**Telephone and Reporting Setup in ElkRP**

1. To add a telephone, right click on Telephones under Folder items on the left side of the screen. Then select New Telephone.
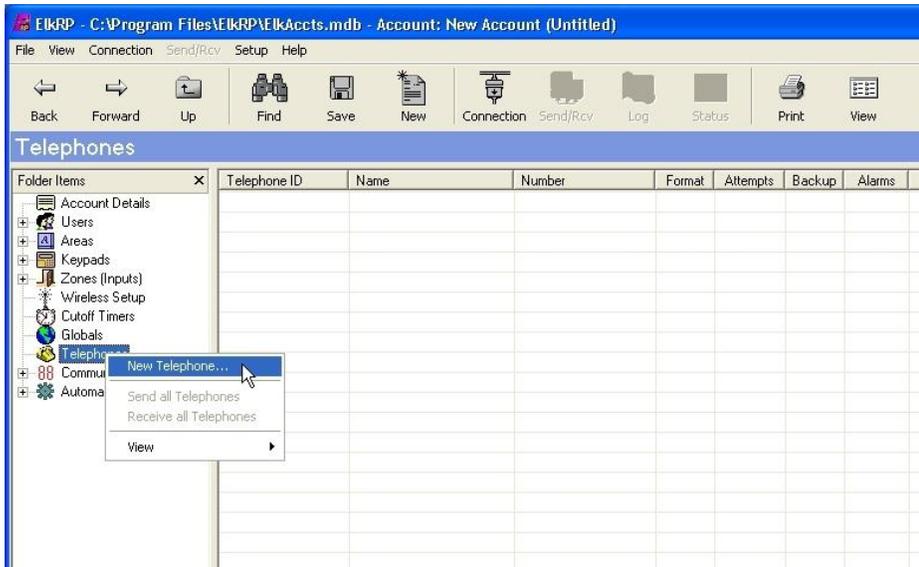

2. On the New Telephone IDs screen, enter the number of telephones you would like to create in the first field. In the second field, enter the first telephone ID to create. When setting up your first telephone number in the account, enter the number 1 in each field as shown in the image below. Then click OK.
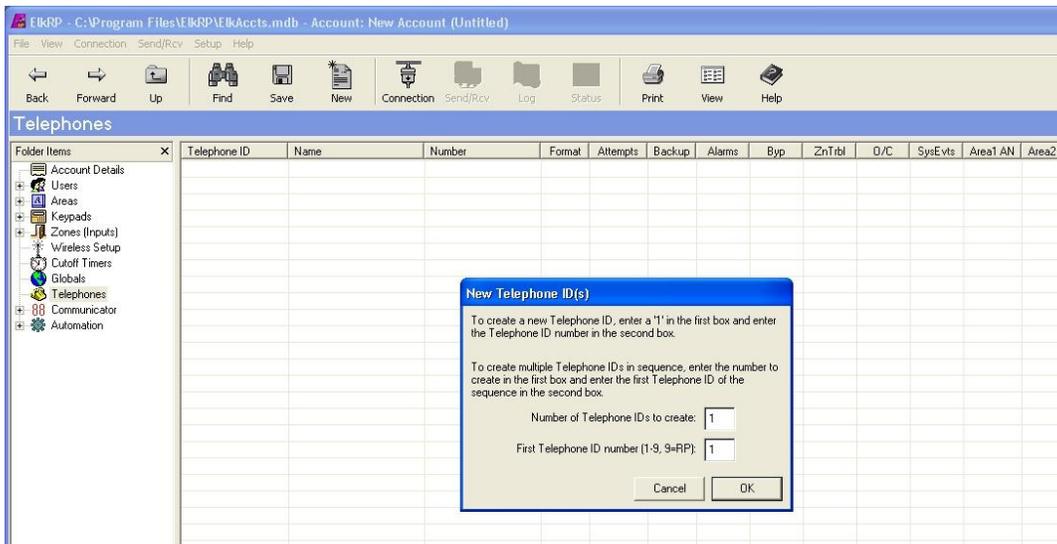
3. A new telephone screen will be displayed.
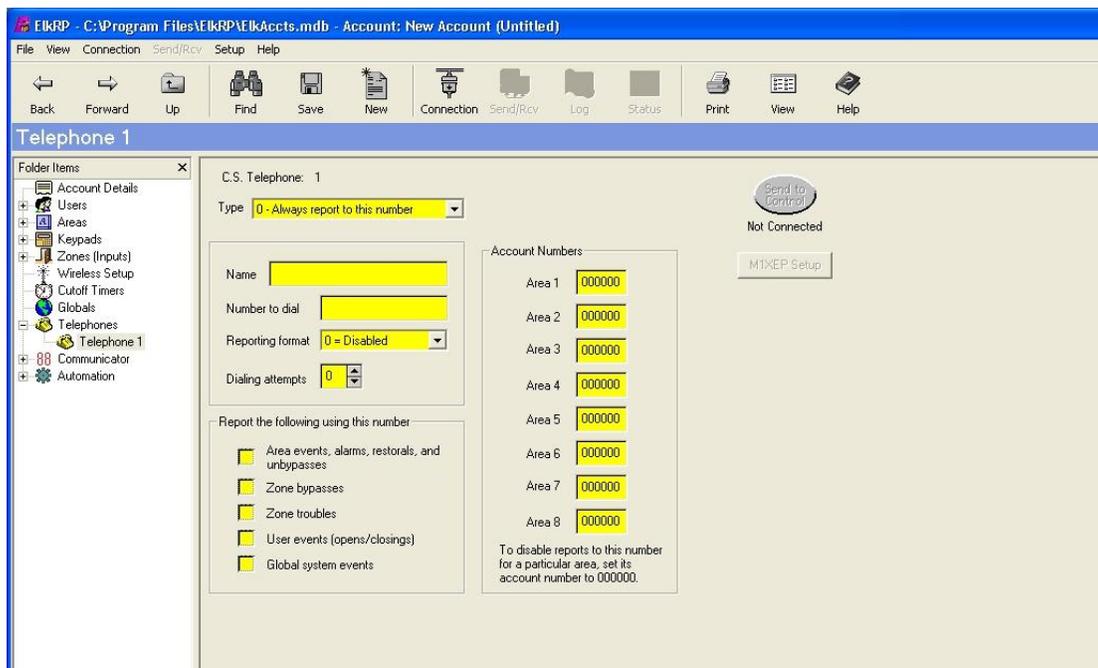
a. The Type drop down box allows you to select if the number will be used as a primary number (0-Always report to this number) or a backup number (1-Report to this number as a backup). **Telephone 1 must be Type 0-Always report to this number.**

b. In the Name field, enter a name to identify the telephone number (for example, Central Station)

c. In the Number to dial field, enter the telephone number of the Central Station receiver.

d. In the Format drop down box, select the reporting format to be used. Your Central Station will tell you what format the receiver requires.

e. In the Dial Attempts box, enter the number of attempts for this telephone. This represents the number of times the M1 will re-try this number if the control is unsuccessful in communicating. **This field cannot be set to 0.**

f. There are 5 check boxes in the Report the following using this number section. Place a check in the box beside the categories you wish to report. **You must check Area events, alarms, restorals, and unbypasses in order to report alarms.**

g. In the Account Numbers section, enter the account number provided by your central station beside the Areas in which you wish to send reports. If your account number is less than 6 digits, enter leading 0s (before you account number). The control will not report if less than 6 digits are entered. Save the information by clicking the Save button in the toolbar.
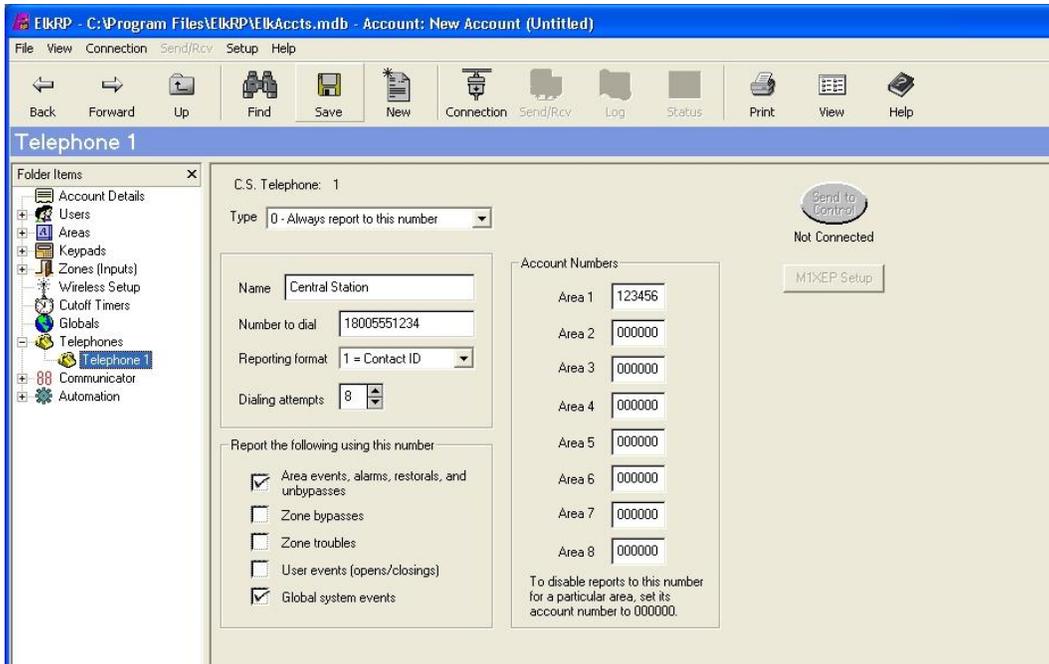
4. If you wish to have a backup number, add a new telephone using Steps 1 & 2. A window will appear, allowing you to create the telephone using Custom Values or Copy from and existing telephone. Choose Use Custom Values. On the new telephone screen, enter the information for the backup number following items *b through g* of

Step 3. After entering all the necessary information, choose 1-Report to this number as a backup from the Type drop down box.
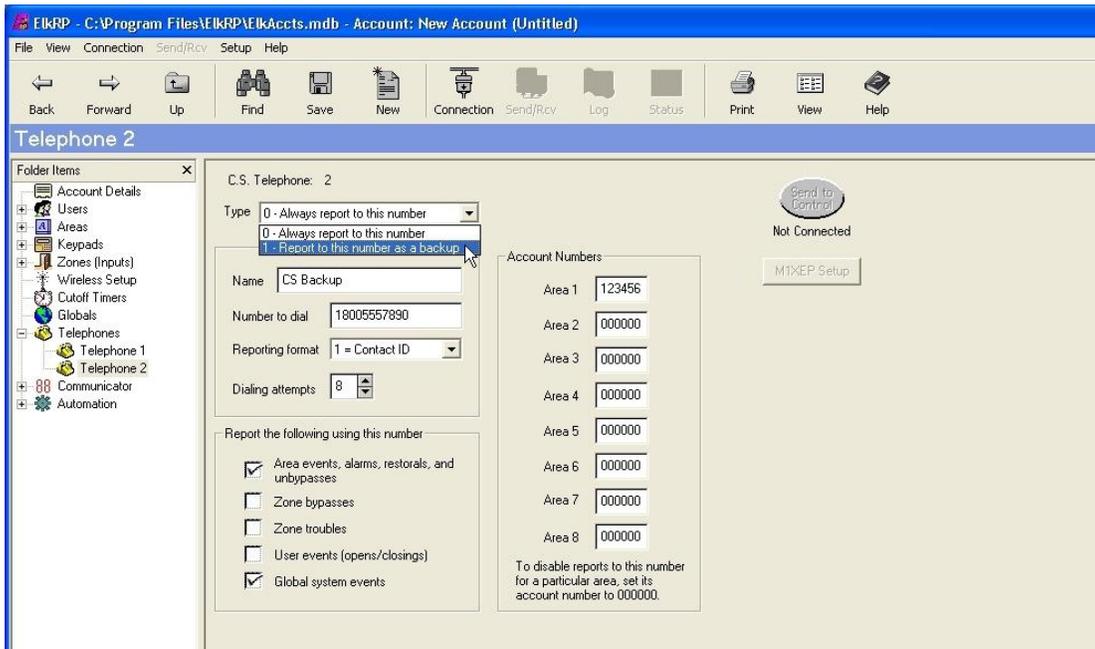
Enabling Reporting Codes

1. Under Communicator in the Folder Items list on the left side of the screen, choose Area RCs. If desired, enter a value in seconds for the Dialer Delay and Cancel Window. In the table you will find a list of Area events that can be reported. To enable a reporting code for CID or SIA, enter 01 in the Pulse column for that event. The CID and SIA codes will automatically be filled in the table. *If you setup a Duress user code and you wish to report the duress, enable the Duress reporting code found on this screen.*

2. If you wish to report User openings and closings (arms and disarms), select User RCs under Communicator in the Folder Items list on the left side of the screen.
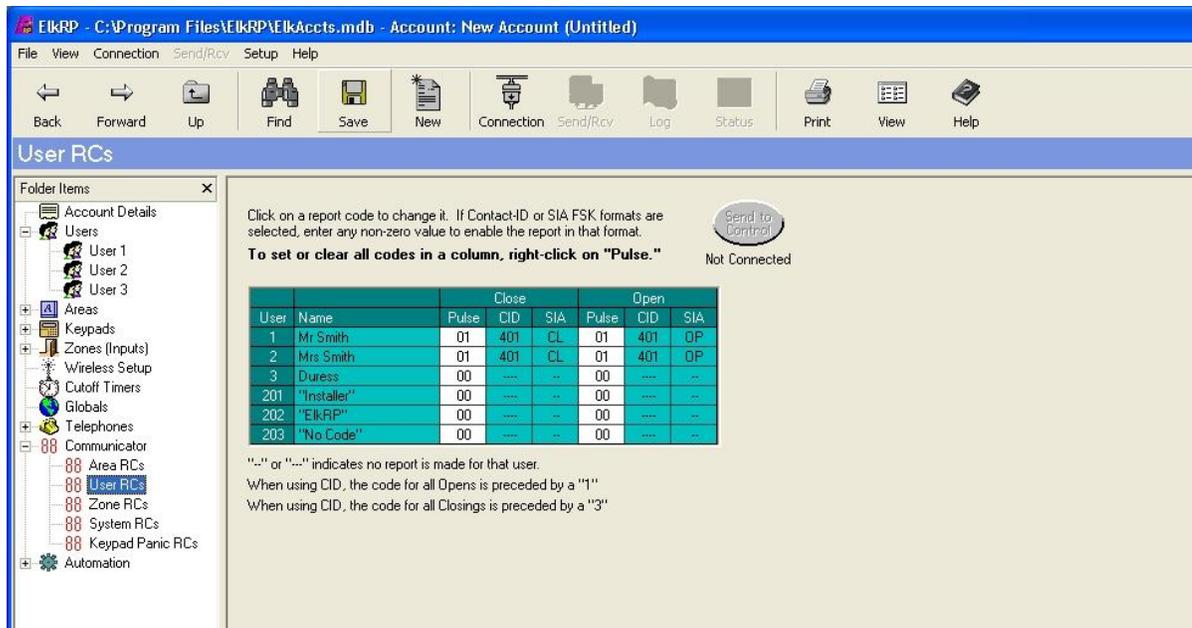
To enable a reporting code for CID or SIA, enter 01 in the Pulse column for that event. The CID and SIA codes will automatically be filled in the table.

3. **To report alarms, the zone reporting codes must be enabled.** Select Zone RCs under Communicator in the Folder Items list on the left side of the screen. On this screen you will see 4 Status categories for each zone- Alarms, Restorals, Bypasses, and Troubles. There is a Pulse column for each category. To enable reporting for a particular status for each zone, enter 01 in the Pulse column for that event.

Helpful Tip: If you wish to enable reporting of a particular status for all zones, you can right click on the word Pulse at the top of the column for that category and select Set column to all 01's. This will enable reporting of that status for all zones.

4. Select System RCs under Communicator in the Folder Items list on the left side of the screen.

On this screen you will find system events such as low battery and AC failure. To enable a reporting code for CID or SIA, enter 01 in the Pulse column for that event. The CID and SIA codes will automatically be filled in the table.

You will also find the setup options to send an automatic test periodically. Select the frequency in days to send the test report and the time of day to send the test in the corresponding fields. You must enable the Automatic Test reporting code in order for the M1 to send the test report.

5. To report alarms activated by a keypad panic key, you must enable the reporting codes for those keys on the Keypad Panic RCs screen found under Communicator in the Folder Items list on the left side of the screen.
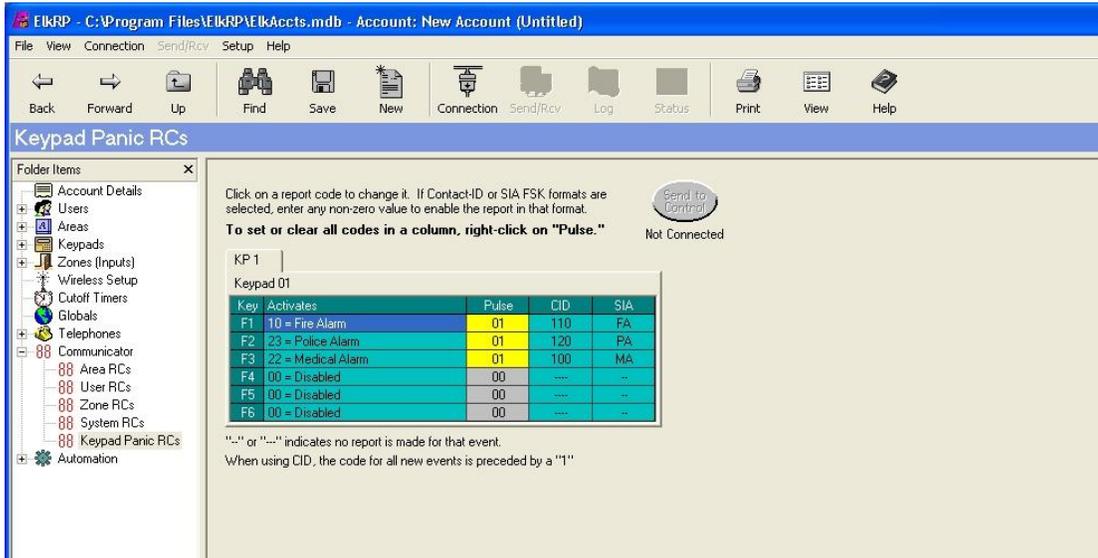
6. Send all of these setting to the control and save the settings in ElkRP.