



The Entryphone Company Ltd

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Entryphone - equipment maintenance schedule

Cleaning

| Product | Action | Cycle |
|-----------------------|---|---------|
| Stainless steel panel | Wipe panel with dry cloth (stubborn stains can be removed by either a damp cloth with a mild detergent or specialist stainless steel cleaning products are readily available in supermarkets and hardware shops). Applying a small amount of light oil will help to seal the surface. | Monthly |
| Brass Panel | Clean with a good quality brass polish, but use sparingly. Over application of liquid polish over a period of time may lead to sticking buttons and blocked speaker and microphone holes. | Weekly |
| Telephones / Monitors | Wipe with dry cloth or use a damp cloth to remove stubborn marks. | Monthly |

System test

| Product | Action | Cycle |
|----------------------------------|--|---------|
| Panel | Press a call button. When someone answers, speak back to them to ensure that both the microphone and loudspeaker are working satisfactorily. Ask them to release the front door and check to see the door is being released. | Monthly |
| Audio Telephone | Lift receiver. Street noise indicates the panel microphone and telephone loudspeaker is working properly. Press the release button. Hearing the door release buzz indicates that the release is working. | Monthly |
| Video monitor telephone | Press ON to activate the monitor. A picture will indicate that camera and monitor are working. | Monthly |
| Press-to-speak monitor telephone | Press the paddle button to activate the monitor. A picture will indicate that the camera and monitor are working. | Monthly |