![AlphaEntry.com logo]

Welcome To: 161 Street & River Ave

Residents	EMERGENCY	Off Premises	
ALPHA MEDIA			
BERG, DAVE			501
BERTUCCI, JOHN			201
CAMBRIDGE DESIGNERS WEB SERVICE INC.			104
CARSON, JEFF			312
CARTMAN, LINDA			PHB
DEWEY, CHEATHAM, & HOWE LAWYERS			
DONOVAN BUSINESS PRODUCTS			103
EDWARDS, HOWARD			1258
FOXHURST, SIMON			203
DR. WILLIAM GOLD, D.D.S			110
GOLDBERG, MARK			241

Touch a Letter, Number, or the Up and Down Arrows, to scroll through Names.

A B C D E F G H I J K L ⬆
M N O P Q R S T U V W X ⬇
Y Z 0 1 2 3 4 5 6 7 8 9 Back

Alpha Communications® and Alpha Media, Inc.
AlphaEntry™ Software V.1.02 – User Manual

![Alpha Communications logo]

Alpha Communications®
42 Central Drive
Farmingdale, NY 11735-1202
Phone: 631-777-5500 Fax: 631-777-5599

AEManual (03/06)
Rev. 2

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Table of Contents

Introduction

A LphaEntry™ is a computerized directory display system that provides detailed information and communication ability <u>literally</u> at your fingertips.

By storing information regarding location and name of residents and/or businesses within the building, the concierge can easily obtain contact information and place a call to the desired party. Information regarding emergency and frequently called numbers at off premises locations can also be stored for immediate access.

AlphaEntry™ software holds a virtually unlimited amount of names, locations, and phone numbers.

The application consists of two parts: the AlphaEntry™ Concierge screen, and the AlphaEntry™ Editor.

System Requirements

The following system requirements must be met to run the AlphaEntry™ application correctly.

- A Windows compatible PC with mouse, hard drive, CDR or DVD player
- Pentium II Processor or Higher
- Your operating system must be Windows 98/Me or NT 4.0/2000/XP
- Color monitor or color touchscreen monitor (set to 800 x 600 resolution)
- 16 Megs of Ram (minimum)
- One available serial port (if additional relay hardware is to be used)
- Modem, Phone Line, and Concierge Handset are required to call to Suites
- One Available USB port (for USB Dongle)
- USB Dongle (provided with AlphaEntry™ software)

Installing AlphaEntry™ Software

To begin the installation of AlphaEntry™, please insert the CD into a CD-Rom drive. The installation wizard will guide you through the process of installation.

Alpha Media, Inc. recommends that AlphaEntry™ is installed in the default directory (C:\Program Files\AlphaEntry\). Once the software has completed the installation process, click the "Finish" button to close the installation program.

NOTE: After the installation is complete insert the USB Dongle into any one of the USB ports on that computer.

What is a Dongle?

A Dongle (pronounced DONG-uhl) is a mechanism for ensuring that only authorized users can use specific software applications. This is your hardware key that plugs into an available USB port on your computer. Like a key, no two Dongles are alike.

The AlphaEntry™ program accesses this key for verification while running. Removing this key while using AlphaEntry™ will not allow the program to run, but will allow you to use the AlphaEntry™ Editor.

If for any reason your Dongle is lost or damaged you must obtain another from Alpha Communications®

Starting the AlphaEntry™ Application

To start AlphaEntry™, Double Click on the AlphaEntry icon on the screen desktop.

Exiting the AlphaEntry™ Application

To exit AlphaEntry™ , Use the keyboard to spell out the word **EXIT** .

You will be prompted to enter the four digit password.

Enter the password and click "submit". This will bring you to the Windows desktop.

To restart AlphaEntry™, double click the desktop icon.

AlphaEntry™ Concierge Screen

Fig. 1 – Welcome Screen

At the Welcome Screen the concierge will see the building address, and a variety of sample images. These sample images are included with your AlphaEntry™ CD. The administrator can add, delete, or provide additional images as desired.

(See AlphaEntry™ Editor section for more information on installing and/or creating your own graphics).

Please Note: AlphaEntry™ can be used with a color touch screen monitor and mouse or with a conventional color monitor and mouse. In this manual, reference will be made to "clicks/touches" however these capabilities will be dependent on your hardware supplied.

Once the concierge clicks/touches any part of the screen the directory will activate.
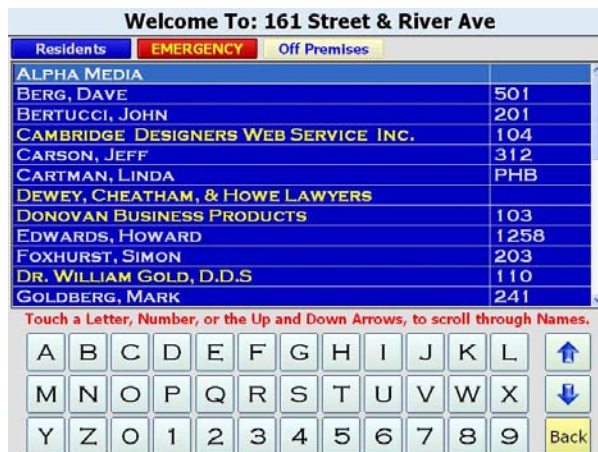
Fig. 2 – Directory Screen

Businesses are displayed in Yellow.

Residences are displayed in white.
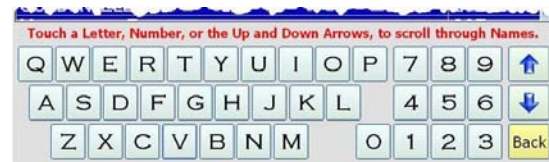
Fig. 2a – Alternate "QWERTY" Keyboard

Using the mouse or optional touch screen, use the Up and Down Arrows to scroll through the list or select the beginning letter of the name you are looking for on the screen keyboard. When you find it, click/touch on the name you wish to select. A box will pop up and display contact information for that specific name.

Fig 3 – Contact Info Screen

Depending on the information entered, and your hardware configuration, you will see one of several contact options. Select from the available options to place your call.

Each option may include a text message detailing further information.

Click/ touch the desired option to initiate the call.

You may cancel the call at this point if you need to by pressing the **CANCEL** button on the lower left of the screen.

Please Note: To call numbers requiring extension numbers or responses to automated menus the Concierge handset must be equipped with a touchtone keypad.

Fig. 4 – Call in Progress Screen

When a phone call is in progress, the screen will prompt you to pick up the concierge handset and press **OK**.

You may cancel the call at this point if you need to by pressing the **CANCEL** button on the lower left of the screen.

The screen will return to the main directory screen and you can converse with the person you have selected. To end the call, simply hang up the handset. After a pre-programmed interval the screen will revert back to the Welcome Screen saver until the next use.

If the phone or intercom you are dialing is busy, you must hang up and retry again.

Additional Contacts

Additional phone numbers can be entered into AlphaEntry™ by the Administrator to easily allow you to contact emergency and frequently called numbers at off premises locations.
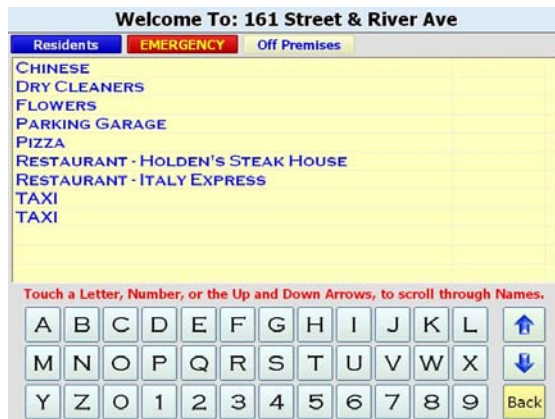
EMERGENCY NUMBERS

To dial emergency numbers, touch/click the red **EMERGENCY** button near the top of the screen.

Police, Fire, Ambulance and additional user defined Emergency contacts, must be added by the Administrator.

Figure 5 – Emergency Contacts Screen

OFF PREMISES LOCATIONS

Off premises locations can be any phone number that is frequently dialed or the concierge may need quick access to, such as, Building Management offices, Taxi companies, Plumbers, Electricians, Elevator Repair, Cleaners, Florists, Drug Stores, Parking Garages, etc. and are accessed by the yellow **Off Premises** button near the top of the screen. This will display these contacts in a similar fashion as the main display. These contacts must be added by the Administrator.

AlphaEntry™ Editor

T he information that is displayed in the AlphaEntry™ application is maintained in a database file. This file stores residence and business names, locations, and other contact information. Alpha Media, Inc. has developed the AlphaEntry™ Editor to allow the administrator to input names, locations, and phone numbers as well as set administrative options easily.

To access the AlphaEntry™ Editor exit the AlphaEntry™ screen (see Pg. 2 – Exit procedure) then click the Editor Icon.

At this point you will be asked for your password if you have previously entered one. The default password is set to "0000" at the factory. Once your password is entered the Main editor screen will appear.
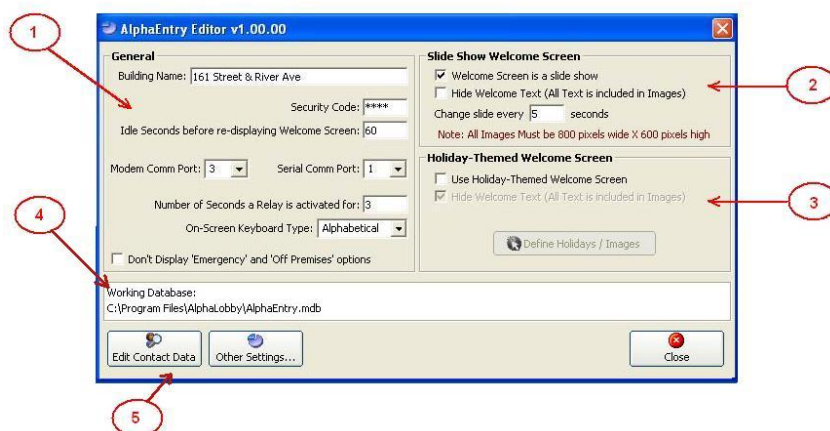
The Main Editor screen consists of 5 parts:

1. General Settings
2. Slide Show Welcome Screen
3. Holiday-Themed Welcome Screen
4. Working Database information
5. Buttons for additional screens and settings

Figure 7 – Main Editor Screen

1. General Settings

Building Name: This field holds the name and/or address that is shown on the Welcome Screen and top of the display lists.

Security Code: To password protect the editing capabilities to insure no unauthorized changes will occur to the names and settings within the AlphaEntry™ Database, enter your 4 digit code. (make note of your security code).

Idle Settings before re-displaying Welcome Screen:
Allows the administrator to set an idle time from 5 to 999 seconds before the Welcome Screen will re-appear covering the AlphaEntry™ application. Once the screen is touched or mouse is moved the Directory Screen will activate again .

Modem Comm Port: must be set to the port that will be used by your modem (if used in your application for phone dialing).

Serial Comm Port: must be set to the port that will be used to connect relay boards (if used in your application).

Number of seconds a relay is activated for: This is a global setting for relay closure times (if relays are used in your application).

On screen Keyboard Type: Keyboard can be set to an alphabetical order or "QWERTY" keyboard style depending on preference. Default is Alphabetical.

Don't Display Option If checked, AlphaEntry™ will not show the Emergency and Off Premises tabs on the main screen. This is usually set when AlphaEntry™ is being used as a publicly accessed lobby screen.
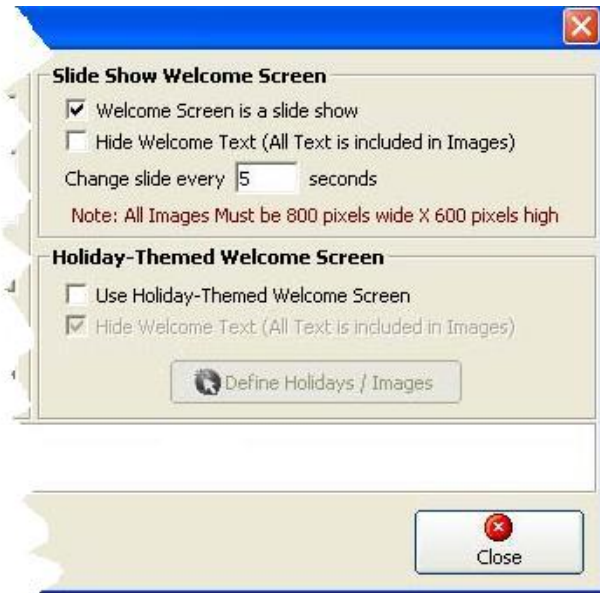
The Welcome Screen settings allow the administrator full customization of pictures and text.

By checking the box **"Welcome Screen is a slide show"**, the background will automatically change pictures at the interval chosen in the **"Change Slide every"** field. (5 –999 seconds)

When you put a check mark in the box next to "**Hide Welcome Text**" it will take out the text overlay leaving the Welcome Screen just with the background image. This allows the administrator to make any custom graphics with their own Welcome Screen text.

Figure 8 – Welcome Screen Settings

For more information on custom graphic requirements, see **Making Your Own Graphics** on Page 13

The graphics file default location is   C:\Program Files\AlphaEntry\SlideShowPics
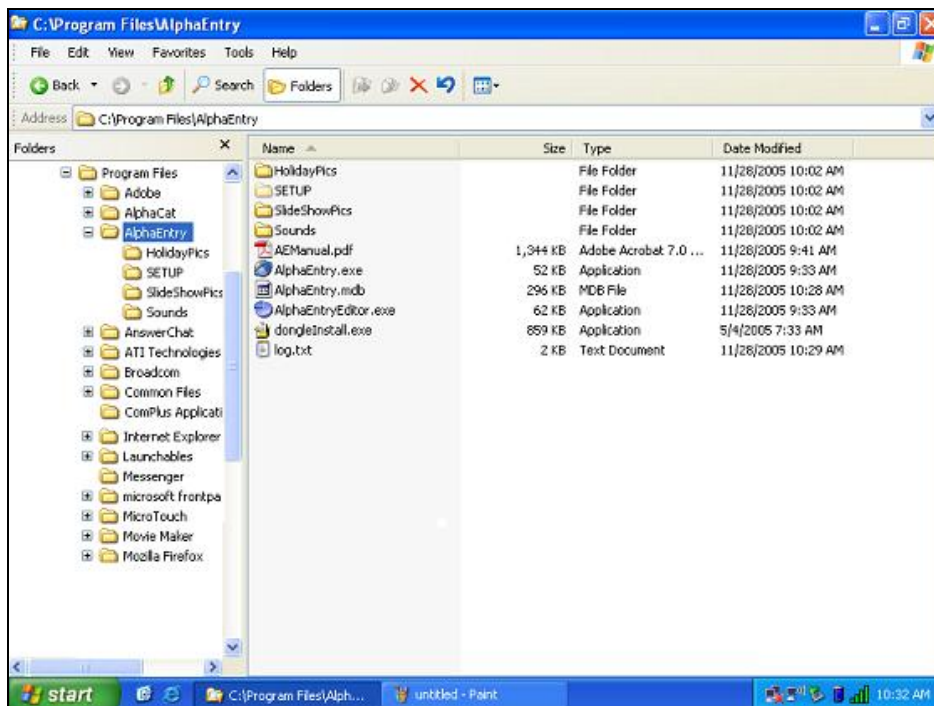
3. Holiday-Themed Welcome Screen Settings

The **Holiday-Themed Welcome Screen**, when enabled, allows the AlphaEntry™ Welcome Screen to display alternate special images. This feature is generally used when AlphaEntry™ is used as a lobby panel for public and resident use.   It allows the administrator to display a background image relating to a holiday during a programmed date range. Checking the "Use Holiday-Themed Welcome Screen" box will automatically enable the Holiday themes to activate when the current date is within the administrator's determined date range.

Placing a check mark in the box next to "Hide Welcome Text" leaves the Welcome Screen images only.
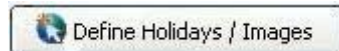
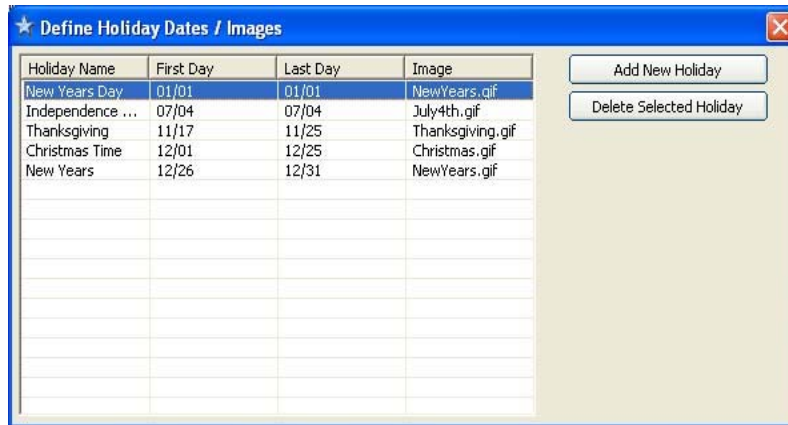Clicking/Touching the [🌐 Define Holidays / Images] will open the screen where the administrator can input and delete holidays and adjust date ranges.

To add a holiday click the "Add New Holiday" button and specify holiday starting and ending dates. The administrator will also specify the image name used for the holiday.

 To delete a holiday entry, highlight from the list on the left, and click the "Delete Selected Holiday" button.

Figure 9 – Holiday Editing Screen

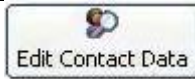The holiday graphics file default location is   C:\Program Files\AlphaEntry\HolidayPics

4. Working Database Information

This area contains the location in the computer where the program information resides.

The default location is   C:\Program Files\AlphaEntry\

5. Adding, Editing, and Deleting Contacts
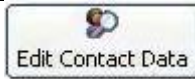
From the Main Editor Screen, touch/click on [Edit Contact Data] The Contact Editor Screen will appear. Select the category you wish to add/ edit/delete a contact in from the tabs at the upper left.
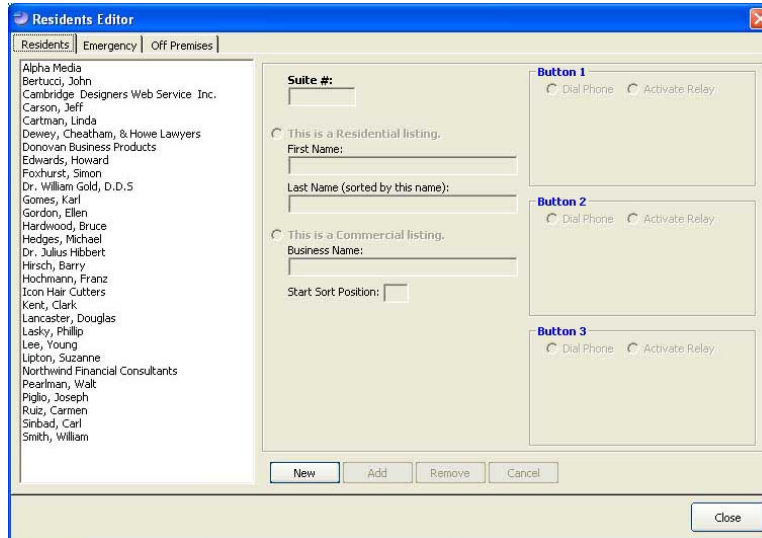

Figure 10 – Contacts Editor Screen

Adding Contacts

Residents   (Residents and Businesses in the building)

Select the **Residents** tab.

Using the Radio Buttons, select whether the entry is a Residence or a Business.

Adding a Resident: Enter the first name of the resident. Enter the last name of the resident.
At the top of the window you may enter the "Suite/ Apartment" number or location within the building if you wish it to be listed on the Directory Screen, or leave the suite number empty so that the number will not show for privacy and security reasons.

Please Note: Residents are alphabetized automatically by Last Name, then First Name or Initial.

Adding a Business: Enter the business name in the corresponding text box. At the top of the window enter the "Suite/ Apartment" number or location within the building.
 The "Start Sort Position" allows the administrator to determine the sort position of the business name. In the example "Dr. William Gold DDS". If the administrator wishes to sort the name under "**G**" that would be the 13th character, so **13** would be entered in the "Start Sort Position:" text box.

Please Note: Spaces and punctuation are included in the number of characters.

9

Assigning Call Buttons to Phone Numbers or Relays

Up to three different phone numbers or relay codes can be entered for each resident or business. Each suite does not have to have a phone number entered, this is optional.

Figure 11 – Button Information Detail

<table>
<tr>
<td>

ENTERING PHONE NUMBERS

For each phone number entered, add the location and comments as needed. For example, you can enter the phone number for that suite, the cell phone number for that person and a work number as well. In the comments, you can specify the times when each phone number should be used or other pertinent information.

To add a phone number, choose button 1 through 3, click the radio button "Dial Phone" (see Button 1 in Figure 11)

Enter the **Phone Number** (999-9999 or 999-999-9999 format)**.**
If the number requires a "1" before dialing the program will provide it automatically

Then enter a **Label** (such as: Suite, Cellphone, Work, etc.)

Next, enter **Comments for Button** (such as: No Calls after 10:00 p.m., Call here 8:00 – 5:00, etc.)

Repeat for the next Button

</td>
<td>

ENTERING RELAY INFO
Your system must be equipped with optional Relay Boards

The optional relays are used to interface with an in house intercom system. AlphaEntry™ can be used with most any intercom system that requires a dry contact to initiate a call.

To enter information tying a relay to a button, choose button 1 – 3, and click the radio button "Activate Relay". After this is selected, the relay fields will appear. (see Button 2 in Figure 11)

The first two fields identify the relay location to the software. You must enter the **Board** number in the first field and the **Relay** number on that board in the second field.

Then enter a **Label** (such as a Suite number.)

Next, enter **Comments for Button** (such as: No Calls after 10:00 p.m., Call here 8:00 – 5:00, etc.)

**For Further Relay Info see AlphaEntry™
32- Output Signal Relay Board Installation & Wiring
Manual AWD113**

</td>
</tr>
</table>

Any combination of Phones and Relays can be combined. For instance, a suite with an open voice intercom would use a relay but a work phone or cell phone number for that resident could be assigned to the other buttons.

Entering Emergency Contacts

This section is used for what is considered Emergency contacts only. Police numbers, Fire Department, and Medical numbers.

You may have some emergency numbers for building issues (ie. Elevator Emergency Repair) that you would prefer to enter in here as well.

Select the **Emergency** tab.

Press the **New** button near the bottom of the screen.

Enter the name of the contact, phone number, button label, and related comments in the appropriate fields as shown in the previous section.

When all the information is entered and verified, Press the **Add** button to save the contact to the database.

Entering Off Premises Contacts
(Frequently called Phone numbers in other locations)

This section is used for Phone numbers at other locations that the concierge would call on a regular basis such as, Parking Garage, Restaurants, Drug Stores, off site Building Manager, etc.

By entering these types of numbers here, the concierge will have quick access to important phone numbers

Press the **New** button near the bottom of the screen.

Enter the name of the contact, phone number, button label, and related comments in the appropriate fields as shown in the previous section.

When all the information is entered and verified, Press the **Add** button to save the contact to the database.

Editing contacts

To edit a contact of any type, highlight the selected entry from the appropriate list on the left of the Contacts Editor Screen, and make your changes to the fields as needed.

The changes will be saved to the database automatically, as typed.

Deleting contacts

To remove a contact of any type, highlight the selected entry from the appropriate list, and press the "Remove" button.

Enter the Security code to complete the deletion.

Other Settings

The "Other Settings" in AlphaEntry™ allow the administrator to modify the color of the on screen keyboard or relocate the database.

> **Please Note:** If unsure about the database settings please let the installation wizard guide you through the process.
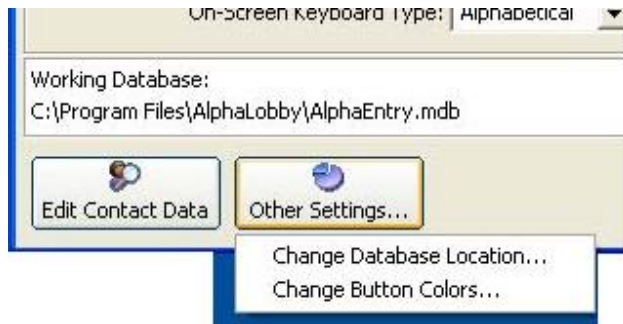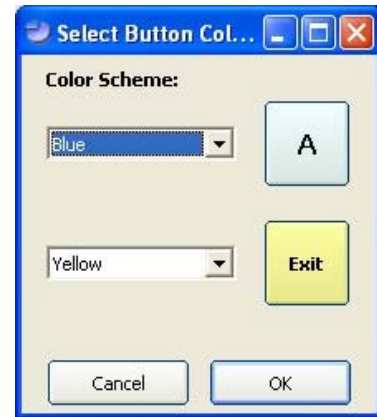

Figure 11 – Other Settings Menu

Figure 12 – Button Color Settings

Save Settings

Once the AlphaEntry™ is customized click the "Save Settings" button. AlphaEntry™ will then ask if you would like to launch the application.

Choosing "**Yes**" will automatically launch the AlphaEntry™ application.

Choosing "**No**" will bring you back to Windows.

NOTES:

Creating Your Own Custom Graphics

AlphaEntry™ allows you to add your own graphics as a background for your Welcome Screen.

Whether you want pictures of your building, a neighborhood map, a text message announcing an event, rental information telephone numbers, or other ideas you may have, this can be done quite easily following these guidelines.

A picture size of 800 wide by 600 high pixels will fill the screen nicely and is the best size for the display. If the size you have chosen is smaller, the picture will be placed in the upper left corner of the screen but not fill the entire screen, this may or may not give you the effect you want.

If a picture is larger the display will crop it to fit by putting the image in the top left corner and cropping the right side and bottom of the image as needed. Again, this may not give you the desired effect.

When your pictures have been properly formatted, save them to the SlideShowPics Folder. The graphics file default location is   C:\Program Files\AlphaEntry\SlideShowPics.

If your **" Welcome Screen is a slide show"** box is checked, all the images in that folder will rotate in order. If it is not checked only the picture that is first in the folder alphabetically will be displayed.

If you have several pictures that you want to use as a slide show, alphabetize them in the order you wish them to display.

You may wish to move images that you do not want to show into a new folder such as: C:\Program Files\AlphaEntry\SavedPics

Image files with .bmp, .jpg, or .gif extensions can be used.