESSAGE PAGERS

1. At the screen prompt:

> **Team 01**
> **A-Page, Esc-Quit**

Press the **A** key to page.

Alternatively, if you have speech on the system you will be prompted with:

> **Team 01 Speech**
> **A-Page, Esc-Quit**

Press the **A** key to page.

2. At the screen prompt:

> **01**
> **-- Please wait --**

Wait until the next screen appears. See step 3.

3. At the screen prompt:

> **01**
> ◀ **-Speak   Del-Finish**

Press down the **Loudspeaker** key to speak your message. If the team you are paging is capable of two-way speech release the **Loudspeaker** key to listen.

NOTE: *If the team has two-way speech, it is advisable that one person in the team is nominated to return the speech call.*

4. Press the **Delete** key to end the team call.

3.8 PAGING TEAMS WITH NUMERIC AND SPEECH MESSAGE PAGERS

1. At the screen prompt:

```
┌─────────────────────────────┐
│ Team 01                     │
│ Message _                   │
└─────────────────────────────┘
```

Type in up to [ ] digit message, e.g. 777 and press **Enter**.

2. At the screen prompt:

```
┌─────────────────────────────┐
│ Team 01   777               │
│ A-Page,  Esc-Quit           │
└─────────────────────────────┘
```

Press the **A** key to page.

Alternatively, if you have **speech** on the system you will be prompted with:

```
┌─────────────────────────────┐
│ Team 01 Speech              │
│ A-Page,  Esc-Quit           │
└─────────────────────────────┘
```

Press the **A** key to page.

3. At the screen prompt:

```
┌─────────────────────────────┐
│ 01   777                    │
│  -- Please wait --          │
└─────────────────────────────┘
```

Wait until the next screen appears. See step 4.

4. At the screen prompt:

```
┌─────────────────────────────┐
│ 01   777                    │
│ ◀ -Speak   Del-Finish       │
└─────────────────────────────┘
```

Press down the **Loudspeaker** key to speak your message. If the team you are paging is capable of two-way speech release the **Loudspeaker** key to listen.

NOTE: If the team has two-way speech, it is advisable that one person in the team is nominated to return the speech call.

5. Press the **Delete** key to end the team call.

3.9 PAGING TEAMS WITH FAST ALPHA, NUMERIC AND SPEECH MESSAGE PAGERS

1. At the screen prompt:

> **Team 01**
> **Alpha Code Msg. No.** _

   Type in the fast alpha message code, e.g. 12 (see fast alpha directory) and press **Enter**.

2. At the screen prompt:

> **Team 01 Phone**
> **Fast Alpha Code 12**

   Press **Enter**.

3. At the screen prompt:

> **Team 01** _
> **Message Phone**

   Type in up to ☐ digit message, e.g. 777 and press **Enter**.

4. At the screen prompt:

> **Team 01**
> **A-Page, Esc-Quit**

   Press the **A** key to page.

   Alternatively, if you have speech on the system you will be prompted with:

> **Team 01 Speech**
> **A-Page, Esc-Quit**

   Press the **A** key to page.

5. At the screen prompt:

> **01   Phone 777**
> **-- Please wait --**

Wait until the next screen appears. See step 6.

6. At the screen prompt:

```
01    Phone 777
◀-Speak   Del-Finish
```

Press down the **Loudspeaker** key to speak your message. If the team you are paging is capable of two-way speech release the **Loudspeaker** key to listen.

NOTE: If the team has two-way speech, it is advisable that one person in the team is nominated to return the speech call.

7. Press the **Delete** key to end the team call.

3.10 INITIATING A SET PAGING CALL

1. Press **F1**.

2. At the screen prompt:

> **1-Page User**
> **2-Page Team**

   Press **1**.

3. At the screen prompt:

> **User _**
> **Enter user number**

   Type in the set identification number, e.g. 12 and press **Enter**.

4. You will now be prompted with one of several screens depending on the lowest common denominator receiver type of the set you are attempting to page, see below:

   a) If the set you are paging has a **TONE ONLY** pager as the lowest common denominator you will be prompted with the screen:

> **12**
> **Press A or B to Page**

   Press either **A** or **B** to page.

   b) If the set you are paging has a **NUMERIC** pager as the lowest common denominator, you will prompted with the screen:

> **User 12 _**
> **Message**

   Type in up to ☐ digit message, e.g. 777 and press **Enter**.

   Then:

> **12 777**
> **Press A or B to Page**

   Press the ☐ key to page.

c) If the set you are paging has a **FAST ALPHA** messaging as the lowest common denominator, you will be prompted with this screen:

```
User 12
Alpha Code Msg. No. _
```

Type in the fast alpha message code, e.g. 12 (see fast alpha code directory) and press **Enter**.

The screen prompt will now display the fast alpha message, e.g. Phone:

```
User 12  Phone
Fast Alpha Code 12
```

Press **Enter**.

At the screen prompt:

```
User 12 Phone _
Message
```

Type in up to ☐ digit message, e.g. 333 and press **Enter**.

At the screen prompt:

```
12 Phone  333
Press A or B to Page
```

Press the ☐ key to page.

Use send A key for	
Use send B key for	
Use the Loudspeaker key for	

3.11   SENDING A TWO-WAY SPEECH CALL INITIATED FROM A PAGEPHONE

1. If a two-way speech paging call has been initiated between a paging user with two-way speech and the operator console, the screen prompt will change from:

> **User _**
> **Enter user number**

No action required. To:

> **-- Please wait --**

Wait.

2. At the screen prompt:

> ◀ **-Speak   Del-Finish**

Press down the **Loudspeaker** key to speak your message. Release the **Loudspeaker** key to listen.

3. Press the **Delete** key to end the call.

3.12 SENDING A SPEECH CALL INITIATED FROM A DLC

1. If a paging call has been initiated by a DLC, which involves a one-way or two-way speech paging call between the operator console and the paging user. The screen prompt will change from:

```
User _
Enter user number
```

No action required. To:

```
-- Please wait --
```

Wait.

2. At the screen prompt:

```
D034 U123 Alarm999
◀ -Speak  Del-Finish
```

Press down the **Loudspeaker** key to speak your message. If the receiver you are paging is capable of two-way speech release the **Loudspeaker** key to listen.

3. Press the **Delete** key to end the call.

NOTE: *Operators must be aware of what speech message is required.*

Section 4
Directories

4.1 AUTOMATIC PAGING

Contact No.	Send Message From	To User No.	The Message is
1			
2			

4.2 PASSWORD

Operator Password	

4.3   FAST ALPHA DIRECTORY

Code	Message
00	
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	
15	

4.4 USER NUMBER DIRECTORY

Name	Telephone No.	Paging System User No.	Comments (Team Member, Pager No.)

4.5   KEY TEAM NUMBERS

Team Name	Team Number	Comments

4.6   RECEIVER TYPES

Type No.	Facilities Available
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	
13	
14	