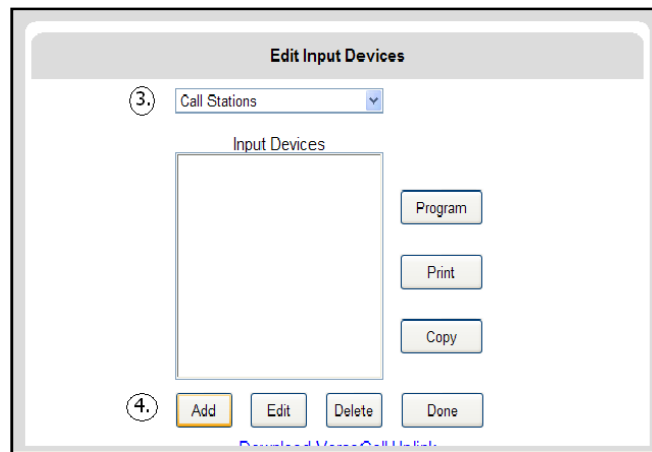




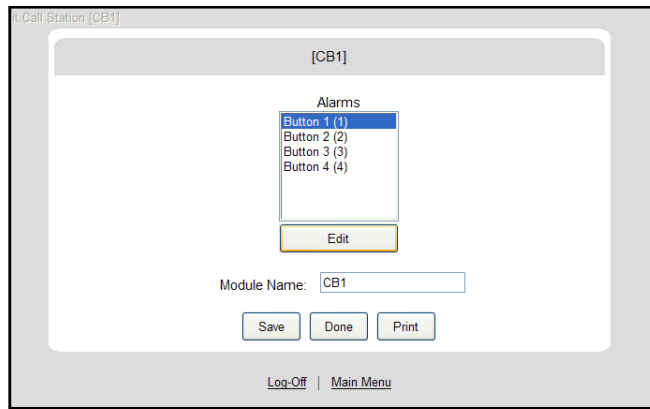
To add a Call Station to VT2000 WebInterface, login to the system and take the following steps from the main menu:

1. Click **Configuration** on the menu located on the left side of the screen.
2. Click **Inputs** on the menu located on the left side of the screen.
3. From the **Edit Input Devices** screen, locate the drop down list at the top of the screen and select **Call Stations**
4. Click **Add**.



Edit Alarms

5. You should now be in the **Edit Call Stations** screen. To edit an alarm name, locate the list box labeled **Alarms** and select the button you would like to edit.



6. Once you have selected a button, click **Edit**.
7. You may change the default name of the Alarm in the text box labeled **Alarm Name**.
8. Though not recommended, you may change the default reference number of the Alarm in the text box labeled **Alarm Number**.

Warning: We do not recommend changing the default Alarm Number. Alarm numbers are automatically assigned in sequential order.

Add Communications

9. Click **Show Details** to expand the Communications menu.

Alarm Information

Alarm Name Alarm Number

Timeout

Communications (Hide Details) ⊞

Communication Path

Path Name Route

Lag Time Escalation Time

Set
Text Message
Audio Message Escalate
RF Command

Ack
Text Message
Audio Message Escalate
RF Command

Ack2
Text Message
Audio Message Escalate
RF Command

Clear
Text Message
Audio Message RF Command

10. Click **Edit** to configure the default communication settings for the selected alarm. Optionally, you can click **Add** to configure a new communication path.
11. If you are setting up a custom communication path, enter a **Path Name**.
12. Select a route from the **Route** drop down menu.

Note: See **HT113 - How to Set Up a Route** if you have not already set one up. You need to do this in order to select a route from the communication menu.

13. In the text box labeled **Lag Time**, enter the amount of time (in minutes) you want to pass before a notification is sent when the alarm is first pressed.
14. In the text box labeled **Escalation Time**, enter the amount of time (in seconds) you want to pass before an additional notification is sent out for each escalation period.

Note: The following text boxes allow you to add messages for each escalation period, i.e., **Set** for the first time the alarm is set, **Ack** for the first time the alarm is acknowledged, **Ack2** for the second time the alarm is acknowledged and **Clear** for whenever the alarm is cleared.

15. In the text box labeled **Text**, enter the message you'd like to send out for any text communication devices you set up on your route, i.e., email, pager, etc.
16. Check the box labeled **Escalate** if you want an additional notification to be sent out after the escalation time has passed without any action in a particular escalation period.

- From the drop down menu labeled **Audio Message**, select an audio message you would like to sent out for any audio devices you have set up on your route, i.e., intercom, radio, etc. Click **Play** to test your audio message.

Note: See **HT114 - How to Record a WAV File**, if you have not already recorded one. You need to do this before you can set an Audio Message.

- In the text box labeled **RF command**, enter code to program any stack lights you set up on your route. The code is provided by VersaCall for your specific device.
- Click **Update** to save Communication settings.
- To add messages to additional escalation periods, return to step 15 and repeat.
- Click **Save** to save all changes made on the **Edit Alarms** screen. To make changes to other alarms return to step 4.

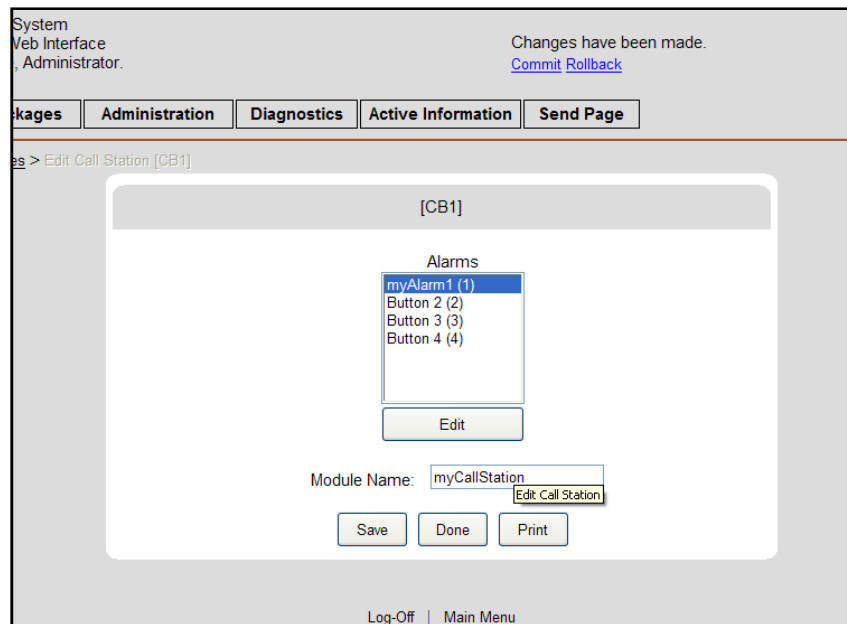
Name Your Module

- From the **Edit Call Station** screen, enter a name for the call station in the text box labeled **Module Name**.

Save Your Configurations

- Click **Save**.
- From the top menu, click the text **Commit Changes**. A message box will pop up, click **OK**.

Note: At any point, click **Rollback** from the top menu to discard changes and return to the state of the last **Commit**.



- Click **Done** to return to the **Configuration** menu.

Sync the Call Station and VT2000 WebInterface

Once you finish configuring alarms, you are ready to sync the call station to the VT2000 WebInterface.

- From the **Edit Call Station** menu, take note of the reference number of the first alarm in the list box labeled **Alarms**. (Hint: The reference number is in parenthesis.)

27. On the call station, press and hold **Clear** and **Buttons 1, 2 and 3** at the same time. You will notice the light on **Button 4** flashes once. You are now in programming mode

Note: In the next step, you need to program the call station based on the reference number of the first alarm. To do this, you need to know that Buttons 1, 2, and 3 represent the ones, tens and hundreds, respectively.

Example:

To Program Alarm Number 524

Press Button 3 - Five (5) times

Press Button 2 - Two (2) times

Press Button 1 - Four (4) times

28. In programming mode, program the call station to the reference number of the first alarm. Start from the hundreds with Button 3.
29. Press **Button 4** once, to confirm the number you entered is correct. The lights will blink based on the number that you entered. For example, if in step 16 you programmed the call station to reference number 524, you will see the light for button 3 flash five times, the light for Button 2 flash two times and the light for Button 1 flash 4 times.
30. To complete programming, press and hold button 4 until you see all lights flash once. You have now exited programming mode. Your call station is now in sync with VT2000 WebInterface.

Label Your Call Station

31. To download a Call Station Labels Template visit:
<http://www.versacall.com/support/additionaldownloads.html>
32. Download the Microsoft Word file for the Call Station Labels Template.
33. Open the template and modify as desired.
34. Print the document and cut into individual strips for each call station.
35. Slip the appropriate strip into the small opening at the top/front of the appropriate call station.

Mount Your Call Station

36. Determine where you want to locate the Call Station. We recommended that the unit be installed in an unobstructed area, easily assessable to the operator.
37. Ensure that the label is placed in the unit. See above for more information on labeling your call station.
38. The Call Station requires a flat surface and is typically mounted using 30-lb-pull industrial Velcro™ supplied with your order. *(Optionally, you can mount your call station with screws. #29 (.1360') drill bit is recommended with 8/32 screws.)*
39. Apply the Velcro™ to the back of both the call station and the mounting surface.
40. Mount the unit.
41. The call station should be completely functional and ready to use.