

Operating instructions

System 106
Keypad

5550 ...

GIRA

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Start-up process

After mounting the keypad, the following steps must be followed in the order shown for start-up:

I. Create first administrator (Seite 5)

*** 3 * Admin ID_{New} * Admin PIN_{New} #**

II. Create users (from Seite 6)

*** 1 * User ID_{New} * User PIN_{New} #**

**III. Configure using the keypad
(from Seite 8)**

**IV. Use with door communication system
Assign door-openers/switching actuators (from
S. 17)**

What is an administrator and a user?

An administrator must be created for start-up. Users are created for operation.

Administrator

An administrator always consists of an admin ID and an admin PIN.

- Admin ID: 1 to 6 digits
- Admin PIN: 1 to 32 digits (for configuring the keypad)

User

A user consists of a user ID and a user PIN

- User ID: 1 to 6 digits (for door call functions)
- User PIN: 1 to 32 digits (for door opening functions or switching actions).



Notes regarding the IDs and PINs

It is not possible to assign identical IDs. If an administrator is assigned ID 1, it is not possible for there to be a user with ID 1.

The same PINs can only be assigned in “large property” operating mode. Further information on the “small property”/ “large property” operating modes can be found on S. 16

Creating first administrator

An administrator must be assigned before initial start-up. If no administrator has been created yet, the LED on the keypad will flash green.



Admin ID and admin PIN

The admin ID and admin PIN cannot be used for switching actions, such as opening a door.

Administrator created:

✓ LED flashes green.

1. Create new administrator:

*** 3 * Admin ID_{New} * Admin PIN_{New} #**

✓ The keypad emits a positive acknowledgement tone:

An administrator was successfully created.

The keypad is now in administrator mode.

2. Enter the administrator in the table on Seite 28, together with their ID and PIN.



Has the correct operating mode been selected?

The “small property” mode is pre-set in the factory default setting. This means that it is not possible to assign identical PINs. Further information on the “small property” and “large property” operating modes can be found on Seite 16

Creating users

Users are created as follows:

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Create new user:

*** 1 * User ID_{New} * User PIN_{New} #**

- ✓ The keypad emits a positive acknowledgement tone:
The user was successfully created.
 - ✓ Further users can now be created.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

4. Enter the user in the table on Seite 28, together with their ID and PIN.

Creating another administrator

Administrators are created as follows:

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Create new administrator:

*** 3 * Admin ID_{New} * Admin PIN_{New} #**

- ✓ The keypad emits a positive acknowledgement tone:
The administrator was successfully created.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

4. Enter the administrator in the table on Seite 28, together with their ID and PIN.

Changing admin/user PIN

The corresponding PIN is changed by assigning a new PIN to the user or administrator:

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
- ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).

2. Change user PIN:

*** 4 * User ID * User PIN_{New} #**

Change admin PIN:

*** 4 * Admin ID * Admin PIN_{New} #**

- ✓ The keypad emits a positive acknowledgement tone:
The PIN has been set successfully.
 - ✓ The keypad emits a negative acknowledgement tone:
Invalid ID entered.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

Deleting users

Users are deleted as follows:

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Delete user:

*** 5 * User ID #**

- ✓ The keypad emits a positive acknowledgement tone:
The user was successfully deleted.
 - ✓ The keypad emits a negative acknowledgement tone:
An incorrect user ID has been entered.
 - ✓ Further users can now be deleted.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

4. Remove deleted users from the table on Seite 28.

Deleting administrators

Administrators are deleted as follows:

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Delete administrator:

*** 5 * Admin ID #**

- ✓ The keypad emits a positive acknowledgement tone:
The administrator was successfully deleted.
 - ✓ The keypad emits a negative acknowledgement tone:
An incorrect admin ID has been entered.
 - ✓ Further administrators can now be deleted.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered: *** 0 #**



The last administrator cannot be deleted

The last remaining administrator can only be deleted via the factory reset (Seite 15).

Adjusting key backlight

The keypad backlight (off, level 1, level 2) can be switched as follows:

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
- ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).

2. Switch on backlight level 1 (min. brightness):

*** 61 * 1 #**

Switch on backlight level 2 (max. brightness):

*** 61 * 2 #**

Switch off backlight:

*** 61 * 0 #**

- ✓ The keypad emits a positive acknowledgement tone:
The backlight has been successfully switched on or off.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

Switching acknowledgement tone on/off

The acknowledgement tone is switched on/off as follows. It is also possible to switch between quiet and loud acknowledgement tones.

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
- ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).

2. Switch off acknowledgement tone:

*** 62 * 0 #**

Switch on acknowledgement tone (quiet):

*** 62 * 1 #**

Switch on acknowledgement tone (loud):

*** 62 * 2 #**

- ✓ The keypad emits a positive acknowledgement tone:
The acknowledgement tone has been set successfully.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

Use without door communication system

Switching DC bus supply on/off

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Switch on DC bus supply:

*** 8 * 7890 #**

- ✓ The keypad emits a positive acknowledgement tone:
The DC bus supply is switched on.
 - ✓ The LED flashes light green.
3. Switch off the DC bus supply:

*** 8 * 7891 #**

- ✓ The keypad emits a positive acknowledgement tone:
The DC bus supply is switched off.
4. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

Use without door communication system

Switching system programming mode on/off

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Start system programming mode:

*** 7 * 2580 #**

- ✓ The keypad emits a positive acknowledgement tone: System programming mode is activated.
 - ✓ The LED flashes light green.
3. Administrator mode ends automatically after 15 seconds, or if the following is entered:

*** 0 #**

4. System programming mode ends automatically after 7 min. or if the following is input:

*** 7 * 2581 #**

- ✓ The keypad generates a short acknowledgement tone, the system programming mode is deactivated.
- ✓ The LED stops flashing.

Factory reset – selecting the operating mode

The keypad can be reset to its factory default state. In this case, all user and administrator assignments will be lost.

1. Start administrator mode (if not already active):

*** 0 * Admin PIN #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
 - ✓ A negative acknowledgement tone indicates an incorrect input (e.g. the admin PIN).
2. Factory reset “small property operating mode”:

*** 9 * 1230 #**

Factory reset “large property operating mode”:

*** 9 * 1231 #**

- ✓ The keypad emits a positive acknowledgement tone, then flashes green/red. Then the LED flashes green, all settings on the keypad are reset and all users and administrators are deleted. The keypad is in the selected operating mode.



Important!
Administrators are also deleted.

An administrator must be created prior to reprogramming.

Difference between the “small property” and “large property” operating modes

The “small property” operating mode is factory pre-set.

“Small property” means:

- it is not possible to assign identical user PINs
- only the user PIN needs to be input to open the door:

User PIN 

“Large property” means:

- identical user PINs can be assigned
- both the user ID and the user PIN must be input to open the door:

User ID * User PIN 



Note for startup

When in “large property” mode, the user ID must also be input when assigning the “key” button to a switching actuator or door opener:

User ID * User PIN 



Before start-up, create administrator and users

The corresponding administrators and users must be created before starting up the keypad within the door communication system

Direct assignment/group assignment

During assignment, a distinction is made between the following:

- **direct assignment** of individual users to an individual switching actuator
- **group assignment of** all users to a switching actuator.
With group assignment, all users assigned to the keypad trigger a switching action on the switching actuator.

During programming, the admin PIN is input instead of a user PIN.



Advantage of group assignment

With group assignment, all users are assigned to a shared switching actuator in a single programming step.

Users that are subsequently created in the keypad can also switch this shared switching actuator without any further programming.



Create users before assignment

The corresponding users must be created before assignment

1. Hold down the “System progr.” button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
The operating mode LED on the switching actuator flashes.
2. Press the “Progr.” button on the switching actuator (or the “Door opener prog.” button on the control device) until the LED next to the button flashes.
 - ✓ The keypad emits another acknowledgement tone.
3. In “small property” mode:
Enter the user PIN and press the key button.

User PIN



In “large property” mode:

Enter the user ID and user PIN and press the key button:

User ID * User PIN



- ✓ The keypad emits a positive acknowledgement tone: The switching actuator/door opener has been successfully assigned.
4. Press the “System progr.” button on the control device to end the programming mode.



Deleting assignments of users to switching actuators

In order to delete assignments of users to switching actuators the learning-in process is repeated.

Assigning users – group switching actuators/door openers

The following describes how all users created in the keypad are assigned to a group switching actuator or door opener.

1. Hold down the “System progr.” button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
The operating mode LED on the switching actuator flashes.
2. Press the “Progr.” button on the switching actuator (or the “Door opener prog.” button on the control device) until the LED next to the button flashes.
 - ✓ The keypad emits another acknowledgement tone.
3. Enter the admin PIN and press the key button.

Admin PIN



- ✓ The keypad and any intercom module emit a positive acknowledgement tone:
The actuator has been successfully assigned.
4. Press the “System progr.” button on the control device to end the programming mode.



Deleting assignments of users to switching actuators

In order to delete assignments of users to switching actuators the learning-in process is repeated.

Assigning function key “F” to a switching actuator

1. Hold down the “System progr.” button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
The operating mode LED on the switching actuator flashes.
2. Press and hold the “Prog.” button on the switching actuator until the LED next to the button flashes.
 - ✓ The keypad emits another acknowledgement tone.
3. Press function key “F”

F

- ✓ The keypad and any intercom module emit a positive acknowledgement tone:
The actuator has been successfully assigned.
4. Press the “System progr.” button on the control device to end the programming mode.



Assignment of “F” button – deleting a switching actuator

In order to delete assignments of the “F” button to switching actuators, the learning-in process is repeated.

Assigning bell button to a home station

1. Hold down the "System progr." button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
2. Press the "bell" button. 
 - ✓ The keypad lights up light green, the door station generates a short acknowledgement tone followed by a long one and the keypad flashes light green.
3. Press the "light" button on the home station for 3 seconds until you hear a short acknowledgement tone.
 - ✓ One long acknowledgement tone = successful assignment.
 - ✓ Three short acknowledgement tones = assignment failed. The memory on the home station may already be occupied.
4. Press the "System progr." button on the control device to end the programming mode.



Assigning multiple home stations in each step

A maximum of 20 code assignments can be saved to the clipboard per step. If more than 20 home stations are to be assigned, the first 20 codes must be entered and assigned to the home stations. The remaining codes can then be assigned.



Create users

In order to assign the bell button to a specific home station, a user must first be created for the home station in the keypad.

1. Hold down the "System progr." button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
2. User ID + press "bell" button

User ID



- ✓ The keypad lights up light green, the door station generates a short acknowledgement tone followed by a long one and the keypad flashes light green.
3. Press the "light" button on the home station for 3 seconds until you hear a short acknowledgement tone.
 - ✓ One long acknowledgement tone = successful assignment.
 - ✓ Three short acknowledgement tones = assignment failed. The memory on the home station may already be occupied.
 4. Press the "System progr." button on the control device to end the programming mode.

Assigning bell button to a switching actuator

If the “bell” button is assigned in parallel to a switching actuator and a home station, the switching actuator must be assigned first, followed by the home station.

1. Hold down the “System progr.” button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
The operating mode LED on the switching actuator flashes.
2. Press and hold the “Prog.” button on the switching actuator until the LED next to the button flashes.
 - ✓ The keypad emits an acknowledgement tone.
3. Press the “bell” button. 
 - ✓ The keypad lights up light green, the door station generates a short acknowledgement tone followed by a long one and the keypad flashes light green.
The actuator has been successfully assigned.
4. Press the “System progr.” button on the control device to end the programming mode.



Deleting assignment of “bell” button to switching actuator

To delete the assignment of the “bell” button to the switching actuator in active programming mode in the door communication system, press the “Prog.” button on the switching actuator for 6 sec. All assignments will be deleted for this switching actuator.

Assigning bell button to a specific switching actuator

To enable a specific switching actuator to be assigned to the bell button, a user must be created for the switching actuator in the keypad. Where a switching actuator and home station are assigned in parallel, first assign the switching actuator and then the home station.

1. Hold down the "System progr." button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
The operating mode LED on the switching actuator flashes.
2. Press and hold the "Prog." button on the switching actuator until the LED next to the button flashes.
 - ✓ The keypad emits an acknowledgement tone.
3. User ID + press "bell" button



- ✓ The keypad lights up light green, the door station generates a short acknowledgement tone followed by a long one and the keypad flashes light green: The actuator has been successfully assigned.
4. Press the "System progr." button on the control device to end the programming mode.



Deleting assignment of "bell" button to switching actuator

For instructions on how to delete the assignment of the "bell" button to the switching actuator, see Seite 23.

Individual assignment/group assignment – what switches when?

Basic configuration

In the basic configuration, an individual switching actuator always has higher priority than a group switching actuator. In the basic configuration, a user only switches the individual switching actuator.

Extended configuration

If a user also triggers the “group actuator”, this user is assigned a special mode:

Mode	Assigned individual actuator	Assigned group actuator
1*	switches	does not switch
2	switches	switches

*Factory settings

Assigning mode to an individual user

To assign the corresponding mode to a user, proceed as follows:

1. Hold down the "System progr." button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
2. The corresponding mode can be selected with "user PIN + key button":

User PIN 

- ✓ When the key combination is entered, the mode set is indicated via acknowledgement tones and flashing of the green LED.

Mode	Indiv. actuator	Group actuator	Tones	LED
1	YES	NO	1	1 flash
2	YES	YES	2	2 flashes

3. Pressing the "key button" again switches the keypad to the next mode.
4. Repeat step 3 until the desired mode is reached.
5. Press the "System progr." button on the control device to end the programming mode.

Assigning mode to a user group

To assign the corresponding mode to a user group, proceed as follows:

1. Hold down the "System progr." button on the control device for 3 sec. to start the programming mode.
 - ✓ The LED on the control device will start flashing.
The keypad emits an acknowledgement tone and the LED flashes light green.
2. The corresponding mode can be selected with "admin PIN + key button":

Admin PIN 

- ✓ The first time the key combination is entered, the mode that is currently active is indicated via acknowledgement tones and flashing of the green LED.

Mode	Indiv. actuator	Group actuator	Tones	LED
1	YES	NO	1	1 flash
2	YES	YES	2	2 flashes

3. Pressing the "key button" again switches the keypad to the next mode.
4. Repeat step 3 until the desired mode is reached.
5. Press the "System progr." button on the control device to end the programming mode.

What to do if the admin PIN is lost

If the admin PINs created are no longer known, the activation code can be used to launch administrator mode in order to create a new administrator.

The activation code can be found on the included security card.



1. Start administrator mode using the activation code:

*** 0 * Activation code #**

- ✓ Once the positive acknowledgement tone has sounded, the keypad is in administrator mode.
2. Create a new administrator (see Seite 7).

Technical data

Power supply:	via system (ribbon cable, 10 pole) or via control device or via AS (DC 24 V, 300 mA)
Power consumption	
Stand-by mode	300 mW (lighting off) 500 mW (level 1) 800 mW (level 2)
Connections:	2 x system 2 x AS 2 x 2-wire bus
Ambient temperature:	-25°C to +70°C
Protection type:	IP54
Dimensions (W x H):	106.5 x 106.5 mm

Warranty

The warranty is provided in accordance with the statutory requirements via the retailer.

Please hand over or send the device and the associated safety card postage paid and with a description of the problem to your sales representative (retailer/installation company/electronics retailer), who will forward the device to the Gira Service Centre.