Remote Relay Instructions

Global Cache iTach IP2CC Ethernet Contact Closure Remote Relay

Introduction

The remote relay allows you to control doors from a callbox which may not be in close proximity to the callbox. This allows you to control a door secured via electromechanical strike or magnetic lock mechanism anywhere within reach of the building's computer network. The BuzzBud callbox can be configured to hold a door open for a period of time, giving visitors enough time to walk to the door from the callbox. This might be useful for parking garage gates, package rooms, or other areas which can be controlled via certain functions of the callbox.

Installation Requirements:

- The Buzzbud callbox will only work with Global Cache iTach Ethernet and Wifi remote relay models currently. Please contact OwnerGo support if there is a remote relay model you prefer to use.
- The iTach relay module requires a power source. Please read the instructions provided with the relay you purchase for specific requirements if you do not plan to use the included power adapter.
- You must have a Buzzbud callbox setup and connected to a community on OwnerGo before remote relay setup can occur.
- The iTach remote relay must be connected on the same computer network as the Buzzbud callbox.
- A Buzzbud callbox can control up to 3 different iTach relay modules.

Setting up the Remote Relay:

1. Connect the remote relay to the included power supply in the location of the door you want to remotely open.
2. Connect the Ethernet port to the same computer network as the Buzzbud callbox. You should see an orange light on the ethernet port if it is successfully connected to the computer network. If you are using a WIFI model, read the instructions included with the iTach remote relay to connect it to the Wifi network.
3. Visit the Buzzbud callbox, and tap the screen to visit the home screen if it is not showing already.
4. Tap the upper left hand corner where the community name appears.
5. On the 'Code Access' screen, enter the code **RELAYSCAN** then GO.
6. The scan will take about 1 minute to complete. You will be prompted again when the scan is complete.
7. If the relay was found, it will show you the IP address of the relay. The default IP address for the iTach is 192.168.1.71, however, it may be different for your device.
8. Enter the code **RELAY1**. This will bring up the relay test screen. You can tap the three relay buttons to control opening and closing the relay from the callbox. (You may need to tap the button twice when first tapping on relay). (use code **RELAY2** or **RELAY3** if you have multiple iTach relay units on the network you want to configure)
9. Use the screen at the top to change the IP address, if you wish to change it. Generally, you will only need to change the IP address if multiple relay modules will exist on the same network, as no two devices can share the same IP address. To change an IP address, only

change the last number of the IP address. For example, change 192.168.1.71 to 192.168.1.105. You may pick any number between 1 and 254, however, a higher number is usually better, as it is better to avoid conflicts with the router's DHCP mechanism. Be sure to turn off DHCP, as that will allow the IP address of the relay to change, and Buzzbud may not be able to connect to the relay in the future. It is not recommended changing the Gateway or Subnet mask unless you are well versed in networking. Click 'Save' if you have to change the IP address.

10. Once you have finished testing the relay from this screen, tap the 'back' button to exit the screen.

The final step can be completed by a property manager from the OwnerGo website:
1. From the OwnerGo account 'Home' screen, click the 'Callbox' icon
2. Select the 'Setup' tab
3. Select the 'Edit Callbox' button next to the callbox you want to control the remote relay from.
4. At the bottom of the screen, under 'Relays', click the '+ Add New Relay' button.
5. Select 'iTach remote relay', then next
6. Enter the door name (e.g. Package Room Door), and select the relay number and IP address you want to add. Repeat those steps for each door you have connected to the relay.
7. Click the 'Edit Schedule' button (looks like a gear) to the right of the 'schedule' (callbox button) you want to control the remote relay. Each button can control up to two doors (Not all functions open doors). Select the remote relay from the drop down, and select the number of seconds you want for the relay to be open after the visitor enters the right code (or credential) at the callbox.

Hint: If you make a change on the OwnerGo website, the callbox might not update right away with the new settings. To manually perform a sync, enter the code 'REFRESH' on the 'Code Access' screen (tap upper left hand corner of home screen on callbox)

Visit the website http://ownergo.com/install for installation instructions and contact information. Thank you for choosing BuzzBud!