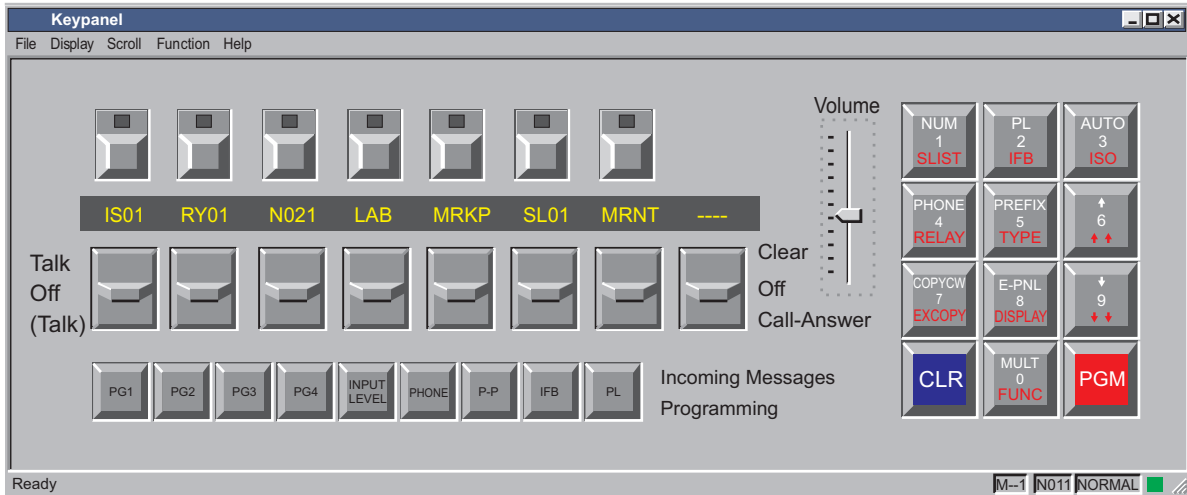# OPERATING INSTRUCTIONS

WKP-8/NT
Windows Keypanel

PROPRIETARY NOTICE

The RTS product information and design disclosed herein were originated by and are the property of Telex Communications, Inc. Telex reserves all patent, proprietary design, manufacturing, reproduction, use and sales rights thereto, and to any article disclosed therein, except to the extent rights are expressly granted to others.

COPYRIGHT NOTICE

UNPACKING AND INSPECTION

Immediately upon receipt of the equipment, inspect the shipping container and the contents carefully for any discrepancies or damage. Should there be any, notify the freight company and the dealer at once.

WARRANTY INFORMATION

RTS products are warranted by Telex Communications, Inc. to be free from defects in materials and workmanship for a period of three years from the date of sale.

The sole obligation of Telex during the warranty period is to provide, without charge, parts and labor necessary to remedy covered defects appearing in products returned prepaid to Telex. This warranty does not cover any defect, malfunction or failure caused beyond the control of Telex, including unreasonable or negligent operation, abuse, accident, failure to follow instructions in the Service Manual or the User Manual, defective or improper associated equipment, attempts at modification and repair not authorized by Telex, and shipping damage. Products with their serial numbers removed or effaced are not covered by this warranty.

To obtain warranty service, follow the procedures entitled "Procedure For Returns" and "Shipping to Manufacturer for Repair or Adjustment".

This warranty is the sole and exclusive express warranty given with respect to RTS products. It is the responsibility of the user to determine before purchase that this product is suitable for the user's intended purpose.

ANY AND ALL IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY ARE LIMITED TO THE DURATION OF THIS EXPRESS LIMITED WARRANTY.

NEITHER TELEX NOR THE DEALER WHO SELLS RTS PRODUCTS IS LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND.

CUSTOMER SUPPORT

Technical questions should be directed to:

Customer Service Department
RTS/Telex,
2550 Hollywood Way, Suite 207
Burbank, CA 91505 U.S.A.
Telephone: (818) 566-6700
Fax: (818) 843-7953

RETURN SHIPPING INSTRUCTIONS

PROCEDURE FOR RETURNS

If a repair is necessary, contact the dealer where this unit was purchased.

If repair through the dealer is not possible, obtain a RETURN AUTHORIZATION from:

Customer Service Department
Telex Communications, Inc.
Telephone: (800) 828-6107
Fax: (800) 323-0498

DO NOT RETURN ANY EQUIPMENT DIRECTLY TO THE FACTORY WITHOUT FIRST OBTAINING A RETURN AUTHORIZATION.

Be prepared to provide the company name, address, phone number, a person to contact regarding the repair, the type and quantity of equipment, a description of the problem and the serial number(s).

SHIPPING TO MANUFACTURER FOR REPAIR OR ADJUSTMENT

All shipments of RTS products should be made via United Parcel Service or the best available shipper, prepaid. The equipment should be shipped in the original packing carton; if that is not available, use any suitable container that is rigid and of adequate size. If a substitute container is used, the equipment should be wrapped in paper and surrounded with at least four inches of excelsior or similar shock-absorbing material. All shipments must be sent to the following address and must include the Return Authorization.

Factory Service Department
Telex Communications, Incorporated
West 1st Street
Blue Earth, MN 56013 U.S.A.

Upon completion of any repair the equipment will be returned via United Parcel Service or specified shipper collect.

Table of Contents

1   Starting the Keypanel

Click the Start button and point to programs. Then point to the Telex Keypanel folder and click on the Key Panel program.
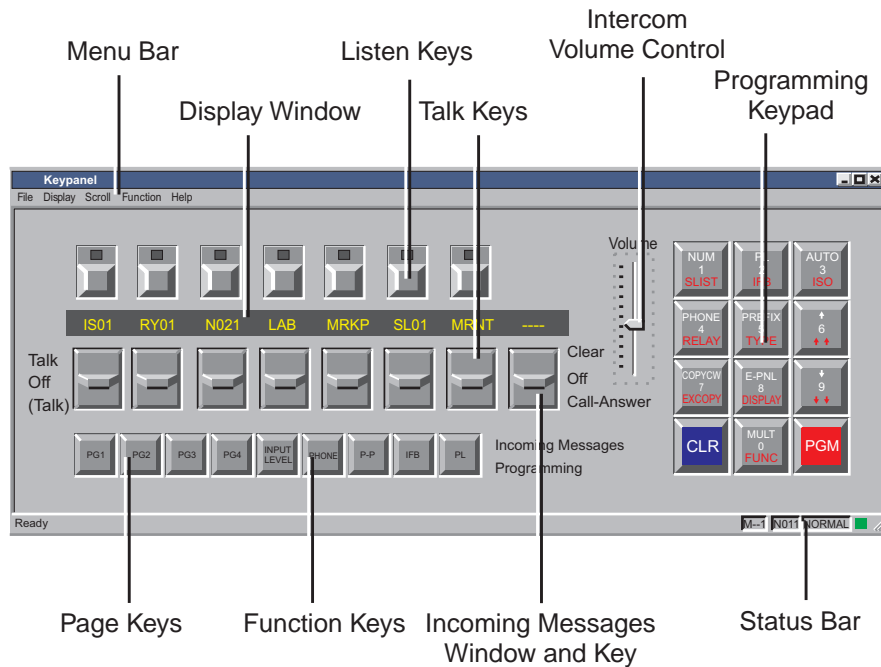
Figure 1. Reference View

2   Keypanel Features

2.1   Menu Bar

The menu bar contains pull-down menu selections for most of the commonly used programming features. The menu selections are basically shortcuts that save you from having to remember programming keypad sequence.

2.1.1   File Menu

This menu contains only the Exit command, which closes the keypanel. Note, there is no Save command because any changes that you make to keypanel settings are automatically uploaded and saved at the intercom matrix. Also, there is no Open command because the keypanel's configuration file is automatically downloaded from the matrix and opened whenever the keypanel connects to the intercom system.

2.1.2   Display Menu

The Display menu lets you display information about the keypanel. For further information about items contained on the Display menu see "Displaying Information About the Keypanel", page 14.

2.1.3   Scroll Menu

This menu contains shortcuts for assigning keys using alpha scrolling. See "Assigning Keys using Alpha Scrolling", page 17.

2.1.4 Function Menu

You use this menu to adjust volume levels, activate phone keys, copy assignments and change setup pages.

2.1.5 Help Menu

You use this menu to access the help file and version information.

2.2 Listen Keys

Each listen key is normally assigned to the same destination as the talk key directly beneath it. Listen keys can be assigned either for manual activation or for several types of automatic activation using special functions.

2.3 Display Window

The display window contains a 4-character, alpha-numeric display for each talk key. When a destination is assigned to a talk key, the name of that destination appears in the display window above that key. The display window may also be used to display other information about keys.

2.4 Talk Keys

The talk keys are used to talk to the destinations indicated in the display window. Talk keys can be activated in either momentary (push-to-talk) mode or latching (hands-free) mode.

2.5 Page Keys (PG1 TO PG4)

Each page key selects one of four setup pages. Each setup page contains a complete set of talk and listen key assignments, and by changing setup pages you can completely reconfigure the keypanel.

2.6 Function Keys

2.6.1 Input Level Function Key

The Input Level key works only with ADAM CS and ADAM Intercom Systems. You use this key to adjust the listen level for individual destinations.

2.6.2 Phone Function Key

The Phone key works with an optional TIF-951 Telephone Interface. You use it to make telephone calls from the keypanel. (Activating this key is the same as selecting "Phone" on the Function menu at the top of the keypanel.)

2.6.3 Point-To-Point Function Key (P-P)

You use the P-P key as a shortcut to assign an individual intercom port of the local intercom system to a talk and/or listen key.

2.6.4 IFB Function Key

You use the IFB key as a shortcut to assign an IFB in the local intercom system to a talk key.

2.6.5 Party Line Function Key (PL)

You use the PL key as a shortcut to assign a party line in the local intercom system to a talk and/or listen key.

2.7 Incoming Messages Window and Key

The Incoming Messages window displays a caller's name when no talk key is assigned to that caller.[1] You use the Incoming Messages key to respond to the caller. The Incoming Messages key may also be used, along with the programming keypad, to talk to a destination that does not have a talk key assigned.

2.8 Volume Control

The Volume control adjusts the master listening level.

2.9 Programming Keypad

You use the programming keypad to assign keys and to display information about the keypanel.

2.10 Status Bar

The status bar provides a quick view of keypanel information. The left end of the status bar displays information when using the pull-down menus. The right end of the status bar displays the keypanel's setup page number, the panel ID and the connection status indicator. If the connection status indicator is green the data link to the intercom system is operating, if it is red, no data has been detected.

3 BASIC KEYPANEL OPERATION

3.1 Startup Indications

When the keypanel is started, the alpha-numeric displays will momentarily show asterisks and the connection status indicator on the status bar will be red.

**** **** **** **** **** **** **** ****

After a few moments, the normal talk key assignments should display and the connection status indicator will turn green.

TEL1 TEL2 VID1 VID2 AUD1 AUD2 MNT1 ----

- For any talk key that is not assigned, the display above it will show dashes.

- If the keypanel cannot establish communications with the intercom system, all displays will continue to show asterisks and the connection status indicator will remain red. If this happens, check the connections to the intercom system and make sure the intercom system is operating.

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1   This is the default operation. ADAM and ADAM CS intercoms can also be set to display the names of all callers in the Incoming Messages window. This occurs when DIP switch 2 on each master controller card in the ADAM or ADAM CS frame is set to the "on" position.

3.2   Volume Adjustment

To adjust the listening level, click and drag the Volume control up or down.

Volume

☞ ADAM CS and ADAM intercom systems also let you adjust the level of individual intercom ports. See "Adjusting an Input Level", page 30.

3.3   Talk Key Operation

To talk to a destination, activate its talk key in either of two ways:

For momentary talk, click and hold the bottom of the talk key while talking. When you release the key it will return to the off position.

Momentary Talk

To latch a talk key in the on position for an extended conversation, click on the top of the key.To unlatch the talk key and turn it off, click on the bottom of the key.

Latch On   *Unlatch*

☞ Talk keys can also be turned on and off using the F1 through F8 keys on the computer keyboard.

☞ The display above a talk key will be lit yellow when the key is off and red when it is on.

3.4   Listen Key Operation

You may not be able to hear a destination that you are talking to. In this case, click on the listen key directly above the talk key. If you still can't hear the destination, it may not have been assigned for listening. See "Assigning Keys", page 16.

☞ Listen keys can also be turned on and off using the Shift-F1 through Shift-F8 keys on the computer keyboard.

☞ The red indicator in a listen key is only intended to provide a visual confirmation that you have manually turned the key on or off. This does not mean that the listen path has been activated. For example, if the listen key has not been assigned, nothing will happen when you turn it on. Also, the indicator does not provide an indication when listen has been automatically activated using one of the special functions.

☞ If you find that you're always manually turning a listen key on when you want to talk to a certain destination, you might want to assign auto listen to that listen key. (See "Special Function Key Assignment", page 26.)

3.5   Other Display Window Indications

- When a talk key is activated, the display above it may alternate between the normal key assignment name and a double asterisk. This indicates that you cannot currently talk to that destination. There are two occasions when this happens. The first is when the key is assigned to an IFB and another keypanel with a higher IFB priority is currently using the IFB. The second is when the talk key is assigned to a person, party line, etc. of a remote intercom system, and there are currently no trunking lines available to route the call.

- If the display above a talk key begins to flash, this indicates that the destination assigned to that key is calling you. Activate the talk key to talk back. After about 15 seconds, the display will stop flashing.

- If a display above a talk key flashes continuously and does not stop after about 15 seconds, this is an in-use indication. Some other keypanel is currently talking to the indicated destination.

3.6   Answering Calls in the Incoming Messages Window

If a destination calls you, and there is no key assigned to that destination, the caller's name will appear in the Incoming Messages window.[2] To talk to the caller, click and hold the bottom of the Incoming Messages key.

If the Incoming Messages display begins to flash while a caller's name is displayed, this means that there is another caller waiting. To clear the first caller's name, click on the top of the Incoming Messages key.

Then click and hold the bottom of the key again to talk to the next caller. If you do not clear a name from the Incoming Messages window, it will automatically clear after about 90 seconds.

Up to four callers can be waiting in the Incoming Messages window. Whenever there is more than one unanswered call the Incoming Messages window will continue to flash.

3.7   Incoming Calls when the Keypanel is Minimizede

If the keypanel is minimized while there is an incoming call, an icon will pop up and flash in the lower-right corner of the screen. Position the mouse cursor over the icon to identify the caller. Click and hold the icon to talk back. If there is a second incoming call you will be able to hear the caller's voice. To talk to the second caller, clear the first call by right-clicking on the icon.

---

2   This is the default operation. ADAM and ADAM CS intercoms can also be set to display the names of all callers in the Incoming Messages window. This occurs when DIP switch 2 on each master controller card in the ADAM or ADAM CS frame is set to the "on" position.

4   ADVANCED OPERATIONS

4.1   Using a Telephone with the Keypanel

☞ In order to use this feature, your intercom system must be equipped with a TIF-951 Telephone Interface (from here on referred to as the TIF). Also, your keypanel must have a talk and listen key pair assigned to communicate with the TIF. See "Assigning Keys", page 16.

☞ If the display is flashing continously for a talk key that is assigned to the TIF, this indicates that the phone line is in-use.

4.1.1   Manual Dialing

1. Click the PHONE key to activate dialing mode. (or, select "Phone" on the Function menu.)

2. Click the top of the talk key that is assigned to the TIF. This will latch the key in the on position, and the key's display should turn blank.

☞ If the listen key is set for manual activation, you can either turn it on now to hear the dialing tones as you dial, or wait until after you dial.

3. Dial the telephone number using the programming keypad or the computer's numeric keypad. As you dial, the digits should appear in the display above the talk key. If the listen key is turned on, you will also hear dialing tones.

☞ The PGM key is the same as the # key on a telephone. To enter an asterisk (*) click the CLR key twice. (A single CLR is used with the redial and autodial features, described below.)

4. After dialing the telephone number, click the PHONE key again to exit dialing mode.

5. When the destination answers you should be able to carry on a conversation like any other intercom conversation.

4.1.2 Hanging Up

1. Turn off the talk key by clicking on the bottom of the key.

2. Click the PHONE key.

3. Again click the bottom of the talk key. The phone line is now disconnected.

4.1.3 Talk Mute During a Phone Conversation

You may turn the talk key off during a phone conversation without hanging up the phone line. This will mute output to the phone line. Reactivate the talk key to resume your conversation.

4.1.4 Last Number Redial

☞ The last phone number dialed is stored at the TIF. If several people have access to the TIF, redial may not produce the results that you expect!

1. Click the PHONE key to activate dialing mode.

2. Click the top of the talk key assigned to the TIF. (Also activate the listen key now if desired.)
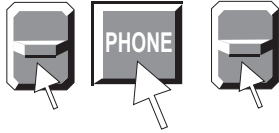

3. Click CLR-0-0 on the programming keypad. The last phone number will redial.

4. After the number has dialed, click the PHONE key to end dialing mode.

5. Proceed with your phone conversation. Hang up when finished using the key sequence:

4.1.5 Storing An Autodial Number

The TIF-951 can store up to 32 autodial numbers. Each number can contain up to 30 digits. The numbers are not retained if there is a loss of power to the TIF, so if this feature is used it's a good idea to power the TIF from an uninterruptable power source. Store an autodial number as follows:

1. Click the PHONE key to activate dialing mode.

2. Click the top of the talk key assigned to the TIF to latch the key on.

3. Dial the telephone number that you want to store using the programming keypad or the computer's numeric keypad. (The Num Lock key should be on to use the computer's keypad.)

To insert a pause anywhere in the dialing sequence, enter CLR-CLR-9-9.

A pause may be required, for example, if you need to enter a digit to get an outside line and your phone system requires a pause before continuing to dial. If you are using credit card dialing, several pauses may also be required between the phone number and your personal access code.

4. After dialing the telephone number, click CLR-PGM, then enter the two-digit number that you will use as the autodial number

Example: store to autodial number 1.

5.   After storing the autodial number, hang up by entering the sequence:

4.1.6   Dialing An Autodial Number

1.   Click the PHONE key to activate dialing mode.

2.   Click the top of the talk key assigned to the TIF to latch it in the on position.

3.   Enter the autodial number by clicking CLR followed by the autodial number.

     Example: dial autodial number 1.

4.   When finished dialing, click the PHONE key again to exit dialing mode.

5.   Hang up at the end of the conversation by entering the sequence:

Windows NT Keypanel   **13**

4.2   Assigning Setup Pages

PG1 PG2 PG3 PG4

The easiest way to assign a setup page is by clicking on the desired page key at the bottom of the keypanel. Then click any talk or listen key to make the assignment. The names of the keys that have been setup on that page will appear in the display window. If no keys have been assigned on a particular page, the displays will show dashes (----). If you have created different key assignments on each setup page, you can quickly reconfigure the keypanel by changing the setup page.

☞ You can also change the page using the "Assign Page" command on the Function menu.

4.3   Displaying Information About the Keypanel

Normally, only talk key assignments appear in the display window. Other types of key assignments, such as listen key assignments and level 2 talk key assignments, are not displayed. There are three ways to display additional key assignment information as well as other information about the keypanel:

- Using display request key sequences.

- Using alpha-scrolling.

- Using the Display menu at the top of the keypanel. Note, the Display menu basically provides shortcuts for the other two methods. Use of this menu is not discussed separately.

4.3.1   Displaying Information using Display Request Sequences

All keypad display requests start by clicking FUNC-DISPLAY:

MULT 0 FUNC   E-PNL 8 DISPLAY

Click the CLR key at any time to start over.

CLR

4.3.1.1   Keypanel Identification

MULT 0 FUNC   E-PNL 8 DISPLAY   NUM 1 SLIST

This sequence displays the intercom port number your keypanel is connected to. The number is displayed briefly in the Incoming Messages window. (This is the same as "Panel ID" on the Display menu at the top of the keypanel.)

4.3.1.2 Level 2 Talk Key Assignments for Stacked Talk Keys

MULT 0 FUNC	E-PNL 8 DISPLAY	PL 2 IFB

This sequence displays all level 2 talk key assignments for a few moments. LEV2" displays in the Incoming Messages window. (This is the same as "Level 2" on the Display menu at the top of the keypanel.)

4.3.1.3 Listen Key Assignments

MULT 0 FUNC	E-PNL 8 DISPLAY	AUTO 3 ISO

This sequence briefly displays all listen key assignments. "LSTN" displays in the Incoming Messages window. (This is the same as "Listen" on the Display menu at the top of the keypanel.)

4.3.1.4 Keypanel Setup Page Number

MULT 0 FUNC	E-PNL 8 DISPLAY	E-PNL 8 DISPLAY

When you enter this sequence, the Incoming Messages window displays the setup page number that is currently assigned to the keypanel. M1, M2 etc. indicates Main keypanel, setup page 1; Main keypanel, setup page 2 etc. (This is the same as "Page Use" on the Display menu at the top of the keypanel.)

4.3.2   Displaying Information using Alpha Scrolling

The display requests that were described in the previous section can also be accessed using alpha scrolling. Alpha scrolling also offers several additional features. Use this feature as follows:

1. Click FUNC-DISPLAY. Then click and hold either arrow key to scroll up or down in the list of display request names. The names will appear in the Incoming Messages window as you scroll. (See the descriptions on the following page.)

MULT 0 FUNC	E-PNL 8 DISPLAY	▲ 6 ▲▲	▼ 9 ▼▼

2. When the desired display request name is selected, click the PGM key to view the requested information.

PGM

3. Click the CLR key at any time to exit.

CLR

DISPLAY REQUEST NAME	DESCRIPTION
ID (Panel ID)	Briefly displays the intercom port number that the keypanel is connected to. (Same as the FUNC-DISPLAY-1 display request sequence. Also the same as "Panel ID" on the Display menu at the top of the keypanel.)
LEV2 (Level 2)	Briefly displays the level 2 talk key assignments. (Same as FUNC-DISPLAY-2 display request sequence. Also the same as "Level 2" on the Display menu at the top of the keypanel.)
LSTN (Listen)	Briefly displays listen key assignments. (Same as FUNC-DISPLAY-3 display request sequence. Also the same as "Listen" on the Display menu at the top of the keypanel.)
NAME (Names)	Gets a list of names of all intercom ports which are currently in communication with this keypanel, and displays that list in the Incoming Messages window. If there are no ports, N/A will briefly display. Click the arrow keys to scroll up or down the list. Click the Incoming Messages key to talk to the currently displayed intercom port. (This is the same as "Names" on the Display menu at the top of the keypanel.)
TYPE (Function Types)	Briefly displays the type of communication (point-to-point, party line etc.) for all level 1 talk keys. (This is the same as "Function Types" on the Display menu at the top of the keypanel.)
MTX (Matrices)	Briefly displays the intercom matrix names for all level 1 talk key assignments. If there is only one intercom system, the word "LOCL" displays to indicate "local matrix". (This is the same as "Matrices" on the Display menu at the top of the keypanel.)
EPNL (Page Use)	Briefly displays the number of the setup page currently being used. (This is the same as the FUNC-DISPLAY-8 display request sequence. It is also the same as "Page Use" on the Display menu.)
GAIN (Key Gain)	This feature works only with ADAM CS or ADAM intercom systems. It is used to adjust listen gain for a point-to-point or party line listen key. After selecting GAIN, click a listen key. After a few seconds, the gain level for that key will display. Use the arrow keys (6 and 9 keys) to change the gain level. (This is the same as using the Input Level key or selecting "Key Gain" on the Function menu.)
MVOL (Master Volume)	This feature works only with ADAM CS and ADAM intercom systems. It is used to adjust the master volume. After selecting MVOL, wait a few seconds for the master volume level to display, then click the arrow keys (6 and 9 keys) to change the level. (This is the same as "Master Volume" on the Function menu.)
V"X" (Version)	Where X is the keypanel's version number. (This is the same as "Version" on the Display menu at the top of the keypanel.)

Click CLR at any time to return to the normal Incoming Messages window display.

4.4   Assigning Keys

There are several ways to assign talk and listen keys:

- **Key Assignment using Alpha Scrolling:** Using this method, you scroll through lists of names in the Incoming Messages and pick the alpha-numeric name of the destination that you wish to assign to a key. Then you copy that name to a key. Alpha scrolling is the recommended method of key assignment for most users because it lets you find a destination by a name rather than a number. If descriptive names have been assigned alpha scrolling is easiest to use.

- **Key Assignment using Copy:** This method is used along with alpha scrolling, but it can also be used to copy an assignment from one key to another or to copy any destination currently displayed in the Incoming Messages window to a key.

- **Key Assignment using Keypad Numeric Entry:** Using this method, you enter the numeric ID of the destination that you wish to assign to a key. Numeric entry can be a short-cut method for assigning intercom keys. However, it is not generally recommended for casual users because it requires a detailed knowledge of the intercom system ID numbers.

- **Key Assignment using the Function Keys:** Three of the more common types of key assignments (point-to-point, IFB, and party line) can be accessed using the P-P, IFB, and PL function keys along the bottom of the keypanel. These keys are basically shortcuts for numeric entry described above, but like numeric entry, they are not recommended for casual users.

4.4.1　Assigning Keys using Alpha Scrolling

Alpha scrolling lets you scroll through lists of intercom systems and destinations within intercom systems. Once the desired destination is displayed you can copy it to a key. There are four scrolling modes: intercom, type, prefix and single-step.

4.4.1.1 Intercom Scrolling

If a destination is located in a remote intercom system, click FUNC to enter intercom scroll mode. (Or select "Icom" from the Scroll menu). Then use the up and down arrow keys to display the name of the desired intercom system in the Incoming Messages window.
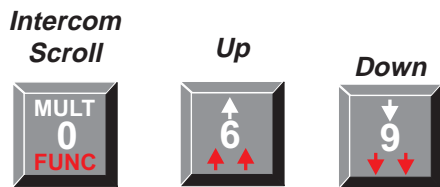
While the desired intercom system name is displayed, activate type scrolling mode, below.

4.4.1.2 Type Scrolling

To display a list of the available key assignment types for any intercom system, Click FUNC-TYPE, then use the arrow keys to scroll up or down the list of key assignment types.

The following abbreviations are used for key assignment types. (These items are also available on the Scroll menu at the top of the keypanel):

|	
P-P	Point-to-Point
RLY	Relay
SPCL	Special List
PL	Party Line
IFB	IFB
ISO	Camera ISO

Once the desired key assignment type is displayed, click the PGM key to retrieve a list of destinations. WAIT may display briefly while the list is being retrieved. Clicking PGM at this point also puts the keypanel in single-step scrolling mode, below.

☞ Reminder: In addition to selecting key assignment types using type scrolling as described above, you can also select types from the Scroll menu at the top of the keypanel.

4.4.1.3 Single-Step Scrolling

When a list of destinations is displayed in the Incoming Messages window, use the up and down arrow keys to scroll through the list.
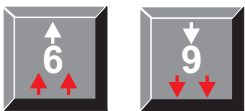
When you locate the destination that you want to assign, copy the Incoming Messages window to a key. (See "Copying from the Incoming Messages Window to a Key", page 19.)

☞ If you click the up or down arrow key without first selecting an intercom system or a key assignment type, the keypanel will automatically enter single-step scrolling mode using the point-to-point list for your intercom system.

☞ If you do not see an expected name in a scroll list, or N/A appears when you select a list, restrictions may have been imposed in the system configuration software to prevent key assignment.

☞ If the list of available key assignments is very long when using single-step scrolling, you may wish to use prefix scrolling, below, to speed up the process.

4.4.1.4 Prefix Scrolling

When you are using single-step scrolling with a long list of destinations, it may take a long time to scroll to the desired name (this is particularly true of point-to-point lists). To speed up the process, enter prefix scrolling mode from single-step scrolling mode by clicking the PREFIX key.

Once in prefix mode, use the up and down arrow keys to scroll through a list in alpha-numeric order. Only the first occurrence of each two-character prefix is displayed. For example, if your intercom system had users 1CAM, 2CAM, 3CAM, 1DIR and 2DIR, prefix scrolling would display 1CAM followed by 1DIR and would skip 2CAM and 3CAM. Once you locate a desired two-character prefix using prefix scroll, switch back to single-step scrolling by clicking the PGM key. Then use the up and down arrows to scroll to the desired destination name.

When the desired destination is displayed in the Incoming Messages window, you can copy it to a key. See "Copying the Incoming Messages Window to a Key", below.

4.4.2 Assigning Keys Using Copy

There are two ways to copy key assignments:

- Copy a name from the Incoming Messages window to a key.

- Copy one key's assignment to another key.

4.4.2.1 Copying the Incoming Messages Window to a Key

☞ The key that you are copying to should be off before using this procedure.

1. While a destination name is displayed in the Incoming Messages window, click the COPY CW key. (Or, select "Copy CW" from the Function menu at the top of the keypanel.)

2. Click the key that you want to copy to. You can click either a talk or listen key. If you want to assign both, click the COPY CW key again between assignments.

☞ If a name cannot be copied from the Incoming Messages window to a key, restrictions may have been imposed using the intercom system configuration software.

4.4.2.2 Copying a Key's Assignment to Another Key

☞ Special functions and level 2 assignments do not copy.

☞ The keys that you are copying from and to should be off before using this procedure.

1. Click FUNC-EX COPY. (Or, select "Copy Key" from the Function menu at the top of the keypanel.)

2. Click the talk or listen key that you want to copy from.

3. Click the talk or listen key that you want to copy to.

4. Repeat all steps for each additional key assignment.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.3   Assigning Keys Using Numeric Entry

4.4.3.1 General Procedure

☞ The key that you are assigning should be off before using this procedure.

The available types of key assignments are labeled on the programming keys in either white or red letters:

NUM	Port NUMbers (point-to-point key assignment)
SLIST	Special lists
PL	Party lines
IFB	IFB's
AUTO	Auto functions (also called special functions)
ISO	Camera ISO's
RELAY	Relays

If a key assignment type is labeled in white letters, you can begin a key assignment by simply clicking that key. For example, to assign a port NUMber to a key click the NUM key.

If a key assignment type is labeled in red letters, click the FUNC key first, then click the desired red-lettered key. For example, to assign a special list to a key, click FUNC then SLIST.

Once you have selected the key assignment type, the procedure to assign a destination to a key is basically the same for all key assignments:

1. If your keypanel is used in a trunked intercom system, enter the identification number for the intercom system where the destination is located (7 for example). If trunking is not used, skip this step.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

2. Enter the identification number for the destination that you wish to assign to a key.

    If the destination is located in a remote intercom system, you must always enter 3 digits for a port number or 2 digits for any other key assignment type. Add leading zeros if necessary. For example, to assign a key to talk to port number 1 in a remote intercom system, click 0-0-1.

    If the destination is located in your intercom system, you do not have to enter leading zeros.

3. Click the PGM key.

4. Click the talk or listen key that you want to assign the destination to. (The key should be in the off position before you click it.)

5. If you make a mistake when entering a key sequence, click the clear key, then start over.

☞ When using numeric entry, each step must be completed within 4-5 seconds. Otherwise, the sequence will automatically clear.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.3.2 Point-To-Point Key Assignment Using Keypad Numeric Entry

☞ The key that you are assigning should be off before starting this procedure.

1. Point-to-point key assignments start by clicking the NUM key (since you are assigning a port NUMber to a key).

2. If the destination is located in another intercom system, enter the intercom system number (7 in the example). Otherwise, skip to step 3.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

3. Enter the port identification number of the destination that you want to assign (37 for example:)

☞ A leading zero is entered in this example because the intercom port is located in a remote intercom system, which requires that 3 digits be entered. If it was port 37 in the local intercom system, you would only need to enter 37.

4. Click the PGM key.

5. Click a talk or listen key.

- If a talk key is clicked, the port's name (not ID number) will appear in the alpha-numeric display above that key. (In this example, the default name N037" is shown, but it could be any name of up to 4-characters assigned using the intercom system configuration software.)

- If a listen key is clicked, the port's name will appear briefly in the display below that key. Then the talk key assignment will reappear. (If there is no talk key assignment, dashes will reappear.) To re-check listen key assignments at any time, use the listen key display request sequence FUNC-DISPLAY-3.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.3.3 Special List Key Assignment Using Keypad Numeric Entry

☞ The key that you are assigning should be off before starting this procedure.

1. Special list is a red-labeled function, so click the FUNC key first, then SLIST.

2. If the special list is located in another intercom system, enter the intercom system number (7 in this example). Otherwise, skip this step.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

3. Enter the special list identification number (4 in this example).

☞ If the special list is in a remote intercom system, you must always enter 2 digits by adding a leading zero if required. If the special list is in the local intercom system, you do not have to enter a leading zero.

4. Click the PGM key.

5. Click a talk or listen key.

- If a talk key is clicked, the name of the special list (not the ID number) will appear in the alpha-numeric display above that key. (The default name for special list number 4 is shown in this example.)

- If a listen key is clicked, the name of the special list will appear briefly in the display, then the talk key assignment will reappear. To recheck listen key assignments at any time, use the listen key display request sequence FUNC-DISPLAY-3.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.3.4 Party Line Key Assignment Using Keypad Numeric Entry

☞ The key that you are assigning should be off before proceeding.

1. Click the PL key.

2. If the party line is located in a remote intercom system, enter the intercom system number (7 in the example). Otherwise, skip to step 3.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

3. Enter the party line number (4 in this example).

☞ If the party line is in a remote intercom system, you must always enter 2 digits by adding a leading zero if required. If the party line number is in the local intercom system, you do not have to enter a leading zero.

4. Click the PGM key.

5. Click a talk or listen key.

- If a talk key is clicked, the name of the party line (not the ID number) will appear in the alpha-numeric display above that key. The default name for party line number 4 is shown in this example.

- If a listen key is clicked, the name of the party line will appear briefly in the display, then the talk key assignment will reappear. To recheck listen key assignments at any time, use the listen key display request sequence FUNC-DISPLAY-3.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

☞ If desired, you can program the listen key with the auto-listen special function so that it is automatically activated when the talk key is activated. See "Special Function Key Assignment using Keypad Numeric Entry", page 26, for further information.

4.4.3.5 IFB Key Assignment Using Keypad Numeric Entry

☞ The key that you are assigning should be off before proceeding.

1. Since IFB is a red-labeled function, begin by clicking the FUNC key, then the IFB key.
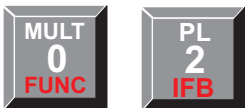

2. If the IFB is located in a remote intercom system, enter the intercom system number (5 in this example). Otherwise, skip to step 3.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

3. Enter the IFB number (2 in this example).

☞ If the IFB is in a remote intercom system, you must enter 2 digits by adding a leading zero if required. If the IFB is in the local intercom system, you do not have to enter a leading zero.

4. Click the PGM key.

5. Click a talk key.

The name of the IFB (not the ID number) will appear in the alpha-numeric display above that key. The default name for IFB number 2 is shown in this example.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.3.6 Special Function Key Assignment using Keypad Numeric Entry

☞ The key that you are assigning should be off before proceeding.

1. Click the AUTO key.

2. Select one of the following special functions:

 Auto Listen (AL)

 Auto Follow (AF)

 Auto Mute (AM)

 Auto Reciprocal (AR)

 All Call (AC)

3. After selecting a special function, click the PGM key.

4. Click a listen key for all features except All Call, or...

...click a talk key for All Call.

If a listen key is clicked to assign one of the auto functions, the name will briefly appear in the display below the key. If a talk key is clicked for All Call, AC will appear in the alpha-numeric display above the key.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.3.7 Camera ISO Key Assignment Using Keypad Numeric Entry

☞ The key that you are assigning should be off before proceeding.

1. Since ISO is a red-labeled function, begin by clicking the FUNC key, then click the ISO key.
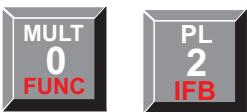

2. If the ISO is located in a remote intercom system, enter the intercom system number (5 in this example). Otherwise, skip to step 3.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

3. Enter the ISO number (2 in this example).

☞ If the ISO is in a remote intercom system, you must enter 2 digits by adding a leading zero if required. If the ISO is in the local intercom system, you do not have to enter a leading zero.

4. Click the PGM key.

5. Click a talk or listen key.

If a talk key is clicked, the name of the ISO (not the ID number) will appear in the alpha-numeric display above that key. The default name for ISO number 2 is shown in this example.

If a listen key is clicked, the name of the ISO will appear briefly in the display, then the talk key assignment will reappear. To recheck listen key assignments at any time, use the listen key display request sequence FUNC-DISPLAY-3.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

☞ If desired, you can program the listen key with the auto-listen special function so that it automatically activates when the talk key is activated. See "Special Function Key Assignment using Keypad Numeric Entry", page 26, for further information.

4.4.3.8 Relay Key Assignment Using Keypad Numeric Entry

☞ The key that you are assigning should be off before proceeding.

1. Since relay is a red-labeled function, begin by clicking the FUNC key, then the RELAY key.

2. If the relay is located in a remote intercom system, enter the intercom system number (5 in this example). Otherwise, skip to step 3.

☞ Intercom system numbers are the numbers that appear in the "Icm" column in CStrunk when you select "Names" or "Setup" from the Intercoms menu.

3. Enter the relay number (2 in this example).

☞ If the relay is in a remote intercom system, you must enter 2 digits by adding a leading zero if required. If the relay is in the local intercom system, you do not have to enter a leading zero.

4. Click the PGM key.

PGM

5. Click a talk or listen key.

RL02

If a talk key is clicked, the name of the relay (not the ID number) will appear in the alpha-numeric display above that key. The default name for relay number 2 is shown in this example.

If a listen key is clicked, the name of the relay will appear briefly in the display, then the talk key assignment will reappear. To recheck listen key assignments at any time, use the listen key display request sequence FUNC-DISPLAY-3.

4.4.4   Assigning Keys using the P-P, IFB, and PL Function Keys

These function keys provide instant access to the point-to-point, IFB, and party line key assignment lists for the local intercom system. They cannot be used with remote intercom systems. You can use these function keys to assign keys, or to talk to destinations that do not have keys assigned.

1. Click the desired function key:
    P-P   Gets the point-to-point list for the local intercom system.
    IFB   Gets the list of IFB's for the local intercom system.
    PL   Gets the list of party lines for the local intercom system.

2. The list of available assignments will appear in the Incoming Messages window. Use single-step scrolling and prefix scrolling to scroll through the list of names and locate the desired destination.

3. To talk to the destination, click and hold the bottom of the Incoming Messages key. Release the key when finished.

4. To assign the destination to a talk or listen key, first make sure that key is off, then click the COPY CW key. Then click the talk or listen key. If you want to assign both a talk and a listen key, click the COPY CW key again before each assignment.

☞ If a key will not accept an assignment, restrictions may have been imposed using the intercom system configuration software.

4.4.5 Assigning a Stacked Talk Key

1. Assign talk level 1 using any of the standard key assignment methods previously described.

2. Assign talk level 2 using keypad numeric entry. Make the assignment like any key assignment, except enter 00 before the key sequence.

Example: Assign port number 35 as the level 1 key assignment. Assign relay 5 as the level 2 assignment:

Using keypad numeric entry, the key sequence for the level 1 assignment would be:

The key sequence for the level 2 assignment would be:

The level 2 key assignment will display briefly after the talk key is clicked. Then, the level 1 talk assignment will reappear in the display.

4.4.6 Clearing a Key Assignment

There are two ways to clear a key assignment:

1. Copy the key assignment of an unused key to the key that you want to clear. See "Copying a Key's Assignment to Another Key", page 19.

2. Clear the Incoming Messages window (click the Incoming Messages key up). Then, copy the Incoming Messages window to the key that you want to clear. See "Copying from the Incoming Messages Window to a Key", page 19.

☞ If you cannot clear a key, restrictions may have been imposed using the intercom system configuration software.

4.5 Adjusting an Input Level

This feature works only for ADAM CS and ADAM Intercom Systems. You use it to adjust the level of individual listen keys. To adjust an input level:

1. Click the Input Level key. (Or, select "Key Gain" from the Function menu.)

2. Click the listen key that you want to adjust.

The key's listen level will display in the Incoming Messages window.

3. Click the down or up arrow keys on the programming keypad to change the level. The range of adjustment is +6 dB to -99 dB. You will hear the change as you make the adjustment.

Volume Up   **Volume Down**

4. After setting the level as desired, click the Input Level key again to exit.

4.6   Talking to a Destination That Does Not Have a Talk Key Assigned

Occasionally, you may need to talk to a destination that does not have a key assigned on your keypanel. You can create a temporary talk key using the Incoming Messages key. Use alpha scrolling as previously described. When the desired name is displayed in the Incoming Messages window, click and hold the bottom of the Incoming Messages key to talk. Note that this procedure generally only works when talking to other keypanels. It is not recommended for use with belt packs or party lines when you need to carry on a conversation, since you won't be able to hear them. If you need to have a conversation with a destination that does not have talk-back capability, you must assign a talk/listen key pair.

5   Glossary

ADAMedit

ADAMedit is the windows-based software utility used to configure the intercom system.

Alphas and Alpha Scrolling

Alphas are the names that appear in the alpha-numeric displays when keys are assigned to talk to destinations in the intercom system. Alpha names are assigned using CSedit or ADAMedit.

Alpha scrolling is way of assigning keys by scrolling through scroll lists of destination names and selecting names to assign to keys. Alpha scrolling can also be used to display information about the keypanel.

Camera Isolate (ISO)

Camera isolate is a feature that is typically used in a broadcasting environment. It is used with camera intercoms that have been assigned to party lines. ISO provides a means for a keypanel operator to isolate a particular camera from the party line and then carry on a private conversation with that camera operator. ISO's are built in to the intercom system and have default names IS01, IS02 etc. These names can be changed using CSedit or ADAMedit. CSedit or ADAMedit is also used to define the intercom port that will be isolated. Once an ISO is setup, it may be assigned to a key by the keypanel user (unless access has been restricted by CSedit or ADAMedit).

CSedit

CSedit is the DOS-based software utility used to configure the intercom system.

Destination

A destination is any of the following items which can be assigned to talk and listen keys:

> Ports

> Special Lists

> Party lines

> IFB's

> Camera ISO's

> Relays

Identification Numbers

In trunked intercom systems, each intercom system has a two-digit ID number. This number appears in the Icom column in CStrunk when Names or Setup is selected from the Intercoms menu.

Within each intercom system, each destination has a unique identification number of up to 3 digits. These identification numbers appear in the various editing screens of CSedit or ADAMedit. You can find out the identification number for your keypanel by entering display request key sequence 0-8-1 on the programming keypad.

There are also ID numbers associated with each intercom port, party line, etc. within an intercom system.

Identification numbers are generally only used at keypanels when assigning keys using numeric entry. Since most intercom system users do not normally have access to the ID numbers, alpha scrolling is generally recommended when assigning keys.

Interrupt Foldback (IFB)

IFB is a special use of an intercom output port. Normally, the port hears a program source connected to some intercom input port. When a keypanel calls the IFB output, the program is automatically interrupted, and the caller can then talk to the person at the IFB output without the program sound being heard. IFB's are built in to the intercom system and have default names IF01, IF02 etc. These names can be changed using CSedit or ADAMedit. CSedit or ADAMedit is also used to define the program input and output ports for an IFB. Once an IFB is setup, it may be assigned to keypanel keys using CSedit or ADAMedit, and an IFB priority can also be assigned to individual keypanels to control IFB use. Keypanels with a higher IFB priority will override keypanels with a lower. IFB's can also be assigned to keys by keypanel users, unless access has been restricted by CSedit or ADAMedit.

Local vs Remote Intercom System

The local intercom system is always the one that your keypanel is connected to. If your intercom system is part of a larger trunking intercom system, there may be one or more remote intercom systems as well.

Matrix

Matrix refers to the central switching frame which routes calls throughout the intercom system.

The term matrix may also be used interchangeably with intercom system.

Numeric Entry

Numeric entry is a method of assigning keys by entering destination ID numbers using the programming keypad.

Party Line (PL)

A party line is a group of intercom ports which can always talk and/or listen to each other. Party lines are built in to the intercom system, and have default names PL01, PL02 etc. These names can be changed using CSedit or ADAMedit. CSedit or ADAMedit is also used to assign the desired intercom ports to a party line. Once a party line has been configured in CSedit or ADAMedit, it can be assigned to a key by the keypanel user (unless it has been restricted using CSedit or ADAMedit).

Point-to-Point Communication

Point-to-point refers to communication between two individual intercom ports.

You use point-to-point key assignment when you want to assign a key to talk/listen to a specific keypanel, belt pack etc.

Ports and Port Numbers

The ports are the individual channels that intercom stations, program sources etc. are connected to. Communication between individual ports is called point-to-point communication.

Relays

Relays are optional in most intercom systems. If an intercom system includes relays, they may be assigned to talk or listen keys by the keypanel operator (unless restrictions have been imposed using CSedit or ADAMedit). Relays may

be used from a keypanel to control lighting, for example, or to key a transmitter and talk to a mobile user. Relays have default names RY01, RY02 etc. These names can be changed using CSedit or ADAMedit.

See also: Stacked Talk Keys

Restricting Access

CSedit or ADAMedit can restrict access to specific destinations in the intercom system. When a destination is restricted, it's alpha name won't appear when using alpha scrolling at a keypanel. And, when using numeric entry or the copy functions to make a key assignment, the assignment will be ignored.

CSedit or ADAMedit can also restrict access to specific keys on a keypanel. Any attempts to reassign these keys will be ignored.

Setup Pages

A setup page is a complete set of talk and listen key assignments for the keypanel. The keypanel has four setup pages to choose from.

Special Functions

There are five special functions that can be assigned to keys. One of them, All Call, is for talk keys only. The other four special functions are for listen keys only. Each special function has a default two-character name*:

AC   All Call

AF   Auto Follow

AL   Auto Listen

AM   Auto Mute

AR   Auto Reciprocal

* The default names can be changed in CSedit or ADAMedit.

All Call Special Function (AC)

This special function key assignment can only be assigned to talk keys. When a talk key is programmed for All Call, clicking that key will activate it and all talk keys to the left of it (up to, but not including another All Call key).

Auto Follow Special Function (AF)

Auto Follow (for listen keys only): This special function causes a listen key's assignment to always be the same as the talk key directly below it. Auto follow is a convenient assignment because you only have to assign a listen key once. Then, whenever you change the talk key assignment, the listen key automatically follows to the new assignment.

When you assign auto-follow to a listen key, you may still have to manually activate the key to hear certain types of destinations. There are other types of auto-following listen key assignments that take care of key activation for you.

Auto Listen Special Function (AL)

Auto Listen (for listen keys only): This special function key assignment works like auto follow, except that listen is automatically engaged when the talk key is activated. Auto listen is sometimes a good listen key assignment for use with party lines or other non-keypanel devices such as belt packs. This is because these devices do not have the talk-

back capability that keypanels have. If you find that you're always activating the listen key when you want to talk to a particular destination, you might want to assign auto-listen to that listen key.

Auto Mute Special Function (AM)

Auto Mute (for listen keys only): This special function key assignment works like auto follow, except that listen is automatically muted when the talk key is activated. Auto mute is useful for talking to devices which echo your voice back to you. If you find that you need to activate the listen key when conversing with a destination, but you hear an echo whenever you activate the talk key and talk back, consider assigning auto mute to the listen key.

Auto Reciprocal (for listen keys only): This special function key assignment works like auto follow, but it forces the keypanel to continuously listen to whatever is assigned to the talk key beneath it. Auto reciprocal is useful when you wish to continuously monitor a source such as a party line.

Special List (SL, SPCL, or SLIST)

A special list is a group of intercom ports that a keypanel operator can talk or listen to by activating a single key. Special lists are typically used for paging or monitoring selected groups of people. Special lists are built in to the intercom system, and have default names SL01, SL02 etc. These names can be changed using CSedit or ADAMedit. CSedit or ADAMedit is also used to assign the desired intercom ports to the special list. Once a special list has been configured in CSedit or ADAMedit, it can be assigned to a key by the keypanel user (unless it has been restricted using CSedit or ADAMedit).

Stacked Talk Keys

A stacked talk key activates two types of communication at once. For example, a stacked talk key could simultaneously activate audio output to a transmitter and key the transmitter using a relay. The audio output is called the level 1 assignment and the relay is called the level 2 assignment.

TIF-951 Telephone Interface

The TIF-951 is a device that lets you connect two phone lines to two intercom ports. The TIF has dial in and dial out capability. Persons calling into the intercom system can access specific intercom stations by entering ID numbers using the phone's keypad. Other features include: password protection for incoming calls; auto-answer capability; redial, and 32 programmable autodial numbers.

Trunking

Trunking is a method of interconnecting several intercom systems to create communication channels between them. If your intercom system is trunked, there will be an additional scroll list of intercom system names (labeled MTX) when you make key assignments.

CStrunk is the software utility used to configure the trunking lines between the intercom systems and to assign names to the intercom systems.

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