



**VersaCall Technologies**

<http://www.versacall.com>

## **“How to” Document Series**

### **How to Program a Call Box**

*Doc. HT104*

**Note:** *Remove the battery tab from the replaceable batteries before programming. You will need to open up the unit to remove the tab. After removing the tab, you need to press the reset button on the transmitter module. See diagram Page 5.*

*When the battery tab is first removed and unit is powered up, all 4 LED's will light up for a moment. To do any programming, the Call Station must be opened and jumpers adjusted to accommodate the different types of programming for the mode options. Remember, the jumpers must be in place before power is applied to the unit. Each CS100 automatically allocates 4 channels per box. Be sure to program accordingly.*

The Call Station unit must be programmed with an alarm number that matches the alarm number in the communications control unit alarm table. The communications control unit has alarms 1 – 999 pre-programmed into the unit's software. Note: Each Call Station automatically assigns the next 3 alarm numbers to the unit after initial number is assigned. *I.e., if you program a unit so that it is number 5, then 6,7 and 8 are automatically assigned.*

The buttons on the unit are used to program the initial alarm number. Button one (1) controls the first digit (ones). Button two

(2) controls the second digit (tens). Button three (3) controls the third digit (hundreds). Button four (4) is the control. It tells you that you are in the programming mode. It is also used to review what is programmed into the unit.

Button 1 -- 1  
Button 2 -- 10  
Button 3 -- 100

#### Procedure:

1. Place the jumpers in desired position before power is applied to the unit.
2. If previously powered, drain all power from the unit by removing the batteries. Wait 10 seconds to re-install the batteries. When the batteries are re-installed and the unit is powered, all four LED's will light up briefly.
3. The following occurs all at the same time: While holding the Clear Button, push buttons 1,2,3 at the same time. As soon as the button 4 light comes on, you are in the programming mode and no longer need to press the 1,2,3 and Clear Buttons.

4. The next step is to program the call station by assigning its initial alarm number. Be aware that the next three numbers will automatically be assigned.

*Example:*

For Programming Alarm Number 525

Press Button 1 - Five (5) times

Press Button 2 - Two (2) times

Press Button 3 - Five (5) time

5. To verify the call station alarm number that you programmed in, press button 4 and watch the buttons blink in order of 3, 2, 1 for hundreds, tens and ones.
6. To get out of the programming mode, hold down button 4 until all LED's flash. The unit is now programmed and is ready for installation.

Please follow the steps below for properly installing a CS100 4-Button Call Station

1. Complete the programming and determine where the Call Station will be located. It is recommended that the unit be installed in an unobstructed area, easily assessable to the operator.
2. Ensure that the label is placed in the unit. If necessary contact VersaCall for label template to prepare the label.
3. The Call Station requires a flat surface and is mounted using 30-lb-pull industrial Velcro™ that is supplied. *(Optional mounting is mounting with screws - #29 (.1360") drill bit is recommended with 8/32 screws)*
4. Apply the Velcro™ to both the back of the call station and the mounting surface and mount the unit
5. The call station should be completely functional and ready to use.