

Signature™ @ Hastings over Mindil

Darwin Today
25-33°C
Late thunder

Darwin Tomorrow
25-34°C
Thunderstorms

Internet Services Meeting Security

Intercom Music

HELP ON

Hastings
over Mindil

Ticker server localhost 08:03:46 AM

Welcome to Signature™

Signature™ has been developed by Controlability Pty Ltd to meet the demand for a reliable, user-friendly technology package for apartment developments.

Signature™ offers a fully integrated system providing a range of security features, inter-apartment communications, convenience features and privacy. It operates from centralised server system, and common network infrastructure. In each apartment the 15" touch screen connects with the central system for information and intercom communications.

The entire system is protected by a secure firewall that separates your apartment from other apartments. It also protects the central equipment from external access from the Internet.

As soon as you move in you are ready to browse the Internet from a personal PC's or the touch screen using the provided broadband connection in your apartment.

Simply connect your computer to the network with a cat5e cable, and open your web browser. The Signature™ System makes it easy for you.

There is a variety of functions available through the Signature™ System.

They are categorised into six primary functions: Internet Access, Online Services, Metering, Security, Intercom and Music.

Each of these categories has a sub-section in this manual explaining its function and operation.

The Main screen also displays the local weather and time, and there is a screen saver that will automatically load after a short time.

To save power the screen will sleep after 5 minutes of inactivity, as soon as the screen is touched, the main screen will be displayed once more.

To navigate around the screen touch on the icons or buttons displayed, or alternatively use the mouse and keyboard supplied.

If you require instructions on a particular function touch the 'Help On' icon located on the left hand side of each screen. To exit the Help screen touch the 'Help Off' icon.

To return at any time to the Main screen touch the Hastings over Mindil logo in the bottom left hand corner.

We hope you enjoy using Signature™ - the Human Touch

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Internet

This section features the range of Internet services that is available from the touch screen.

The Internet section includes:

- A Web Browser. Browsing the Internet is an easy way to gain access to a variety of information quickly.
- E-mail. The equivalent of sending a letter electronically.
- Internet Metering. Signature monitors your usage of Internet over a period of time.



Internet Services

The web browser, by default, is set to the google.com.au Home Page. Google is a search engine that will find web sites that contain a reference to the search terms your type in. This website will be loaded automatically when you access this screen.

To use the browser to view another website follow the steps below:

- Using the mouse on the keyboard, Place the text cursor into the address box at the top of the screen
- Left click in this space to enable you to type text
- Use the Delete key to erase the address within the address box (in this case www.google.com.au)
- Type in the full address of the website you wish to visit. For example, www.hastingsovermindil.com
- Using your mouse left click on the Go/Search button or press the Enter key on your keyboard. The browser will load the page
- To return to the Home Page (the Google website) click on 'Home' (small icon of a house) on the top of the screen
- To browse another website, repeat steps 1-4 above

The Signature web browser is not able to access certain types of web pages, web pages that require higher levels of security and sites that store information on the local computer (Many bank sites will not allow the Signature browser to log in for this reason).

It cannot save web pages for future reference, or print page.

The browser is used in the system as a fast and easy way to locate information like business phone numbers, flight times and other convenience items.

What is the Internet?

The Internet is a worldwide network of interconnected computer systems. The Internet allows access to an array of information and services, such as Electronic Mail (E-mail) and the World Wide Web (www).



World Wide Web (www)

The World Wide Web (www) is likened to an information super highway. It is a collection of electronic documents called Web Pages. Web pages contain information in the form of text, graphics, video, animation, sound, as well as other software programs.

Each web page has a specific address called a URL (Uniform Resource Locator). This must be typed into the address bar exactly or an error message will appear and the page will not be displayed.

The first page on a website, is generally termed the 'Home Page'. The Home Page indexes what you will find in the rest of the website, similar to a Contents page in a book. These web pages may contain links to other sites, called 'Hyperlinks' or 'Links'.

A link is identified by one of the items below:

- Text. In some cases, not only will the text be underlined, but it may also be in a different colour from the rest of the text on the site. [Hyperlink](#)
- Hand. When you move your cursor over a word and it turns into a picture of a hand. This indicates that you can 'Click' on the item. 
- Button. A graphic image, such as a button, icon or picture. 
- URL. When you move your cursor over some text and a URL (website address) appears beside your cursor. www.google.com

Search Engines

If you are looking for information but are unsure where to find it, a Search Engine can help. Search Engines enable you to look up and retrieve information, ranging from a Television Guide, to shopping on-line at your favourite store.

Two examples of Search Engines are:

- www.google.com.au
- www.yahoo.com.au

Search Engines retrieve all documents relating to the specified keywords you enter. The results are listed according to relevance to the keywords inputted.

Helpful Information

Touching the screen or clicking (with your left mouse button) on a Hyperlink and switching from one web page to another, is known as browsing, it is helpful to know and utilise the buttons as listed below.

These buttons are located on your browser toolbar (at the top of the screen):

- Back. This will return you to the previous page.
- Forward. This will return you to the page you were at before you hit the Back button.
- Home. This will return you to the Home page. This page is preset to www.google.com.au
- Stop. Will cease loading the page.





Email

Follow the steps below and use the mouse and the keyboard to navigate around the e-mail program.

Read an e-mail

To read e-mail, follow the steps below:

- The Mailbox screen shows all e-mail messages received. The sender of the e-mail (under the 'From' column) is shown as a Hyperlink.
- Click the Hyperlink. This will take you to another screen showing you the e-mail message and the options available to you.
- Attachments can be seen listed under the Attachment heading and are also represented as a paperclip symbol at the end of the subject column (in the main Mailbox).
- After reading the e-mail, choose from the options available (located at the top and/or bottom of the screen). These options include: Reply, Delete or Return to Mailbox.

For security purposes the Signature™ System does not include any software applications that could open files that may be sent by email. Therefore it is not possible to view attachments from the Signature™ System.

If you have received an email with an attachment, you can do the following with it:

- Forward the email to your own personal email account. Then using your own personal computer you can open the attached file using the appropriate software.
- Delete the email and the attachment without viewing it.

The Signature™ System does not provide any form email anti virus to its end users. This is the responsibility of the resident/user to provide support and software for their own equipment. By using your own computer to open files sent by email, you are responsible for ensuring your system is up to date with software patches, anti virus, and other security measures.

Reply to an e-mail

To reply to e-mail follow the steps below:

- From the main e-mail screen open the e-mail (click on the senders name/refer above) and click on the Reply button
- Click in the Message Text Window. This will activate a cursor
- Using the keyboard type in the message
- When you have finished click on Send Mail. A new screen will appear indicating that the message has been sent. If for some reason the message was unable to be sent, a message will appear stating the problem. Correct the error (eg. e-mail address) and click on Send Mail
- Click on Return to Original E-mail or Return to Mailbox

Compose an e-mail

To compose an e-mail follow the steps below:

- From the main e-mail screen, click on Compose. This will lead to another screen
- Enter the recipients details (e-mail address) in the TO field. This must be typed in accurately or the message will not be received
- Enter an e-mail address in the CC and BCC field if desired
- Enter a subject for the e-mail if desired (eg. Lunch)
- Click in the Message Text Window and use the keyboard to type in the message
- Upon completion, click on Send Mail. A screen will appear stating if the message has been sent. If for some reason the message was unable to send, a message will appear stating the problem. Correct the error (eg. e-mail address) and click on Send Mail
- From here choose from the options available; eg. Return to compose email, Return to Mailbox

Delete an e-mail

To delete an e-mail follow the steps below:

- From the main Mailbox screen, click on the box beside the e-mail to be deleted. This will place a in the box
- Click on the 'Delete' button. A screen appears asking to confirm the deletion
- Click 'Delete Now' to delete the message
- Alternatively, to keep the message choose from the other options available, i.e. Return to original e-mail, Return to index/Mailbox
- The Mailbox screen will display all remaining messages

What is e-mail

E-mail is a system that enables the sending and receiving of messages over a computer network.

To send and receive e-mails an e-mail address is needed.

Similar to typing a URL (web address) e-mail addresses are very specific, therefore, the correct spelling of the address itself is imperative.

An e-mail message can be broken down into the following:

- TO - Address of the recipient.
- CC - Carbon Copy: Add any other recipients to whom you would like the message sent.
- BCC - Blind Carbon Copy: Recipients in the TO and CC field are unaware of recipients in this field.
- Subject - Usually a few words summarising what the e-mail is about.
- Body - This contains the message.

Sometimes, after sending a e-mail, an error message may be received. This may happen for a number of reasons. Some of these are listed below.

- The server is down or off line - this service is temporarily out of order
- The address of the recipient is incorrect
- The Inbox of the recipient is full
- The Inbox of the recipient has been suspended by the service provider

The system will keep trying to send the e-mail for a preset period of time. Once this time has elapsed an error message will be received.

Confidentiality is not guaranteed with e-mail. People can sometimes hack into your e-mails and read them. Because of confidentiality issues many people don't send credit card details or sensitive data via E-mail.



Internet Metering

All Internet usage from within your home network is metered by the Signature™ System. This screen displays your usage as a graph.

To view your options:

- View your Internet usage via monthly, weekly, daily, hourly or per minute options.
- To view your usage in another view - for instance monthly, touch or click on the graph.
- Continue click on the graph until the monthly view is displayed. Note the time and output scales along the axis of the graph. These change with the usage and times according to the view selected.
- When you have finished viewing your Utility Metering, touch the Hastings over Mindil logo on the left hand side to return to the Main page.

Metering for your Internet usage will date back 6 months from the current date.

Online Services

This section features the range of Online services provided as direct Internet links.

These include: **General Information, Dining and Local Information.**

- General Information provides a collation of useful goods, services and information.
- Local information links provide quick references for various information services in the local area.



Online Services

A number of online services are listed on the General Information screen. Icons on the screen represent each of these services.

To view the website for any of these services:

- Touch on the icon representing the service you wish to visit.
- The website of this option will appear. Browse the website as desired.
- To return to the main General Information screen touch on the General Information icon on the left of the screen.
- To return to the Main screen touch the Hastings over Mindil logo in the bottom left-hand corner.

For information on browsing and navigating the Internet, refer to the Internet section in the guild.



Local Information

A number of information services are listed on the Local Information screen. Icons on the screen represent each of these services.

To visit the website for any of these services:

- Touch on the icon representing the service you would like more information on.
- The website of this service will appear. Browse the website, as desired.
- To return to the main Local Information screen, touch on the Information icon on the left of the screen.
- To return to the Main screen, touch the Hastings over Mindil logo in the bottom left hand corner.

For information on browsing and navigating the Internet, refer to the Internet section in this guide.

Utility Metering

This section features the range of utility metering services that is available from the touch screen.

The metering section includes:

- Power Metering. Signature monitors your usage of power.
- Hot Water Metering. Signature monitors your usage of hot water.
- Cold Water Metering. Signature monitors your usage of cold water.



Power/Hot Water/Cold Water Metering

All usage of these services from within your home is metered by the Signature™ System. These screens display your usage as a graph.

The fundamentals of the metering pages are the same for each of these metered services.

To view your metered services:

- There are three tabs to the left of the screen that select the metering views available.
- View graphs via monthly, weekly, daily, hourly or per minute options by touching on the graph to change the view.
- Continue to click on the graph until the desired view is displayed. Note the time and output scales along the axis of the graph. These change with the usage and times according to the view selected.
- When you have finished viewing your utility metering, touch the Hastings over Mindil logo on the left hand side to return to the Main page.

Metering for your usage will date back 6 months from the current date.

Note:

These services are presented on the touch screen as a reference only.

The data collected by the signature system comes directly from the service meters for your apartment. These meters are standard tariff meters and have separate counters and displays.

Security

This section features the security and camera system installed in the apartment complex.

Your apartment contains a security system that is integrated into the apartment and the Signature system.

There are eight cameras that can be seen by the residents, they are available on the touch screen. The camera servers in the Signature system, records the camera images.



Home security

Your apartment contains a security system that is integrated into the apartment and the Signature system. It will control your Lighting and Air-conditioning and the building lift.

About the security system

The Signature security system fitted to your apartment includes a number of convenience features. It uses the two security MODES to enable you to select the level of security you need in your apartment. When arming the system you can select from HOME or AWAY modes.

In these modes the security system will perform different tasks. Both modes will monitor the status of the entry door, and will trigger the entry timer then the alarm if it is opened while armed.

Home Mode

This mode is used when you are at home in bed.

The system will turn on the entry light near the kitchen for a short while whenever motion is detected in the apartment. This is to give you some light when moving around the apartment in the late hours when all the lights are off.

Only the front door will trigger the entry timer and then the alarm.

This mode does not affect the operation of the Air-conditioning or other lights.

To arm the security system in HOME mode, follow the steps below:

- Touch the security Icon on the main page.
- Touch the **Home** mode button.
- Your security is now armed in HOME mode.
- The entry light will come on for a short while whenever motion is detected in the apartment.

In this mode when the door of the apartment is opened the security system will trigger in the normal manner. You then will have 30 seconds to disarm the security system.

To disarm the system when in HOME mode, follow the steps:

- Touch the screen
- Press DISARM.
- Enter your PIN and press OK
- The screen will return to the main Hastings screen.

Away Mode

This mode is used when you leave the apartment for the day or longer.

In **AWAY** mode the system will shut down the apartment lights and the air-conditioning. It will also call the building lift to your floor.

When armed the entry light will remain on for the exit time (30 Seconds). After this it too will switch off, and the apartment is then fully armed.

Any motion in the apartment will trigger the entry timer and then the alarm. The front door will also trigger the entry timer and then the alarm.

When the system is disarmed the lights and air-conditioning will return to the state that it was last in.

Follow the steps below to arm the security system in Away mode:

- Touch the security Icon on the main page.
- Touch the **AWAY** mode button.
- The entry light will come on.
- The apartment lights will switch off.
- The air-conditioning will switch off.
- The lift will be called to your floor.
- The exit timer will start.
- You will have 30 seconds to exit the apartment.
- After the exit timer is finished your security is fully armed.

When the front door of the apartment is opened or when motion is detected in the apartment the security system will trigger. You will have 30 seconds to disarm the security system.

Follow the steps below to disarm the security system:

- When you enter the apartment the PIN screen will be displayed.
- The entry light will come on.
- Enter your PIN number and press OK
- The security system will disarm
- The lighting and air-conditioning will return to the state they were last in.
- The screen will return to the main Hastings screen.



Viewing Cameras

There are eight cameras that can be seen by the residents. The images delivered from the cameras are still shots; this is to discourage users from leaving camera video running in the apartment.

Follow the steps below to navigate the Camera System:

- There are two tabs to the left of the screen that select the views available. Each tab has four cameras that may be viewed.
- You will see a still image from each camera in a 2 x 2 grid in each of the two tab screens.
- To view a single camera with a larger image, select the 'Name' of the camera from above the small image, this will open a larger still frame from that camera.
- Return to the camera grid by selecting the camera tab again.

Note:

The camera server in the Signature system, records the camera images. These are stored on the server for two weeks.

The building manager has access to the video from the camera server, and can play it back using the management PC. Video can be exported if required e.g. by the Police.

Intercom

This section features the Intercom functions available through the Signature™ System.

The Intercom system allows two-way communication between the Lobby, Reception and apartments. Residents can see and hear visitors in the lobby, whereas visitors are limited to audio only.



Apartment Intercom System

Follow the steps below to operate the Intercom System

Placing a call from your apartment

To make a call follow the steps below:

- Enter the apartment number or the reception number and press the 'Call' button.
- If the other party is available you will hear the ring tone, and the 'Call' button will change to 'Disconnect'.
- Press 'Disconnect' at **ANY** time to cancel the call.
- Wait for the response.
- If the call is answered, you will hear the other party.
- Speak directly at your Touch screen.

- If the call is not answered, your call will be automatically diverted to the voice mail system.
- Press 'Disconnect' at **ANY** time to cancel the call.
- After leaving a message, touch the 'Disconnect' button to end the call.
- If you choose not to leave a message, touch the 'Disconnect' button.

Incoming Call

When the Intercom System receives a call it will emit a ringing sound, similar to a phone, and the screen will 'jump' to the 'Incoming Call' screen.

To respond to an incoming call follow the steps below:

- Touch on the Answer button and the call is connected. You will now be able to speak to the other party.
- Speak directly at your Touch screen.
- Press 'Disconnect' at **ANY** time to cancel the call.
- If the call is from the Foyer Intercom you will be able to see and hear the visitor, whereas the visitor will only have audio contact with you.
- If you are receiving a call from Reception or another apartment there will be audio only.
- You will still see the images from the Foyer and the driveway cameras as both systems share the same incoming intercom call screen.

Opening the front door.

While you are in an intercom call you can unlock the building security so that visitors can access the floor for your apartment.

To unlock the security for the foyer, follow the steps:

- You will see the 'Open Foyer' button on the intercom screen.
- This is used to open the front door.
- Touch the 'Open Foyer' button.
- The Call will be terminated, and the front door will open.

Messages

If you have any voice messages from the intercom system a message will scroll across the bottom of the Main screen.

To retrieve your messages follow the steps below:

- Touch on the Intercom icon.
- Touch on the 'Messages' button. Your messages will be listed chronologically- with the latest messages being displayed at the top of the list.
- To play the message, touch the 'Play' button.
- You may choose to keep or delete the message, by using the buttons on the screen.
- Once the messages have been played, the message alert on the Main screen ticker, will cease, thereby indicating there are no new messages

Music

This section features the Music options available through the Signature™ System.

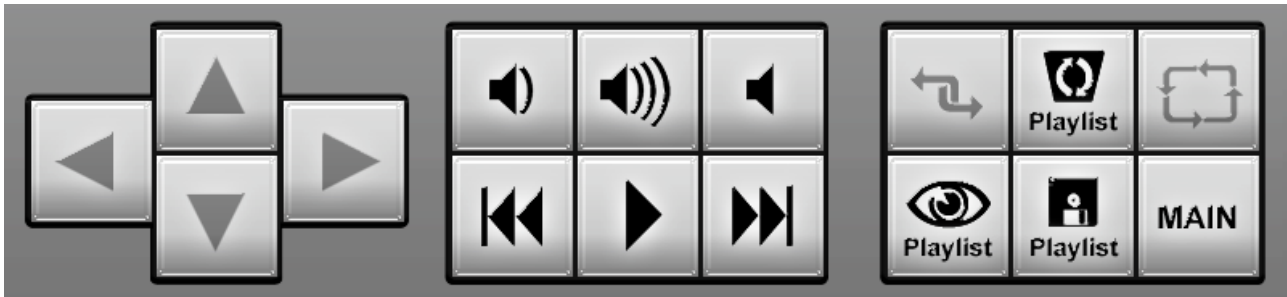
Signature™ will play music directly through the **Touch Screen**, via the built-in speaker system. Signature™ can also play music to any of the optional **Squeeze box** music devices connected to your home network.

Note:

To include your music in the Common Music Library on the signature take your CD's to the Building Manager. They will be able to add it to the music collection, and return your CD's to you .

Controls and Functions

Below is a summary of the main buttons used to operate the music player, and the networked music player.



On the left:

Navigation Forward, Back, Up and Down.

These allow easy navigation between the music screens. Navigation with these buttons is only possible when the buttons are active on the screen.

In the centre:

Volume Down, Volume Up and Mute

Previous track, Play, & Next track

- These buttons provide playing options

On the right:

Shuffle and Repeat

- Shuffle 1 - plays all songs randomly.
- Shuffle 2 - plays Albums in random order.
- Shuffle off - no shuffle.

- Repeat 1 - repeats song only.
- Repeat 2 - repeats Play list.
- Repeat off - no repeat

Play list

- Recycle Bin, Saved Play lists, Save Play list.
- Use the Play list Recycle Bin to delete the current Play list you have on screen.
- Use Save Play list to save a current Play list to listen to at a later time.
- Use Saved Play lists to view the Play lists already saved.

Add & Remove

- Use the Add button to add a song/album to your Play list.
- Use the Remove button to remove items from your Play list

Escape & Main

- Use Escape to exit the screen you are on.
- Use Main to return you to the main music control screen



On screen music player, Playing Music

In order to listen to Music, you need to create a play list, and add music to it. Choose music by browsing Albums, Artists, Genres, Songs or Play lists.

To create a Play list and navigate around the Music function, follow the steps below:

- From the main Music screen browse music by touching the different categories (e.g. Browse by Album/Artist/Genre/Songs).
- Use the navigation buttons as required (eg. Up, Back, Forward).
- Viewing by Album will list alphabetically all albums in the music system.
- To the right of each album there is a + button.
- To add an entire Album to the Play list touch the + button beside the album name.
- To add individual tracks from an album, touch on the album name to display the list of tracks on that album, then touch the + button beside each title to add the individual tracks.
- When finished touch the Play button.
- Use the volume, navigation, shuffle and random options as desired.
- You may continue to add songs as the list is playing. These songs will be added to the end of your Play list.
- To view what songs are in your current Play list, touch the Current Play list button.
- Touch the Back or Main buttons to return to the main Music screen.

Additional Options

Below is a summary of the more advanced functions of the music system.



Save a current Play list

To save your current Play list to listen to at another time, follow the steps below:

- Touch Save Current Play list.
- Using the touch pad enter a name for the Play list.
- Use the Space, Delete and Lower Case icons as required.
- Touch the Save button. The screen will automatically return to the Main screen.
- Touch the Cancel button if you no longer want to save the play list. This will return you to the Main screen.

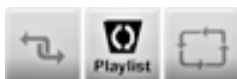


Play from a saved Play list

You can select to play an entire pre-saved Play list.

To play from your pre-saved Play list, follow the steps below:

- From the main music screen touch the Browse Play list button (Touch the Home button to return to the Main screen, if necessary).
- Using the up and down buttons, scroll down the list to view the Play lists available.
- To play an entire Play list touch + beside the Play list name and touch Play.
- To play selected tracks from a saved Play list touch the Play list name. This will display a list of tracks in that Play list.
- Use the + button beside each title to add the tracks to your new Play list.
- When you have finished touch the Play button.
- Use the Back or Home button to return you to the main Music screen.



Delete a Play list

To delete a Play list follow the steps below:

- From the main Music screen touch Browse Play lists to view all current Play lists available.
- Touch the Play list Recycle Bin button.
- Touch the name of the Play list you would like to delete.
- The screen will automatically refresh showing the remaining Play lists available.



Shuffle and Repeat

Use these functions to change the way the system plays back you music selection.

Should you for example have a number of albums selected in a play list, you could have the player shuffle the songs played. The system will chose a song from a random from the albums, in the play list each time until it has played all the music.

If you wish to repeat an album or play list use the repeat function.

The Shuffle button has 3 options:



- Shuffle 0 Plays music in order it was added to Play list
- Shuffle 1 Plays all songs randomly
- Shuffle 2 Plays songs in album order

The Repeat button has 3 options:



- Repeat 0 No repeat
- Repeat 1 Repeat current song
- Repeat 2 Repeat the entire Play list

Networked music Player

This section is the same as the default music player functions.

The main point of difference is that you must have a Squeeze box music Player connected to your apartment network first.

The Squeeze Box is an audio device that is connected to your home stereo, and allows the music from the server to be played in the home. The unit features an attractive display, advanced jukebox functions, access to Internet radio, and has a remote control.

More information about the Squeeze Box can be found on the Internet at the following address.

www.slimdevices.com

Squeeze Box units are available from Controlability Pty Ltd.



Networked music player, Playing Music

In order to use this function, you will require a Squeeze Box music player.

In order to listen to Music, you need to create a play list, and add music to it.
Choose music by browsing Albums, Artists, Genres, Songs or Play lists

To create a Play list and navigate around the Music function, follow the steps below:

- From the main Music screen browse music by touching the different categories (e.g. Browse by Album/Artist/Genre/Songs). Use the navigation buttons as required (eg. Up, Back, Forward)
- Viewing by Album will list alphabetically all albums in the music system.
- To the right of each album there is a + button.
- To add an entire Album to the Play list touch the + button beside the album name.
- To add individual tracks from an album, touch on the album name to display the list of tracks on that album, then touch the + button beside each title to add the individual tracks.
- When finished touch the Play button
- Use the volume, navigation, shuffle and random options as desired.
- You may continue to add songs as the list is playing. These songs will be added to the end of your Play list
- To view what songs are in your current Play list, touch the Current Play list button.
- Touch the Back or Main buttons to return to the main Music screen.

Additional Options

Below is a summary of the more advanced functions of the music system.



Save a current Play list

To save your current Play list to listen to at another time, follow the steps below:

- Touch Save Current Play list.
- Using the touch pad enter a name for the Play list.
- Use the Space, Delete and Lower Case icons as required.
- Touch the Save button. The screen will automatically return to the Main screen.
- Touch the Cancel button if you no longer want to save the play list. This will return you to the Main screen.

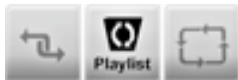


Play from a saved Play list

You can select to play an entire pre-saved Play list.

To play from your pre-saved Play list, follow the steps below:

- From the main music screen touch the Browse Play list button (Touch the Home button to return to the Main screen, if necessary).
- Using the up and down buttons, scroll down the list to view the Play lists available.
- To play an entire Play list touch + beside the Play list name and touch Play.
- To play selected tracks from a saved Play list touch the Play list name. This will display a list of tracks in that Play list.
- Use the + button beside each title to add the tracks to your new Play list.
- When you have finished touch the Play button.
- Use the Back or Home button to return you to the main Music screen.



Delete a Play list

To delete a Play list follow the steps below:

- From the main Music screen touch Browse Play lists to view all current Play lists available.
- Touch the Play list Recycle Bin button.
- Touch the name of the Play list you would like to delete.
- The screen will automatically refresh showing the remaining Play lists available.



Shuffle and Repeat

Use these functions to change the way the system plays back your music selection.

Should you for example have a number of albums selected in a play list, you could have the player shuffle the songs played. The system will choose a song from a random from the albums, in the play list each time until it has played all the music.

If you wish to repeat an album or play list use the repeat function.

The Shuffle button has 3 options:



- Shuffle 0 Plays music in order it was added to Play list
- Shuffle 1 Plays all songs randomly
- Shuffle 2 Plays songs in album order

The Repeat button has 3 options:



- Repeat 0 No repeat
- Repeat 1 Repeat current song
- Repeat 2 Repeat the entire Play list

Music Background

The Building Manager or Caretaker loads all music onto the main server. To have your music loaded onto the main server, please give your CD's to the Building Manager, who will copy the CD onto the server.

All music stored on the server is logged against your Tenant Profile and is removed from the system if you should leave the development.

All CD's loaded onto the Signature™ System are automatically stored in a Common Music Library. If you do not want your music loaded into the common area notify the Building Manager. The Building Manager will ensure your collection is loaded only to your private library.

Once your music has been compiled onto the server, you may access it and others CD's stored on the Music Library via your Touch screen.

In the event of an incoming Intercom call, the music will stop playing.

As soon as the Music screen is activated again, it will continue playing from the beginning of the track last played.

Notes: Due to licensing regulations, it is prohibited to download music from the Internet to store onto the Signature™ System.

Furthermore, once a resident vacates their Hastings over Mindil apartment, any music loaded on the Signature™ System at their request will be removed from the Music Library automatically.

References

This section features a range of additional references.

These include:

- A help guide to the foyer intercom system
- A help guide to the access control system
- General Information

Access Control.

This provides an overview of the Access Control features utilised by the Signature™ System. It provides information about access for visitors and vehicles.

Help Guide - Foyer Intercom System.

Visitors utilise the Foyer Intercom System to place calls to residents. The steps required by the visitor are listed here for information purposes.

General Information.

Information on the Signature™ System, including connection to a personal computer, general maintenance and troubleshooting is included in this section.

Access Control

Overview

The Signature™ System provides a range of Access Control features providing security for residents. The system is designed to limit access of the general public.

Access control is provided for both Personnel and vehicles and includes:

Personnel Access

- Main front door
- Lobby doors to all external areas
- Lift Control basement car park
- Gymnasium and Function room
- External and internal car park entries

Vehicle Entry

By both automatic and manual entry is available, either using the Long Range Car Tags or the resident prox cards.

- Main car park gate (internal and external)
- Secondary car park gate (internal and external)

Operation

Personnel Access

Access Doors

The Access Control system utilizes proximity cards and PIN numbers to access all doors. The 'Prox' cards are the same size as a credit card and contain a small electronic chip. Each card is uniquely coded and can be individually activated or deactivated by the Signature™ Management System.

The proximity detector is the rectangular black window on each keypad, at the access control points.

When a card is placed close to the detector, the system reads its unique code. If the code represents an approved user, the door latch of the adjacent door is then activated. The access control system records the card number used and the time of access.

When a PIN number is entered, the keypad operates the system the same way as the proximity cards.

PIN codes are set by the Signature™ Management System and can be changed at any time.

The system also monitors each door to ensure that it is closed after entry and not left ajar or jammed in the open state.

In the event the door does not close properly with a preset time period the system will generate an alarm, and the door keypad will emit a beeping tone.

Close the door to clear the alarm.

Lifts

The lift controls inside the car park have been configured so that the lift button is disabled. When an resident swipes a prox card or enters a PIN on the Prox/Keypad in the car park, the Signature™ System will then enable the lift button.

The resident then can press the button for their floor.

The button will be enabled for 5 seconds.

Vehicle Entry

The external vehicle entry provides access for only resident's cars.

It includes:

- An intercom point used for deliveries only, that calls the building manager.
- A standard Prox/Keypad for residents Cards or PIN numbers.
- A Long Range Proximity Reader for vehicle tags.

Once opened the door will remain open until the vehicle detection loop detects that the vehicle has passed. There is also a beam detector across the gate to ensure it does not close onto a person or vehicle.

In addition to the proximity cards, the Signature™ System also provides a vehicle proximity tag. These devices are similar to the standard proximity card however; they are an active device and include a battery.

These devices have a much longer range that allows them to be remain in the car rather than having to be held close to the standard Prox detector.

Each vehicle tag is uniquely coded and can be activated or disabled from the Signature™ Management System.

An adhesive mounting clip is supplied with each tag.

The best location for the tag to be mounted is on the windscreen glass behind the driver's sun visor. Place the tag about 3cm down from the top, and 3cm from the side of the vehicle body, this will increase the range of the tag.

If the tag is not placed in this location then it may not work effectively.

The tag WILL NOT work from the glove box or centre console of the vehicle.

Battery life of the tags is approximately 2 years.

The user cannot change the battery. Please return the tag to the building manager for replacement.

Intercom System

The Signature Intercom system is connected between the main entry door, the external driveways, reception, the function room and all apartments.

The system is also linked with the cameras at the foyer and driveways.

When a visitor calls your apartment from the foyer, the touch screen automatically displays the image from both cameras at the foyer.

The apartment can then answer the call can then commence a conversation with the visitor and open the door.

The intercom at the driveway can only call the reception desk.

It is provided for delivery drivers, for use during business hours.

The function room has a touch screen that can be used to place or receive calls in the same manner as the apartment screens.

The reception desk also has an intercom unit that can place or receive calls in the same manner as the apartment screens.

Help Guide - Foyer Intercom System

This section shows the steps required for a visitor to use the Intercom System.

The Foyer Intercom System allows visitors to call a resident by either entering the resident's name (Alpha touch pad) or by entering the apartment number (Numeric touch pad).

Visitors only have audio contact of the resident, whereas the resident can see and hear the visitor in the lobby.

Call by Resident Name

To call an apartment by entering the resident's name follow the steps below:

- Follow the prompts on the screen.
- Touch Call by Resident Name.
- Use the on-screen keyboard to enter the resident's surname. Entering each character will alphabetically select the closest matching entry from the list of names in the display window.
- Touch the resident's name in the list. This will automatically dial the resident's apartment. A new screen is displayed showing the visitor's image on the left hand side.
- The image is viewable to both the visitor and the resident
- To disconnect at any time, touch the Disconnect button
- Wait for a response.
- If the call is answered, you will be able to speak directly with the resident
- If the call is not answered, you can elect to leave a voice-mail message

Call by Apartment Number

To call an apartment by number follow, the steps below:

- Follow the prompts on the screen.
- Touch Call by Number.
- Enter the apartment number by using the on-screen keypad eg. 2 4
- If a mistake is made, use the Clear button (to clear all numbers entered) or the Delete key (to clear the last number entered).
- Touch the Call button. A new screen is displayed showing the visitor's image on the left hand side. The image is viewable to both the visitor and the resident.
- Please note: To disconnect at any time, touch the Disconnect button.
- Wait for a response.
- If the call is answered, you will be able to speak directly with the resident.
- If the call is not answered, you can elect to leave a voicemail message.

Leave a Message

To leave a message for a resident, follow the steps below:

- Touch and **HOLD** the Message button - this will become the red Recording button.
- Continue to hold the button as your message is sent immediately after you release the button.
- Begin your voice message.
- A picture of you will be sent with your voice message from the intercom camera.

General Information

Laptop and Computer Connections

To connect your Computer or Laptop to the Internet, follow these steps:

- Plug a network cable (cat5e or cat6 networking cable) into an outlet on the wall.
- Connect the other end to you PC's or Laptop's network interface.
- Your computers network connection should be set for DHCP, which will automatically configure the computer for access to the Internet.
- If your computer has not automatically connected, contact the Building Manager or Signature support team, who can ensure the network settings, are configured to use DHCP.

Note:

DHCP is the default setting for networking in Windows XP (Home and professional), Mac OSX, and Linux flavours.

If your system is used in an office, you may find that your system is configured differently.

Our support staff can help you with connecting your home equipment.

(See Support at the end of this document)

Keyboard Overview

The Signature™ System offers both touch screen control as well as a wireless keyboard/mouse.



The keyboard is primarily for used entering text. However, some websites have very small icons and the use of the mouse is sometimes easier than using the touch screen.

Keyboard Operation

Once configured the keyboard will operate like any standard keyboard.

The mouse functions include a track-ball and left and right mouse buttons on the top of the keyboard as well as a scroll wheel and additional left keypad on the front of the keyboard.

As the keyboard is a wireless device, it transmits a radio signal to the touch screen.

Both the keyboard and the touch screen need to operate on the same radio channel.

To connect both devices follow the configuration steps on the next page.

Configuration

The keyboard connects to the touch screen via a radio connection.

The radio receiver is mounted inside the enclosure on the front left of the touch screen unit. You will need to use a paperclip to depress the ID programming button. It is located at the bottom left of the enclosure between the USB connector and the left speaker.

To programme the keyboard to the touch screen follow these steps:

- Press the ID button on the Touch screen.
- Press the ID button on the keyboard. This is located on the top left hand corner of the keyboard.
- Test to ensure it is working.

If the low battery light is on, change the batteries.

You will need to repeat the steps above any time the touch screen is powered off (not reset) or any time the batteries are changed.

Notes:

- When the ID button is pushed the touch screen searches for a keyboard.
- By pressing the ID key on the keyboard the touch screen and the keyboard will connect.
- If a keyboard is not found within ten seconds the touch screen programming will reset.
- The ID button can be re-pressed at any time.

More information

The radio signal between the keyboard and touch screen can be affected by a number of external things, like microwave ovens, and wireless network equipment in laptop computers.

If you find the keyboard is not responding well, re-program it to the touch screen; this will give the unit a new radio channel, and hopefully avoid the interference.

The keyboard has no 'ON/OFF' switch. It is always ON. It will go into a power save mode when not used. To wake up the keyboard press any key, i.e. the 'space bar'.

The keyboard also has a number lock function. You may find that the unit is in this mode when first powered up. To turn number lock on and off, press and hold the function key 'Fn' and then press 'Num Lock'.

A standard USB keyboard or mouse can be plugged into the USB port on the front of the touch screen if preferred.

If the touch screen or the keyboard loses power, the keyboard will need to be reconfigured to the Touch screen.

Maintenance

Touch screen

To preserve the condition of your touch screen, wipe off all finger marks and dust accumulated on the screen, using a clean, lint-free cloth, lightly dampened with water.

This should be undertaken when there are sufficient marks visible or on a fortnightly basis.

Please ensure that you touch your screen with your fingers only. Do not pens or pencils to touch the screen, this will result in damage to the touch surface.

No other maintenance is required.

Keyboard

Avoid storing the keyboard for long periods with the batteries in place. Flat batteries will leak, and damage the unit. Flat batteries and related problems, are not covered by warranty.

Good quality batteries should last around 3 months, but this may vary dependant on usage.

It is advisable to dust your keyboard occasionally.

Avoid spilling any liquids or foodstuffs onto your keyboard, as this will cause damage.

Troubleshooting

Touch Screens

If the touch screen is not responding follow the steps below:

- Check that the power is on.
- Check that all the cables are secure (wall, screen, switch, and network cables).
- Restart the unit using the reset button.

Resetting the touch screen

To restart the touch screen for any reason you will need to press the “reset” button.

The reset button is inside the Touch screen enclosure, you will need to use a paperclip to depress it. It is located at the bottom **right** of the enclosure between the USB connector and the Right speaker.

Note:

- When pressed the screen will reset
- After 10 seconds it will emit a loud ‘BEEP’. It will then start loading the Signature System.
- The system will take approximately 6 minutes to become operational. It is not operational until the unit is displaying the **screen saver**.
- Please refrain from trying to operate the system, until it has reached this point.
- By using the reset button, the Keyboard will remain operational.

Alternatively, you can turn the power off at the outlet on the wall then back on again. Doing this will disable the Keyboard until it is re-programmed to your touch screen.

Mini Keyboard with Trackball

If the keyboard is not responding follow the steps below:

- Re-programme the keyboard to the touch screen.
- If the low battery light is on, change the batteries.
- If you do not know the condition of the batteries replace them.
- Contact the Building Manager or the Signature support team, if you are having further problems.

Network Switch

Each apartment is fitted with a network switch. A switch is used to distribute network (internet) between many computers.

On the switch there should be one input light lit for each powered computer, plus one for the touch screen, and one for the incoming connection to the apartment.

Therefore in an apartment with NO home computer there should be two inputs connected, and two lights lit, indicating that the touch screen and the apartment are connected to the network.

If your touch screen stops working, or your PC is not connecting to the Internet, then you must check and reset the network switch in the apartment.

To reset the switch, follow the steps below:

- Check that all the cables are connected properly.
- Turn the unit off using the power point.
- Wait a few seconds, and then turn it back on.
- When the unit powers up check to see if the lights are flashing.
- Test your computer again, or reboot the touch screen.

Contact the Building Manager or the Signature support team, if you are having further problems.

Internet

There are many factors that may affect the network/internet connection in the apartment.

It may be due to:

- **Regular system maintenance:** This will only affect the system for very short times, while the maintenance is being done.
- **Heavy Internet usage:** At times many users may be on the Internet at the same time. This may slow the Internet connection down a little. The system automatically adjusts the speed of Internet access to each apartment as more users use it. This happens very quickly, so the affects of this are minor.
- **Problems with the ISP (Internet Service Provider):** The incoming connection to the site may be interrupted. This is outside of the control of the Signature System, but would be a very rare occurrence.

If you are not able to access the Internet within 1 hour of having checked your PC, and apartment system, please contact the Building Manager or the Signature support team.

E-mail

Signature™ uses its own email servers inside of the development.

To send email from inside of the development, to an address outside of the site, your email program must be configured to use the Signature™ email server provided in the complex.

The Signature™ outgoing email server address is as follows:

serv1.int.hastingsovermindil.com

As a resident you are entitled to a personalised email account on the system.

For example: john.smith@hastingsovermindil.com

Please contact the building manager to arrange this.

Instructions for setting up your PC to use this account are provided when the account is created, and are delivered by email to your touch screen.

If you are experiencing problems sending or receiving E-mails to outside of the Signature System see below.

It may be for one of the following reasons:

- Check your email settings on your PC. Are you using the correct mail server for INSIDE the Signature System?
- The external Email Server with your email provider is down. Please wait a short while before trying again. If you are not able to access email within 1 hour, contact the Building Manager or Signature support team.
- The address of the recipient is incorrect.
- The Inbox of the recipient is full.
- The receiving account may be disabled.

If after reviewing the above steps, the problem persists, contact the Building Manager, or the Signature™ support team.

Support

Our skilled support team staff at Controlability Pty Ltd, maintains the Signature system.

Most services of the systems are monitored from off site and our team can reset, administer and monitor most functions from within our operation and control centre.

Occasionally there will be an error or fault with a piece of hardware that will require on site work. Our local technical staff in Darwin can attend the site on short notice if required.

From within your apartment we monitor daily, the performance of your touch screen, and twice every week we will restart it (Mondays and Fridays at around 12 noon).

This twice-weekly restart will refresh the system with any current software changes, bug fixes, or improvements.

Should you have a problem with a touch screen the first thing that you should do is restart it by using the reset button. This will refresh the system with the most current software.

Should you have a continuing problem with the system please contact the building manager, who can advise our support team of your particulars.

Signature Support Details

Email

For general enquiries and question use the follow address:

- support@controlability.com.au

Phone

For general enquiries and questions use the follow numbers:

During business hours 8.00 am to 4.30 pm

- (08) 89 47 2000

Outside of business hours 4.30 pm to 8.00 pm

- (Mobile) 0448 47 2000

Our after hours support number is available outside of these times **ONLY** for urgent matters.