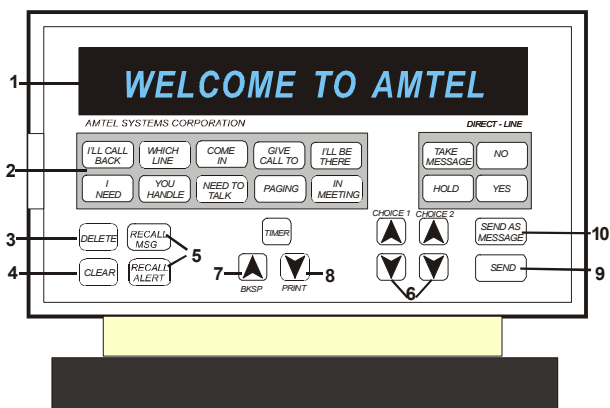


AMTEL Executive Unit



- 1 - **Display Screen** – displays day, date and time or text
- 2 - **Phrase Buttons** – programmed one-touch buttons used to initiate or respond to alerts and messages
- 3 - **Delete Button** – erases stored alerts and messages
- 4 - **Clear Button** – use to return the unit to date and time
- 5 - **Recall Alert / Recall Msg** – to view stored alerts and messages
- 6 - **Choice 1/Choice 2 Buttons** – use to edit programmed phrases
- 7 - **Backspace** – activates the elapsed timer and use to scroll backwards through messages during message recall
- 8 - **Print** – activates the event timer and to print selected messages
- 9 - **Send** – use to transmit alerts
- 10 - **Send as Message** – use to transmit phrases as messages

TYPES of COMMUNICATIONS

Alert: Send an alert when you want an immediate response or action. Send alerts to announce telephone calls, announce visitors or patient arrivals or to page someone.

Message: Send a message when you know the recipient is not there or to take a message. Messages are stored for later review. Think of a message as an electronic message slip.

Note: An address must be assigned to each unit in order to send alerts and messages.

Sending an Alert or Message

1. Press a phrase button. Screen displays phrase text.
 2. Press **SEND** (to send as Alert) or press **SEND AS MSG**.
- Send to a different address.
1. Press appropriate phrase key repeatedly until desired address displays.
 2. Press **SEND** (to send as Alert) or press **SEND AS MSG**.
- Modify an address and/or phrase.
1. Press appropriate phrase key repeatedly until desired address displays.
 - a. Press **CHOICE 1** ▲ or ▼ to modify 1st area of flashing text.
 - b. Press **CHOICE 2** ▲ or ▼ to modify 2nd area of flashing text.
 2. When phrase is complete press **SEND** (to send as Alert) or press **SEND AS MSG**.

Send an Alert or Message to a Group Address or Globally

- A Group Address of +_ (0- 9) OR Global Address of ++ must be programmed in the user directory.*
1. Press a phrase key repeatedly, +0 through +9 or ++ .
 2. To modify the phrase.
 - a. Press **CHOICE 1** ▲ or ▼ to modify the 1st area of flashing text.
 - b. Press **CHOICE 2** ▲ or ▼ to modify the 2nd area of flashing text.
 3. Press **SEND** (to send as Alert) or press **SEND AS MSG**.

Responding to an Alert

- A response to a received alert can only be sent to original sending unit. Appropriate alert text must be displayed on screen.*
1. Press a phrase button.
 2. Press **SEND**.
- To send with phrase changes.
1. Press a phrase button.
 - a. Press **CHOICE 1** ▲ or ▼ to modify 1st area of flashing text.
 - b. Press **CHOICE 2** ▲ or ▼ to modify 2nd area of flashing text.
 2. Press **SEND**.

Recalling Alerts to respond-review-delete

- You are only able to respond to alerts received at your unit. A response can only be returned to the sending unit.*
1. Press **RECALL ALERT** repeatedly until desired alert is displayed.
 2. To reply, press a phrase button.
 - a. Press **CHOICE 1** ▲ or ▼ to modify 1st area of flashing text.
 - b. Press **CHOICE 2** ▲ or ▼ to modify 2nd area of flashing text.
 3. Press **SEND**.
- To review or delete a stored alert.
1. Press **RECALL ALERT** repeatedly until desired alert is displayed.
 2. a. To view, press **CLEAR** to keep alert.
 - b. To delete, press **DELETE** twice.
 3. Press **CLEAR**.

Recalling a Message to respond-review-delete

- To respond: (The response is sent only to the sending unit.)
1. Press **RECALL MESSAGE** repeatedly to display desired message.
 2. Press phrase button to respond.

To modify the phrase:

 - a. Press **CHOICE 1** ▲ or ▼ to modify 1st area of flashing text.
 - b. Press **CHOICE 2** ▲ or ▼ to modify 2nd area of flashing text.
 3. Press **SEND AS MESSAGE**.
- To review or delete.
1. Press **RECALL MESSAGE** repeatedly to display desired message.
 2. a. To view, press **CLEAR** at any point to keep message.
 - b. To delete, press **DELETE** twice.
 3. Press **CLEAR**.

-- PERSONAL PREFERENCES --

Beeper Volume

1. Press and hold **CLEAR** and press **DELETE**. Screen displays **SET BEEPER VOLUME LEVEL** ___.
2. Press **CHOICE 1** ▲ or ▼ to desired setting. Press **SEND**.

Beeper Tone

1. Press and hold **CLEAR** and press **DELETE**.
2. Press **CHOICE 2** ▼. Screen displays **SET BEEPER TONE** ___.
3. Press **CHOICE 1** ▲ or ▼ to desired setting. Press **SEND**.

Display Brightness

1. Press and hold **DELETE** and **CHOICE 1** ▼. Screen displays **SET DISPLAY BRIGHTNESS** ___.
2. Press **CHOICE 1** ▲ or ▼ to desired level. Press **SEND**.

Alert Renotice

1. Press and hold **DELETE** and **CHOICE 1** ▼. Screen displays **SET DISPLAY BRIGHTNESS** ___.
2. Press **CHOICE 2** ▼ repeatedly until screen displays **SET ALERT RENOTICE XX/XX/XX**.
3. Press **CHOICE 1** ▲ or ▼ to desired setting.
4. Press **CHOICE 2** ▼ to move to the 2nd set of numbers.
5. Press **CHOICE 1** ▲ or ▼ to desired setting of 2nd set of numbers.
6. Press **CHOICE 2** ▼ to move to the 3rd set of numbers.
7. Press **CHOICE 1** ▲ or ▼ to desired setting of 3rd set of numbers.
8. Press **SEND**.

-- TIMER FUNCTIONS --

Elapsed Timer

- The elapsed timer counts from 0 up.*
1. Press **BKSP** to start timer.
 2. Press **BKSP** to stop timer.
 3. Press **CLEAR**.

Event Timer

- The event timer counts from pre-programmed time to 0. Unit beeps 5 times when timer ends.*
- Using pre-programmed time.
1. Press **PRINT**. Screen displays preset time. Press **SEND**.
- Modify the event time.
1. Press **PRINT**.
 2. Press: **CHOICE 1** ▲ or ▼ to modify minutes. (0 though 99)
CHOICE 2 ▼ to move to next space.
CHOICE 1 ▲ or ▼ to modify seconds. (0 though 59)
 3. Press **SEND** to start the timer counting down.

Setting an Address

Initially or after resetting a unit

1. Press: **CHOICE 1** ▲ or ▼ to assign 1st character.
CHOICE 2 ▼ to move to next space.
CHOICE 1 ▲ or ▼ to assign 2nd character.
2. Press **SEND** to save the address.

Viewing / Changing an Assigned Address

1. Press and hold **CLEAR** and **CHOICE 1** ▼. (If screen displays enter password, enter setup password, press **SEND**.) Screen displays current address.
2. a. To view - press **CLEAR** to save the displayed address.
b. To modify - the assigned address, enter the new address:
 - 1 - Press **CHOICE 1** ▲ or ▼ to assign 1st character.
 - 2 - Press **CHOICE 2** ▼ to move to next space.
 - 3 - Press **CHOICE 1** ▲ or ▼ to assign 2nd character.
3. Press **SEND** to save the address.

-- PROGRAMMING FROM A KEYBOARD UNIT --

The remote access setting must be set to "program" on the remote unit being programmed.

Programming an Initial Address for All Buttons

The initial address appears when a phrase button is pressed.

1. Press **SET UP**.
2. Press and hold **SHIFT**, then press 6. Screen displays **SET ALERT ADDRESS FOR ? ?**.
3. Enter the address(es) of unit(s) to be programmed.
4. Press **SEND**. Screen displays **ALERT ADDRESS ? ?**.
5. Enter desired initial address (where alert will be sent).
6. Press **SEND** to save setting.

Programming an Initial Address and/or Phrase for Individual Buttons

The initial address appears when a phrase button is pressed.

1. Press **SET UP**.
2. Press 2. Screen displays **SET ALERT FOR ? ?**.
3. Enter address(es) of unit(s) to be programmed.
4. Press **SEND**. Screen displays **TO BE ASSIGNED TO KEY ?**.
5. Enter number/letter of button to which phrase is to be assigned.
6. Press **SEND**. Screen displays **AND TO BE SENT TO ? ?**.
7. Enter desired initial address (where alert will be sent).
8. Press **SEND**. Enter text for phrase. Press **SEND**.

Programming a User Directory

The user directory starts the 2nd time a phrase button is pressed.

Initially programming the user directory.

1. Press **SET UP**.
2. Press 4. (If displayed **ENTER PASSWORD**, enter the setup password - press **SEND**.) Displayed: **SET DIRECTORY FOR ? ?**.
3. Enter address(es) of unit(s) to be programmed.
4. Press **SEND**. Screen displays **DIRECTORY ? ?**.
5. Enter first address of user directory.
6. Continue entering addresses of additional units, separating each address by pressing **NEXT PERSON** key.
(Example: MB/R1/5C)
7. Press **SEND** to save user directory entries.

Modify the user directory.

1. To modify the user directory the list must be reentered. Follow the steps above.

Programming a Group Address

To enter a new Group Address (Distribution List):

1. Press **SET UP**.
2. Press and hold **SHIFT** then press 4. (If displayed **ENTER PASSWORD**, enter the setup password and press **SEND**.) Screen displays **SET DISTRIBUTION LIST NEW**.
3. Press **SEND**. Screen displays **SET DISTRIBUTION LIST FOR ? ?**.
4. Enter the address(es) of the unit(s) to be programmed with the new lists.
5. Press **SEND**. Screen displays **LIST NUMBER 0**.
6. Enter the list number (0 - 9) to be programmed and press **SEND**.
7. Enter the addresses contained in the group address list separating each address by pressing the **NEXT PERSON** key.
8. Press **SEND**. The unit returns to step 5 to allow initializing of another list.
 - a. To Continue - follow steps 6 - 8.
 - b. To End - Press **CLEAR** when finished.

Modify the user directory.

1. To modify the user directory the list must be reentered. Follow the steps above.

Programming Text Fragments / Lists

See the programming manual for additional information.

1. Press **SET UP**.
2. Press 1. Screen displays **SET SPECIAL FUNCTION FOR ? ?**.
3. Enter address(es) of unit(s) to be programmed.
4. Press **SEND**. The display is blank with flashing cursor.
5. Enter the command code **04**.
6. Enter list number to be programmed. (0 through 9)
7. Enter first text fragment followed immediately by an asterisk.
Enter next text fragment followed immediately by an asterisk.
8. Repeat step 7 for subsequent text fragments (maximum of 10 items per list). (Example: IN 5 MIN*IN 10 MIN*iN 15 MIN)
9. Press **SEND** to save all settings.

Programming a Phrase with or without Text Fragment Lists

See the programming manual for additional information.

1. Press **SET UP**.
2. Press 2. Screen displays **SET ALERT FOR ? ?**.
3. Enter address(es) of unit(s) to be programmed.
4. Press **SEND**. Screen displays **AND TO BE ASSIGNED TO KEY ?**.
5. Enter number of button to which phrase is to be assigned.
6. Press **SEND**. Screen displays **AND TO BE SENT TO ? ?**.
7. Enter initial address (where alert will be sent).
8. Press **SEND**. Screen displays the initial address followed by flashing cursor. Go to step 10 to keep the same phrase OR
9. Entering text fragments in phrase: enter phrase text, insert asterisk followed by list number and entry number in the list.
(Example: SEND *00*80) (list 0 entry 0 list 8 entry 0)
10. Press **SEND** to save settings.

Programming an Emergency Alert

Text displayed at receiving unit.

1. Press **SET UP**.
2. Press 1. Screen displays **SET SPECIAL FUNCTION FOR ? ?**.
3. Enter address(es) of unit(s) to be programmed.
4. Press **SEND**. Screen is blank with flashing cursor.
5. Enter the command code **02**.
6. Enter number or letter of button/key to which the emergency alert is assigned.
7. Enter text of emergency alert. (Example: 028 EMERGENCY AT FRONT DESK)
8. Press **SEND** to save setting.

Text displayed at sending unit.

1. Press **SET UP**.
2. Press 1. Screen displays **SET SPECIAL FUNCTION FOR ? ?**.
3. Enter address of unit(s) to be programmed.
4. Press **SEND**. The screen displays only flashing cursor.
5. Enter the command code **03**.
6. Enter text for emergency alert display. (Example: 03 SUMMONING ASSISTANCE)
7. Press **SEND** to save setting.

Using a Status

A status must be programmed for it to be activated.

1. Press the status button.
2. Press **SEND**.

Programming a Status

1. Press **SET UP**.
2. Press 3. Screen displays **SET STATUS FOR ? ?**.
3. Enter address(es) of unit(s) to be customized.
4. Press **SEND**. Screen displays **TO BE ASSIGNED TO KEY ?**.
5. Enter button number to which status is to be assigned.
6. Press **SEND**. The display is blank with flashing cursor.
7. Enter text for status.
8. Press **SEND** to save setting.

Emergency Alerts

Applies to units programmed with an emergency alert.

Initiating an emergency alert.

1. Press designated **EMERGENCY ALERT** button.
Designated units in network and same zone receive the alert and flash emergency alert phrase. Units beep continuously.

Canceling an emergency alert.

1. At sending unit, press **CLEAR**. Screen displays elapsed timer counting up and time initiated.

Stopping elapsed timer.

1. At sending unit, press **TIMER**. Screen displays response time in minutes and seconds.
2. Press **CLEAR** to store response time.

Recalling response time.

1. Press and hold **CLEAR** and **TIMER**. Screen displays date and time initiated and duration of last emergency alert.
2. Press **CLEAR**.