



## ALCAD Keypad for Access Control User Manual

[Home](#) » [ALCAD](#) » ALCAD Keypad for Access Control User Manual 



### Contents

- [1 GENERAL FEATURES](#)
- [2 KEYPAD DESCRIPTION](#)
- [3 OPERATION OF THE SYSTEM](#)
- [4 CHANGE USER CODES AND LENGTH OF TIME THE ELECTRIC LOCK REMAINS ACTIVATED](#)
- [5 TABLE SHOWING CONFIGURATION OF THE KEYPAD](#)
- [6 TABLE SHOWING ASSIGNMENT OF CODES](#)
- [7 Documents / Resources](#)
  - [7.1 References](#)
- [8 Related Posts](#)

### GENERAL FEATURES

The ALCAD keypad system for the control of entry points will permit you, by simply keying in a code, to open two doors independently.

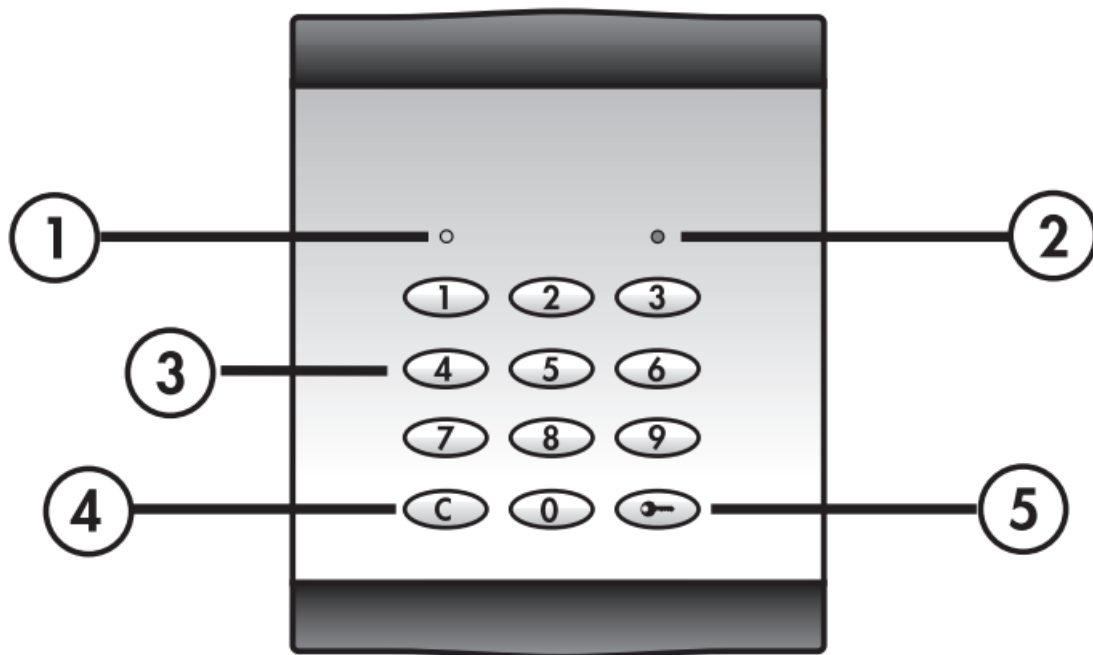
**Note:** This code can be of 4, 5 or 6 figures. Consult your installer to find out how it is configured.

**The keypad:**

- Can store up to 99 codes per door.
- Using the keypad, the user himself can change the codes and configure the time the electric lock remains activated for each code.
- has a built-in security system, so that after a certain number of failed attempts to enter a code, the keypad will remain blocked for a predetermined length of time.

**Note:** These options can be disabled. Consult your installer to find out how it is configured.

## KEYPAD DESCRIPTION



1. Green led (indication of door opening – position of the user menu)
2. Red led (indication of incorrect code – waiting for user code)
3. Numeric keypad (from 0 to 9)
4. Delete key
5. Door-selection key


## OPERATION OF THE SYSTEM


### KEYPAD ON STAND-BY

The point or points of entry that the keypad controls cannot be changed while the keypad is on standby. When any key is pressed, an internal relay will be activated and will remain so for a period of 15 seconds. At the end of this period, the keypad will emit a beep, indicating that the relay has been deactivated. If, when carrying out the installation, this relay was used to activate any other device, this other device will be activated for a period of 15 seconds.

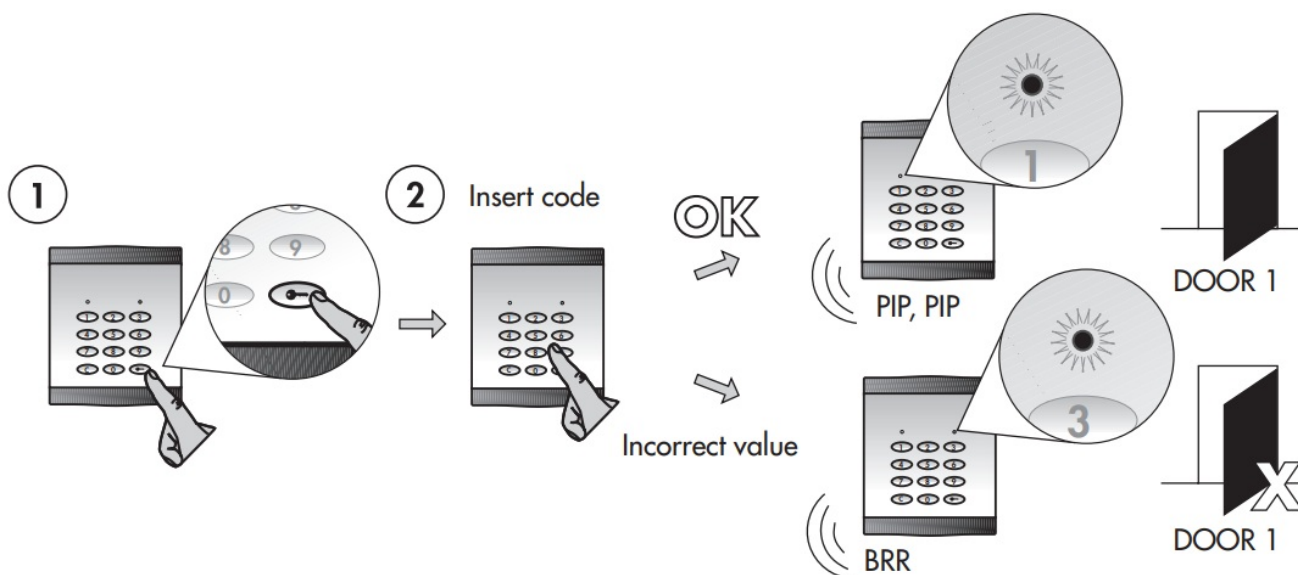
If the door-selection key is pressed, as well as activating this relay, the entrance panel will emit a confirmation sound.

### OPEN DOOR 1


1. To open door 1, press the door-selection key marked .
2. Then key in one of the previously-configured USER codes.


If you make an error while entering the door-opening code, press the clearing key  and begin again from the beginning.

**Note:** you have 5 seconds to press another key. Once this period has expired, you must begin again at the beginning.

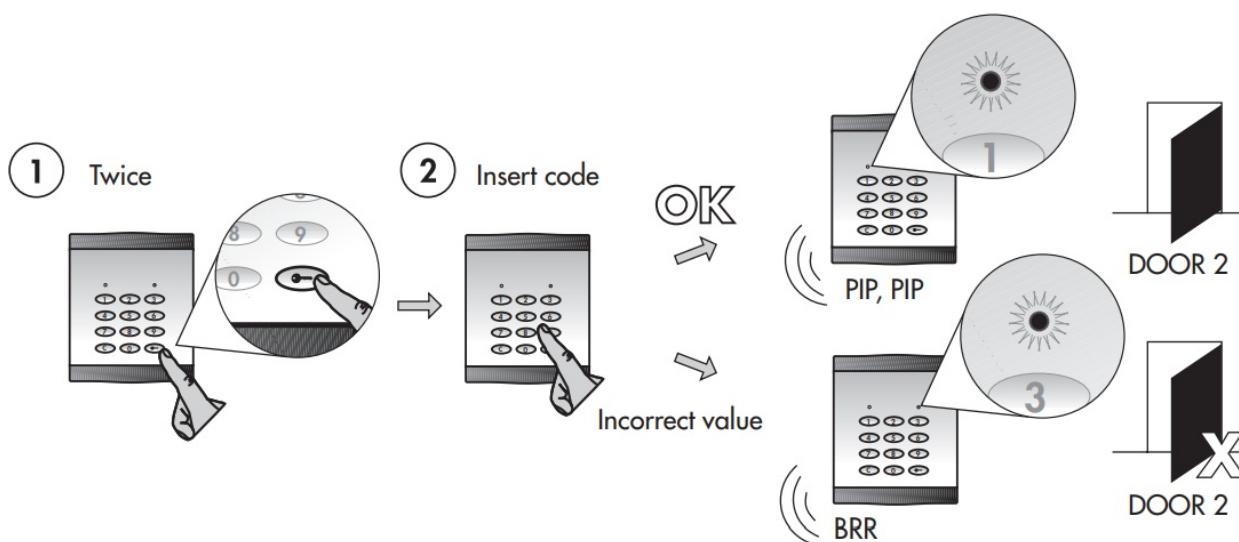


## OPEN DOOR 2

1. To open door 2, press the door-selection key marked  twice.
2. Then key in one of the previously-configured USER codes.

If you make an error while entering the door-opening code, press the clearing key  and begin again from the beginning.

**Note:** you have 5 seconds to press another key. Once this period has expired, you must begin again at the beginning.



## CHANGE USER CODES AND LENGTH OF TIME THE ELECTRIC LOCK REMAINS ACTIVATED

Remember that this option can be disabled. Consult your installer to find out how this option is configured. The keypad can store up to 99 codes for one point of entry and up to 99 codes for a second point of entry (USER codes). Each code occupies a memory position.

To modify these codes, two user menus are available (user menu 1 and user menu 2).

Follow the steps shown below if you wish to change a USER code or the period of time the electric lock remains activated:

1. Open the appropriate user menu

- User menu 1 to modify the values of the memory positions of point of entry 1.
  - User menu 2 to modify the values of the memory positions of point of entry 2.
2. Change the value in question.



## USER MENU

Use the following table if you are already familiar with the product. If you are unfamiliar with it, follow the steps described below in this section.

Position	Description	Possible values
1	USER / DOOR-OPENING Code	(1) 0001-9999 00001-99999 000001-999999
2	Time that the electric lock relay will remain activated (seconds)	20-Mar

(1) According to the configuration performed when the equipment was installed. Consult your installer.

## ENTERING USER MENU

1. Press the key marked  once if you wish to open user menu 1 and twice if you wish to open user menu 2.
2. Next, enter the memory position which you wish to program. You can choose any number between 01 and 99 inclusive..
3. Press the key marked  again. The red led on the panel will light up, remaining lit until you enter a USER code.

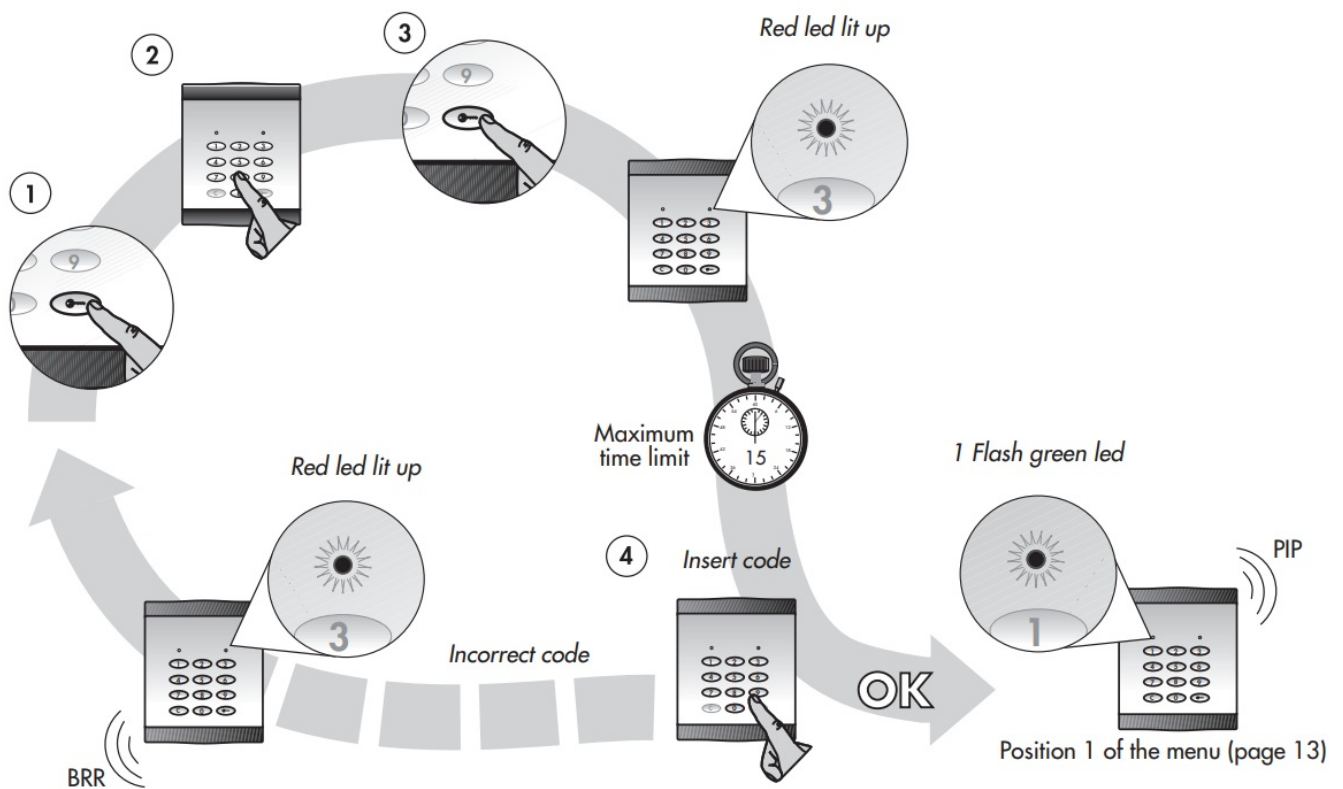
**Note:** If, instead of lighting up, the red LED starts blinking for a determined memory position, you will need the installation MASTER code.

4. Enter the USER code which you have previously configured for that memory position and which is the same as the access code of the door.

If the code you have entered is correct, the entrance panel will emit a beep and the green led will flash once, indicating that you are in position 1 of the menu (See page 13).


If the code is incorrect, the panel will emit a deep thudding sound and the red led will flash. Begin again at step 1.

**Note:** The maximum time allowed between steps is 15 seconds. Once this period has elapsed, you must begin again.



### POSITION 1 – USER CODE / DOOR-OPENING

The user code will be the same as the door-opening code. You can change this code by selecting any value between 0001 and 9999, or between 00001 and 99999, or between 000001 and 999999, depending on the value configured in position 1 of the installation menu.

**Note:** If you do not wish to change this value, press the key marked  to move on to the following menu position (See page 14).

#### Otherwise:

1. Key in the code which you wish to use in future for this memory position. Once the new code has been entered, the red LED on the panel will light up.
2. Confirm the code by re-entering it.

Once the code has been entered, you will automatically advance to the next menu position. See diagram below.



**Note:** A table in which to note USER codes is provided at the end of this manual. See “Table showing assignment of codes”. (page 23)

## TABLE SHOWING CONFIGURATION OF THE KEYPAD

(To be completed by the installer)

Description	Installation value
Number of digits in the USER code/DOOR-OPENING code	<div>4</div> <input type="checkbox"/> <div>5</div> <input type="checkbox"/> <div>6</div> <input type="checkbox"/>
Number of unsuccessful attempts permitted when entering a code	<div>Unlimited</div> <input type="checkbox"/> <div>1</div> <input type="checkbox"/> <div>2</div> <input type="checkbox"/> <div>3</div> <input type="checkbox"/>
Time the keypad is blocking (minutes)	<div>1</div> <input type="checkbox"/> <div>2</div> <input type="checkbox"/> <div>3</div> <input type="checkbox"/> <div>4</div> <input type="checkbox"/> <div>5</div> <input type="checkbox"/>
Access to user menu	<div>Enabled</div> <input type="checkbox"/> <div>Disabled</div> <input type="checkbox"/>

## TABLE SHOWING ASSIGNMENT OF CODES

Use the following table to make a note of the codes used and of their time settings. It is recommended that the management of codes be handled by a single person acting as administrator.

**Note:** Memory positions without an assigned code can only be programmed by the installer.

The USER codes “0000”, “00000” or “000000” allow access to the user menu but cannot be used for door-opening.

	Programming door 1		Programming door 2	
Memory position	USER code	Time (electric lock)	USER code	Time (electric lock)
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

**Note:** A more complete table showing how codes are assigned is available on “Technical Support” section of the Alcad web page: [www.alcad.net](http://www.alcad.net).

Specifications subject to modifications without prior notice



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## Documents / Resources

	<p><a href="#">ALCAD Keypad for Access Control</a> [pdf] User Manual Keypad for Access Control, Keypad for, Access Control, Control</p>
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## References

- [ALCAD ELECTRONICS | ALCAD Home, ALCAD Facility](#)
- [ALCAD ELECTRONICS | ALCAD Home, ALCAD Facility](#)