OPERATING INSTRUCTIONS

WKP-8
WINDOWS KEYPANEL

RTS™

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1 STARTING THE KEYPANEL

Windows 3.1: Open the Keypanel program group and double-click on the Panel icon.

Windows 95: Click the Start button and point to programs. Then point to the KeyPanel folder and click on the Key Panel program.

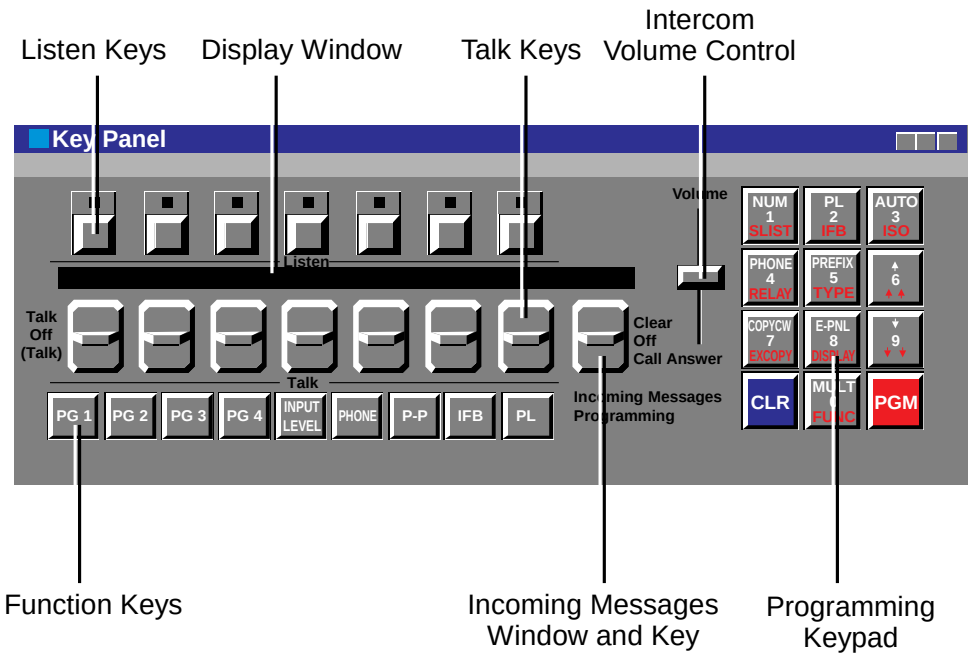


Figure 1
Keypanel Reference View

2 KEYPANEL FEATURES

2.1 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.

2.2 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 the keypanel.

2.3 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 or latching mode.

2.4 Function Keys

2.4.1 Page Keys (PG1 TO PG 4)

The page keys are used to select one of four setup pages of key assignments. Each setup page contains a complete set of talk and listen key assignments for the keypanel.

2.4.2 Input Level 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 that are assigned to listen keys.

2.4.3 Phone Key

This key is for future use with a TIF-951 Telephone Interface.

2.4.4 Point-To-Point 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.

2.4.5 IFB Key

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

2.4.6 Party Line 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.

2.5 Incoming Messages Window and Key

The Incoming Messages window displays a caller's name when no talk key is assigned to that caller.[1] 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.

2.6 Intercom Volume Control

The Volume control slider adjusts the master listening level.

2.7 Programming Keypad

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

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. To display the names of all callers in the Incoming Messages window, set DIP switch 2 on both master controller cards (in the ADAM or ADAM CS frame) to the "on" position.

3 BASIC KEYPANEL OPERATION

3.1 Startup Indications

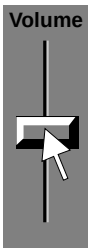
When the keypanel is started, the alpha-numeric displays will momentarily show asterisks.

After a few moments, the normal talk key assignments should display.

- For any key that is not assigned, the display will show dashes.
- If the keypanel cannot establish communications with the intercom system, all displays will continue to show asterisks. If this happens, check the connections to the intercom system and make sure the intercom system is operating.

3.2 Volume Adjustment

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



☞ ADAM CS and ADAM intercom systems also let you adjust the level of individual intercom ports. See “How to Adjust an Input Level”, page 16.

3.3 Talk Key Operation

To talk to a destination, activate a 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.

- To lock a talk key in the “on” position for an extended conversation, click on the top of the key.

To unlock the talk key and turn it off, click on the bottom of the key.

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

☞ Most of the procedures in this manual assume that you use a mouse to turn the talk keys on or off. However, the talk keys can also be activated using the computer's function keys F1 through F8. For example, you can turn the first talk key at the left of the keypanel on or off by tapping the F1 key on the computer keyboard.

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 "How to Assign Keys", page 9.

☞ Most of the procedures in this manual assume that you use a mouse to turn the listen keys on or off. However, the listen keys can also be activated using the computer's shift key and the function keys F1 through F8. For example, you can turn the first listen key at the left of the keypanel on or off by pressing and holding the shift key and then tapping the F1 key.

☞ The red indicator in a listen key is only intended to provide you with a visual confirmation that you have manually turned the key on or off. This does not necessarily 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 by one of the special functions.

☞ Hint: 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 Using Keypad Numeric Entry", page 14.)

3.5 Display Window Indications

- Normally, the display above a talk key will be yellow when the key is off and red when it is on.

- 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 either of two things:

  1) Usually, a flashing display 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.

  2) If the talk key is assigned to an IFB, a continuously flashing display indicates that the IFB is "in-use" You can activate the talk key to talk to the IFB, but you may interrupt a conversation that is currently in progress. The display will continue to flash as long as the IFB is "in-use" by anyone.

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[1]. To talk-back to the caller, click and hold the bottom of the Incoming Messages key.

Talkback

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, ...

Clear

... then click and hold the bottom of the key again to talk to the next caller. Up to four callers can be waiting in the Incoming Messages window. If there are several callers waiting, the Incoming Messages window will continue to flash until the last caller's name is displayed. If you do not clear the name that is currently displayed in the Incoming Messages window, it will automatically clear after about 90 seconds.

Next Caller

3.7 Incoming Calls when the Keypanel is Minimized

If the keypanel is minimized while there is an incoming call, the keypanel icon will pop to the front of the desktop, and it will blink until you answer the call. To answer the call while the keypanel is still minimized, place the cursor over the icon, then press and hold the right mouse button while talking back. Release the button when finished. The icon will stop blinking, but you can talk again by simply pressing and holding the right mouse button again.

☞ The icon will stop blinking only after you release the right mouse button. If there is a second incoming call while the icon is still blinking from the first caller, you will be able to hear the second caller, but you will not be able to talk back. In this case, you must maximize the keypanel and either press the second caller's talk key, or locate the second caller's name in the Incoming Messages window and press the Incoming Messages key to talk back.

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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. To display the names of all callers in the Incoming Messages window, set DIP switch 2 on both master controller cards (in the ADAM or ADAM CS frame) to the "on" position.

4 ADVANCED OPERATIONS

4.1 Programming Keypad General Operation

The programming keypad is used for many of the advanced operations. Most of the procedures in this manual assume that you use a mouse to click the programming keys. However, the programming keys can also be activated using the computer's numeric keypad. The 0-9 keys on the computer's numeric keypad are the same as the keypanel's 0-9 keys; the Del key on the computer's keypad is the same as the keypanel's CLR key; the Enter key on the computer's keypad is the same as the keypanel's PGM key.

4.2 How to Assign and Use Setup Pages

Page Keys

Assign a setup page to the keypanel by clicking on the desired page key. Then click any talk or listen key on the keypanel. 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 (----). You can customize the setup pages to make different sets of keys available for different events. Do this by selecting a page and then assigning keys as described later on in this manual.

4.3 How to Display 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 two ways to display additional key assignment information as well as other information about the keypanel: 1) using display request key sequences, and 2) using alpha-scrolling. Both methods are described in the following paragraphs.

4.3.1 Displaying Information Using Display Request Key Sequences

All display requests start by clicking FUNC then DISPLAY on the programming keypad. Click CLR at any time to start over.

4.3.1.1 Keypanel Identification

Click FUNC-DISPLAY-1. This sequence displays the intercom port number your keypanel is connected to. This port number is displayed briefly in the Incoming Messages window.

4.3.1.2 Level 2 Talk Key Assignments For Stacked Talk Keys

Click FUNC-DISPLAY-2. This sequence displays all level 2 talk key assignments for a few moments. “LEV2" displays in the Incoming Messages window.

4.3.1.3 Listen Key Assignments

Click FUNC-DISPLAY-3. This sequence briefly displays all listen key assignments. "LSTN" displays in the Incoming Messages window.

4.3.1.4 Keypanel Setup Page Number

Click FUNC-DISPLAY-8. When you enter this sequence, the Incoming Messages window briefly displays the setup page number that is currently assigned to the keypanel. M--1, M--2 etc. indicates “Main keypanel setup page 1", ”Main keypanel setup page 2" etc.

4.3.1.5 Diagnostics Mode

Click FUNC-DISPLAY-0. This key sequence lets you tests the panel talk keys and displays. All alpha-numeric displays show a % symbol. When a talk key is clicked, the display changes to “OK” to verify proper key operation.

Click the CLR key to exit diagnostic mode.

4.3.2 Displaying Information Using Alpha Scrolling

To use this feature, click FUNC-DISPLAY. Then, click and hold either arrow key (the 6 or 9 key) to scroll up or down in the list of available display items: The display request names will appear in the Incoming Messages window as you scroll. See the descriptions, below. When the desired display request name is selected, click the PGM key to view the requested information. Click the CLR key at any time to exit.

Display Request Name	Description
ID	Briefly displays the intercom port number that the keypanel is connected to. (Same as FUNC-DISPLAY-1 display request sequence.
LEV2	Briefly displays the level 2 talk key assignments. (Same as FUNC-DISPLAY-2 display request sequence.)
LSTN	Briefly displays listen key assignments. (Same as FUNC-DISPLAY-3 display request sequence.)
NAME	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.
TYPE	Briefly displays the type of communication (point-to-point, party line etc.) for all level 1 talk key .
MTX	Briefly displays the intercom system (matrix) names for all level 1 talk key assignments. If there is only one intercom system, the word “LOCL” displays to indicate “local matrix”.
EPNL	Briefly displays the number of the setup page currently being used. (Same as FUNC-DISPLAY-8 display request sequence.)
GAIN	This feature works only with ADAM CS or ADAM intercom systems. It has the same effect as the Input Level key. 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.
MVOL	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.
TEST	Enters test mode (same as 0-8-0 display request sequence).
V"X"	Where “X” is the keypanel’s version number. (You don’t have to click the PGM key for this item.)

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

4.4 How to Assign Keys

☞ Keys can be assigned either from the Keypanel of from CSedit. In either case, the new assignments become part of the current intercom system configuration, and they will be retained even in the event of a power failure. However, usually it's a good idea to save a backup copy of the system configuration to disk. This can only be done from CSedit.

There are several ways to assign talk and listen keys:

1. **Key Assignment Using Alpha Scrolling (below):** Using this method, you scroll through lists of names in the Incoming Messages window 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 in CSedit, alpha scrolling is easiest to use.

2. **Key Assignment Using Copy (page 10) :** 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.

3. **Key Assignment Using Keypad Numeric Entry (page 11) :** Using this method, you enter the identification number (port number, party line number etc.) of the destination that you wish to assign to a key. Key assignments can be made quickly with this method; however, since most users don't know the identification numbers, this method is not generally recommended. Unless you have access to the system's ID numbers, use Alpha scrolling instead.

4. **Key Assignment Using the Function Keys (page 16) :** 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 keypad numeric entry, described above, but like keypad numeric entry, their use is not generally recommended.

4.4.1 Assigning Keys Using Alpha Scrolling

4.4.1.1 Single-step Scrolling

Access single-step scrolling by pressing the up or down arrow key (the 6 or 9 key) on the programming keypad. If you do not select a destination type (see below) you will immediately access the point-to-point scroll list for the local intercom system. As you scroll up or down in the list of destinations, the names of the destinations will appear in the Incoming Messages window. Once you have located the desired destination, use copy to assign that destination to a key. See "Copying the Incoming Messages Window to a Key", page 10.

4.4.1.2 Selecting a Destination Type using Type Scrolling

If you want to assign some other type of destination rather than point-to-point, use type scrolling. To activate type scrolling click FUNC then TYPE. Then, use the arrow keys to scroll up or down the list of key assignment types. (See the list of abbreviations, below.) Once the desired key assignment type is displayed, click the PGM key to retrieve a list of destinations and return to single-step scrolling mode. You can then scroll through the names in the list using the up and down arrow keys

on the programming keypad. Once you have located the desired destination, use copy to assign that name to a key. See "Copying the Incoming Messages Window to a Key", page 10.

Abbreviations for key assignment types:

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

☞ When you select a new destination type, “WAIT” may display briefly while the list of destinations is being retrieved.

4.4.1.3 Intercom Scrolling

If a destination is located in a remote intercom system, you must select that intercom system first. To do this, click CLR, then click FUNC to enter intercom scroll mode. Now 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, click FUNC-TYPE to activate type scrolling mode. Then scroll to locate the desired destination type (PP, RLY, SPCL etc.) as previously described. Once you have located the destination type, click PGM to select it. Now use the up and down arrows to scroll through the list of destinations and locate the one that you want to assign to a key. Use the copy command to copy that destination to a key. See "Copying the Incoming Messages Window to a Key", page 10.

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

4.4.1.4 Prefix Scrolling

Some scroll lists can be very long when you are using single-step scrolling. To speed up the process of locating a destination in a long list, enter prefix scrolling mode by clicking the PREFIX key. In prefix mode, you still use the up and down arrow keys to scroll through a list in alpha-numeric order, but only the first occurrence of each two-character prefix is displayed. For example, if your intercom system has users CAM1, CAM2, CAM3, DIR1 and DIR2, prefix scrolling will display CAM1 followed by DIR1 and will skip CAM2 and CAM3. 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.

4.4.2 Assigning Keys Using Copy

There are two ways to copy key assignments:

1. Copy from the Incoming Messages window to a key (including incoming caller names).

2. Copy one key’s assignment to another key.

4.4.2.1 Copying from 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.

2. Click the key to which the Incoming Messages window is to be copied. You can click either a talk or listen key. If you want to assign both a talk and a listen, click the COPY CW key again between each assignment.

☞ If an incoming call cannot be copied from the Incoming Messages window to a key, restrictions may have been imposed using CSedit.

4.4.2.2 Copying a Key's Assignment to Another Key

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

1. Click FUNC-EX COPY.

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 CSedit.

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 printed 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 printed 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 printed 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. If trunking is not used, skip this step.

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 CSedit.

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 always 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. Otherwise, skip to step 3.

3. Enter the port identification number of the destination that you want to assign.

☞ If the port is located in the local intercom system, you can just enter the port number. For example, click 2 for port 2, or click 37 for port 37. However, if the port is located in a remote intercom system, you must always enter 3 digits. For example, click 002 for port 2, or click 037 for port 37.

4. Click the PGM key.

5. Click a talk or listen key.

   If a talk key is clicked, the port's name (which is assigned in CSedit) and not the identification number will appear in the alpha-numeric display above that key.

   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 CSedit.

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. Since special list is a red-labeled function, you must click the FUNC key first, then SLIST.

2. Enter the special list identification number.

☞ If the special list is located in the local intercom system, you can just enter the special list number. For example, click 2 for special list 2, or click 37 for special list 37. However, if the special list is located in a remote intercom system, you must always enter 2 digits. For example, click 02 for special list 2.

3. Click the PGM key.

4. Click a talk or listen key.

   If a talk key is clicked, the name of the special list (which is assigned in CSedit) and not the identification number will appear in the alpha-numeric display above that key.

   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 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 CSedit.

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. Otherwise, skip to step 3.

3. Enter the party line number.

☞ If the party line is located in the local intercom system, you can just enter the party line number. For example, click 2 for party line 2, or click 37 for party line 37. However, if the party line is located in a remote intercom system, you must always enter 2 digits. For example, click 02 for party line 2.

4. Click the PGM key.

5. Click a talk or listen key.

   If a talk key is clicked, the name of the party line (which is assigned in CSedit) and not the identification number will appear in the alpha-numeric display above that key.

   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 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 CSedit.

☞ Typically, most party line members do not have the ability to activate a talk-back path, which means that if you want to hear them you must assign both a talk and listen key, and then activate both keys when you want to both talk and listen. Often with party lines it's convenient

to use the auto-listen feature. This feature will automatically activate the listen key whenever the talk key is activated. See “Special Function Key Assignment Using Keypad Numeric Entry”, page 14, 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. Otherwise, skip to step 3.
3. Enter the IFB number.

☞ If the IFB is located in the local intercom system, you can just enter the IFB number. For example, click 2 for IFB 2, or click 37 for IFB 37. However, if the IFB is located in a remote intercom system, you must always enter 2 digits. For example, click 02 for IFB 2.

4. Click the PGM key.
5. Click a talk key.

   The name of the IFB (which is assigned in CSedit) and not the identification number will appear in the alpha-numeric display above that key.

☞ If a key will not accept an assignment, restrictions may have been imposed using CSedit.

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 only one of the special functions as follows:

- click 1 for Auto Listen
- click 2 for Auto Follow
- click 3 for Auto Mute
- click 4 for Auto Reciprocal
- click 5 for All Call

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, the name of the special function will briefly appear in the display below the key. If a talk key is clicked, “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 CSedit.

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. Otherwise, skip to step 3.

3. Enter the ISO number.

☞ If the ISO is located in the local intercom system, you can just enter the ISO number. For example, click 2 for ISO 2, or click 37 for ISO 37. However, if the ISO is located in a remote intercom system, you must always enter 2 digits. For example, click 02 for ISO 2.

4. Click the PGM key.

5. Click a talk or listen key.

   If a talk key is clicked, the name of the ISO (which is assigned in CSedit) and not the identification number will appear in the alpha-numeric display above that key.

   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 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 CSedit.

☞ Typically, most devices that you talk to using the ISO feature do not have the ability to activate a talk-back path, which means that if you want to hear them you must assign both a talk and listen key, and then activate both keys for two-way communication. If you do need to monitor an ISO, you may find it convenient to use the auto-listen feature. This feature will automatically activate the listen key whenever the talk key is activated. See “Special Function Key Assignment Using Keypad Numeric Entry”, page 14, 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. Otherwise, skip to step 3.

3. Enter the relay number.

☞ If the relay is located in the local intercom system, you can just enter the relay number. For example, click 2 for relay 2, or click 37 for relay 37. However, if the relay is located in a remote intercom system, you must always enter 2 digits. For example, click 02 for relay 2.

4. Click the PGM key.

5. Click a talk or listen key.

   If a talk key is clicked, the name of the relay (which is assigned in CSedit) and not the identification number will appear in the alpha-numeric display above that key.

   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 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 CSedit.

4.4.4 How to Assign 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 CSedit.

4.5 How to Cancel or Clear 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: Click FUNC-EX COPY, then click the key that you want to copy from followed by the key that you want to copy to. (The keys that you are copying from and to must be off before you click them.)

2. Clear the Incoming Messages window (click the Incoming Messages key "up"). Then, click COPY CW followed by the talk or listen key that you want to clear. (The talk or listen key must be off before you click it.)

4.6 How to Adjust 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 for ports or party lines. To adjust an input level:

1. Click the Input Level key.

2. Click the listen key that you want to adjust. The key's listen level will display in the Incoming Messages window. Or, "N/A" will display if the key is not assigned to a port or party line.

3. Click the down or up arrow key (6 or 9 key) 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.

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

4.7 How to Assign a Stacked Talk Key

1. Assign talk level 1 using any of the standard key assignment methods. See "How to Assign Keys", page 9.

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 talk key assignment, and assign relay 5 as the level 2 talk key assignment:

To assign level 1 using numeric entry, click: NUM-35-PGM, then click a talk key.

To assign level 2, click: 00-FUNC-RELAY-5-PGM, then click the same talk key.

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.

☞ You can add a level 2 assignment to a talk key at any time. You can also over-write an existing level 2 key assignment with a new one at any time.

4.8 Clearing a Level 2 Talk Key Assignment

You clear a level 2 assignment by clearing the level 1 assignment. See "How to Cancel or Clear a Key Assignment", page 16.

4.9 How to Talk 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

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.

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. CSedit 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).

CSedit

CSedit is the 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 Number (ID)

In trunked intercom systems, each intercom system has a two-digit ID number. This number appears in the "Icm" 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. You can find out the identification number for your keypanel by entering display request key sequence 0-8-1 on the programming keypad.

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 these 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. CSedit is also used to define the program input and output ports for an IFB. Once an IFB is setup, it may be assigned to a key by the keypanel user (unless access has been restricted by CSedit).

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 identification (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. CSedit is also used to assign the desired intercom ports to a party line. Once a party line has been configured in CSedit, it can be assigned to a key by the keypanel user (unless it has been restricted using CSedit).

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). 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.

See also: Stacked Talk Keys

Restricting Access

CSedit can restrict access to specific destinations in the intercom system. When a destination is restricted in CSedit, it will have the following effects: 1) The destination won't appear in scroll lists when using alpha scrolling. 2) When using numeric entry to make a key assignment, the assignment will be ignored. 3) If you attempt to copy a caller from the Incoming Messages window to a key using the COPY CW key, and that caller's destination is restricted, the request will be ignored. 4) If you attempt to copy a restricted destination name from one key to another, that request will be ignored.

CSedit can also restrict access to specific keys on a keypanel. Any attempts to re-assign 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.

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. If you need to have listen automatically turn on or off when the talk key is pressed, use auto listen or auto mute as described below.

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

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 Special Function (AR)

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. CSedit is also used to assign the desired intercom ports to the special list. Once a special list has been configured in CSedit, it can be assigned to a key by the keypanel user (unless it has been restricted using CSedit).

Stacked Talk Keys (Level 1 and 2 Key Assignment)

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 l 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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