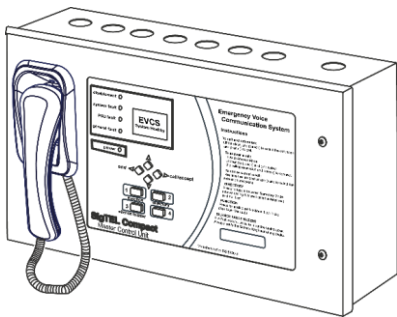
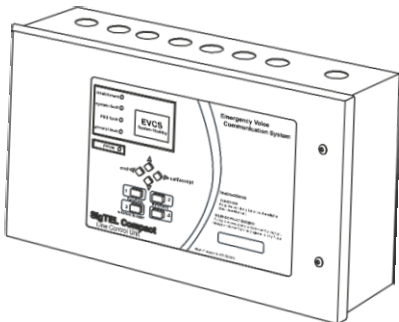


SigTEL Compact

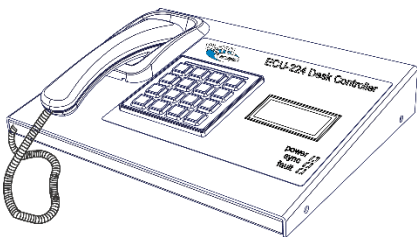
Emergency Voice Communication System (EVCS)



Wall Control Unit
(with handset)



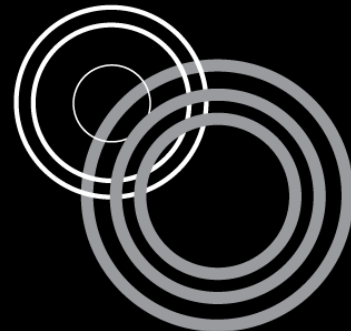
Wall Control Unit
(no handset)



Desk Control Unit
(with handset)

Operator Instructions

Approved Document No. DAU0000092 Rev 4



AN EXPLANATION OF TERMS AND DEFINITIONS USED IN THESE INSTRUCTIONS IS LISTED IN SECTION 19.

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1 Regulations

Disabled refuge systems are called for by DETR Approved document B (Fire safety) volume 2, section 4, Design for vertical escape and BS 5588 Fire precautions in the design, construction and use of buildings, Part 8, Code of practice for means of escape for disabled people.

Fire telephone systems for buildings are called for by BS 5588 Fire precautions in the design, construction and use of buildings Part 5; Code of practice for firefighting stairs and lifts, Part 10; Code of practice for shopping complexes and Part 11; Code of practice for shops, offices, industrial, storage and other similar buildings.

Fire telephone systems for sports venues are called for by the Guide to safety at sports grounds.

The installation of EVCS is covered by BS 5839-9 Fire detection and fire alarm systems for buildings – Part 9: Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.

2 Safety

The Emergency Voice Communication System (EVCS) is safe to operate provided it has been installed in compliance with the manufacturer's instructions and used in accordance with this instruction.

DO NOT open the control enclosures as Mains voltages are present inside. There is no need to open these enclosures except to carry out maintenance, or remedial work. Such work must be carried out by the service company responsible for the EVCS.

If equipment is damaged in any way, advise the person responsible for the EVCS at the site.

Regular servicing of the EVCS is required by BS 5839-9, by a competent organisation on a continuous maintenance contract. A fully itemised report of the status of the installation should be obtained at least once a year.

Management of the site is required by law (The Regulatory Reform (Fire Safety) Order 2005) to appoint a responsible person to ensure the EVCS (and other safety systems) remains operational.

3 System Overview

The EVCS provides reliable two-way communication between one or more permanently manned control rooms and key points on the site in a fire emergency. The EVCS comprises of fire telephone and/or disabled refuge systems.

Fire telephone systems are for use by trained people as part of the fire safety procedures at the site. Disabled refuge systems are for use by untrained people communicating with a trained Operator.

The two systems differ from a standard telephone or intercom system in the following ways:

- Outstations do not have to dial the current master unit, they call as soon as their handsets are picked up (at Type A outstations), or the 'Push to Call or Answer' button is pressed (at Type B outstations)
- Outstations cannot call other outstations
- Type A (fire telephone) outstations may be in locked housings to prevent unauthorised access
- The EVCS operates from Mains and has battery back-up in case of Mains failure so that it is always available
- If there is a fault, a buzzer sounds intermittently at a wall or desk control unit. Details of the problem are shown on the display. If the fault is not rectified the fault buzzer resounds after a period of 6 hours.

Note: The system also has a disabled persons toilet alarm (DPTA) interface which is a secondary function to the primary purpose of the EVCS.

4 Disabling the System

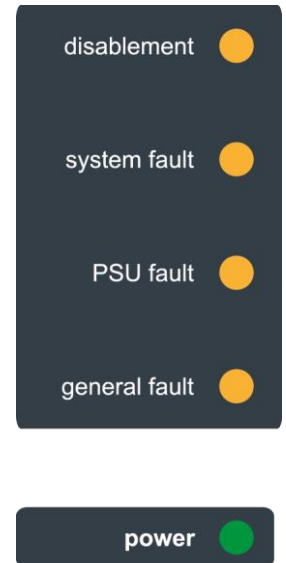
If a wall control unit is installed in a public area, the system may be disabled to prevent unauthorized or malicious use. If this is the case, the system will be enabled either, automatically when the fire alarm operates, or manually by operation of a break-glass call-point, or similar control. When disabled, the EVCS continues to check for faults but the wall and desk control units are suppressed from making, or receiving calls until an external trigger is applied.

Disabling of the system is set up by a system engineer.

5 Indicators & Display

5.1 Wall control unit external indicators

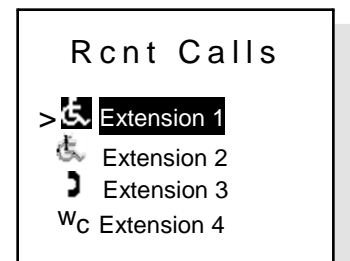
| Indicator | Colour | What this means |
|----------------------|--------|--|
| Disablement | Amber | The EVCS is powered up and checking for faults but the wall control unit is disabled from making, or receiving calls, until an external trigger is applied, e.g. from a fire alarm panel. This is NOT a fault indicator. |
| System Fault | Amber | There is a problem with the microprocessor. If this indicator cannot be extinguished, there may be a serious problem with the microprocessor. Contact the service company responsible for the EVCS. |
| PSU Fault | Amber | There is a fault with the Mains power supply or back-up batteries. |
| General Fault | Amber | There is a local or remote fault on the EVCS. The display will show more information. |
| Power | Green | Power (Mains or battery) is present. |



5.2 Wall control unit display

The display shows call status, system information, fault information and uses the following graphic symbols:

| Graphic symbol | What this means |
|----------------|---|
| | MCU Wall Control Unit with handset (ECU-16, ECU-8 or ECU-4) |
| | LCU Wall Control Unit no handset (ECU-8NT) |
| | Desk Control Unit (ECU-224) |
| | Type A (fire telephone) outstation |
| | Type B (disabled refuge) outstation |
| | Disabled persons toilet alarm (DPTA) |
| | The display entry is highlighted, ready to be selected |



Example display

Display conventions

Standard / non-active displays are shown normally, e.g. ' Extension 2'

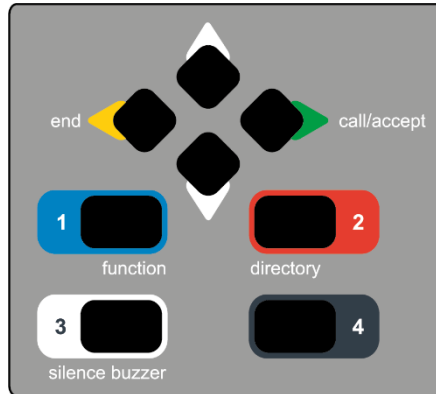
Active displays are shown reversed, e.g. '> Extension 1'

The flashing graphic symbol in front of an extension name means this extension is calling the wall control unit, or the wall control unit is calling the extension. The display's backlight also flashes red.

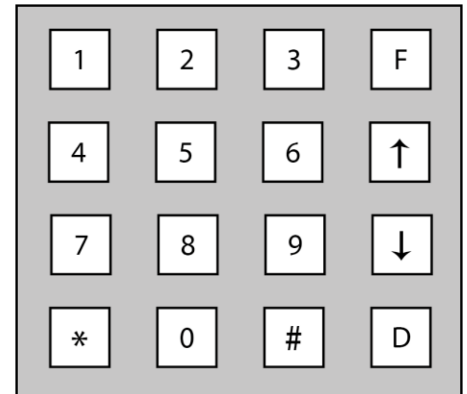
6 Controls

Note: The controls inside the MCU/LCU wall control units are for use by the service company responsible for the EVCS. **Under no circumstances should these internal controls be accessed by Operators.**

The wall and desk unit control buttons are located on the keypad. They are multifunctional dependent on the unit's current status.



Wall Unit (MCU/LCU) controls



Desk Unit (ECU-224) controls

Note: The control buttons on the desk control unit differ to that of the wall control unit. The corresponding buttons on the desk control unit are:

↑ and ↓ = Scroll Up/Down, **F** = FUNCTION, * = CALL/ACCEPT, # = END, **D** = DIRECTORY

The numbers (1, 2, 3, 4) on the wall and desk control units are used for entering security PIN codes (by responsible persons only). This code will be provided by the system installer.

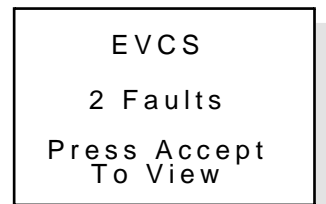
| Wall Control Unit button | What this means | When to press this button |
|--------------------------|--|---|
| ▲ | Scroll Up | Used to scroll up and down the phone directory and menus. |
| ▼ | Scroll Down | |
| CALL/ACCEPT ► | Make/Accept Calls & Select Menus | When the wall control unit's handset is off-hook press this button to either make an outgoing call to an extension, or accept an incoming call from an extension. Also, selects menu options. |
| ◀ END | End a Call & ESC to previous menu & Lamp test | When the wall control unit's handset is off-hook press this button to disconnect the caller. When the wall control unit's handset is on-hook press this button to escape back to a previous menu. Note: To perform a lamp and buzzer test, press and hold. |
| FUNCTION & 1 | Additional functions & security PIN code entry | Used to access to the 'User Opts' menu. |
| DIRECTORY & 2 | Telephone directory & security PIN code entry | With the wall control unit's handset off-hook, toggles between a full list of extensions and a list of recent calls from extensions (if any). Note: The recent calls list is automatically cleared after a set time period (settable between 6 to 24 hours by a system engineer). Also, can be manually cleared. |
| SILENCE BUZZER & 3 | Silence buzzer & security PIN code entry | Used to silence the wall control unit's internal buzzer. |
| 4 | Security PIN code entry | |

7 Fault Messages

Faults on the EVCS are normally non-latching and will clear if the fault disappears. The only exception being a watchdog fault that occurs at initial power-up, or after a system reset and stays latched until manually cleared. Normally this fault clears when accepted. If the EVCS has been configured previously and any extensions are now missing, or are incorrectly connected the relevant faults are displayed. The display (right) shows a typical display but may have a different number of faults.

Press **CALL/ACCEPT** button to view the fault(s).

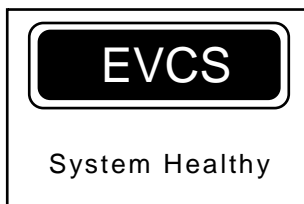
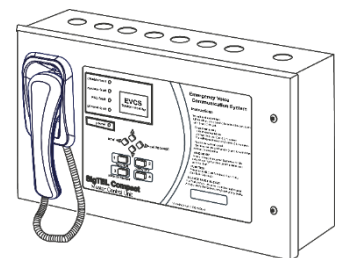
When a fault occurs, the relevant fault indicator is lit and a buzzer sounds intermittently at the wall units. Some faults may require investigation or assistance from the service company responsible for the EVCS.



8 Check the Wall Control Units are Working

If a wall control unit is healthy, the green Power indicator is lit, no fault or disablement indicators are lit and the display shows the current system status, see typical displays below.

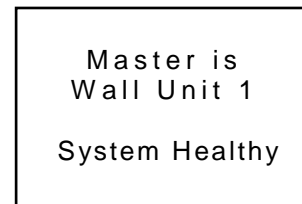
Note: The wall control unit displays are different for a networked system and a non-networked system.



Non-networked wall unit



Networked 'master' wall unit



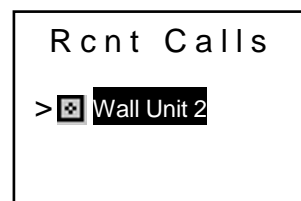
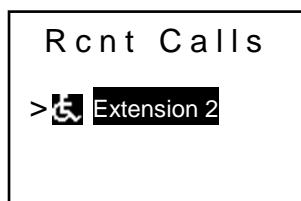
Networked 'repeater' wall unit

9 Handling Calls at the Wall Control Unit

Section 9.1 to 9.4 applies to both a non-networked wall control unit and the current master wall control unit on a networked system. It is assumed that auto-answer mode is enabled; this is the mode most likely to be setup for the system. Additional call handling facilities are available for a networked system, see section 16.

9.1 To answer a call

When an extension calls in, the ringer sounds and the display's red backlight flashes. The display shows the name of the calling extension (or networked unit), see examples below.



Note:  denotes a wall control unit and is only seen on a networked system.

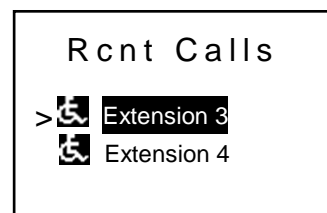
To answer the call simply pick up the handset. The call is automatically connected and you may speak. The display's red backlight returns to normal.

9.2 To end a call

Hang up the handset or press **END** button.

9.3 Ending one call and answering another

If another call comes in whilst you are talking to an extension, the wall control unit will not ring but the display will show the name of the calling extension and the display's red backlight flashes. See typical display, right.



To end the first call and answer another:

Either, replace the handset back on-hook to end the first call and wait for the wall control unit to start ringing again. When it does ring, pick up the handset to answer the next call.

Or, press **END** button to end the first call. The next call will automatically be connected.

9.4 To call an extension

Pick up the handset. If there have been recent calls, the recent calls list is displayed otherwise, the full directory is shown. You can toggle between recent calls and full directory by pressing **DIRECTORY** button. Press **▲** and **▼** to highlight the extension you want to talk to, then press **CALL/ACCEPT** button to call.

To clear the recent calls list, see section 15.1.

9.5 Manual-answer mode (i.e. auto-answer mode disabled)

By default auto-answer mode is enabled, which means a wall control unit automatically answers an incoming call when its handset is picked up. This provides a simple method of answering calls but provides less control for an Operator when there are multiple calls on the system.

In manual-answer mode, the Operator can prioritise and chose which calls to answer, or can ignore calls and chose to make an outgoing call instead. This mode is usually enabled for Operators who are experienced in the operation of the EVCS. The mode of operation can only be changed by a system engineer.

To answer a call:

When there is an incoming call, pick up the handset and press **CALL/ACCEPT** button to answer the call. If necessary, press **▲** and **▼** to highlight the extension you want to talk to and press **CALL/ACCEPT** button to answer the selected call.

To end a call:

Hang up the handset or press **END** button.

To end a call and answer another:

First, press **▲** and **▼** to highlight the call you want to end and press **END** button.

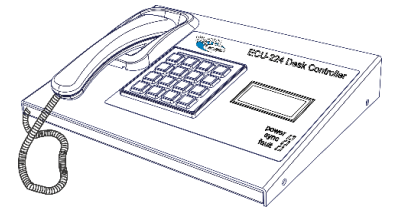
Then, press **▲** and **▼** to highlight the extension you want to talk to and press **CALL/ACCEPT** button to talk to the extension.

To call an extension

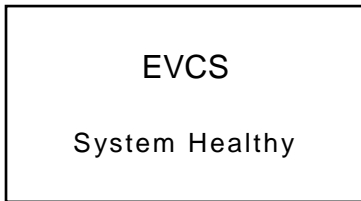
This is the same procedure as described in section 9.4.

10 Check the Desk Control Units are Working

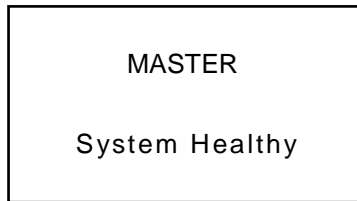
The desk control unit has a handset c/w display and allows calls to be handled separately to the wall control units. If a desk control unit is healthy, the green Power indicator is lit, no fault indicator is lit and the display shows the current system status, see typical displays below.



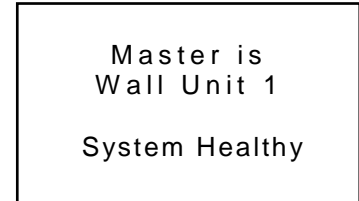
Note: The desk control unit displays are different for a networked system and a non-networked system.



Non-networked desk unit



Networked 'master' desk unit



Networked 'repeater' desk unit

Display conventions

The symbol '>' by the side of a display entry means that entry is selected.

The symbol '*' in front of an extension name means this extension is calling or you are connected to that extension.

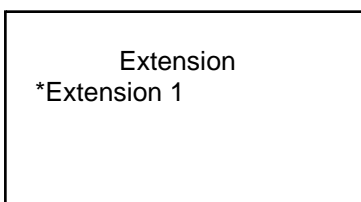
11 Handling Calls at the Desk Control Unit

Sections 11.1 to 11.4 applies to both a non-networked desk control unit and current master desk control unit on a networked system. It is assumed that auto-answer mode is enabled; this is the mode most likely to be setup for the system.

Additional call handling facilities are available for a networked system, see section 16.

11.1 To answer a call

When an extension calls in, the ringer sounds and the display shows the name of the calling extension, see example below.



To answer the call simply pick up the handset. The call is automatically connected and you may speak.

11.2 To end a call

Hang up the handset or press # (END) button.

11.3 Ending one call and answering another

If another call comes in whilst you are talking to an extension, the desk control unit will not ring, but the display will show the name of the calling extension (see example below).

```
Extension
*Extension 1
*Extension 14
```

To end the first call and answer another:

Either, replace the handset back on-hook to end the first call and wait for the desk control unit to start ringing again. When it does ring, pick up the handset to answer the next call.

Or, press # (END) button to end the first call. The next call will automatically be connected.

11.4 To call an extension

Pick up the handset. If there have been recent calls, the History calls list is displayed (shown below) otherwise, the full directory is shown. You can toggle between History list and full directory by pressing D (DIRECTORY) button. Press ↑ and ↓ to highlight the extension you want to talk to, then press * (CALL/ACCEPT) to call.

To clear the recent calls list, see section 15.1.

```
History
>Extension 1
Extension 14
Wall Unit 1
```

11.5 Manual-answer mode (i.e. auto-answer mode disabled)

To answer a call:

When there is an incoming call, pick up the handset and press * (CALL/ACCEPT) button to answer the call. If necessary, press ↑ and ↓ to highlight the extension you want to talk to and press * (CALL/ACCEPT) button to answer the selected call.

To end a call:

Hang up the handset or press # (END) button.

To end a call and answer another:

First, press ↑ and ↓ to highlight the call you want to end. Press * (CALL/ACCEPT) and # (END) buttons.

Then, press ↑ and ↓ to highlight the extension you want to talk to and press * (CALL/ACCEPT) button to talk to the extension.

To call an extension

This is the same procedure as described in section 11.4.

12 Types of Outstation

There are two types of outstation:

- Type A - comprises a telephone handset in a red wall-mounted cabinet. Type A enclosures may be lockable, in which case keys must be issued by the person responsible for safety at the site.
- Type B - comprises a wall-mounted intercom-style unit with a CALL button and built-in microphone and loudspeaker.

13 Making a Call from an Outstation

There is no need to dial from an outstation as the system automatically calls the Operator at a wall or desk control unit.

At Type A outstations, pick up the handset and a double 'beep-beep' ringing tone sounds in the earpiece.

At Type B outstations, press the 'Push to Call or Answer' button and a double 'beep-beep' ringing tone sounds in the loudspeaker and the 'Call in Progress' indicator is lit steady.

At the wall control unit (or desk control unit), the ringer sounds and the Operator can choose to answer.

If the Operator is talking to another outstation, an engaged tone sounds at the outstation's earpiece.

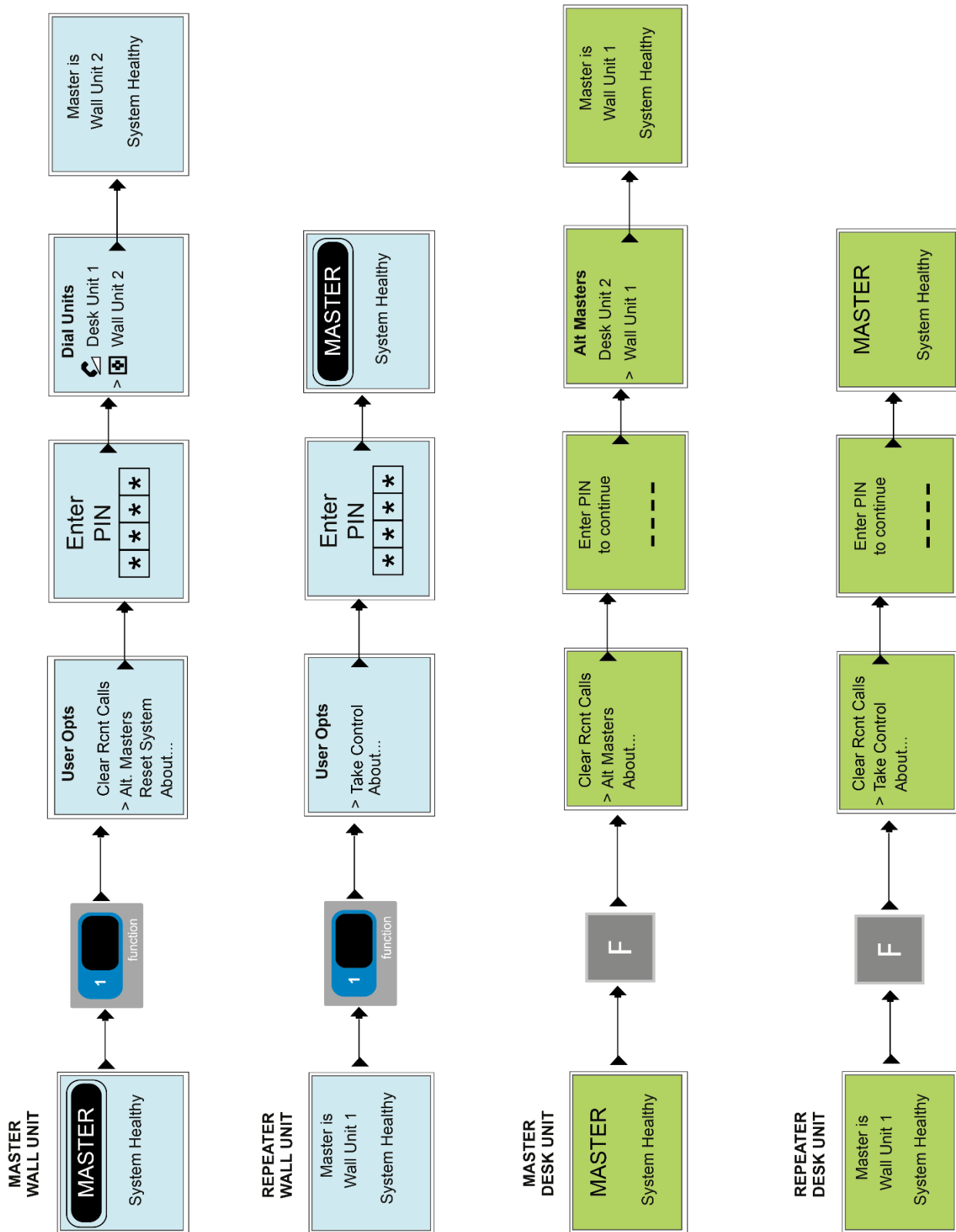
The Operator knows there is a call, so stay on the line until it is answered.

14 Answering a Call at an Outstation

When the Operator at the wall control unit (or desk control unit) calls an outstation, a ringing tone is heard at the outstation. At the outstation, either pick up the handset (at Type A outstations) or press 'Push to Call or Answer' button (at Type B outstations).

15 Additional Operator Functions

Additional Operator options (shown below) are available by pressing **FUNCTION** button (at a wall control unit), or **F** button (at a desk control unit) when the handset is on-hook.



Note: Some Operator functions require a security PIN code entering. This code can only be changed by a system engineer. Therefore, ensure that the security PIN code is held by a responsible person and NOT lost.

The default code is **2222** but keep a record of the code in the boxes, right.

| | | | |
|-------|-------|-------|-------|
| | | | |
|-------|-------|-------|-------|

With the unit's handset on-hook, press **FUNCTION** (or **F**) button. The **User Opts** menu is displayed.

Note: The **User Opts** menu for a networked unit is different to that on a non-networked unit (see examples below):

| | | | |
|--|--|--|---|
| <p>User Opts</p> <p>> Clr Rcnt Calls</p> <p>Reset System</p> <p>About...</p> | <p>User Opts</p> <p>> Clr Rcnt Calls</p> <p>Alt. Masters</p> <p>Reset System</p> <p>About...</p> | <p>User Opts</p> <p>> Take Control</p> <p>About...</p> | <p>> Clr Rcnt Calls</p> <p>Take Control</p> <p>About...</p> |
| <p>Non-networked MCU Wall Unit</p> | <p>Networked 'master' MCU Wall Unit</p> | <p>Networked 'repeater' MCU Wall Unit</p> | <p>Networked 'repeater' Desk Control Unit</p> |

15.1 Clear recent calls

To make it easier to call back to outstations, the system keeps a record of incoming calls for up to 24 hours after the system was last used. To manually clear this list press **FUNCTION** (or **F**) button and select **Clr Rcnt Calls** option.

Note: The system can be set up to automatically clear the recent call list after a set time period (between 6 to 24 hours). This is set up by a system engineer.

15.2 System reset

This option provides a clean restart to the system and is used for an emergency recovery in case the system gets into an unforeseen condition, e.g. persistent faults not clearing.

1. At the master wall control unit, press **FUNCTION** button and select **Reset System** option.
2. Enter the security PIN code using the keypad.
A full system reset is carried out.

| |
|-------------------------------------|
| <p>Enter PIN</p> <p>* * * *</p> |
|-------------------------------------|

15.3 Firmware version

If you need to find out which version of firmware is installed on the EVCS press **FUNCTION** (or **F**) button and select the **About...** option.

The firmware version is displayed and also the name of the control unit (typical display shown right).

| |
|--|
| <p>EVCS v 5.6.0</p> <p>Wall Unit 1</p> |
|--|

15.4 Alt. masters

This function is only available on a networked system and gives control to a repeater unit from the current master unit when no calls are present on the EVCS. See section 16.3.

15.5 Take control

This function is only available on a networked system and allows a repeater unit to take control from the current master unit when no calls are present on the EVCS. See section 16.2.

16 Additional Operator Functions (Networked Systems)

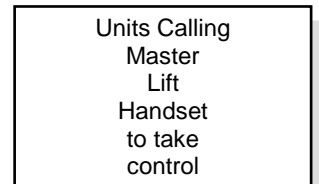
In addition to the functions listed in section 15, Operators on a networked system can access the following functions at wall and desk control units.

Note: The display on the desk control unit differ to that of the wall control unit. The corresponding buttons on the desk control unit are:

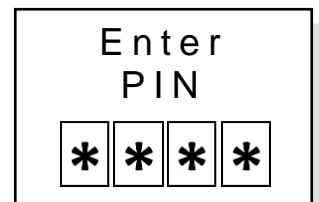
↑ and ↓ = Scroll Up/Down, **F** = FUNCTION, * = CALL/ACCEPT, # = END, **D** = DIRECTORY

16.1 To take control from the master unit at a repeater unit (when outstations calling in)

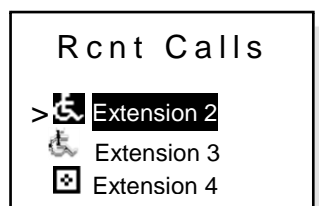
1. When there is an incoming call on the system, the current master unit displays the call. All current repeater wall and desk control units display the message shown right.



2. At any repeater unit, pick up its handset and enter the requested security PIN code using the keypad.



3. The repeater unit takes control of the system, becomes the current master unit and answers the call. The displays at each unit on the network confirm their network status.



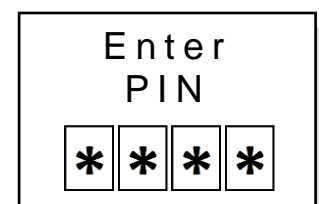
16.2 To take control from the master unit at a repeater unit (when no outstations calling in)

1. When there are no incoming calls on the system, at a current repeater unit (with its handset on-hook) press **FUNCTION** (or **F**) button. The **User Opts** menu is displayed.



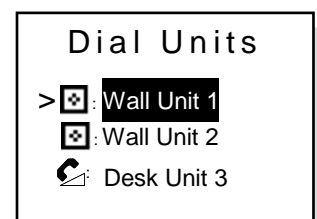
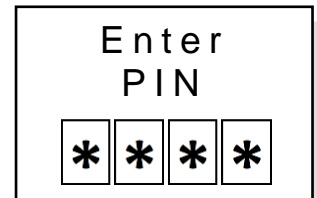
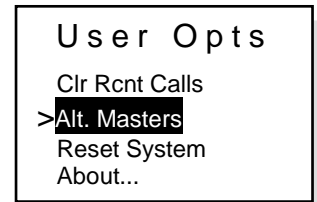
2. Select **Take Control** option and press **CALL/ACCEPT** button.

3. Enter the security PIN code using the keypad. The current master unit changes location and the displays at each unit on the network confirm their network status.



16.3 To give control to a repeater unit from the master unit (when no outstations calling in)

1. When there are no incoming calls on the system, at the current master unit (with its handset on-hook) press **FUNCTION** (or **F**) button. The **User Opts** menu is displayed.
2. Press **▼** to highlight **Alt. Masters** option and press **CALL/ACCEPT** button.
3. Enter the security PIN code using the keypad.
4. Press **▼** to highlight the location of the required master unit and press the **CALL/ACCEPT** (or *****) button. The current master unit changes location and the displays at each unit on the network confirm their network status.

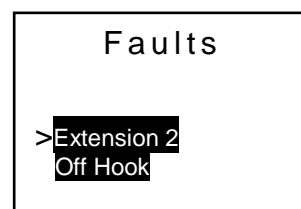
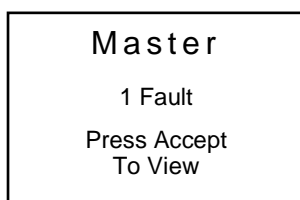


17 Off-Hook Detection

The EVCS has enhanced features to detect off-hook handsets and jammed buttons at outstations.

- **Off-hook detection (at Type A outstations):** Scenario: A call has been made from a Type A outstation, the call has been answered and ended at a control unit but the handset at the outstation has been left off-hook for longer than 2 minutes.
- **Jammed button detection (at Type B outstations):** Scenario: A call has been made from a Type B outstation, the call has been answered and ended at a control unit but the button at the outstation has pressed / jammed for longer than 2 minutes.

For the two scenarios above, after the 2 minutes have elapsed, the fault buzzer at the control unit sounds, the Fault indicator lights and a fault message is displayed, see example below left. Press **CALL/ACCEPT** button at the control unit and details of the off-hook or jammed button extension is displayed, see example below right.



To rectify the fault either,

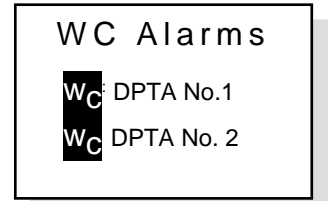
1. Call the extension from the control unit to check if someone is still waiting at the outstation for an answer, or,
2. Go to the extension and replace the handset at Type A outstations, or release the jammed button at Type B outstations.

18 Monitoring Toilet Alarms

Disabled persons toilet alarm (DPTA) monitoring is a secondary function to the primary purpose of the EVCS. If the site has toilet alarms AND they are connected into the EVCS, then active toilet alarms will be displayed at the control unit. As toilet alarm monitoring is a secondary function, any toilet alarm will be suppressed from being displayed if there are any calls from/to the outstations. At the end of outstation calls, the activated toilet alarm calls will be displayed.

Toilet alarms received at the control unit can only be reset at the alarm point of origin and cannot be reset at the control unit. Someone has to physically go to the location of the toilet alarm in order to reset it.

On a wall control unit's display, toilet alarms are denoted by the graphic symbol 'WC' which is reversed 'WC' when active. This symbol will never appear in the same list as outstations and pressing the **DIRECTORY** button will not show toilet alarms because you cannot call them. Similarly, toilet alarms will not appear in the Recent Calls list.



When a toilet alarm is activated, its name is displayed at the control unit.

At a wall unit, the buzzer operates continuously (to distinguish it from fault and EVCS operation). The buzzer can be temporarily silenced by pressing the **SILENCE BUZZER** button but will restart if the toilet alarm is not reset within a few minutes. When the toilet alarm is cleared the control unit automatically reverts to normal mode.

At a desk unit, the ringer sounds. The ringer can be temporarily silenced by pressing the **F** button and selecting **Mute** option but will restart if the toilet alarm is not reset within a few minutes. When the toilet alarm is cleared the control unit automatically reverts to normal mode.

19 Terms and Definitions

For the purposes of these instructions the following terms and definitions apply:

desk control unit

a desk unit that controls the EVCS. Up to 14 units can be installed on a network by connecting to a Network Communications Card (ECU723) fitted in an MCU wall control unit. Part number: ECU-224.

disabled persons toilet alarm (DPTA) interface

DPTA interfacing is a secondary function to the primary purpose of the system which is to act as an EVCS. Toilet alarms can only be reset at the alarm point and cannot be reset by the EVCS. DPTA part number: NC951.

emergency voice communication system (EVCS)

system that allows voice communication in either direction between an MCU wall control unit, desk control unit and a number of other points throughout a building.

extension

each MCU wall control unit has either 16 extensions (ECU-16), eight extensions (ECU-8) or four extensions (ECU-4). One extension typically has one outstation (Type A or B) or a DPTA connected to it.

line control unit (LCU)

a wall control unit that controls the EVCS. On a networked system, up to 14 MCU and/or LCU wall control units can be installed. The LCU is identical to an MCU but does not have a handset. Part number: ECU-8NT.

master control unit (MCU)

a wall control unit that controls the EVCS. On a networked system, up to 14 MCU and/or LCU wall control units can be installed. The MCU has a handset mounted on its front panel. Part number: ECU-16, ECU-8 or ECU-4.

network master

a wall or desk control unit on a network that currently has control over the EVCS, i.e. the 'master'. Any other control unit on a network acts as a repeater. The current master unit can give control to any repeater unit by entering a security PIN code. There can only be one master unit at any one time on a network.

network repeater

a wall or desk control unit that forms part of a networked EVCS. They repeat messages displayed at the current master unit and have ability to take control from the master by entering a PIN code.

outstation

unit located at a strategic point in a building, or building complex, that allows two-way voice conversation with either a wall unit and desk control unit. There are two types; Type A (fire telephone) and Type B (disabled refuge).

type A (fire telephone) outstation

outstation that uses a telephone-style handset for communication. Part numbers: EVC301RPO/EVC301RLK.

type B (disabled refuge) outstation

outstation that uses hands-free operation and has a call/answer button, built-in microphone and loudspeaker. Part numbers: EVC302S/EVC302GS or EVC302F/EVC302GF.



Manufacturer: SigNET AC Ltd, 6 Tower Road, Washington, Tyne & Wear NE37 2SH. www.signet-ac.co.uk.

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