

Room #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Technician: \_\_\_\_\_



## Entry Guard Installation Checklist

The following checklist is only a guide and is intended to be used by qualified service technicians. The sequence of the checks is arbitrary. Actual sequence will be determined by the technician performing the checks.

### *General System Information*

The system is considered “ENGAGED” when all of the following conditions are met:

1. “Start” button is illuminated.
2. “Maglocks On” indicator is illuminated.
3. All doors to the protected room are locked (if equipped with magnetic or electronic locks).
4. All interlocked (protected) equipment is/are enabled.
5. The “Beam On” sign is illuminated
6. The “Beam Off” sign is NOT illuminated.
7. The “Ok to Enter” or “Exit Now” sign(s) (if so equipped) should be off except during “Exit Now” mode.
8. The exit now audible alarm should not sound.

The system is considered “DISENGAGED” or in “SAFE MODE” when all of the following conditions are met:

1. The start button is NOT illuminated.
2. The “Maglocks On” indicator is NOT illuminated.
3. All doors to the protected room are unlocked (if equipped with magnetic or electronic locks).
4. All interlocked (protected) equipment is/are disabled.
5. The “Beam On” sign is NOT illuminated.
6. The “Beam Off” sign is illuminated.
7. The “Exit Now” or “Enter Now” signs (if so equipped) are NOT illuminated.
8. The building security system resumes control of the door locks (special requirement).

To ENGAGE the system:

1. Ensure the “Keyswitch” is on.
2. Ensure the “Power on” indicator is on.
3. Ensure the “Doors Closed” indicator is on.
4. Ensure the “System Ready” indicator is on.
5. Press the Start button and the system should engage.

The system should DISENGAGE when any of the following actions are performed:

1. Any “E-Stop” or “E-Access” button is pressed.
2. Any door to the protected room is opened WITHOUT first pressing an Exit Request or Enter Request button.
3. The building fire alarm actuates (special requirement).

The system is considered to be in EXIT NOW mode when the system is ENGAGED and the EXIT NOW circuit is activated. The following occurs during EXIT NOW mode:

1. The front panel “Exit Request” pushbutton illuminates.
2. The “Maglocks On” indicator extinguishes.
3. The Magnetic Door locks release (go to the unlocked position).
4. The “Exit Now” and “Enter Now” signs illuminate (if so equipped).
5. The “Beam On” sign remains illuminated.
6. The “Beam Off” sign remains extinguished.
7. The audible Exit Chime sounds for 5 to 90 seconds.
8. While the Chime is sounding, the protected doors can be opened without the system DISENGAGING.
9. If the “Exit Now Auto Reset” jumper is in place, closing all the doors after any door was opened terminates the “Exit Now” sequence as follows:
  - a. The Exit Chime terminates.
  - b. The “Exit Now” and “Enter Now” signs extinguish.
  - c. The “Maglocks On” indicator illuminates.
  - d. The Magnetic Door locks engage (go to the locked position).
  - e. The system remains ENGAGED.
10. If the “Exit Now Auto Reset” jumper is NOT in place, closing the doors does not terminate EXIT NOW mode before the timer times-out.
11. If any door remains open when the Exit Chime times out, the system reverts to DISENGAGED mode.

### **Control Panel Static Checks**

- The keyswitch and pushbuttons are not damaged and operate smoothly.**
- The External Power Supply (Wall Wart) is connected to the PCB.**
- The screws to any Terminal Blocks that have wires connected to them are tight and the wires won’t pull out with moderate pulling force.**
- Ensure the bypass jumpers are REMOVED for each of the “Safety Loop Inputs” that have wires connected to them (in use).**
- Ensure the bypass jumpers are in place for each of the “Safety Loop Inputs” that do NOT have wires connected to them (not used).**
- Ensure the +12V jumpers are REMOVED for any maglock that is connected to an external power source.**

- Ensure the “Exit Now Auto Reset” Jumper is installed unless the customer has specified that closing the doors should NOT terminate the Exit Now chime. Select the status of the jumper: Installed / NOT Installed.

#### Safety Loop Checks

- The “Doors Closed” indicator is illuminated when all the doors are closed and extinguishes when any door is opened.
- The front panel “System Ready” indicator illuminates when all the doors are closed and all the “E-Stop” and “E-Access” pushbuttons are not pressed.
- The front panel “System Ready” indicator extinguishes when any of the “E-Stop” or “E-Access” buttons are pressed or any door is opened.
- With the “System Ready” indicator NOT illuminated, pressing the front panel “Start” button does NOT ENGAGE the system.
- With the “System Ready” indicator illuminated, pressing the front panel “Start” button ENGAGES the system.
- With the system “ENGAGED” pressing any E-Stop or E-Access Pushbuttons DISENGAGES the system.

#### Remote Inputs

- When the remote “Start” pushbutton (if so equipped) is pressed the “Start PB” indicator on the PCB illuminates and extinguishes when the button is released.
- When the remote “Exit/Enter Request” pushbutton (if so equipped) is pressed the “Exit Req” indicator on the PCB illuminates and extinguishes when the button is released.
- When the “Enter Request” keypad (if so equipped) is actuated the “Exit Req” indicator on the PCB illuminates for approximately one second.

#### Exit Request Function

- With the system ENGAGED pressing any “Exit Req” pushbutton or entering the correct access code into the remote Keypad results in the system entering into EXIT NOW mode.
  - The audible exit chime sounds for the preset time of 5 to 90 seconds and is set to the customer’s specifications. Actual time is approximately: \_\_\_\_\_
- With the system in EXIT NOW mode and the “Exit Now Auto Reset” jumper is in place, opening and closing a door terminates EXIT NOW mode.
- With the system in EXIT NOW mode and the “Exit Now Auto Reset” jumper is NOT in place, opening and closing a door does NOT terminate EXIT NOW mode.

#### Electrical Checks

- Power supply voltage is 11 to 15VDC when measured at the “User +12VDC” Terminals of the PCB. The measured voltage is: \_\_\_\_\_ V

**Special Requirements/ Visual Indicators**

Define which system has control of the door locks during the following status.

	<b>Entry-Guard</b>	<b>Other system</b>	<b>Neither</b>
1. Entry-Guard key off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Entry-Guard key on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Entry-Guard ENGAGED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Entry-Guard EXIT NOW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Entry-Guard DISENGAGED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Building fire alarm signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

With the system in SAFE MODE verify illuminated indicators are either in safe mode or off.

With the system ENGAGED verify illuminated indicators have switched from safe mode to danger mode. Verify all safe indicators have been extinguished.

**The following Problems/Discrepancies were found during the inspection:**