



ORC-CON1

Orcomm Concierge Software

Quick Start Guide Rev. A

Please follow this user manual for the correct installation and testing, if there is any doubt please call our tech-support and customer centre.

The illustrations shown here are only used for reference, if there is any difference please take the actual product as standard product.

This manual and guide is designed for the product and technology stated on the front. And requires that the installation of the equipment follows the instructions given by the manufacturer and in compliance with the standards in force.

All the equipment must only be used for the purpose it was designed for.

All the products comply with the requirements of Directive 2006/95/EC as certified by the CE mark they carry.

Source To Site declines any responsibility for improper use of the apparatus, for any alterations made by others for any reason or for the use of non-original accessories or materials.

Do not route the riser wires in proximity to power supply cables (230/400V).

Cut off the power supply before carrying out any maintenance work.

For any Electrical devices Installation, mounting and assistance procedures must only be performed by specialised electricians.

Contents

Launching the Application	4
Desktop	4
Start Menu	4
Software License & Activation	5
Login Credentials.....	6
Administrator Access	6
Interface Layout	7
Resident Calling.....	8
Placing a Call	8
Resident Messaging	9
Sending a Message.....	9

Launching the Application

The concierge software can be launched via the desktop or start menu.

Desktop

Locate the Orcomm Concierge icon from the desktop and double click to run.

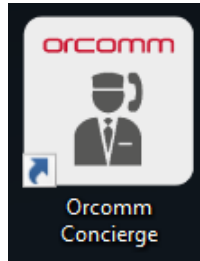


Fig. 1 - Desktop Icon

Start Menu

To launch the appliance from the start menu, click start and then scroll down to the Orcomm Folder. Inside this folder you will find Orcomm Concierge, click to launch.

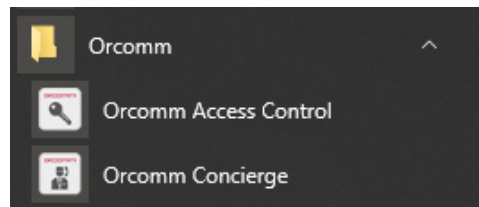


Fig. 2 - Start Menu Folder

On software launch, a loading splash screen is displayed with the following banner and the resulting software version:



Fig. 3 - Loading Screen

Software License & Activation

If the software is being launched for the first time, the user will be prompted for a license key.

The software provided comes unlicensed and requires an individual valid license key, which is provided via Orcomm technical sales.

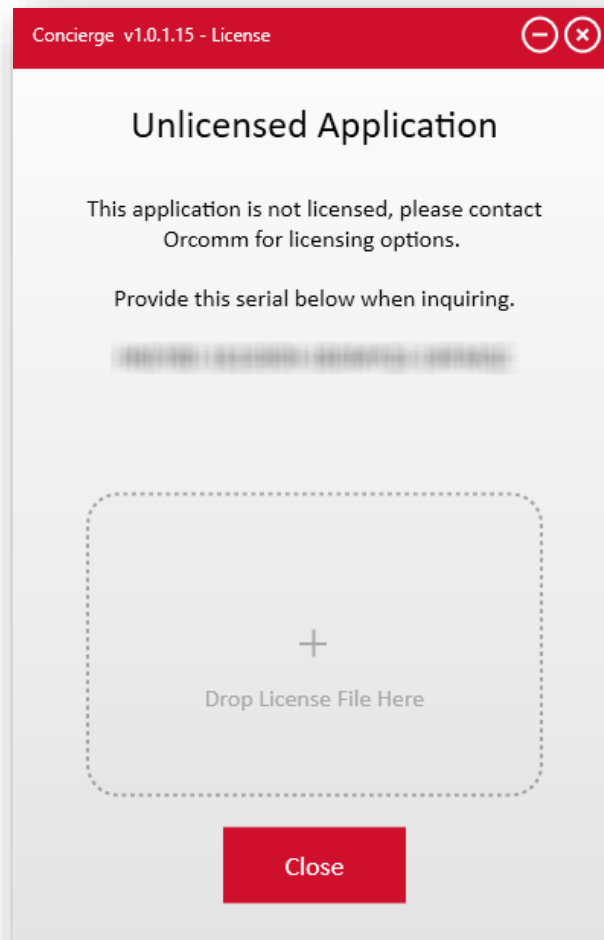


Fig. 4 - Activation Window

Login Credentials

The advanced settings menu in this software is protected by a account authentication, providing tiered security.

NOTE: Orcomm recommends that the passwords for the system are changed from the default passwords to prevent unauthorised access and changes being made to the software.

Administrator Access

Username: administrator

Password:

Interface Layout

A1	Menu Tabs	B	Main Content Window
A2	Time & Date	C	Navigation Bar

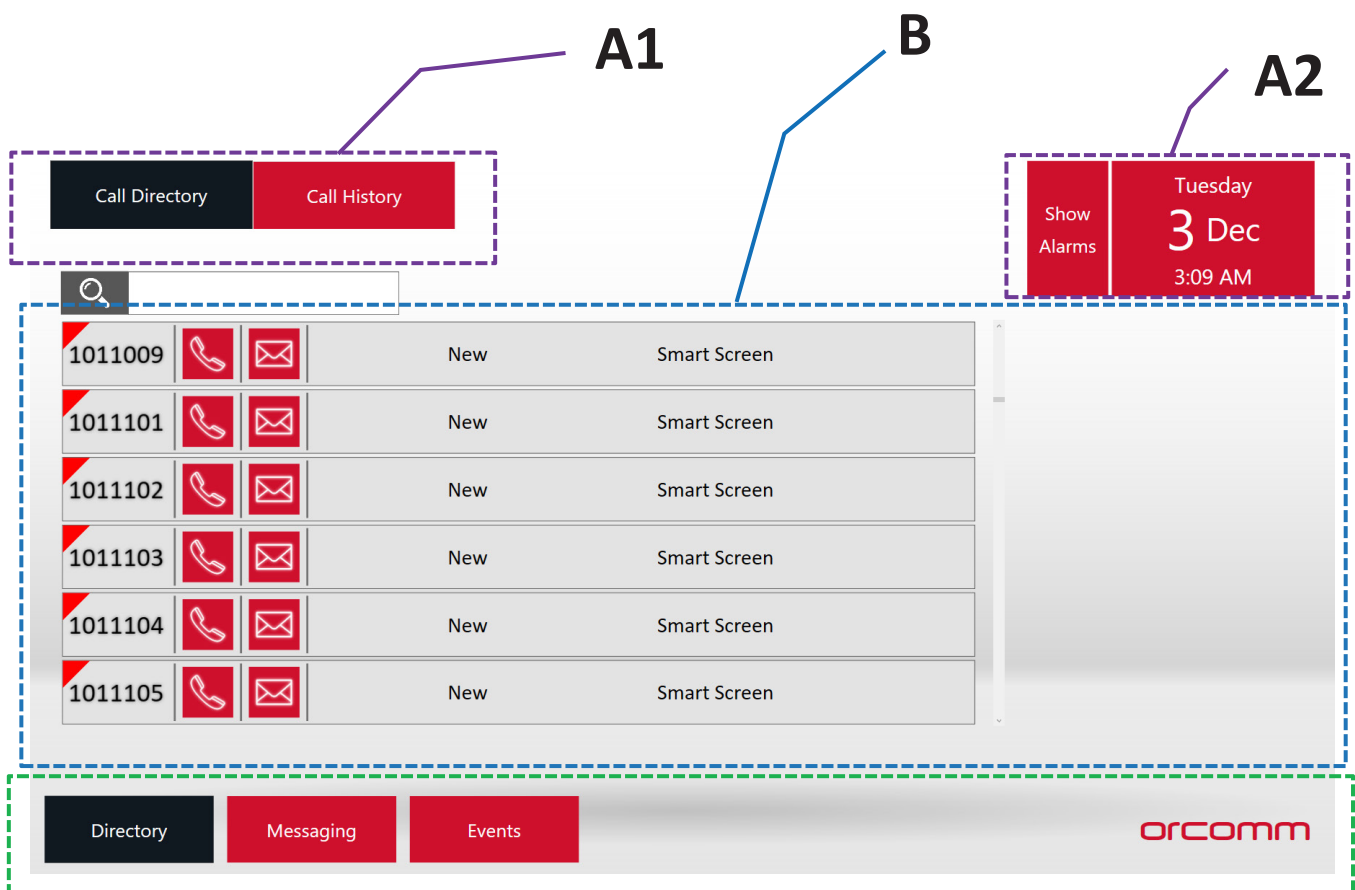


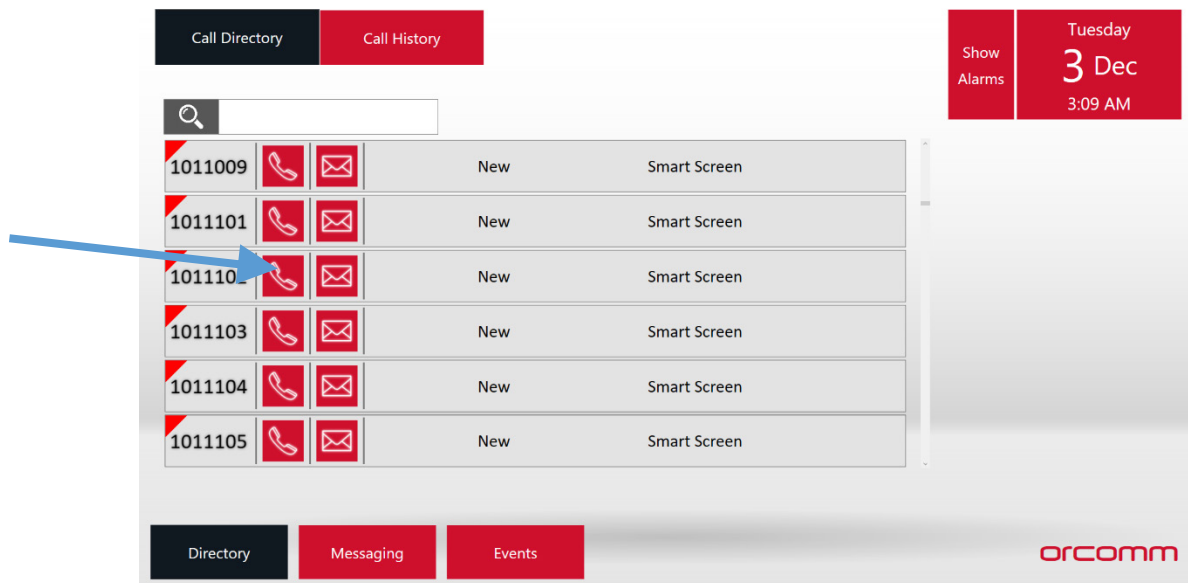
Fig. 5 - Window Layout

C

Resident Calling

Placing a Call

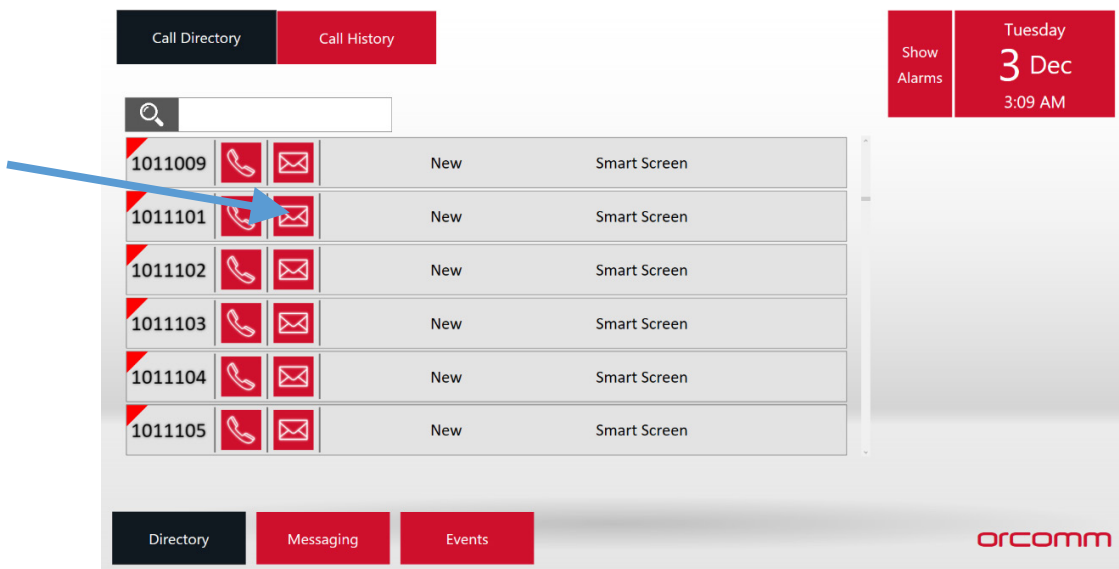
To place a call, click on the Directory navigation button at the bottom of the window if not already on the page. Search or scroll to the resident using their name or apartment number; once the resident has been found in the directory list, click the call button.



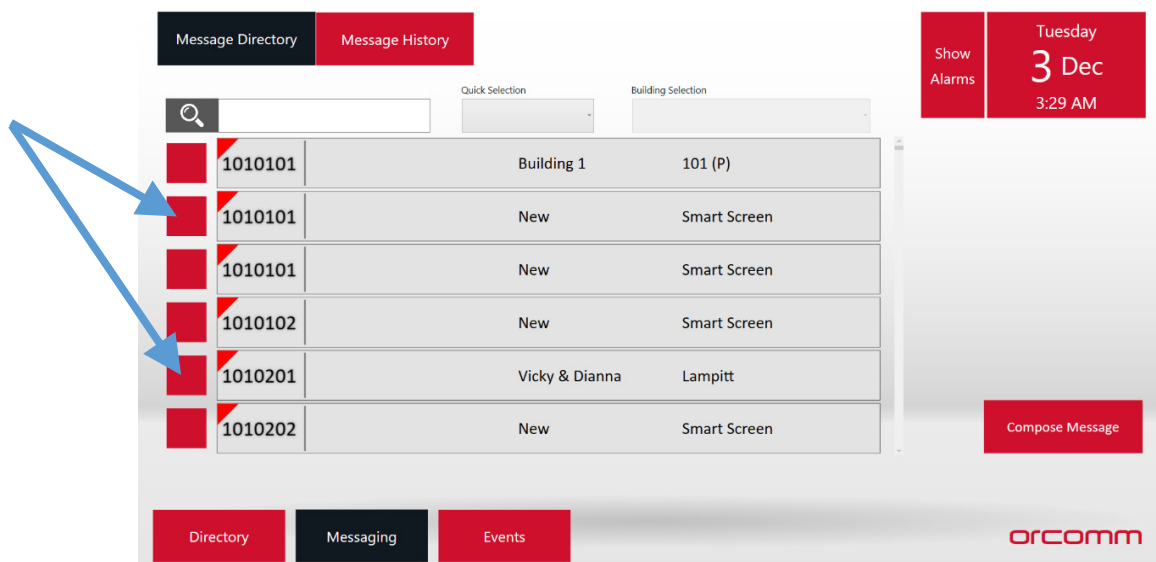
Resident Messaging

Sending a Message

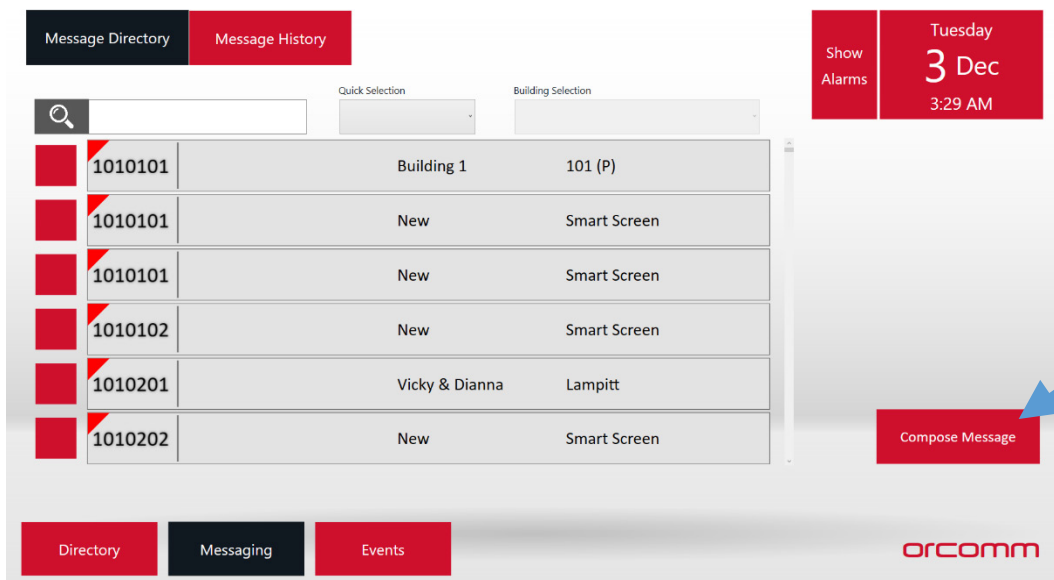
A message can be sent in 2 different ways, the first is from the Directory page by clicking on the message button next to the resident you would like to message. This will navigate to the Messaging page ready for you to compose your message.



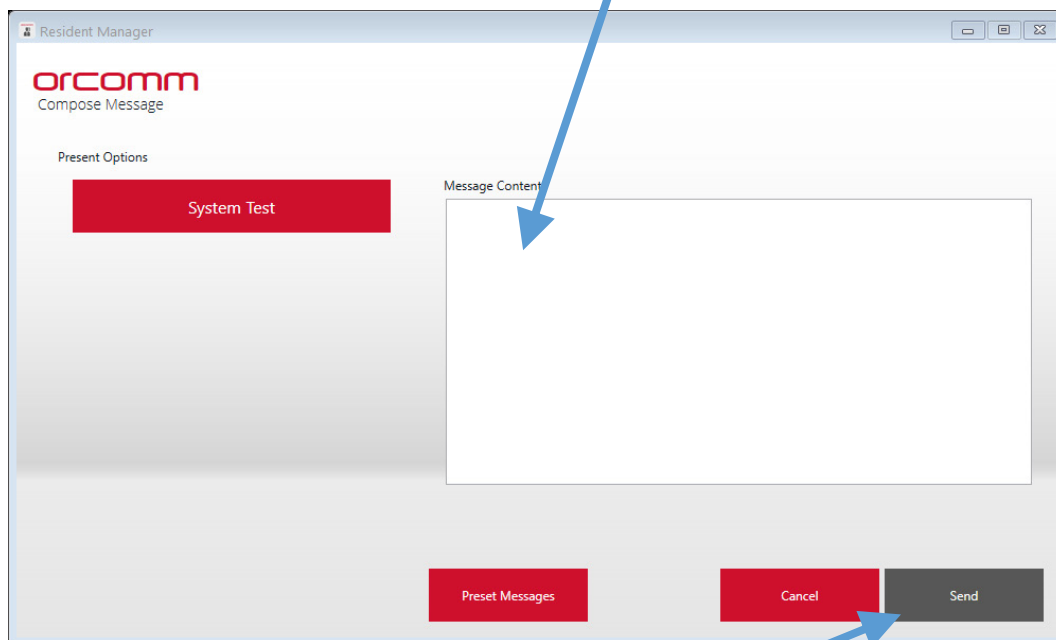
The second is from the Messaging page, whereby you can select individual or multiple residents to message.



To compose a message, click on the compose button.



A new dialog window will open, type your message in the message content window.



When you have finished composing your message, click send to send the message to the selected resident(s).