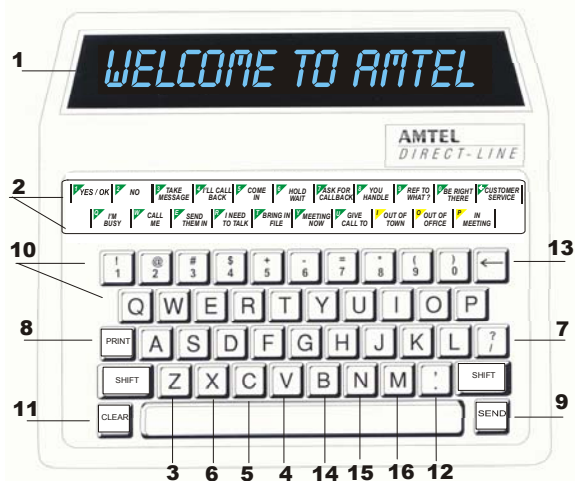# AMTEL
Keyboard Unit 801

QUICK GUIDE 3.0

1 — WELCOME TO AMTEL

1 - **Display Screen** – displays day, date and time or text

2 - **Phrase Template** – indicates phrases associated with phrase keys

3 - **Delete/Timer** – erases stored alerts, messages and reminders also activates the elapsed timer

4 - **Message Recall** – use to view stored messages

5 - **Alert Recall** – use to view stored alerts

6 - **Reminder Recall** – use to view stored reminders

7 - **Backspace** – use to scroll backwards through text also displays Amtel customer service number

8 - **Print** – press to print selected messages

9 - **Send** – use to transmit communications

10 - **Phrase Keys** – programmed keys used for one-touch sending or responding to alerts and messages

11 - **Clear** – use to return the unit to date and time

12 - **Set Up** – use for programming functions

13 - **Next Person** – use for multiple addressing

14 - **Reminder Enter** – use to program reminders

15 - **Alert Enter** – use to initiate custom alerts

16 - **Message Enter** – use to initiate custom 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 msg slip.

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

Sending an Alert or Message

1. Press **ALERT ENTER** or **MSG ENTER**.
2. Enter address(es) if necessary. Press **SEND**.
3. Type alert or message (alerts – 1 line / messages – 7 lines).
4. Press **SEND**.

Sending a Programmed Alert or Message

Programmable keys: **1** *through* **Ø** *and* **Q** *through* **P**.
1. Press a phrase key. Press **SEND**.
  ▪ Modify the address and/or phrase.
1. Press a phrase key. Screen displays initial address and phrase.
2. Press **ALERT ENTER** or **MSG ENTER**.
   a. To modify the address, enter new address(es). Press **SEND**.
   b. To modify the phrase, enter additional text. Press **SEND**.

Sending an Alert or Message to Multiple Units

Sending to multiple units using the **NEXT PERSON** key.
1. Press **ALERT ENTER** or **MSG ENTER**.
2. Enter address of first unit followed by **NEXT PERSON** key. Continue entering addresses separating each one by pressing the **NEXT PERSON** key. Press **SEND**, enter the text. Press **SEND**.

Sending an Alert or Message using a group address.
** A distribution list must be programmed into unit to use a group address.
1. Press **ALERT ENTER** or **MSG ENTER**.
2. Enter the group address, + (**SHIFT** plus **5** key) and the list number (Ø through 9). Press **SEND**, enter the text. Press **SEND**.

Sending an Alert or Message globally.
1. Press **ALERT ENTER** or **MSG ENTER**.
2. Enter address ++ (**SHIFT** plus **5** twice) to send to all units. Press **SEND**, enter the text. Press **SEND**.

Responding to an Alert

A response to a received alert will only be sent to original sending unit.
1. a. Press appropriate phrase key. Press **SEND** - OR -
   b. Press **SPACEBAR** then type a custom response. Press **SEND**.

Recalling stored Alerts to respond-review-delete

To respond: (The response is sent only to the sending unit.)
1. Press **ALERT RECALL** repeatedly until desired alert is displayed.
2. a. To resend same alert as displayed on screen, press **SEND**.
   b. To send a different response, press **SPACEBAR** to modify text or **BACKSPACE** to delete text. Press **SEND**.
   c. Press **SPACEBAR** then type a custom response. Press **SEND**.

To review or delete:
1. Press **ALERT RECALL** repeatedly until desired alert is displayed.
   a. After viewing, press **CLEAR** to keep the alert.
   b. To delete, press **DELETE** twice. Press **CLEAR**.

Recalling a stored Message to respond-review-delete

When recalling a received message the screen displays the address of the sending unit, the time and date received and the message.
To respond:
1. Press **MSG RECALL** repeatedly until desired message is displayed.
2. a. Press a new phrase key - modify text if necessary. Press **SEND**.
   b. Press **SPACEBAR** then type a custom response. Press **SEND**.

To review or delete:
1. Press **MSG RECALL** repeatedly until desired message is displayed.
   a. To view and store, press **CLEAR**.
   b. To delete, press **DELETE** twice. Press **CLEAR**.

Setting a Reminder

1. Press **REMDR ENTER**.
2. Type address of unit(s) to receive reminder. Press **SEND**.
3. Type time and date reminder is to be delivered. Press **SEND**.
4. Type text of reminder. Press **SEND**.

Recalling a Reminder

A reminder can be recalled to be edited and reset before it is sent.
1. Press **REMDR RECALL** key to scroll to desired text.
2. Press **SPACEBAR** to revise time and date to be sent.
3. a. To edit, press **SPACEBAR** to edit text of reminders. Press **SEND.**
   b. To view and save, press **CLEAR**. To delete, press **DELETE** twice.

- - PERSONAL PREFERENCES - -

Beeper Volume

1. Press **SET UP**.
2. Press **5** repeatedly to desired setting. Press **SEND** to save setting.

Beeper Tone

1. Press **SET UP**. Press **5**.
2. Press **SPACEBAR**. Screen displays *SET BEEPER TONE___*.
3. Press **5** repeatedly to desired setting. Press **SEND** to save setting.

Display Brightness

1. Press **SETUP**. Press **BACKSPACE** (←). Screen displays *SET DISPLAY BRIGHTNESS LEVEL ___*.
2. Press **BACKSPACE** (←) to desired setting. Press **SEND** to save setting.

Alert Renotice

This will display how long an alert is displayed, how alerts will scroll when multiple alerts are received and how often a renotice beep will sound when the alert is not responded to.
1. To begin press **SET UP**. Press **BACKSPACE** (←).
2. Press **SPACEBAR** until screen displays *SET ALERT RENOTICE 30/Ø1/ØØ*.
3. Enter: 1st set – to set the seconds the alert will be displayed (1-99).
   2nd set – to set number of times an alert appears (1-99 seconds).
   3rd set – number of times an alert appears before sounding renotice beep (Ø-99).
4. Press **SEND** to save the setting.

- - TIMER FUNCTIONS - -

Elapsed Timer

The elapsed timer counts from Ø up.

1. Press **DELETE/TIMER** key to activate.
2. Press **DELETE/TIMER** key to stop timer (elapsed time will be displayed).
3. Press **CLEAR.**

Event Timer

The event timer counts from pre-programmed time to Ø. The unit beeps 5 times when the timer ends.

- Using pre-programmed time.
1. Press and hold **SHIFT** and press **DELETE/TIMER**. Press **SEND**.

- Modifying the event time for this time only.
1. Press and hold **SHIFT** and press **DELETE/TIMER**.
2. Enter new minutes and seconds. Press **SEND**.

Event Time — Setting the Default

This timer counts from a pre-set time down to Ø.

1. To begin press **SET UP**. Press **BACKSPACE (←)**.
2. Press **SPACEBAR** until screen displays
   SET DEFAULT EVENT TIME ØØ-30.
3. Enter number of minutes and seconds. Press **SEND** to save.

- - TIME KEEPING FUNCTIONS - -

Time Keeping Mode

1. Press **SET UP**.
2. Press **7** screen displays *SET TIME KEEPING AUTO*.
3. Press **7** repeatedly to desired setting. Press **SEND** to save.

Changing the Time and Date

The central timekeeper keeps time for Amtel units set to auto. There can only be one central timekeeper per Amtel network. Units set to local keep their own time. Panel and Wallmount units time is always set to AUTO.

1. Press **SET UP**.
2. Press the **Ø** key.
3. Type time – AM or PM and date.
4. Press **SEND** to save the setting.

- - ADDRESSING - -

Setting an Address

Initially or after resetting a unit.

1. Enter the desired two-character address. Press **SEND** to save.

Viewing / Changing Assigned Address

Notify other users when changing your address.

1. Press **SET UP**. Press **6**. (If the screen displays *ENTER PASSWORD*, enter setup password, press **SEND**.) Screen displays the current address.
2. a. To view, press **CLEAR** to save the current displayed address.
   b. To modify, enter new address. Press **SEND** to save the address.

- - OPTIONAL FUNCTIONS - -

Using a Status

A status must be programmed for it to be activated.

1. Press designated status key. Press **SEND**. The status flashes.
2. Press **CLEAR** to deactivate status.

- Setting a temporary status.
1. Press designated **STATUS** key.
2. Press **SPACEBAR** or (press **BACKSPACE ←**) to delete text, and edit.
3. Press **SEND**. The status flashes.
4. Press **CLEAR** to deactivate the status.

Programming a Status Phrase

The remote access must be set to "Program" on the remote unit being customized.

1. Press **SET UP**. Press **3**. Screen displays *SET STATUS FOR ? ?.*
2. Enter your own address or address(es) of unit(s) to be programmed.
3. Press **SEND**. Screen displays *TO BE ASSIGNED TO KEY ?.*
4. Press key to which status is to be assigned.
5. Press **SEND**. Screen displays 2 dashes and flashing cursor.
6. Enter new status text. Press **SEND** to save the setting.

Sending Emergency Alerts

Applies to units programmed with an emergency alerts.

Initiating an emergency alert.
1. Press designated emergency alert key. All units on network receive alert and flash emergency alert phrase.

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 **DELETE/TIMER**. Screen displays response time in minutes and seconds.
2. Press **CLEAR** to store response time and return to normal functions.

Recalling response time of last emergency alert
1. Press and hold **CLEAR** and **DELETE/TIMER**. Screen displays date - time initiated and duration of last emergency alert. Press **CLEAR.**

Printing on Demand

Applies if printer is connected.

1. Press **MESSAGE RECALL** repeatedly to scroll to desired message to be printed.
2. Press **PRINT**.

- - CUSTOMIZING - -

Programming a Group Address (Distribution List)

1. Press **SET UP.** Press and hold **SHIFT** then press **4**. (If the screen displays enter password,enter setup password, press **SEND.**) Screen displays *SET DISTRIBUTION LIST NEW*. Press **SEND**.
2. Enter the address(es) of unit(s) to be programmed. Press **SEND**.
3. Screen displays *LIST NUMBER Ø*.
4. Enter the number of list to be programmed (Ø - 9). Press **SEND**.
5. Enter addresses separating each with the **NEXT PERSON** key. Press **SEND**.
6. The unit returns to step 4 above to allow initializing of another list.
7. Repeat steps 5-6 until all lists are entered.
8. Press **CLEAR** when finished to end the process.

View or modify a group address

It is suggested to record the current list before making changes.

1. Press **SET UP**. Press and hold **SHIFT** then press **4**. (If the screen displays enter password, enter the setup password, and press **SEND**.) Screen displays *SET DISTRIBUTION LIST NEW*.
2. Press the **4** key. Screen displays *SET DISTRIBUTION LIST EDIT*.
3. Press **SEND**. Screen displays *LIST NUMBER Ø*.
4. Enter desired list number (Ø - 9), press **SEND**. Screen displays last addresses.
5. a. To view programmed addresses, press and hold **SHIFT** and repeatedly press **BACKSPACE** (←). Press **CLEAR** to exit without making changes.
   b. To modify, press **SHIFT** and **BACKSPACE (←)** to move backwards or **SHIFT** and **SPACEBAR** to move forward to the address to be modified. Enter the new address. Press **SEND**. Screen displays *LIST NUMBER Ø*. Press **CLEAR** to exit, OR to continue follow steps 4 - 5.
6. Press **CLEAR** when finished to end the process.

Program an Initial Address and/or Phrase for ALL Keys

*The initial address appears when **ALERT ENTER, MESSAGE ENTER, REMINDER ENTER,** or phrase key is pressed.*

1. Press **SET UP**. Press and hold **SHIFT,** then press **6**. Screen displays *SET ALERT ADDRESS FOR ? ?.*
2. Enter address(es) of unit(s) you wish to program. (Remote access must be set to "Program" on remote unit(s) being customized.)
3. Press **SEND**. Screen displays *ALERT ADDRESS ??.*
4. Enter desired initial address (where alert will be sent). Press **SEND** to save the setting**.**

Program Initial Address and/or Phrase for Individual Keys

*The initial address appears when **ALERT ENTER**, **MESSAGE ENTER, REMINDER ENTER,** or any phrase key is pressed.*

1. Press **SET UP**. Press **2**. Screen displays *SET ALERT FOR ? ?.*
2. Enter address(es) of unit(s) to be customized.
3. Press **SEND**. Screen displays *TO BE ASSIGNED TO KEY??*
4. Enter number/letter of key to which the phrase is to be customized. (Programmable keys: top two rows, **1** through **Ø** or **Q through P)**.
5. Press **SEND**. Screen displays *AND TO BE SENT TO ? ?.*
6. Enter desired initial address (where alert will be sent).
7. Press **SEND**. Screen displays address of receiving unit followed by flashing cursor. Enter new text. Press **SEND** to save changes.