



The Entryphone Company Ltd

23 Granville Road, London SW18 5SD

Tel 020 8870 8635 Fax 020 8874 0066

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

