IED · LANcom

SCHOOL COMMUNICATION SYSTEMS

USER MANUAL

VERSION 1.02

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Document Number: 1311C

Publication History:

Revision	Publication Date	Comments
1.00	August 1, 2012	Initial Release
1.01	March 28, 2013	Revised for GLOBALCOM
1.02	December 9, 2013	Revised document number

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1

Introduction

The LANcom SCS web-based control uses any standard web browser to allow users to configure, control and administer the LANcom system according to the permissions each user has been given.

Generally, CONFIGURATION functions include adding devices to the system, creating zone maps and entering certain systems settings. ADMINISTRATION functions typically include importing tones and message as *.wav files, creating pre-planned events, creating bell schedules and setting up usernames, passwords and permissions. CONTROL functions include making live announcements, playing pre-recorded messages, and selecting input sources or controlling volume levels for room devices such as the in-room sound reinforcement system.

LANcom SCS supports the following web browsers: Microsoft Internet Explorer, Apple Safari. Mozilla Firefox and Google Chrome.

Note: The LANcom SCS web server requires the Microsoft Silverlight plug-in for your web browser. If it is not already installed, it can be installed the first time that a user's computer connects to the LANcom SCS web server.

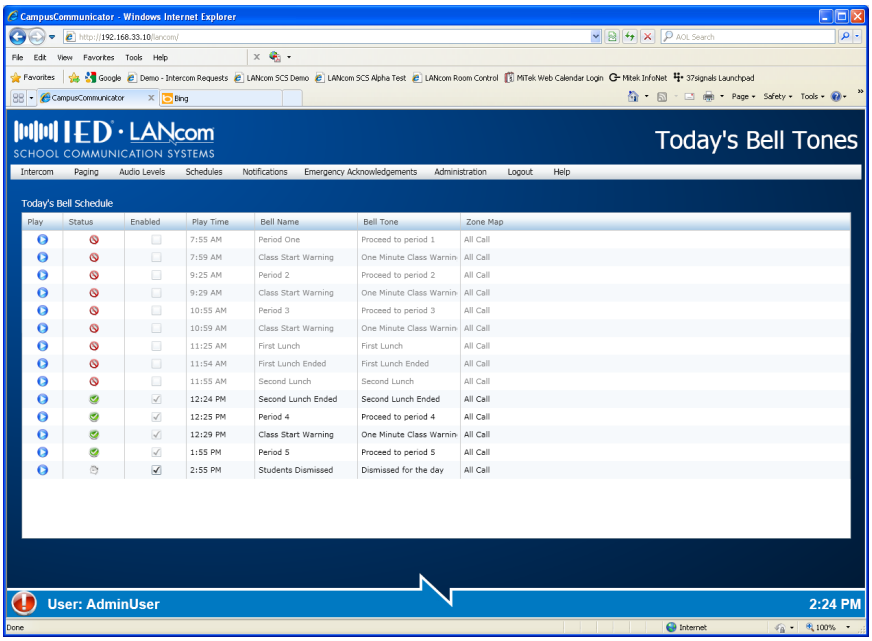

Figure 1-1: LANcom SCS User Screen - Today's Bell Schedule

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2

Login

Authorized users can log into the LANcom SCS web interface to perform permissible system functions.

The LANcom SCS system web server resides on the LANcom SCS server computer. It is accessed using any of the approved web browsers: Microsoft Internet Explorer, Apple Safari, Mozilla Firefox or Google Chrome.

Note: The LANcom SCS web interface requires the Microsoft Silverlight plug-in. If this is not installed on your computer, your web browser will ask permission to install it. Click "Yes" and follow the instructions.

To log into the system:

1. Start the web browser on your computer.
2. Enter the URL address of the LANcom web server.
3. Enter your Username in the first box (Username)
4. Enter your Password in the second box (Password)
5. Select your the room where you are located from the "Room" drop-down list. This will associate your PC with the LANcom SCS room communication module for control of the source selection and volume level.
6. Click on the Login button

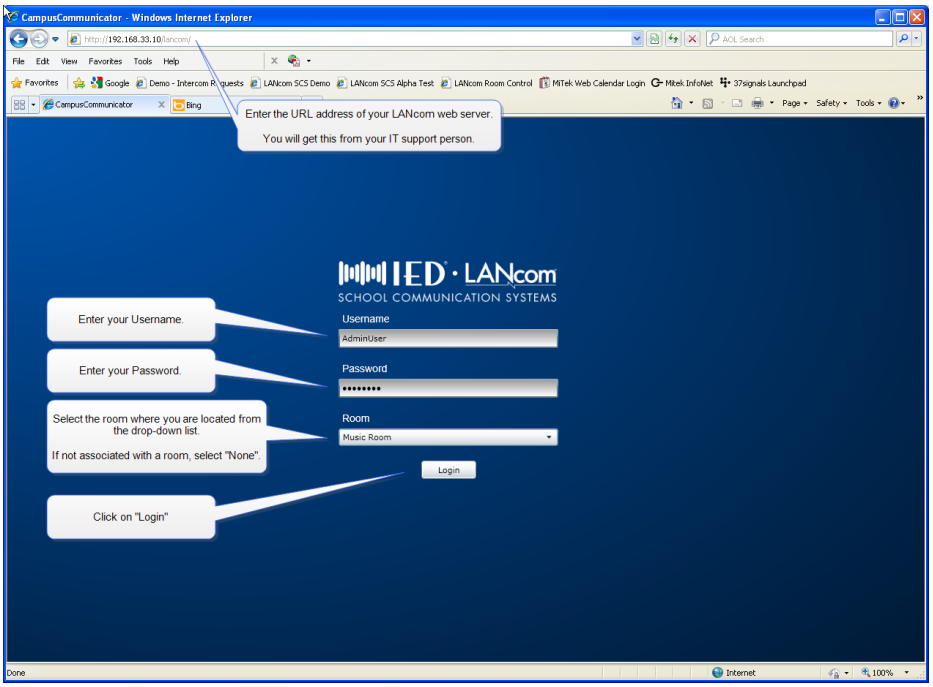

Figure 2-1: LANcom SCS Login Screen

If the login information is incorrect, you will get a pop-up box:

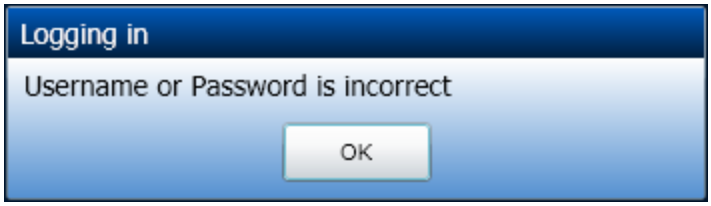

Figure 2-2: Login Fail Pop-up Box

Click OK and re-enter your login information. If you continue to fail logging in, contact your IT Support section.

If the login information is correct, the web browser will load your Permissions and Users Groups. As it does this, it will show two pop-up boxes:

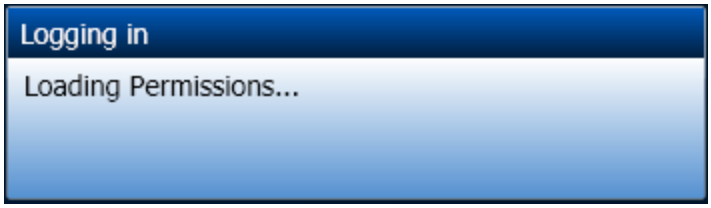

Figure 2-3: Login Success - Loading Permissions Pop-up Box

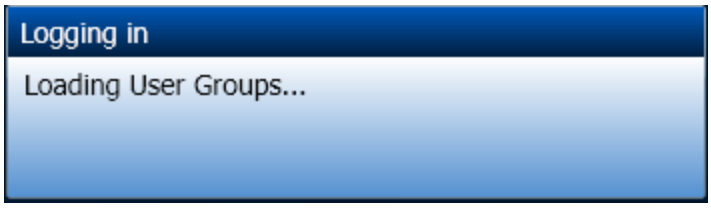

Figure 2-4: Login Success - Loading User Groups Pop-up Box

Then, your browser will load your first user page. This first-loaded page may vary, depending on your user permissions.

This page has been intentionally left blank.

3

The Control Screen

The LANcom SCS control screens are a series of web pages that are used to configure, administer and control the LANcom School Communications System. The content and appearance of the screen pages will change, depending on the selections made. All the control screens have common elements.

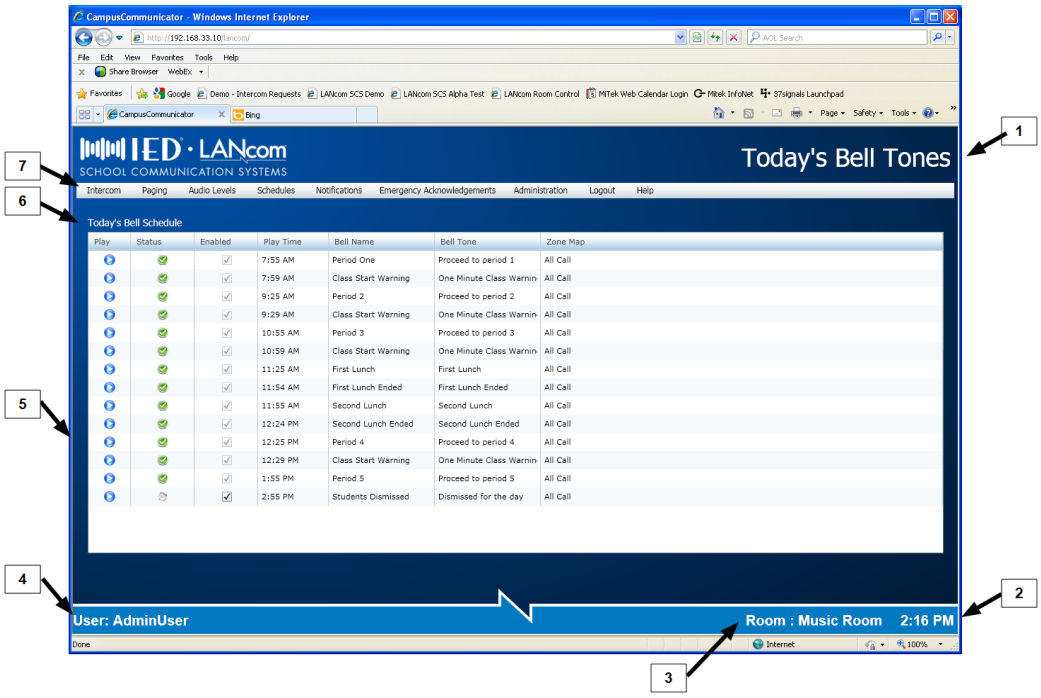

Figure 3-1: LANcom SCS User Screen - Today's Bell Schedule

All LANcom SCS control pages include a top header that includes the page title and toolbar, a work area that provides information and control functions, and the bottom footer that provides user, location and time information.

1. Page Title
2. Current time, based on User's PC internal clock
3. Room that this PC is associated with for controls
4. User that is currently logged in
5. Control workspace. This area will change based on which page is selected.
6. Area or Table Title. This describes the information in the area or table below it.

7. Workspace Menu Toolbar. Use this to select which page you will use for system configuration, administration or control. The selection items on the toolbar will vary based on user permissions. Clicking on an item will either move you to the desired page or provide a drop-down list of available pages under that item.

The Toolbar

Intercom -

Provides a list of rooms requesting intercom communications. Allows a staff member to connect to a requested call or cancel the request, initiate a new call, and initiate a room monitor session in either "Normal" or "Emergency" mode. Allows a room user, such as a teacher or staff member, to request an intercom connection from their logged-in PC.

Paging -

Allows a user to initiate a live page announcement or recorded messages to designated zones on demand. Allows a user to initiated pre-defined "Events" and "Emergency Events". Events can be created to play specific messages to defines zones on command.

Audio Levels -

Allows a user to select from a number of distributed program or music sources and adjust the listening volume in the room. Classrooms equipped with LANcom SCS sound reinforcement modules can control these units, adjusting the local microphone and media inputs using the web browser-based control.

Schedules -

Allows users to create schedule templates to play "Bell Tones" or messages at prescribed times. Unique schedules can be created for each day type, i.e. "Normal Days", "Half-Days", "In-service Training Days", etc. Templates can be applied to a calendar to indicate which template will run on which days of the year. Templates may be edited and changed as needed.

Notifications -

Local electronic bulletin board that provides staff members the ability to share information to all users. Messages may be sent to differing member lists, i.e. "Staff", "Administration", and "Faculty". Messages may be set to expire on a given date, if desired.

Emergency Acknowledgements -

User to show rooms that have acknowledges a specific message, such as "Lock Down". The page displays a database of rooms based on three filters: "Acknowledged", "Un-acknowledged" or "All".

Administration -

Provides access to a variety of administrative and configuration options. User access will depend on permissions granted. In this section, a user may be able to:

Create Zone Maps:

Combine rooms and zones as a group to hear an announcement simultaneously

Import Tones and Messages:

Add WAV format music, voice or sound files to the system for use as "Bells", Tones" or recorded announcement messages.

Events Setup:

Allows users to create "events". Events allow audio files to play in pre-defined zone maps on command. One event may cause several different messages to play in several unique zone maps at the same time. For example, an event may play a "Lockdown" message in one area and a "Lockout" or "Evacuate" message in another area. An event's priority may be set as "Normal" or as "Emergency".

Network Devices:

Allows users to see all the devices that are configured in the system and whether they are currently "on;one". It also displays a list of discovered but unconfigured devices. Depending on their status, a device may be added or deleted, its properties may be edited and it may be tested remotely.

System Settings:

Allows a user to set intercom parameters including intercom tones, dialing lists and dial-out delays for intercom calls. This allows telephone numbers to be dialed when a room user requests an intercom call.

Program/BGM Channels:

Allows a user to select which of the available audio program or background music (BGM) channels will be distributed through the LANcom SCS system. Individual rooms users may select one of these channels at time.

Change Associated Mic Number:

Allows a staff member to associate a PC to an IED mic station for use in making live pages or intercom calls. A PC may be associated with only one mic station. A mic station may be associated with more than one PC, such as in a school office situation.

Mic Users:

Configuration page for adding IED528 mic station users and assigning a numeric passcode for them to use. This page also allows users to have a telephone number recognized as a password when Caller I.D. is available.

520 Mic Buttons:

Configuration page to assign various functions to the buttons on the IED520/LANcom LC108 mic stations. Available functions include live page to a zone or to multiple zones and recorded message launching. LC108 mic stations may be configures to have an "Emergency All Call" button that does not require the server computer-controller to make an announcement.

System Users:

The configuration page to add system users, give them usernames and passwords and set their system user permissions.

Monitor Server Time:

Allows a user to observe the time to which the server computer's internal clock is set.

Activity and Fault Logs:

Allows a user to view system logs of user activities and specified system fault conditions. This is a read-only page and the logs can not be altered by it.

End Current Announcements:

Allows a user to stop any running announcements.

Recover:

Allows a user to perform a system recovery, resetting the system to its normal operating condition.

Logout

Allows a user to log out of the system and return to the Login Page.

Help

Provides a user with three options:

Change My Password:

Lets a user change their login password

Campus Communicator Help (Future)

Provides access to the Campus Communicator Help File.

About Campus Communicator

Provides system software information, including version and revision date.

4

Intercom

Launch the LANcom SCS Intercom page by clicking on the Toolbar selection "Intercom" on the LANcom SCS Web interface screen. The Intercom page provides a list of rooms requesting intercom communications, allows a staff member to connect to a requested call or cancel the request, initiate a new call, and initiate a room monitor session in either "Normal" or "Emergency" mode. It also allows a room user, such as a teacher or staff member, to request an intercom connection from their logged-in PC.

Intercom calls may be answered by staff by two methods:

1. The staff member may use a PC that is associated with a handset-type mic station.
2. The staff member may answer a telephone extension that rings as a result of the LANcom SCS dialing a number on the Intercom Dialout call list.

The Intercom page is available with two different permission levels, Administrative and Non-Administrative. The icons displayed on the page and what actions are available will depend on the user permissions.

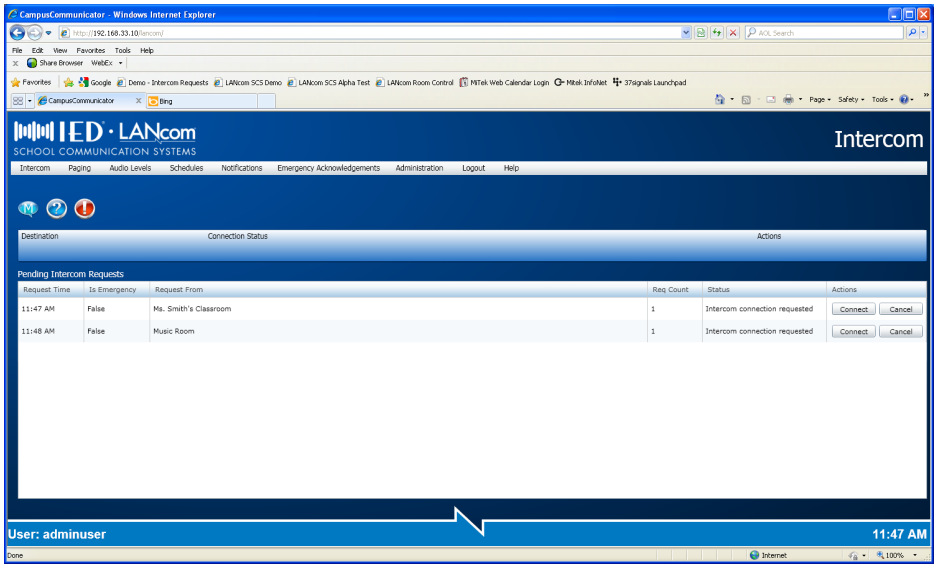

Figure 4-1: LANcom SCS User Screen - Intercom

Intercom Icons

The Intercom page will display up to four icons for communications control.

Make Intercom Connection

Click on this icon to make an intercom connection to a room using the IED mic station associated with the PC. This opens a listening channel from the room and a talk channel to the room. A pre-announce tone is heard in the room loudspeaker before the connection is made and a tone is heard in the room every few seconds while the intercom connection is active to let the occupants know that someone may be listening.

Monitor Room

Click on this icon to monitor a room. This opens a listening channel the room without opening a talk channel to the room. A pre-announce tone is heard in the room loudspeaker before the connection is made and a tone is heard in the room every few seconds while the monitor connection is active to let the occupants know that someone may be listening. The person initiating this action must enter an authorized username and password to monitor a room.

Note: Room Monitoring may not be available if prohibited by local administrative rules or law.

Monitor Room Emergency Mode

Click on this icon to monitor a room in Emergency Mode. This action allows a user to monitor a room secretly. It opens a listening channel the room without opening a talk channel to the room. This action does not play a pre-announce tone in the room loudspeaker before the connection is made and there is no alert tone heard in the room to let the occupants know that someone may be listening. The person initiating this action must enter an authorized username and password to monitor a room.

Note: Emergency Room Monitoring may not be available if prohibited by local administrative rules or law.

Request Intercom Connection

This icon appears when a PC is associated with a Room at login. Click on it to request an intercom connection to speak with the office. This is the equivalent of pressing an intercom call button on the wall, except that the request immediately starts dialing phone numbers on the Intercom Dialout list.

Information Bar

The Information Bar provides a quick look at intercom connections initiated by a staff PC.

Figure 4-2: Intercom Page Information Bar

Destination

The Room name where the connection is being made.

Connection Status

Shows the current status of the intercom call or room monitor connection when initiated from an administration or staff PC:

- Intercom connection ready - The controller is ready to create the connection. The mic station associated with the PC will beep for five seconds to indicate this status. Pick up the handset, press and hold the handset button to create the connection.
- Announcement controller is busy - The controller acknowledges the handset button press and is creating the intercom connection.
- Intercom connection active - The intercom call connection is made and the call is in progress. Talk into the handset mic at a normal tone of voice and listen in the earpiece. Release the handset button when the call is completed to disconnect.
- Intercom connection died - The user failed to press the handset button within the five second time limit. Click Retry to restart the connection. Click Disconnect to abandon the connection.

Actions

Retry – Click on this button to retry to make an intercom connection after an unsuccessful attempt.

Disconnect – Click on this button to abandon an intercom connection attempt or to disconnect a call in progress.

Pending Intercom Requests

The Pending Intercom Request list shows information after a room occupant presses an intercom call button or clicks on the room's PC Request Icon. Each request is displayed on a single line which may be highlighted by moving the mouse cursor over it. Actions may be taken by clicking on buttons displayed on the room's request line.

Request Time

The time the last intercom connection request was placed by the room.

Is Emergency

True if this is an emergency intercom request

False if this is not an emergency intercom request.

Request From

The room device initiating the intercom request.

Req Count

The number of times the intercom request button has been pressed.

Status

The status of the intercom request. The information is displayed here, rather than on the Information Bar, when a room makes an intercom request.

- Intercom connection requested – A room has made a request for an intercom connection. The request may be answered using a staff PC by clicking on the Connect button or by answering the telephone extension.as described below.

If the staff member answers the intercom request using a PC, the request clears from the Pending Intercom requests list.

If the staff members answers the call using a telephone extension, the following information is displayed:

- Intercom connection ready – The controller is ready to create the connection. This status will be displayed as the controller sets up the connection to the telephone extension.
- Announcement controller is busy – The controller acknowledges the handset button press and is creating the intercom connection to the room.
- Intercom connection active – The intercom call connection is made and the call is in progress. Talk into the handset mic at a normal tone of voice and listen in the earpiece. Hang up the telephone when the call is completed to disconnect.

Actions

The Action buttons allow a staff member to either connect to an intercom request using the PC or to cancel the request without answering the call.

Connect

Click on this button to use the staff PC and associated mic station to answer the intercom request. The request will clear from the screen and the mic station will beep for five seconds indicating the request is ready to answer. If the user fails to press the mic station handset button within five seconds, the call must be established through the Make Intercom process.

Cancel

Clicking on this button will cancel the intercom request. The user will be prompted to confirm the cancellation.

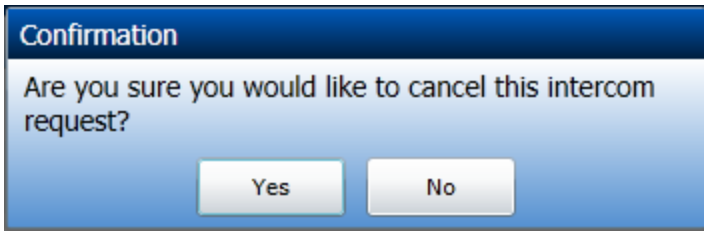

Figure 4-3: Intercom request Cancel Confirmation Pop-up

If you want to cancel the request, click Yes. The request will be removed from the list and reminder tones will stop playing.

If you do not want to cancel the request, click No. You will return to the page without further action.

This page has been intentionally left blank.

5

Paging Console

Paging includes making live announcements, playing recorded messages and launching events. If the user has permission for paging, the Paging selection item will appear on the Toolbar. Launch the LANcom SCS Paging Console page by clicking on "Paging" on the toolbar.

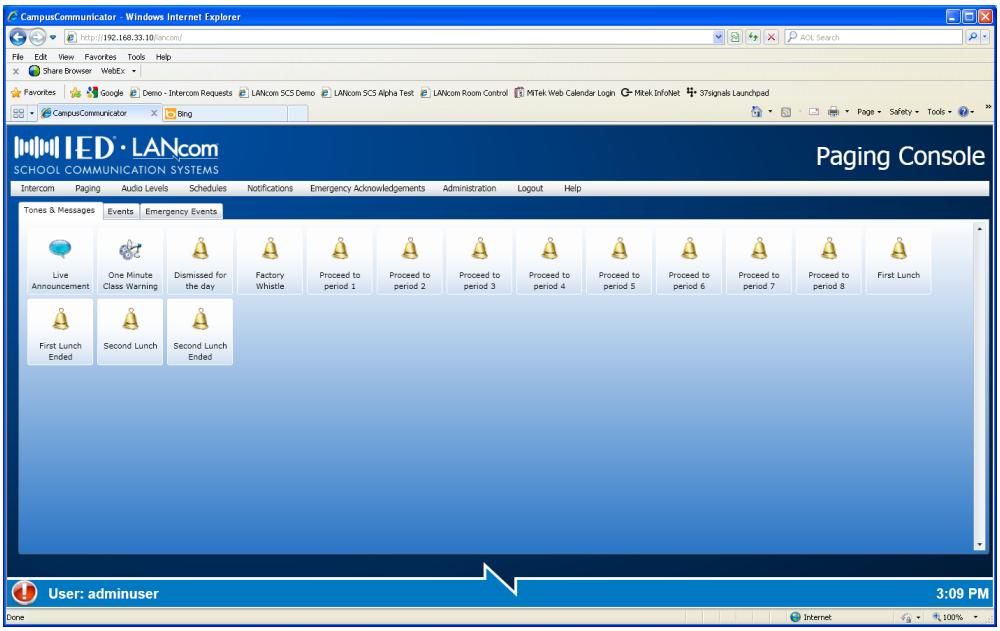

Figure 5-1: LANcom SCS User Screen - Paging Console

Page Selection Tabs

The Paging Console has three selection tabs.

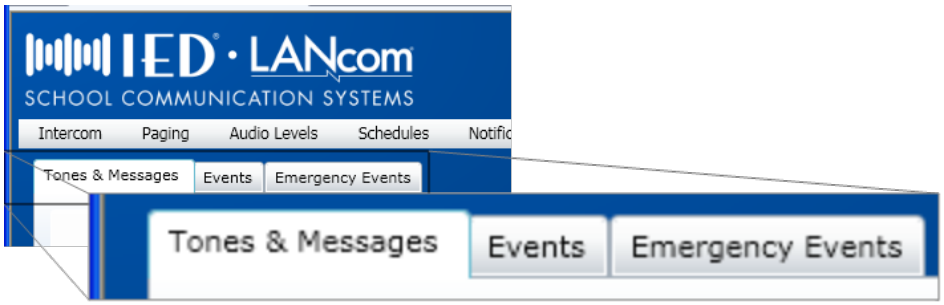

Figure 5-2: Close-up of the Paging Console page tabs

Tones & Messages Tab

This is the initial tab displayed when the page console opens. It shows an icon for "Live Announcement" and icons for the bell tones and the recorded message tones in the *LANcom SCS* system.

Live Announcement

To make a live page announcement to an area, click on the Live Announcement icon.

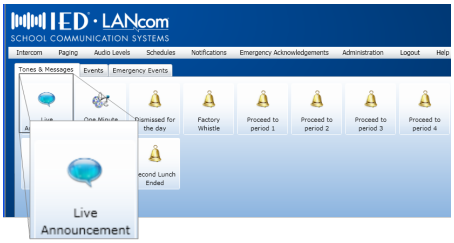

Figure 5-3: Paging Console - Live Announcement icon

A confirmation dialog box will pop up .

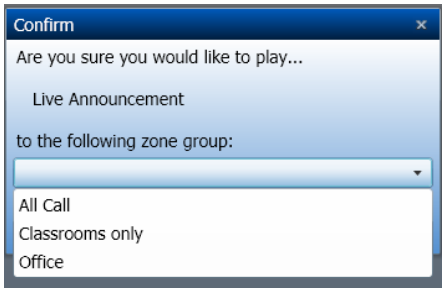

Figure 5-4: Live Announce Confirmation Box showing zone group names

Click on a zone group name from the drop-down list to choose it as the destination for your live page announcement.

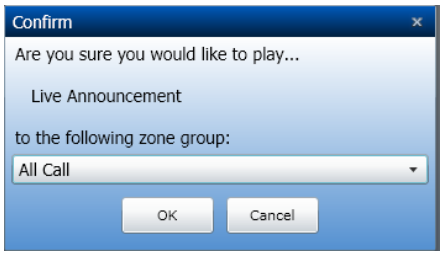

Figure 5-5: Live Announce Confirmation Box with selected zone group

Click *Cancel* to terminate the action without completing it.

Click *OK* to make the announcement to the selected zone group. The paging station will beep for five seconds. Press the mic station PTT switch and make your announcement, release the PTT switch when completed.

Recorded Message Play

To play a bell tone or a recorded message to an area, click on the message's icon.

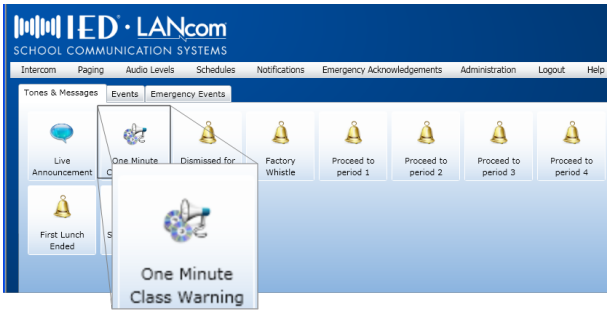

Figure 5-6: Paging Console - Typical message Icon

A confirmation dialog box will pop up.

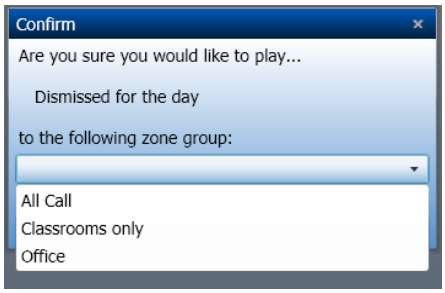

Figure 5-7: Message Play Confirmation Box showing zone group names

The confirmation box will display the name of the selected bell tone or recorded message. Click on a zone group name from the drop-down list to choose it as the destination for this bell tone or recorded message.

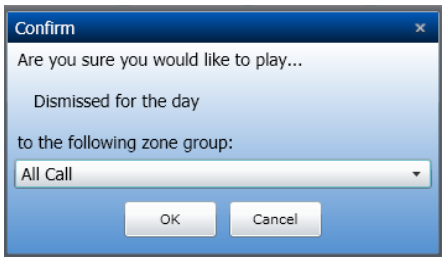

Figure 5-8: Message Play Confirmation Box with selected zone group

Click *Cancel* to terminate the action without completing it.

Click *OK* to play the tone or message to the selected zone group.

Events Tab

Clicking on this tab will display icons for events that have been configured.

Figure 5-9: Paging Console - Events Tab showing icons

Note: Depending on how it is set up, an event may play one recorded message to a zone group or may play recorded messages to several unique zone groups at the same time. It may play more than once with a single launch command. It may require confirmation with an authorized username and password and it may require acknowledgement by users in the target zone group.

Launching an Event

Click on an event icon to launch it.

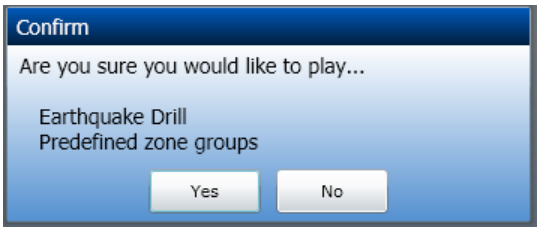

Figure 5-10: Event Launch confirmation pop-up box

Click *Cancel* to terminate the event without launching it.

Click *OK* to launch the event.

Emergency Events Tab

Clicking on this tab will display icons for emergency events that have been configured.

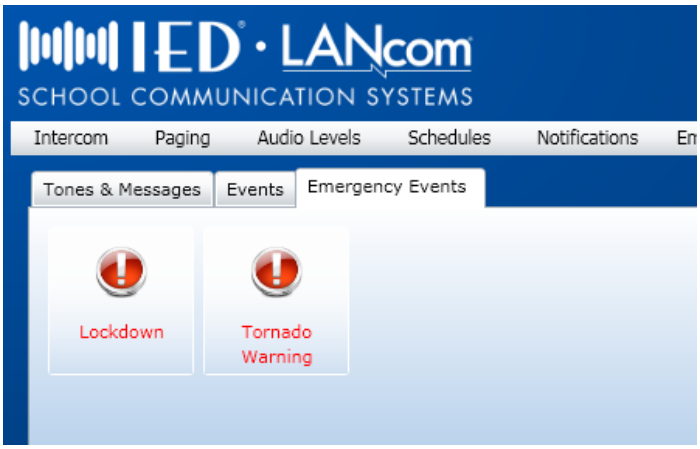

Figure 5-11: Paging Console - Emergency Events Tab showing icons

Note: Depending on how it is set up, an emergency event may play one recorded message to a zone group or may play recorded messages to several unique zone groups at the same time. It may play more than once with a single launch command. It may require confirmation with an authorized username and password and it may require acknowledgement by users in the target zone group.

Launching an Emergency Event

Click on an event icon to launch it.

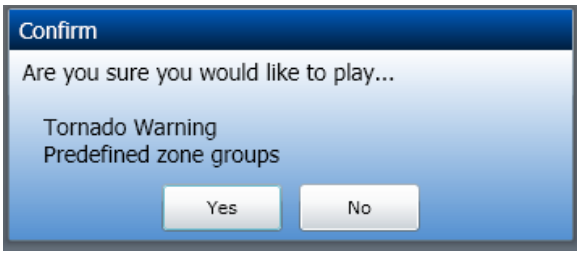

Figure 5-12: Emergency Event Launch confirmation pop-up box

Click *No* to terminate the emergency event without launching it.

Click *Yes* to launch the emergency event.

Confirming user authorization to launch an event

If the event or the emergency event is configured to require user confirmation to launch it, a Login box will pop up.

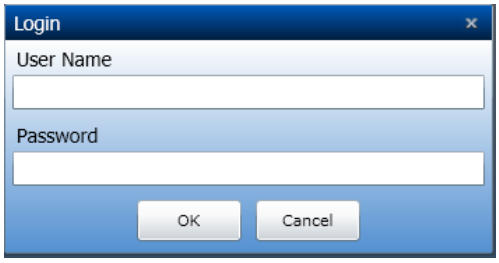

Figure 5-13: Event Launch Login pop-up box

Click *Cancel* to terminate the event or emergency event without launching it.

Enter a User Name and Password for the authorized user, then click *OK* to continue. When the correct User ID and Password are entered, Click *OK*. The Login Box will close and the event will launch.

Failure to enter the required User Name will cause an error. Click *OK* to return to the Login box.

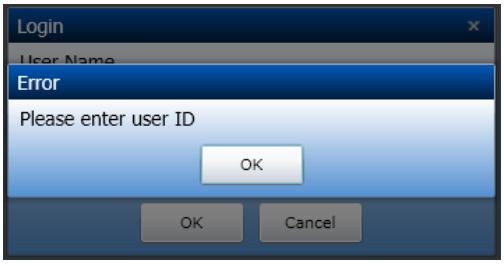

Figure 5-14: Error pop-up box - User ID

Failure to enter the correct password for the User Name will cause an error. Click *OK* to return to the Login box

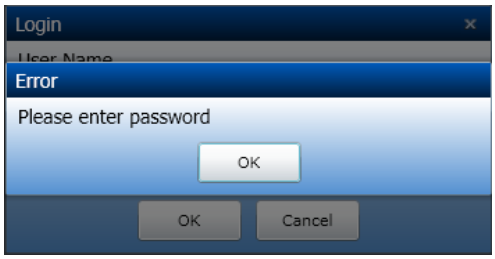

Figure 5-15: Error pop-up box - Password

This page has been intentionally left blank.

6

Audio Levels

The Audio Levels page allows a user to select audio sources and control the loudness level of LANcom SCS endpoint network devices, including the LC372SR sound reinforcement module, LC331IC integrated communications module and IED1502 analog output module.

The appearance of the page will change depending on the room module being controlled and whether the user has permission to control all room devices in the system.

Current Device

The name of the current device being controlled will display above the tabs.

LC372SR Sound Reinforcement Module

The LC372SR device page shows three tabs: "Room Audio In" for controlling the integrated mixer, "Room Audio Out" for selecting program sources and adjusting the device output loudness levels, and "Program and Network Audio" for adjusting four internal level control points.

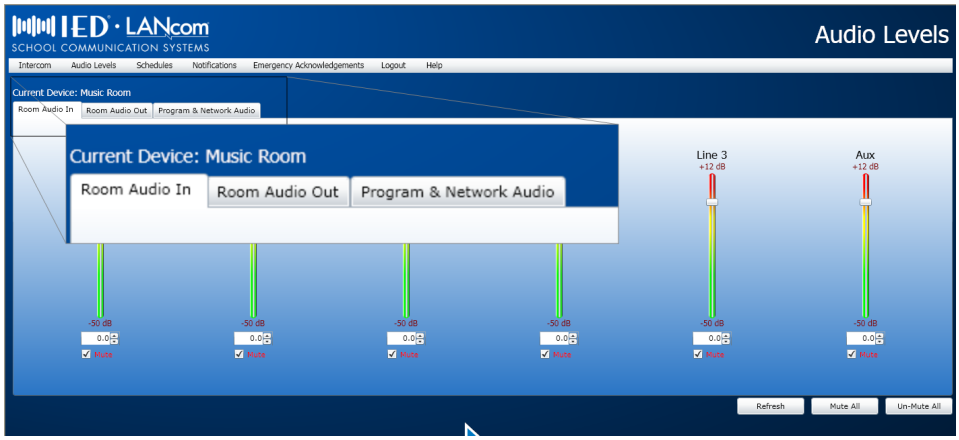

Figure 6-1: LANcom SCS User Screen - Paging Console - LC372SR device tabs

The LC331IC Integrated Communications Module

The LC331IC device page shows two tabs: "Room Audio Out" for selecting program sources and adjusting the device output loudness levels, and "Program and Network Audio" for adjusting four internal level control points.

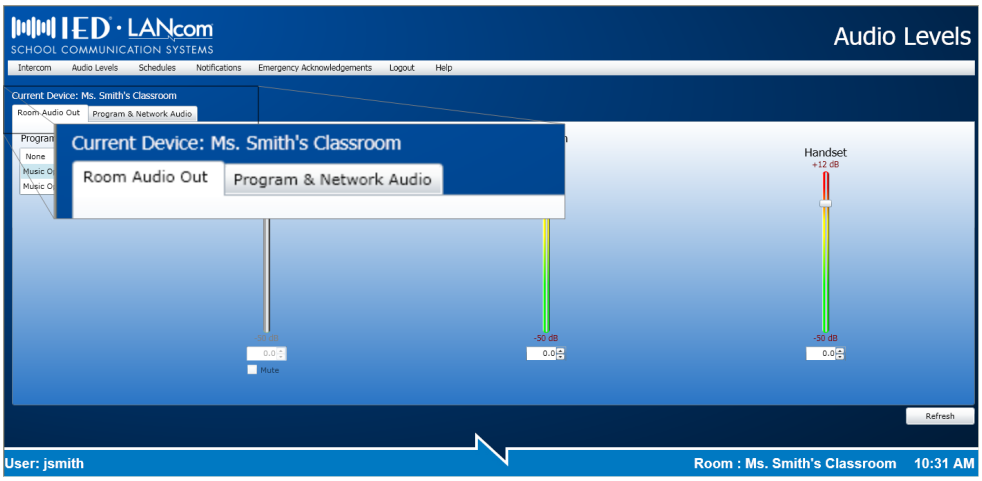

Figure 6-2: LANcom SCS User Screen - Paging Console - LC331IC device tabs

The IED1502AO Audio Output Module

The IED1502AO device page shows one tab: "Aux Out" for selecting program sources and adjusting the device output loudness levels, and Program and Network Audio for adjusting four internal level control points.

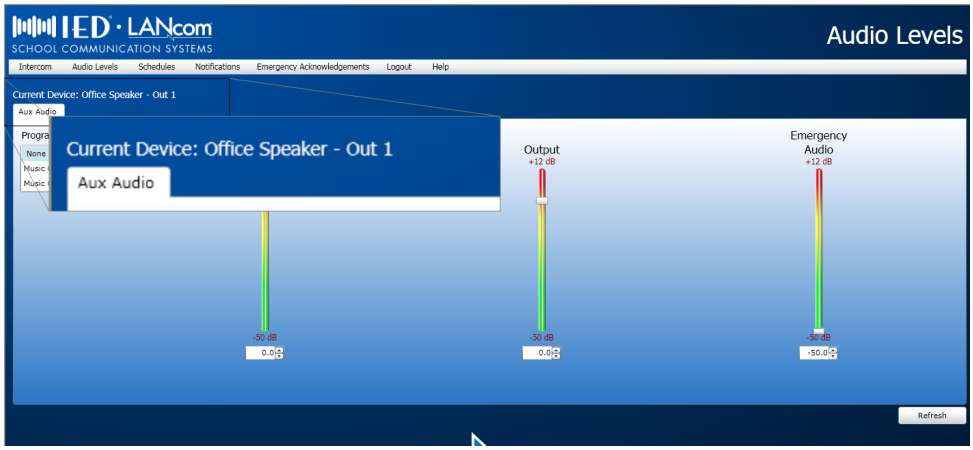

Figure 6-3: LANcom SCS User Screen - Paging Console - IED1502AO device tabs

Control Any Room Level Screen Appearance

A user with permission to control the level in all rooms will see a list of Classroom Devices on the left side of the Audio Levels page. The right side of the page will display the room device's tabs and controls, according to the type of selected device as described above.

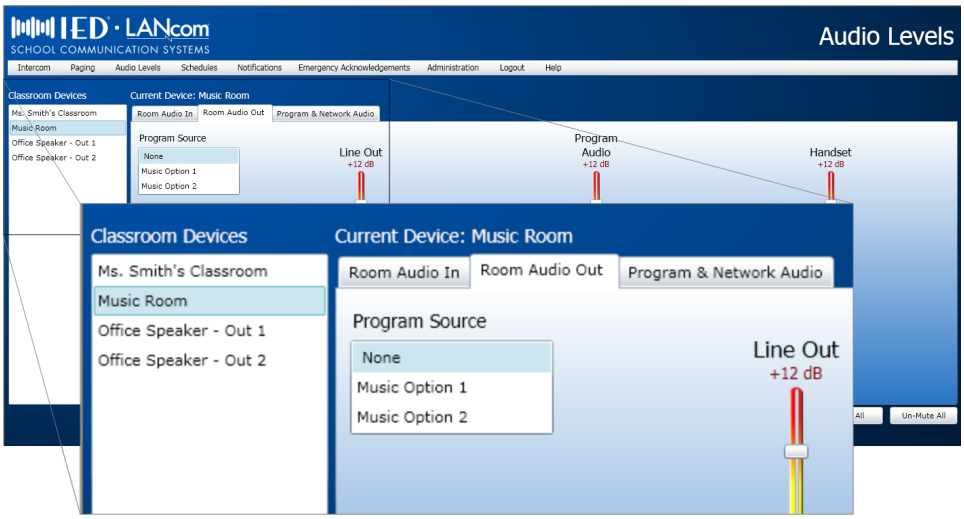

Figure 6-4: LANcom SCS User Screen - Paging Console - Control All Levels permission

The "Control All" permission is typically assigned to IT Help Desk or A/V Help Desk personnel. This allows them to use remote access in order to assist a user with issues that arise controlling a room device. The help assistant can click on a room device from the left-side list and then control that device; they can select inputs and control levels remotely, reducing or eliminating the need to go to the room for many, if not most, control issues.

Room Audio In Tab

Note: Only the LC372SR has inputs controlled using the Audio Levels page

The Room Audio In tab provides controls for the LC372SR module's six channel audio mixer. The channels include two infrared wireless (IR) microphones and four wired inputs.

Figure 6-5: LANcom SCS User Screen - Paging Console - Room Audio In tab

Room Audio In Channels

- Mic A – Infrared wireless (IR) mic set to "Channel A". Typically the instructor's IR mic.
- Mic B – Infrared wireless (IR) mic set to "Channel B". Typically the student-shared IR mic.
- Line/Mic – The Line/Mic 3-pin XLR input on the Room Audio Input Plate. A switch on the plate determines whether this is a microphone input or a line level input.
- Line 2 – The 3.5mm (1/8") mini stereo input connector on the Room Audio Input Plate. This may be connected to a PC audio output, an MP3 player or similar audio/video player device.
- Line 3 – Dual RCA jacks on the Room Audio Input Plate. Using "RCA cables", this input may be connected to a CD Player, DVD or Blu-ray player or similar device.
- Aux – Audio connector on the rear of the LC372SR. This may be wired to any line level audio output as desired.

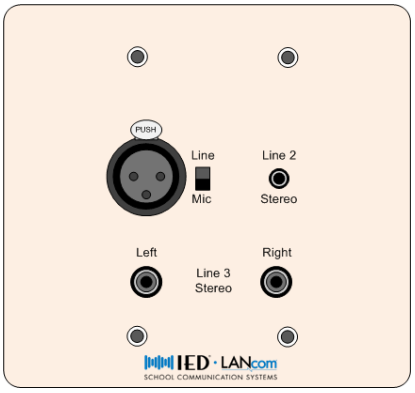

Figure 6-6: LC372AI Room Audio Input Plate

The stereo inputs (Line 2 and Line 3) are mono-summed on this plate. The plate provides three mono signals to the LC372SR sound reinforcement module for amplification and distribution.

Controlling the inputs

The LC372SR audio inputs are controlled using the channel sliders, one per input.

Each channel has a slider control, level indicator and mute checkbox. Each channel is identified by a label above it to describe what the controls adjust. Use the mouse to point the cursor over a slider, left click and hold while moving the slider up to increase loudness or down to decrease the loudness. The channel may be turned "all the way down" by moving the slider to the bottom, –50 dB, setting. The setting of "0 dB to –20 dB" should be normal levels in a classroom; conditions may require other - higher or lower - settings.

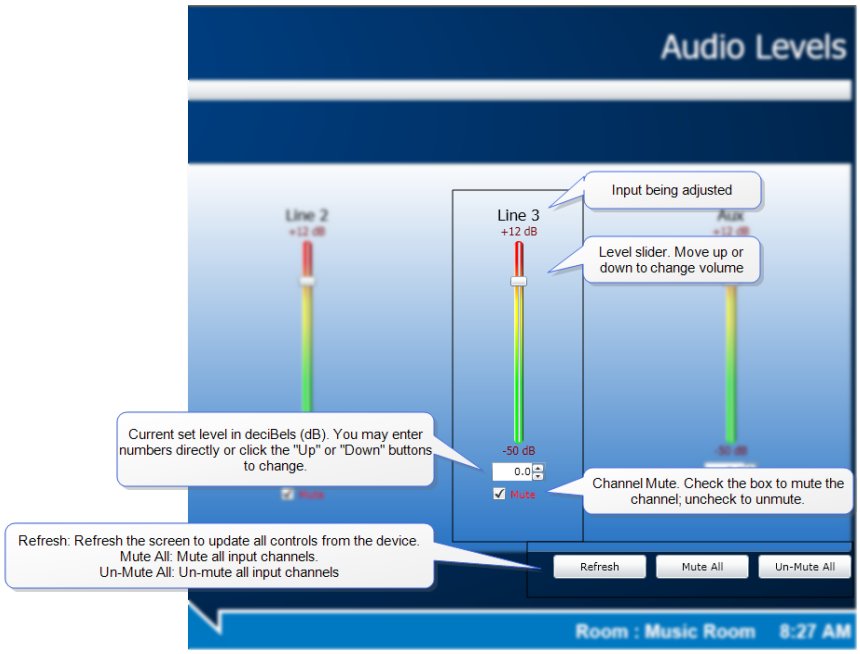

Figure 6-7: Partial view of LC372SR control screen Room Audio In tab, explained

The current level setting is shown in the box below the slider. It displays the level in 0.5 dB increments. You may change the slider setting by two methods:

- Use your mouse cursor to click on the "Up" or "Down" arrow button to the right of the display. This will change the level in 0.5 dB increments.
- Click on the level display box, and use your keyboard to enter a number between –50 and 12, then press the "enter" key on your keyboard.

Muting a channel

Mute a channel by checking the Mute box below its slider. The mute action takes effect immediately.

Unmute a channel by unchecking the Mute box below its slider. The unmute action causes the volume to ramp back up to the level set by the slider.

You can mute all inputs at the same time by clicking on the Mute All button. You may then unmute individual channels by unchecking the Mute box under its slider.

You can unmute all channels by clicking on the Un-Mute All button.

Refresh Button

You can have the room device resend all channel information to your PC and updating the display by clicking on the Refresh button.

Room Audio Out Tab

Note: You can control audio outputs for the LC331IC and LC372SR using the Audio Level page.

The Room Audio Out tab provides a Program Select box and controls for the Program Source input, the Line Output and the Handset Output.

Program Source

Used to select a network-distributed program or BGM source to be heard in the room. Click on a device listed in the box to select it and adjust the listening level using the Program Audio Slider.

Figure 6-8: LANcom SCS User Screen - Paging Console - Room Audio Out tab

Room Audio Out Channels

- Line Out – Controls the level sent to the Line Out connector on the rear of the LC372SR
- Program Audio – Controls the level of the selected program source.
- Handset – Controls the intercom audio level in the optional handset earpiece.

Controlling the outputs

The LC372SR audio outputs are controlled using the channel sliders. Each channel has a slider control, level indicator and mute checkbox. Each channel is identified by a label above it to describe what the controls adjust. Use the mouse to point the cursor over a slider, left click and hold while moving the slider up to increase loudness or down to decrease the loudness. The channel may be turned "all the way down" by moving the slider to the bottom, –50 dB, setting. The setting of "0 dB to –20 dB" should be normal levels in a classroom; conditions may require other - higher or lower - settings.

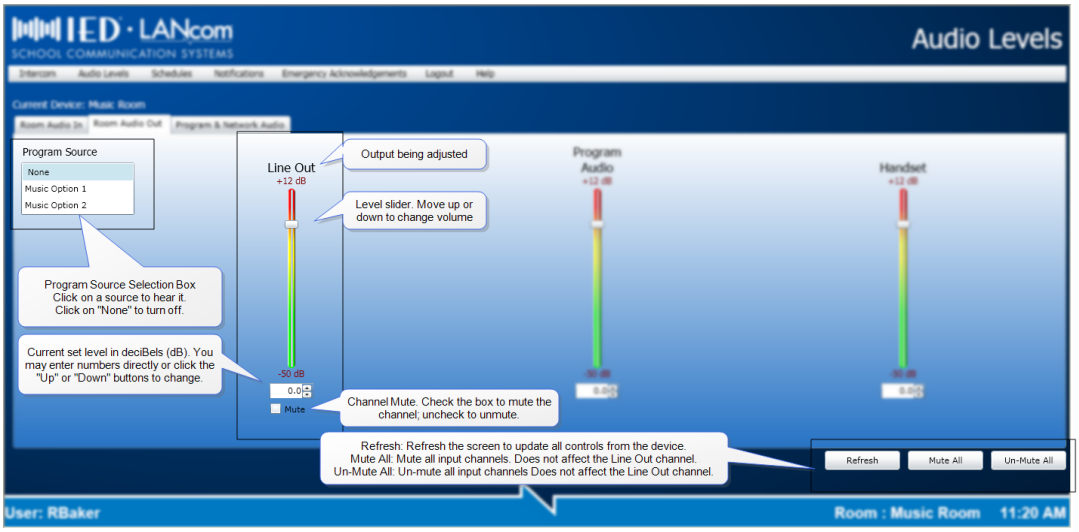

Figure 6-9: LANcom SCS User Screen - Paging Console - Room Audio Out tab, explained

The current level setting is shown in the box below the slider. It displays the level in 0.5 dB increments. You may change the slider setting by two methods:

- Use your mouse cursor to click on the "Up" or "Down" arrow button to the right of the display. This will change the level in 0.5 dB increments.
- Click on the level display box, and use your keyboard to enter a number between –50 and 12, then press the "enter" key on your keyboard.

Mute the Line Out channel by checking the Mute box below its slider. The mute action takes effect immediately.

Unmute the Line Out channel by unchecking the Mute box below its slider. The unmute action causes the volume to ramp back up to the level set by the slider.

Note: The Mute All and Un-Mute All buttons affect only the input channels. Though shown on this page, they do not affect the Line Out control.

Refresh Button

You can have the room device resend all channel information to your PC and updating the display by clicking on the Refresh button.

Program & Network Tab

Note: You can control the Master output and network audio inputs for the LC331IC and LC372SR using the Audio Level page

The Program & Network tab provides controls for volume of the Program Master output and network audio signal inputs.

Program Source

Used to select a network-distributed program or BGM source to be heard in the room. Click on a device listed in the box to select it and adjust the listening level using the Program Audio Slider.

Figure 6-10: LANcom SCS User Screen - Paging Console - Program & Network Audio tab

Program and Network Audio Channels

- Master – Master Volume Control for the LC372SR audio amplifier. Controls the volume to the speaker output.
- Page & Intercom – Volume level control for the Page & Intercom network channel. Controls loudness of the paging, bells and intercom audio..
- Non-duck Audio – Volume level control for system tones network channel that plays sounds , such as room listening alert tone, that are not ducked by other audio signals.
- Emergency Audio – Volume control for the Emergency network Audio channel. This channel is always available for use as a priority channel.

Note: These channel controls are limited access and should be adjusted only by installation or service personnel.

Controlling the audio signals

The LC372SR audio signals are controlled using the channel sliders. Each channel has a slider control, level indicator and mute checkbox. Each channel is identified by a label above it to describe what the controls adjust. Use the mouse to point the cursor over a slider, left click and hold while moving the slider up to increase loudness or down to decrease the loudness. The channel may be turned "all the way down" by moving the slider to the bottom, –50 dB, setting. The setting of "0 dB to –20 dB" should be normal levels in a classroom; conditions may require other - higher or lower - settings.

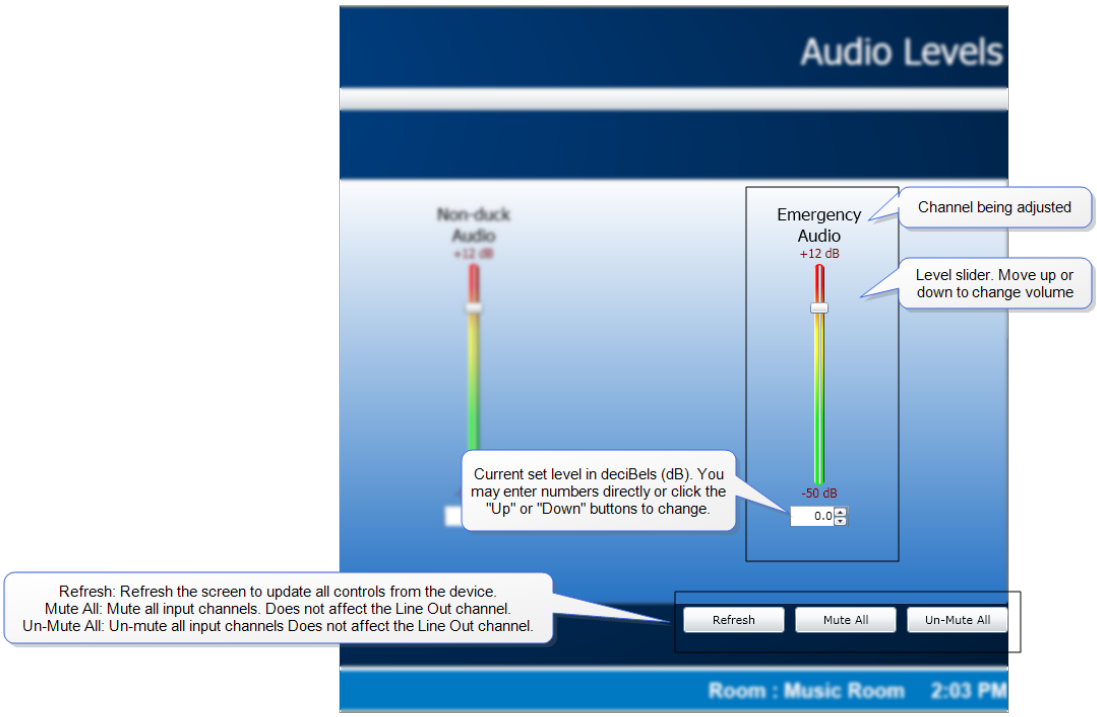

Figure 6-11: LANcom SCS User Screen - Paging Console - Program & Network Audio tab, explained

The current level setting is shown in the box below the slider. It displays the level in 0.5 dB increments. You may change the slider setting by two methods:

- Use your mouse cursor to click on the "Up" or "Down" arrow button to the right of the display. This will change the level in 0.5 dB increments.
- Click on the level display box, and use your keyboard to enter a number between -50 and 12, then press the "enter" key on your keyboard.

Mute the Line Out channel by checking the Mute box below its slider. The mute action takes effect immediately.

Unmute the Line Out channel by unchecking the Mute box below its slider. The unmute action causes the volume to ramp back up to the level set by the slider.

Note: The Mute All and Un-Mute All buttons affect only the input channels. Though shown on this page, they do not affect any controls on the page.

Refresh Button

You can have the room device resend all channel information to your PC and updating the display by clicking on the Refresh button.

Aux Out Tab

Note: When an IED1502AO device is selected in the Program Source list, you can control the Program Source input level, network Emergency Audio input level and the line output level using the Audio Level page.

Program Source

Used to select a network-distributed program or BGM source to be heard in the room. Click on a device listed in the box to select it and adjust the listening level using the Program Audio Slider.

Figure 6-12: LANcom SCS User Screen - Paging Console - Aux Audio tab

Program and Network Audio Channels

- Program Audio – Controls the level of the selected program source.
- Output – Master volume control for the IED1502AO. Controls the volume to the line output connector.
- Emergency Audio – Volume control for the Emergency network Audio channel. This channel is always available for use as a priority channel.

Note: The network audio signals "Page & Intercom" and "Non-duck Audio" are combined internally in the IED1502AO module and their levels have been pre-set at the factory. They can not be adjusted through the Audio Levels page.

Note: The Output and Emergency Audio channel controls are limited access and should be adjusted only by installation or service personnel.

Controlling the audio signals

The IED1502 Aux Out audio signals are controlled using the channel sliders. Each channel has a slider control, level indicator and mute checkbox. Each channel is identified by a label above it to describe what the controls adjust. Use the mouse to point the cursor over a slider, left click and hold while moving the slider up to increase loudness or down to decrease the loudness. The channel may be turned "all the way down" by moving the slider to the bottom, –50 dB, setting. The setting of "0 dB to –20 dB" should be normal levels in a classroom; conditions may require other - higher or lower - settings.

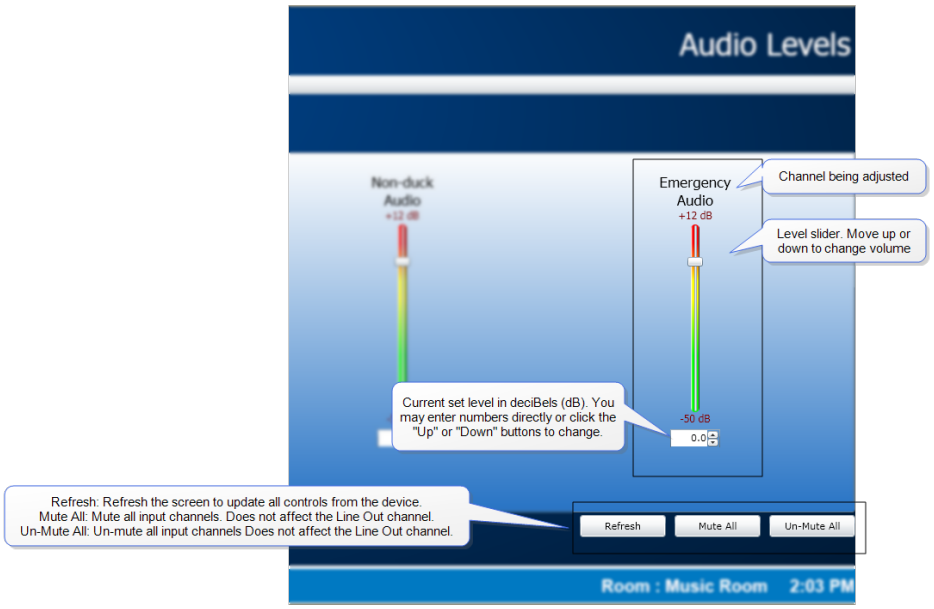

Figure 6-13: LANcom SCS User Screen - Paging Console - Aux Audio tab, explained

The current level setting is shown in the box below the slider. It displays the level in 0.5 dB increments. You may change the slider setting by two methods:

- Use your mouse cursor to click on the "Up" or "Down" arrow button to the right of the display. This will change the level in 0.5 dB increments.
- Click on the level display box, and use your keyboard to enter a number between –50 and 12, then press the "enter" key on your keyboard.

Refresh Button

You can have the room device resend all channel information to your PC and updating the display by clicking on the Refresh button.

Control All Room Levels

When permission is set for a system user to "Control All Room Levels" A list of all classroom devices is added to the left side of the Audio Levels page.

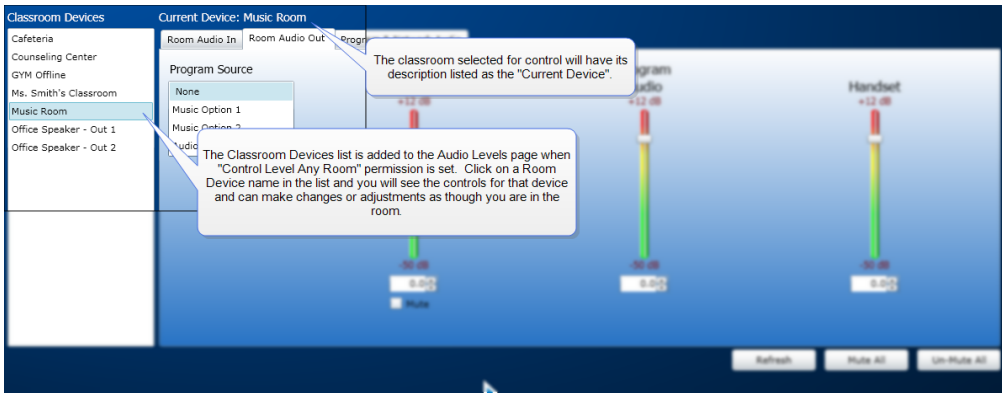

Figure 6-14: Room Levels controls with Classroom Devices list added

Click on a Classroom device name in the list to select that device for control. The Audio Levels page will display the level controls and selection items of the selected room. The selected device description will display as the "Current Device".

7

Schedules

The Bell Tone Scheduling pages allow a user to create bell schedules for one or more locations, called "campuses". There are screens so the user can create bell schedule templates, set when the templates will run on a calendar for each campus and view the current day's bell schedule.

Toolbar Selection

When you click on the Toolbar item "Schedules", a drop-down list will provide up to three choices, depending on user permissions. "Today's Schedule" will display the bell tones scheduled to play for the current day. "Day Templates" will open a page that allows the user to create templates names and add, edit or delete bell tone items to it. "Campus Schedule" allows a user to apply templates to the calendar for any available campus. Click on the choice you want to open.

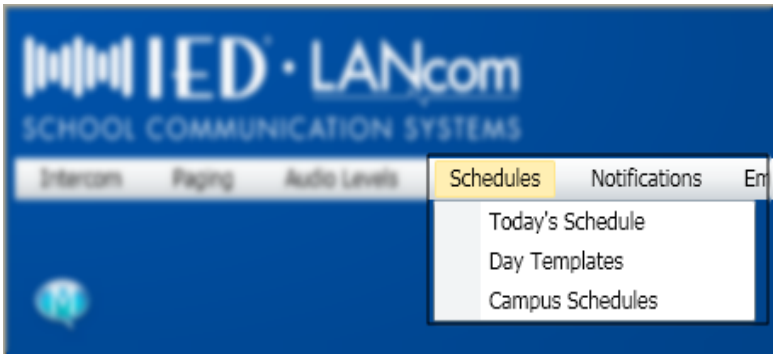

Figure 7-1: LANcom SCS User Screen -Schedules drop-down list

Today's Bell Tones Page

The Today's Bell Tones page shows information about bell tones that are scheduled to play on the current day. Moving the mouse cursor over a line will highlight it.

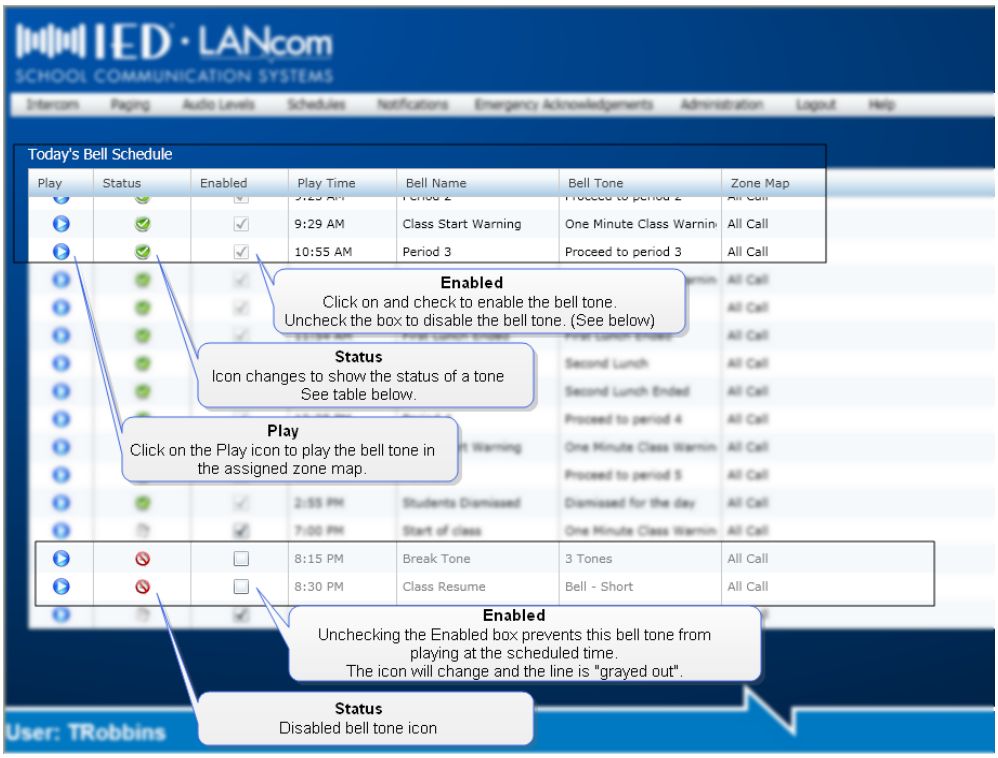

Figure 7-2: LANcom SCS User Screen - Schedules - Today's Bell Tones

Play

Click on the icon to play the bell tone in the assigned zone map. You will get a confirmation pop-up box.

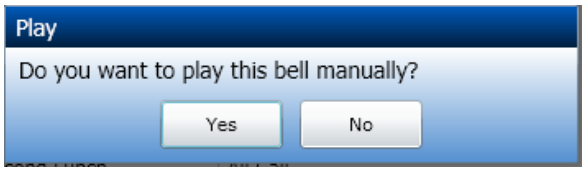

Figure 7-3: Manual Bell Tone Play confirmation pop-up box

Click **No** to abort playing the bell tone.

Click **Yes** to play the bell tone.

Status

Icons are used to show the status of each bell tone in the schedule.

Bell Tone is scheduled to play.

Bell Tone has been disabled; it will not play as scheduled.

Bell Tone has played as scheduled.

Bell Tone did not play as scheduled

Enabled

A checkbox displays whether the bell tone is enabled or disabled for "today". A grayed out box indicates the Play Time for the bell tone has passed.You can click on the box to change the status (checked or unchecked). As you do this, the Status icon will change. A disabled bell tone will have its description line grayed out.

Bell Tone is enabled and is scheduled to play. Text will be black.

Bell Tone is enabled and has already played. Text will be black. Status icon will indicate "Played as scheduled" or "Did not play as scheduled".

Bell Tone is disabled. Text will be black; Status icon will indicate "disabled"

Play Time

The time when the bell is scheduled to play. It is possible to have up to eight bells scheduled to play at the same time; each bell must be assigned to unique, non-overlapping zone maps. If a zone map overlap occurs, one or more of the bells will be delayed.

Bell Name

The description the explains what meaning or purpose this bell is intended to convey. The bell name usually describes a class change or dismissal. There is no requirement for bell names to be unique in a schedule.

Bell Tone

The sound file that will play at the scheduled time. The same Bell Tone may be selected to play for multiple uses if desired. For example, a bell tone named "Ringing Bell" could be used to indicate all class change times, but each instance will have a unique Play Time and may have a unique Bell Name.

Zone Map

The zone map where the bell tone will play at the scheduled time.

Day Templates Page

The Day Templates page allows the user to create bell schedule templates for any campus defined in the system. A template describes how bell tones will play during a specific type of day. Day types might include "Normal" days, "Half Days", In-service days, "Block A" days, "Block B" days, "Green" days, "Orange" days, etc. Once created, templates can be assigned to run by assigning them to days on a calendar.

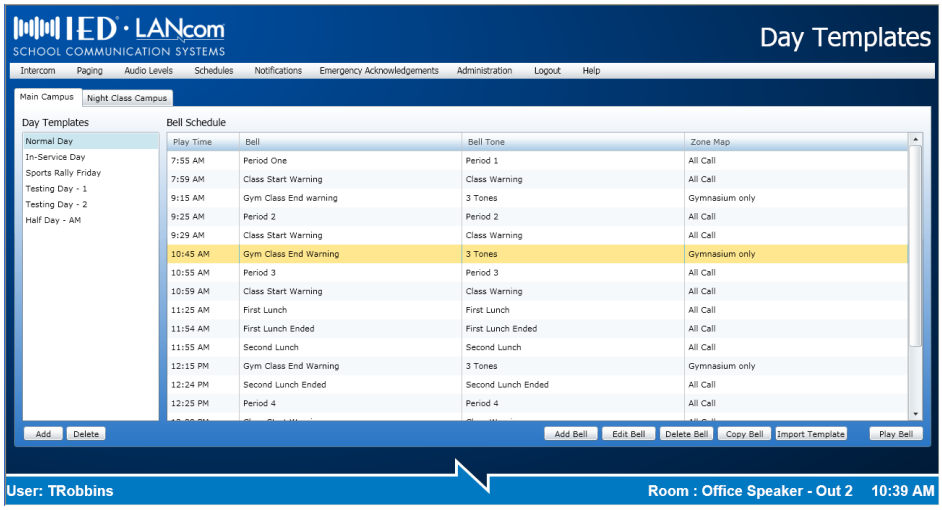

Figure 7-4: LANcom SCS User Screen - Schedules - Day Templates

Campus Tabs

A tab will appear for each campus that is defined for the LANcom SCS system in the System Setup Wizard.

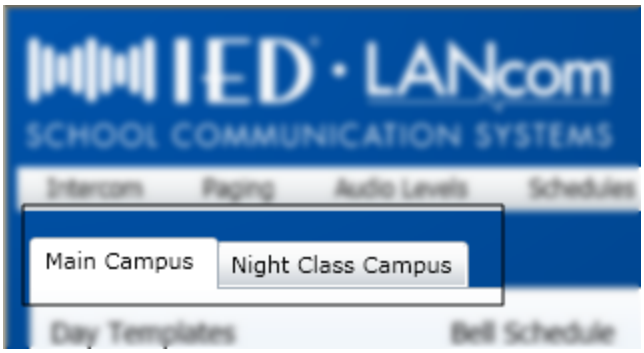

Figure 7-5: Close up of Campus Tabs.

Click on a campus tab to perform Day Template maintenance for that campus.

Day Templates List

Each campus tab will show a Day Templates list on the left side of the page.

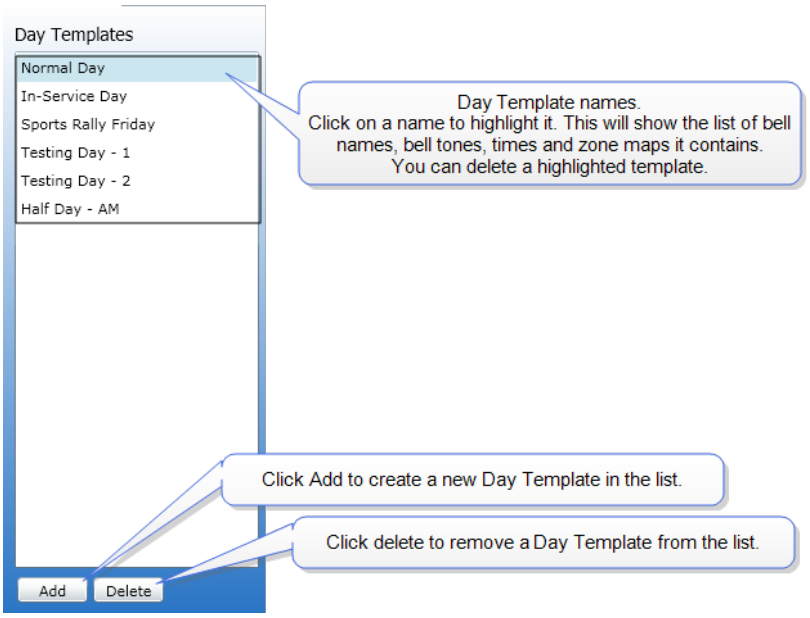

Figure 7-6: Schedule - Day Templates List

Click on a name in the Day Templates list to show its contents in the Bell List on the right side of the screen. Using the bell schedule list, you can add, delete or edit template contents and you can play any selected bell on the schedule in its assigned zone map manually. (See below)

Add

Click on the ***Add*** button at the bottom of the Day Templates list to add a new template. A dialog box will open. You may select to create a blank (empty) template or create a copy of an existing template and modify it. This copy function is helpful when you need to create some similar, but slightly different templates, such as "Normal Days" and "Half-Days" where the "halves" are edited versions of the normal day.

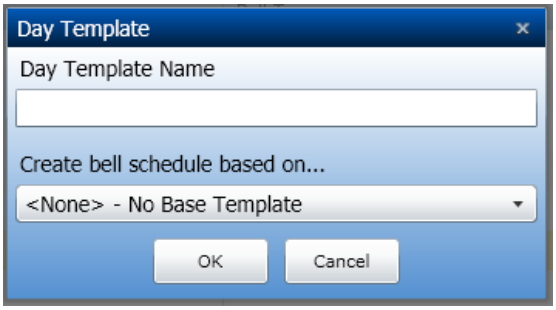

Figure 7-7: Dialog box to add a Day Template

Enter a unique name for the new template in the box below the"Day Template Name" label. If desired, click on the down arrow button below the "Create bell schedule based on.." label to open a list of existing templates.

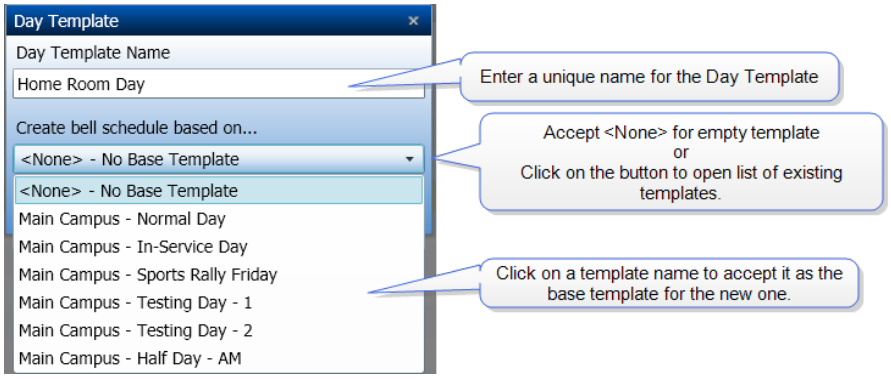

Figure 7-8: Day Template dialog box with template select list shown.

Click on the name of an existing template to select it. This will copy its contents into the new template. You can modify the schedule list to fit the needs of the new bell schedule template.

Note: Copying an existing template into a new one as a "base template" can save time when creating templates.
For example: You may want to base a new template on an existing one when the two are similar, such as if a new template for "Home Room Day" simply deletes a "Period 1" bell and replaces it with a "Home Room" tone at a slightly different time, but all other bell tones for that day template are the same.

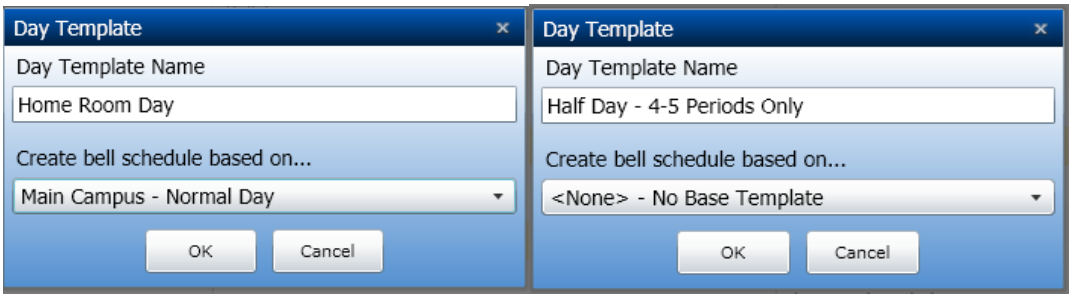

Figure 7-9: Day Template dialog box with Main Campus template selected as the base template (Left) ; and with <None> selected (Right).

When a base template is selected or <None> is chosen click on ***OK*** to accept.

The new Day Template will be added to the list.

Click on ***Cancel*** to abort the template add process.

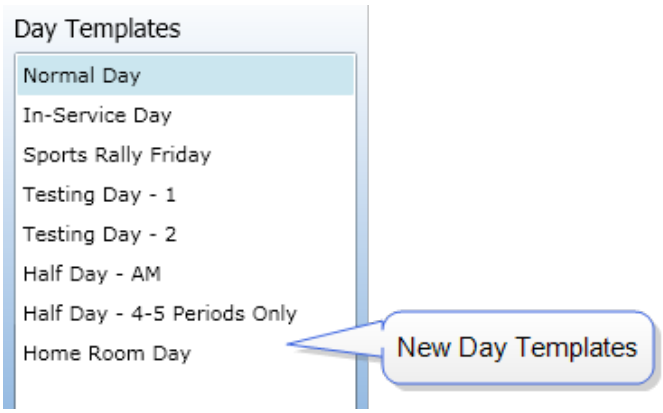

Figure 7-10: Day Templates list showing newly-added items.

Delete

To remove a Day Template from the list, click on the name to highlight it. Then click on the Delete button at the bottom of the Day Templates list. A box will pop up requesting confirmation that you want to delete the day template.

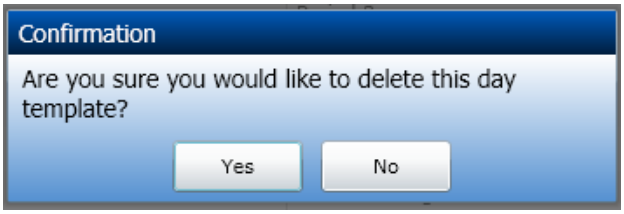

Figure 7-11: Day Template deletion confirmation pop-up box.

Click *No* to abort the deletion.

Click *Yes* to delete the day template. It will be removed from the list.

Bell Schedule List

Each campus tab will show a Bell Schedule list on the right side of the page. The list shows information about the bells in the template that is selected in the Day Templates list. You can highlight a bell in the Bell Schedule list by rolling the mouse cursor over it and select the bell by clicking on it. There are column labels at the top of the list describing the column contents.

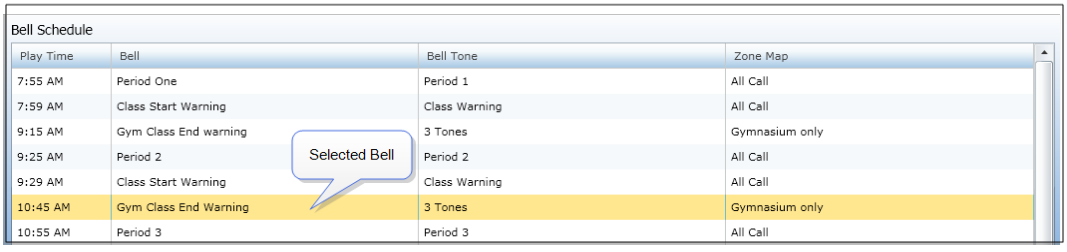

Figure 7-12: Schedule - Day Templates page - Bell Schedule List - Top half only

Play Time

The time when the bell is scheduled to play.

Bell

A description of the bell indicating its purpose or the message it is supposed to convey.

Bell Tone

The bell tone used for this bell. This is one of the *.wav audio files imported into the system and designated as a "Bell Tone".

Zone Map

The zone map (group of zones) where this bell will play at the scheduled time.

At the bottom of the list are a number of buttons that allow you to change the contents of the list and play the bells manually.

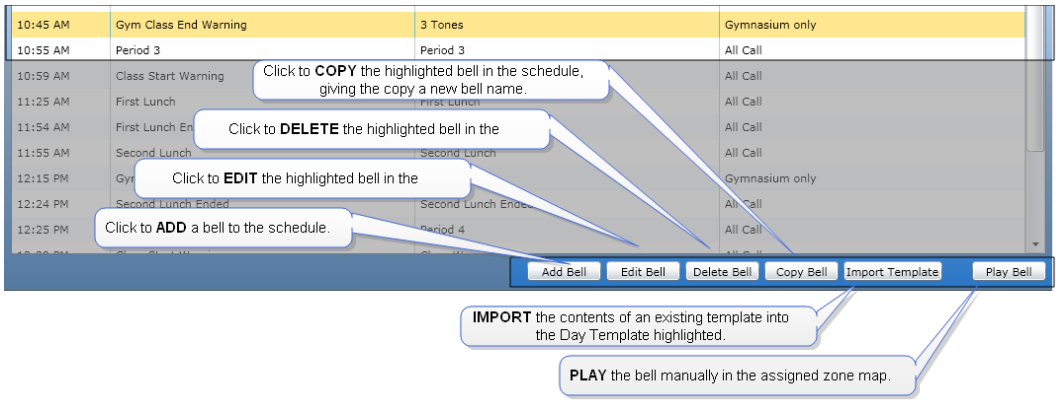

Figure 7-13: Schedule - Day Templates page - Bell Schedule List - Bottom half only

Add Bell

Click the ***Add Bell*** button to create a new bell and add it to the selected bell schedule day template. A dialog box will open.

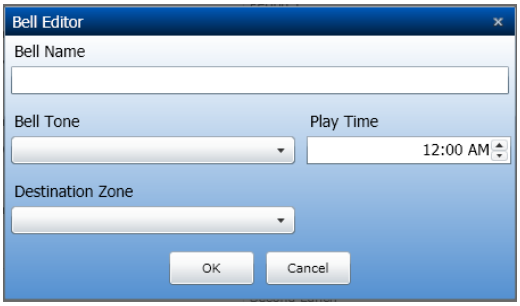

Figure 7-14: Bell Editor dialog box opens when the "Add Bell" button is clicked

- Enter the Bell Name to describe the purpose of the bell.

- Enter the Play Time. You can enter the hour and minute using the keyboard or click on the hour or click on the minute and change the number by using the Up-Down Buttons. If desired, click on "AM" and click on the Up-Down buttons to change to "PM"

Note: When using the Up-Down buttons to change the hours indication, the "AM"/"PM" indication to change when the hour rolls past "12". When you click on the "AM"/"PM" indication, either the "Up" button or "Down" button can be used to toggle between the two choices.

- Select the Bell Tone by clicking on the list button under the "Bell Tone" label to open the drop-down list.

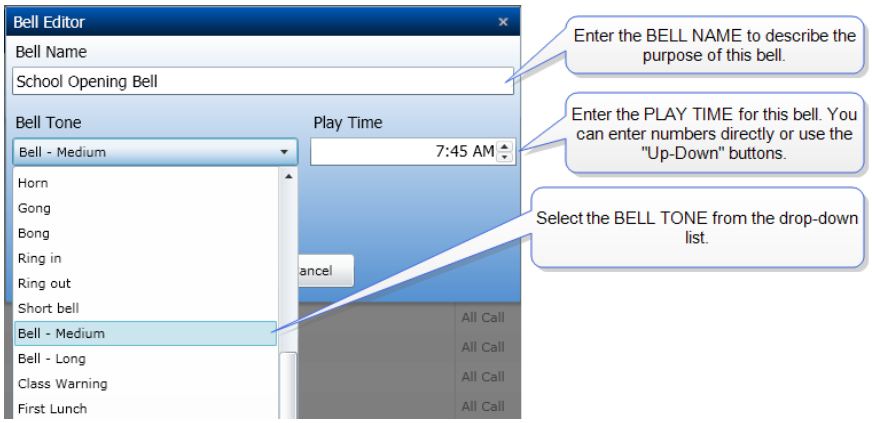

Figure 7-15: Bell Editor dialog box showing Bell Tone drop-down list

Select the Destination Zone from the zone map drop down list by clicking on the button under the "Destination Zone" Label.

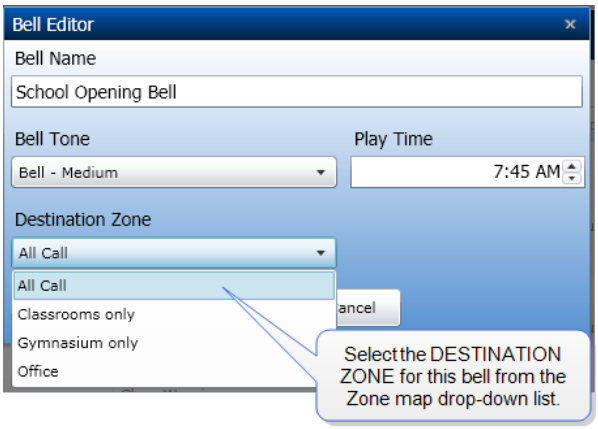

Figure 7-16: Bell Editor dialog box showing Destination Zone drop-down list

The completed box will look like this:

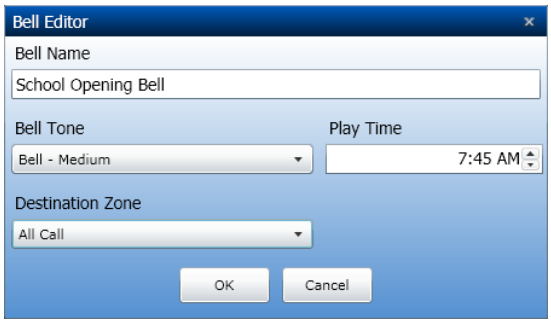

Figure 7-17: Bell Editor dialog box showing completed entries

Click OK to accept the entries, create the new bell and add it to the selected day template.

Click ***Cancel*** to abort the process.

Edit Bell

To make changes to a bell in the schedule, click on it to select it and then click on the Edit Bell button to make changes to it. A dialog box will open. You may change any item in the dialog box: Bell Name, Bell Tone, Play Time or Destination Zone.

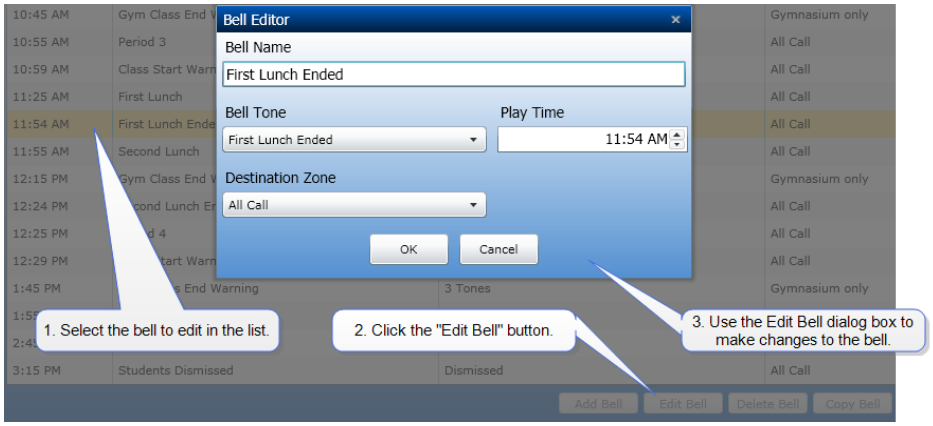

Figure 7-18: Bell Editor dialog box for "Edit Bell"

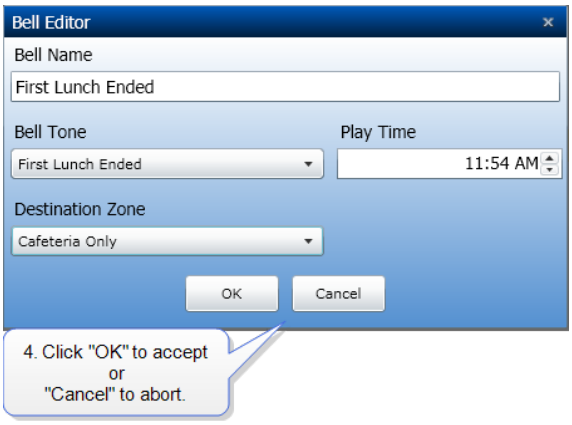

Figure 7-19: Bell Editor dialog box for "Edit Bell".
Notice that the Destination Zone is changed to "Cafeteria Only".

Click ***OK*** to accept any changes and add them to the selected day template.

Click ***Cancel*** to abort the process.

Copy Bell

The Copy Bell function makes it easy to create bells that are similar. For instance, if you want to use the same bell tone and zone maps for a bell, but change the play time, you can use Copy Bell. To use this function, click on a bell to select it and then click on the Copy Bell button. A dialog box will open with the Bell Tone, Play Time and destination Zone copied into the editor.

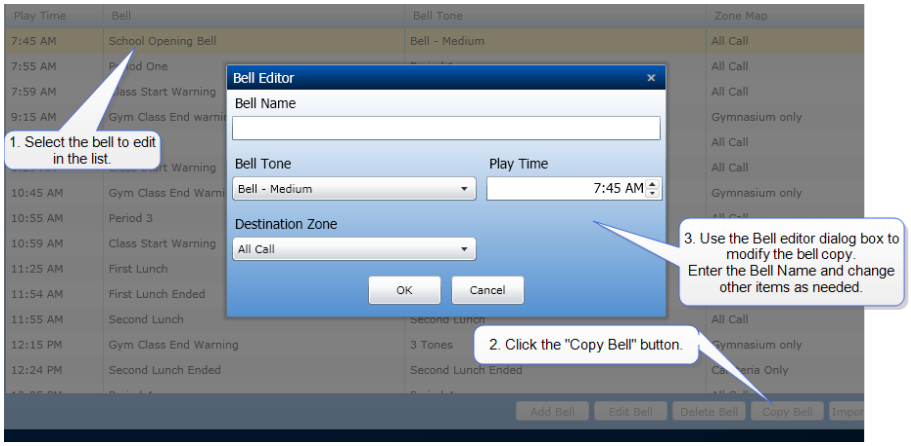

Figure 7-20: Bell Editor dialog box for "Copy Bell".

- Enter the Bell Name. You may use the computer's "copy-paste" function of the to paste a name from the clipboard if you want.
- If needed, change the Bell Tone, Play Time or Destination Zone.

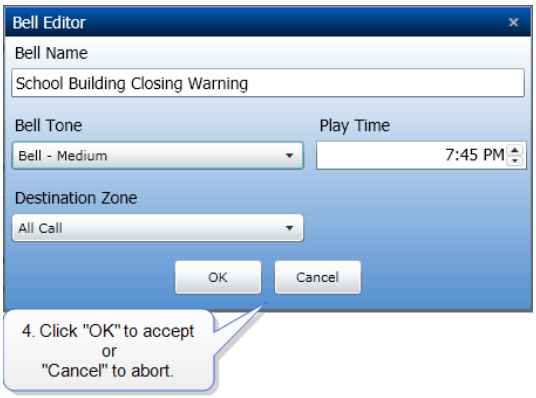

Figure 7-21: Bell Editor dialog box for "Edit Bell".

Click *OK* to accept any changes and add them to the selected day template.

Click *Cancel* to abort the process.

Import Template

You can copy the entire contents of an existing bell schedule template into another Day Template by importing it to a selected template. This function is helpful when you need to change the contents of an existing template or you wish to create a new one, making only minor changes to an existing template.

To copy a template, create a new Day Template and select it or select an existing Day Template and then click on the Import Template button. This will open a dialog box.

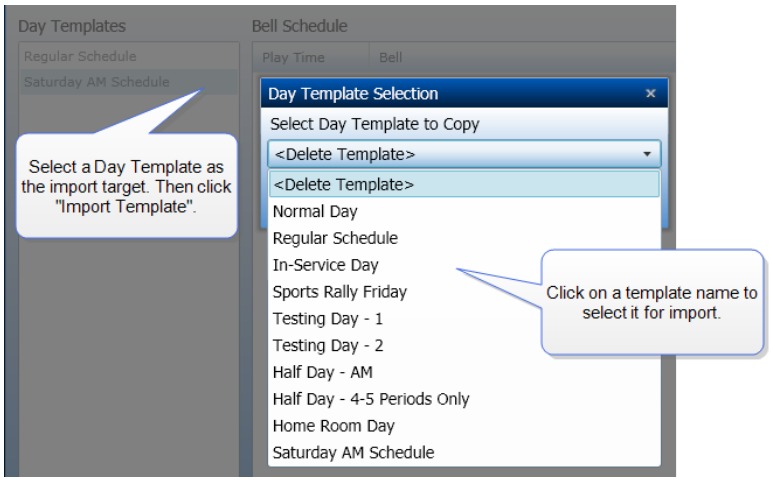

Figure 7-22: Import Template - Day Templates selection dialog box

You may select any template from the drop-down list. To empty an existing template, you may select "<Delete Template>". When you click on a template name, the list closes.

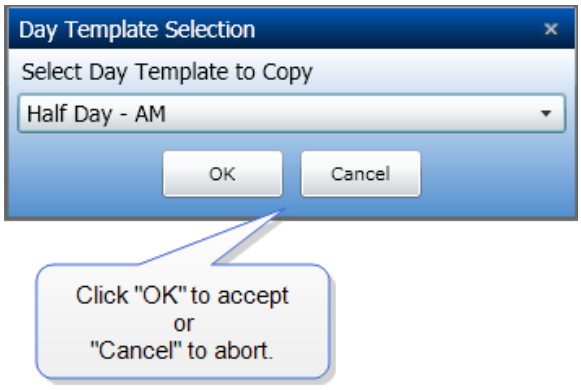

Figure 7-23: Import Template - Day Templates selection dialog box, completed.

Click *OK* to accept the template to copy and import its bells into the selected day template.

Click *Cancel* to abort the process.

Once you have imported an existing template into the selected Day Template, you may change the Bell Schedule with the "Add Bell", "Edit Bell", "Delete bell" and "Copy Bell" buttons .

Note: There is no button to rename an existing Day Template. To accomplish this task, Add a new Day Template with the new name and import the contents of the existing template. Then, delete the old template.

Play Bell

You can play a bell into its designated zone map manually. Select a bell from the Bell Schedule list and click on the Play Bell button. A confirmation dialog box will open.

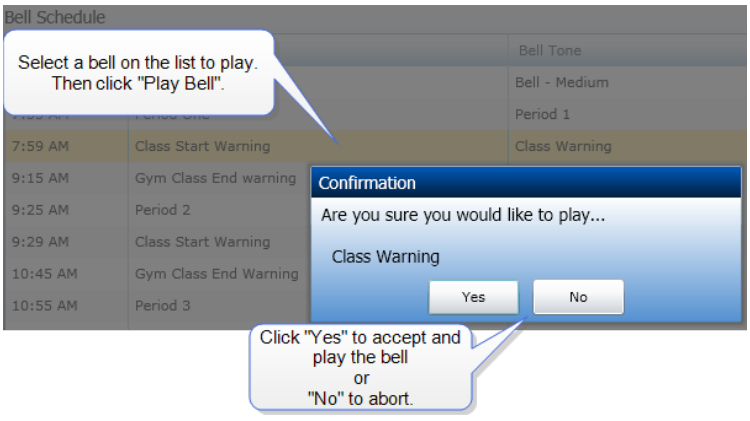

Figure 7-24: Play Bell confirmation box

Click *Yes* to play the bell selected in its assigned zone map.

Click *No* to abort the process.

Campus Schedule Setup Page

The Campus Schedule Setup page shows a month's calendar that displays the selected Day Templates assigned for that month. The current day of the month is highlighted in blue.

Figure 7-25: LANcom SCS User Screen - Schedules - Campus Schedule Setup page

At the top of the calendar are tabs to select which campus calendar to show. There are buttons to navigate to the previous month and next month relative to the month shown. Click on "Previous Month" to see earlier months. Click on "Next Month" to see later months. There is a button to enter the schedule editor. Click on "Edit Schedule" to see options for adding Day templates to the calendar.

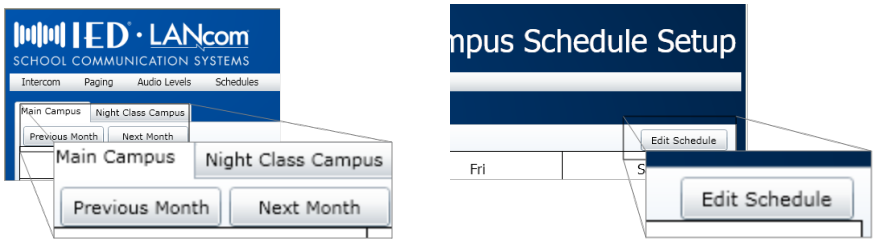

Figure 7-26: Campus selection tabs and Previous Month - Next Month buttons (left), Edit Schedule button (right)

If you move the mouse cursor to a date, it is highlighted in pale yellow and icons will display to allow you to edit the Day Template assigned to that day or to set a new one for the day.

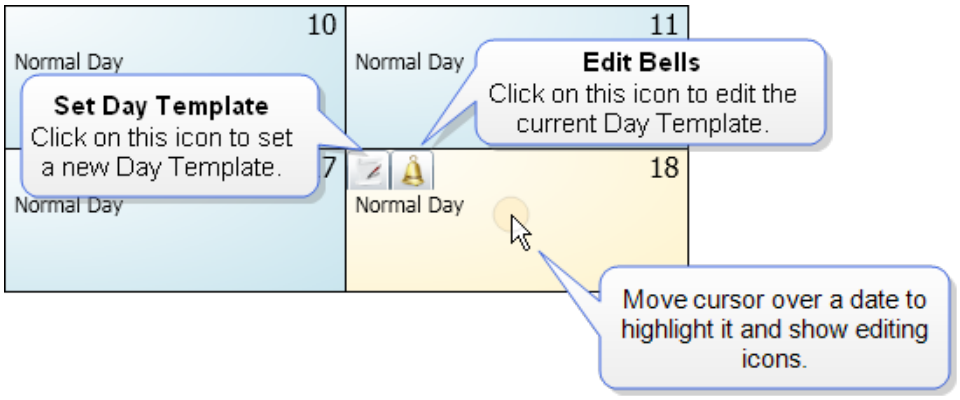

Figure 7-27: Icons appear to let you set a new Day Template or edit the Day Template

Caution! *If you assign an empty Day Template to a date using the "Set Day Template" icon, the template name may not show and this action prevents any other day template from being assigned to the date. To correct this issue, use the Set Day Template icon for the date, select <Delete Template> and click OK. Then click on the Set Day Template icon again, select the correct, filled-in Day Template and click OK.*

Edit Schedule Tab

You can use the calendar date "Set Day Template" icon to select a Day Template for that date. However, if you need to select a template for more than a few dates at a time, it may be faster to use the schedule editor. Click on the "Edit Schedule" button to open the schedule editor.

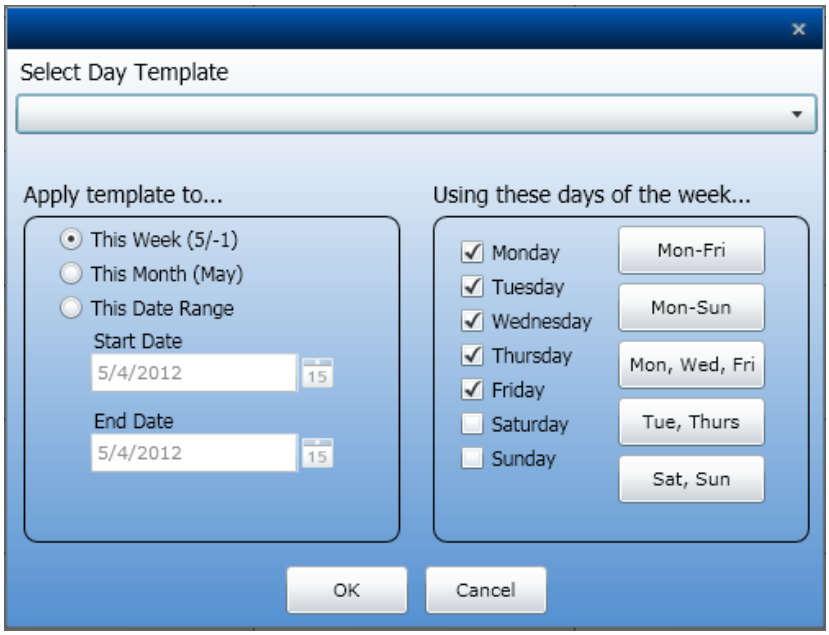

Figure 7-28: Schedule - Schedule Editor

Select Day Template

Click on the bar below the "Select Day Template" label to open the drop-down list of templates. Click on the desired Day Template name to select it.

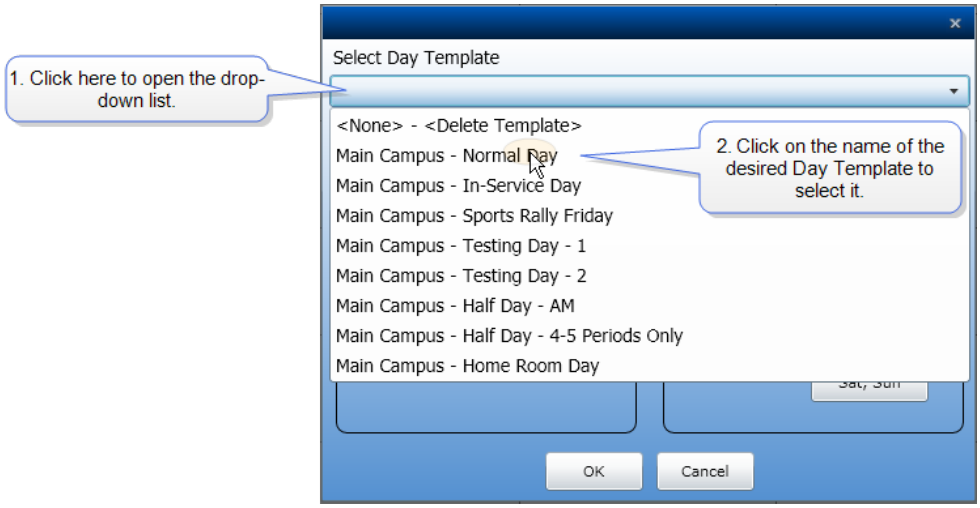

Figure 7-29: Schedule Editor - Selecting a Day Template

Apply template to...

Select the date range for the Day Template to apply.

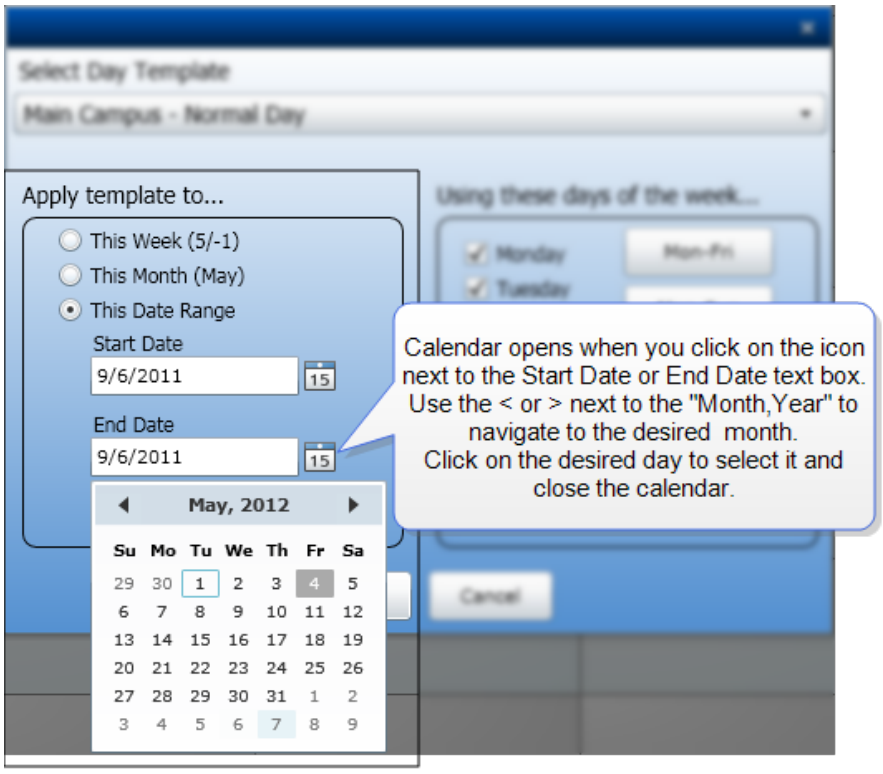

Figure 7-30: Schedule Editor - Apply template to date range

This Week

Apply the selected Day Template to the current week only.

This Month

Apply the selected Day Template to the current month only.

This Date Range

Apply the selected Day Template to the date range in the two text boxes "Start Date" and "End Date". You can enter dates in the boxes by two methods.

- Enter the dates in the boxes manually by typing them in.

Note: Enter dates with the format MM/DD/YY or MM/DD/YYYY. It will convert to MM/DD/YYYY when you finish the entry.

- Use the drop down calendars to select the dates. There is one calendar for each date entry text box. Click on the calendar icon on the right side of the date text box to open a calendar date picker. If the desired date is not shown on the calendar, navigate to the date using the arrows as described below.

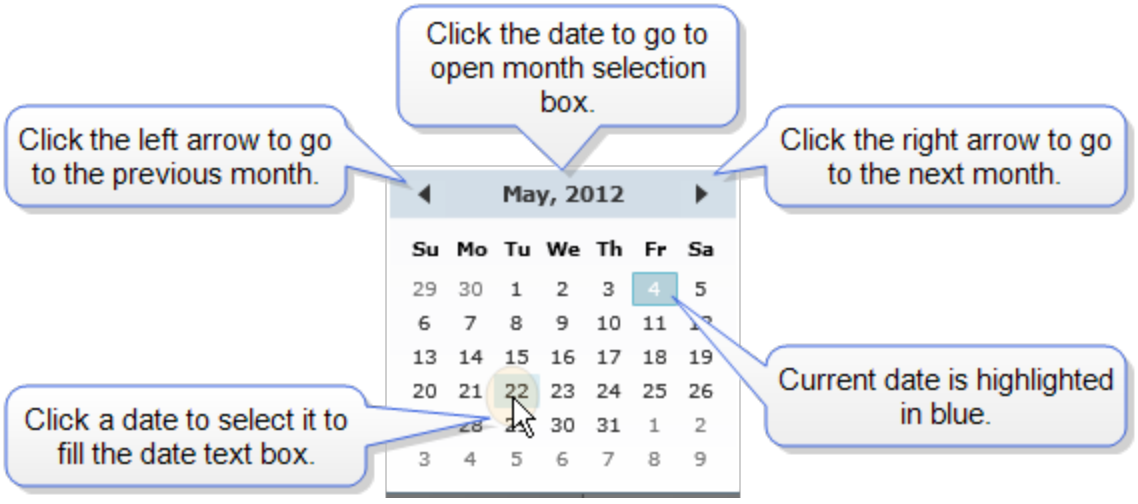

Figure 7-31: Date Select Calendar - day of month selection

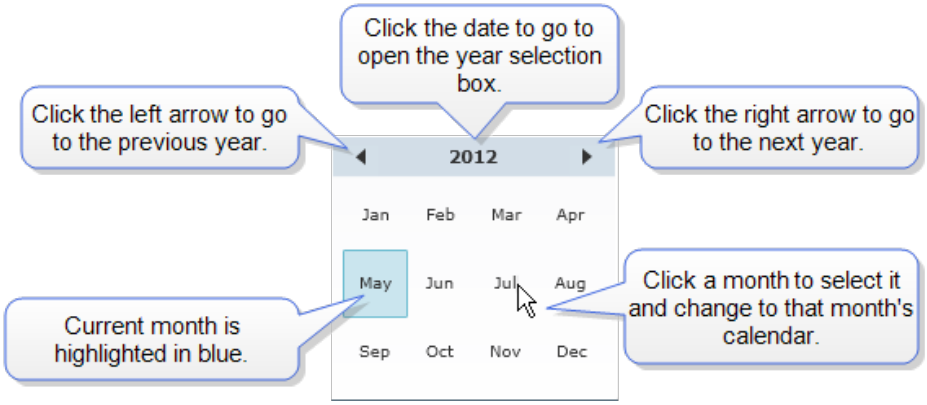

Figure 7-32: Date Select Calendar - month selection box

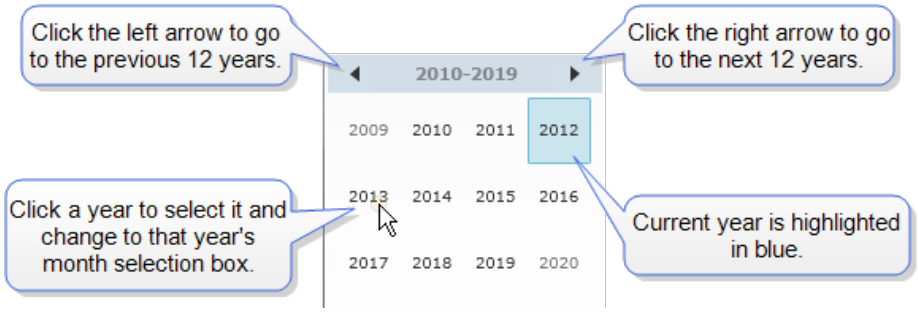

Figure 7-33: Date Select Calendar - year selection box

Using these days of the week...

Click on individual check boxes to select which days of the week in the date range to fill with the Day template. To make this easier, you may click on a pre-defined day button to select the days shown.

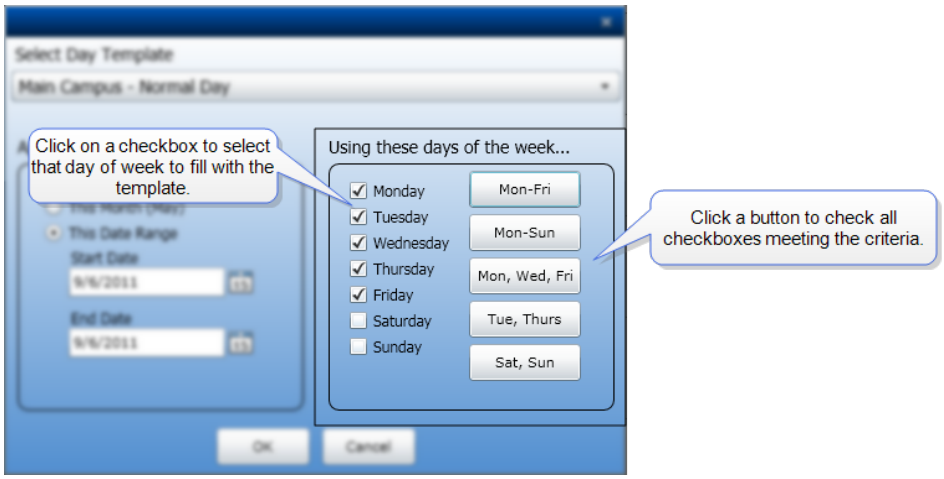

Figure 7-34: Schedule Editor - Selecting days of the week

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8

Notifications

The Notifications page allows a user to create and to view messages of general interest to members of defined notifications groups. A system user is made a member of one or more notification groups by a system administrator. Click on the "Notifications" item on the Toolbar to launch the Notifications page.

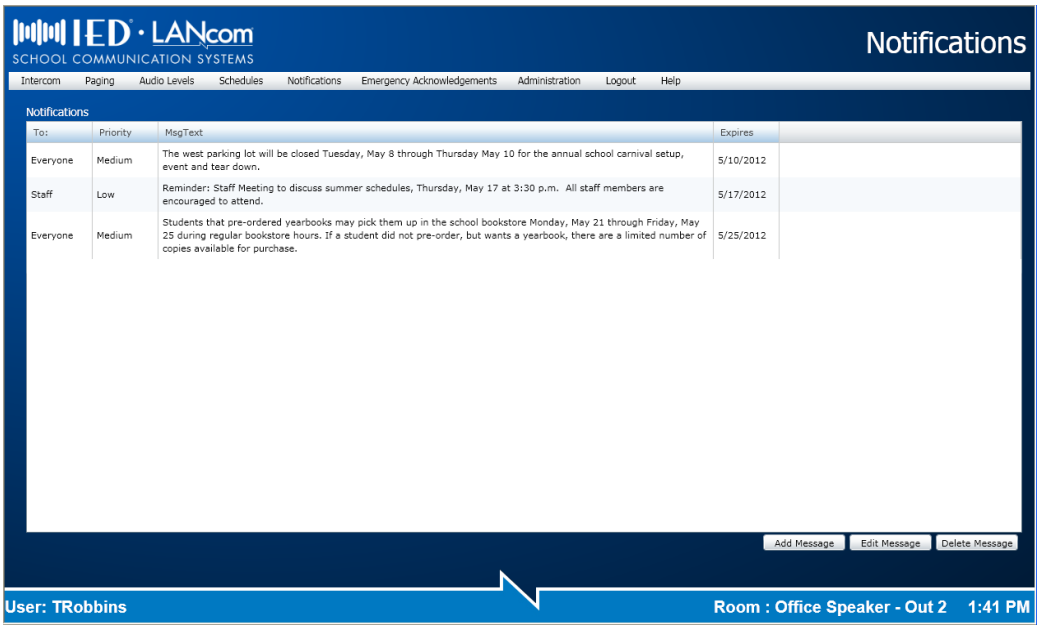

Figure 8-1: LANcom SCS User Screen - Notifications page

The Notifications page shows a list of messages sent to the user's groups and three buttons at the bottom right of the page. These buttons allow a user to add, edit or delete messages according to their set permissions.

Notifications Message List

The Notifications message list shows messages that are sent to the user's notification groups. Messages may be selected by clicking on them. Actions may be taken by clicking on buttons displayed at the bottom of the page.

New Message Icon

When a new message is sent to the a group, the "New Message" icon will appear in the lower left corner of the LANcom SCS web page.

Figure 8-2: New Message icon as seen on the web page.

Notifications

To:	Priority	MsgText	Expires
Everyone	Medium	The west parking lot will be closed Tuesday, May 8 through Thursday May 10 for the annual school carnival setup, event and tear down.	5/10/2012
Staff	Low	Reminder: Staff Meeting to discuss summer schedules, Thursday, May 17 at 3:30 p.m. All staff members are encouraged to attend.	5/17/2012

Figure 8-3: Notifications Page - Notifications message list

To:

The Notifications group that is receiving the message.

Priority

The priority of the message as selected by the sender. Choices include "Low", "Medium", "High" and "Emergency". The default priority is "Medium".

MsgText

The body of the message.

Expires

The last date the message may be displayed on the Notifications page. The message can be removed from the list at any time by using the delete button. Notification messages require an expiration date to be set before they can be sent.

Message Function Buttons

The Notifications page has three message function buttons at the bottom of the page.

Figure 8-4: Notifications page - message functions buttons

Add Message Button

Clicking on the ***Add Message*** button opens a dialog box that allows the user to create a new message and send it to a selected notification group.

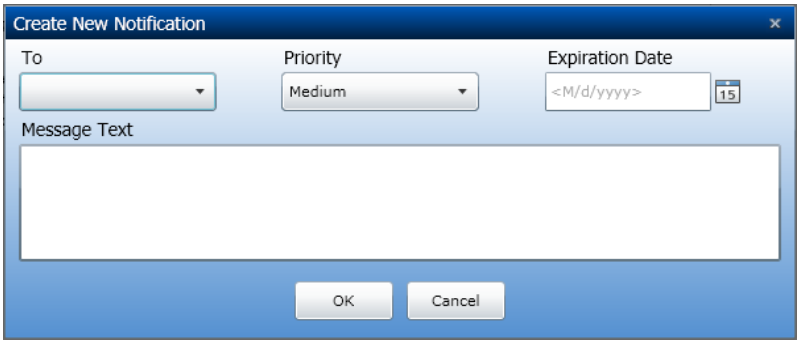

Figure 8-5: Notifications Page - Create New Notification dialog box

To

Click on the button below the "To" label to open a drop down list of groups. Only groups that the user has membership will display. Click on a group name to select it as the message addressee. The selected group name will appear on the button. When you complete the message and send it, the message will be transmitted to the group members and the addressee group name will appear along with the text on the message list.

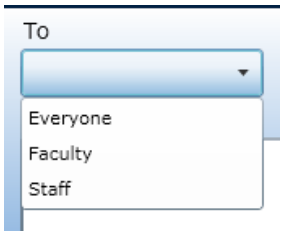

Figure 8-6: Drop-down list of Groups

Priority

The default Notification message priority is "Medium". If you want to change it, click on the button below the "Priority" label to open a drop down list of priority levels. Choices include: "Low", "Medium", "High" and "Emergency". Click on a priority name to select it as the message priority. The selected priority will appear on the button.The priority will be displayed along with the text in the message list.

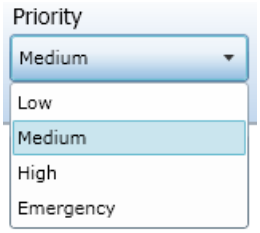

Figure 8-7: Drop-down list of Priorities

Expiration Date

Note: You must set the last date that the message will be shown on the Notifications message list. This is the message Expiration Date. You cannot enter the Expiration Date using the keyboard; you must use the drop-down calendar date picker to select it.

Click on the calendar icon on the right side of the date text box to open a date picker calendar.

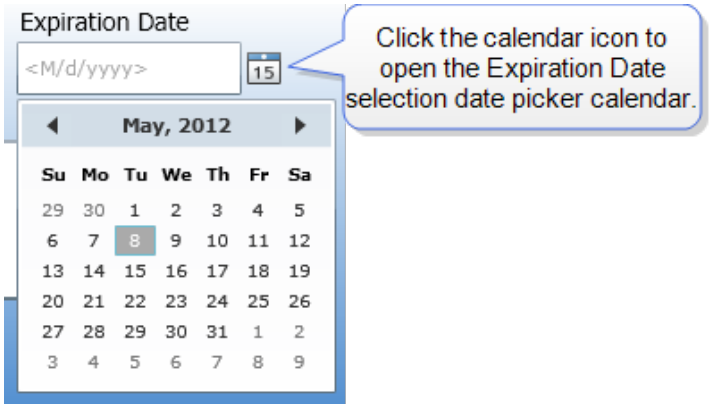

Figure 8-8: Expiration Date selection date picker calendar

Click on the calendar date to select it and enter it into the Expiration Date text box. The date will display in the Expires column of the message list and the message will be deleted on the day following its expiration date. If the desired expiration date is not shown on the calendar, navigate to the date using the arrows as described below.

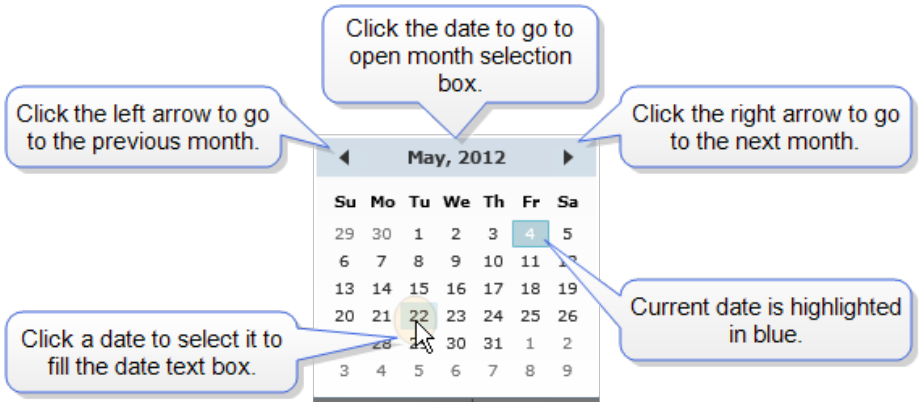

Figure 8-9: Date Select Calendar - day of month selection

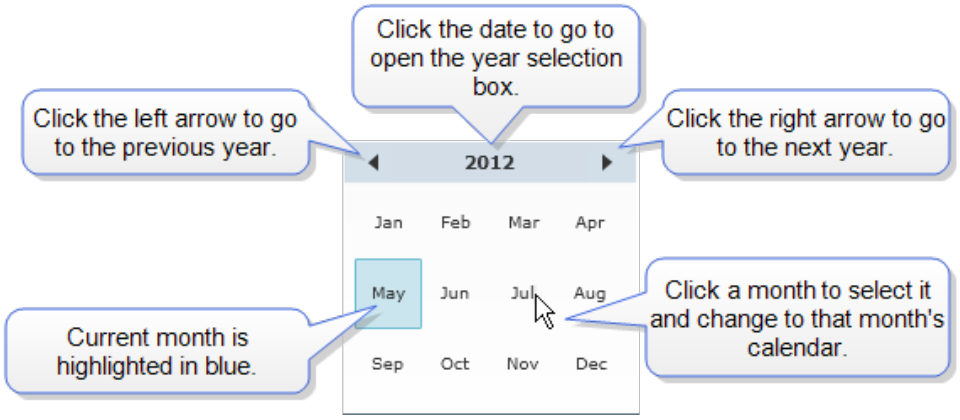

Figure 8-10: Date Select Calendar - month selection box

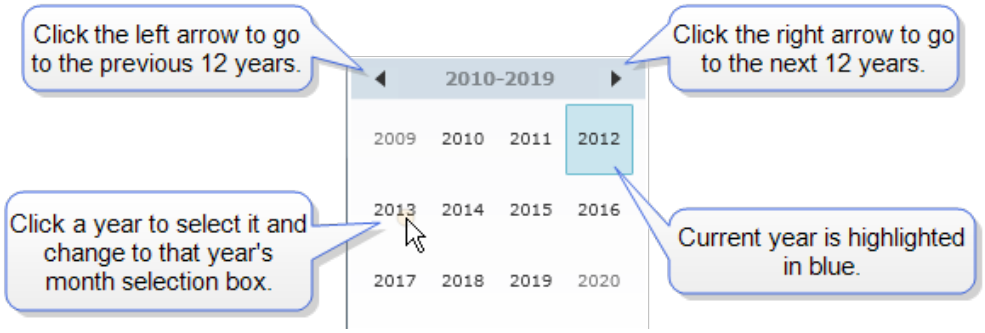

Figure 8-11: Date Select Calendar - year selection box

Message Text

Enter the text of the desired message. When the message is completed, click **OK** to send it. You can cancel sending the message and discard it by clicking the **Cancel** button.

Note: This text entry box does not allow for using the <Enter> key to start a new line of text. It does not have a spell check function. You will need to manually check your spelling and grammar before sending the message.

Edit Message Button

You can edit an existing message in the Notifications message list. To do this, select the desired message by moving the mouse cursor to it and click on it to select.

Clicking on the ***Edit Message*** button opens a dialog box that allows the user to edit the selected message.

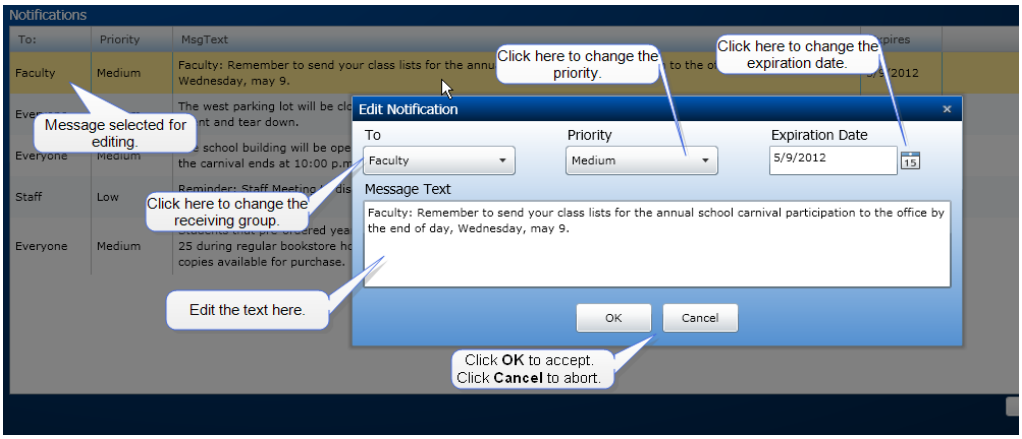

Figure 8-12: Notifications Page - Create New Notification dialog box

To

The current Notification message recipient group is shown on the button. If you want to change the receiving group, click on the button below the "To" label to open a drop down list of groups. Only groups that the user has membership will display. Click on a group name to select it as the message addressee. The selected group name will appear on the button. When you complete the message and send it, the message will be transmitted to the group members and the addressee group name will appear along with the text on the message list.

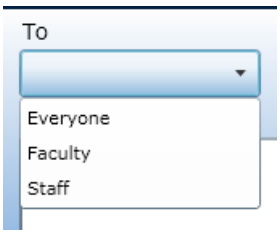

Figure 8-13: Drop-down list of Groups

Priority

The current Notification message priority is shown on the button. If you want to change it, click on the button below the "Priority" label to open a drop down list of priority levels. Choices include: "Low", "Medium", "High" and "Emergency". Click on a priority name to select it as the message priority. The selected priority will appear on the button.The priority will be displayed along with the text in the message list.

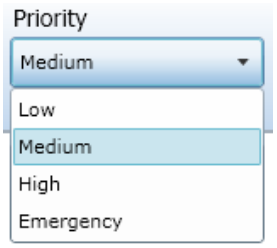

Figure 8-14: Drop-down list of Priorities

Expiration Date

The current expiration date is shown in the text box. If you want to change it, click on the calendar icon to the right of the text box. This will open a date picker calendar.

Note: You must set the last date that the message will be shown on the Notifications message list. This is the message Expiration Date. You cannot enter the Expiration Date using the keyboard; you must use the drop-down calendar date picker to select it.

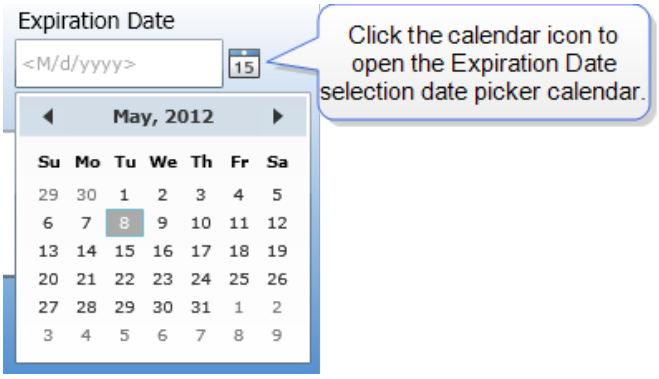

Figure 8-15: Expiration Date selection date picker calendar

Click on the calendar date to select it and enter it into the Expiration Date text box. The date will display in the Expires column of the message list and the message will be deleted on the day following its expiration date. If the desired expiration date is not shown on the calendar, navigate to the date using the arrows as described below.

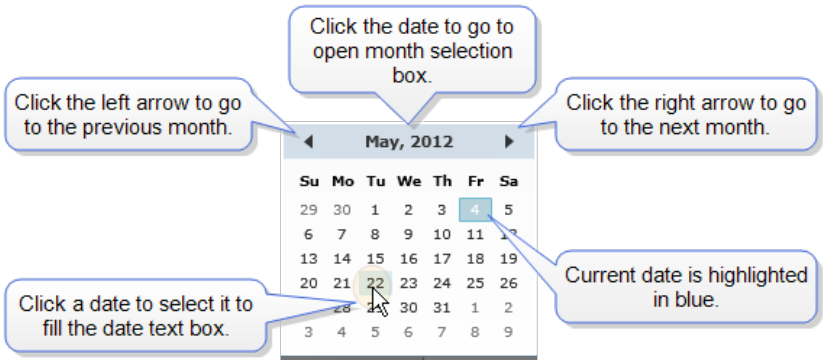

Figure 8-16: Date Select Calendar - day of month selection

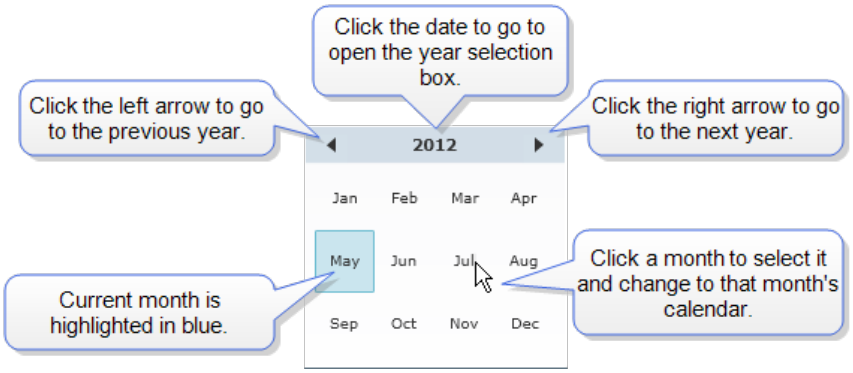

Figure 8-17: Date Select Calendar - month selection box

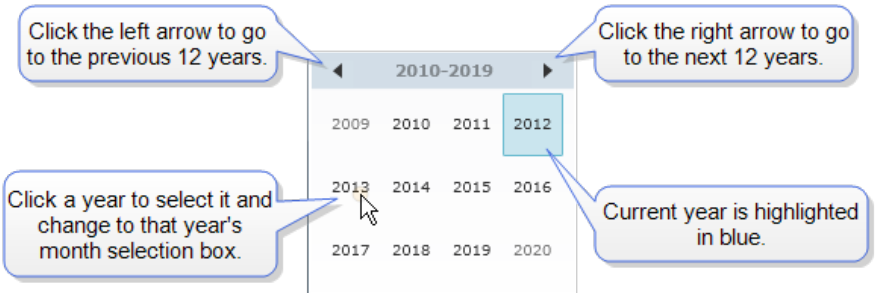

Figure 8-18: Date Select Calendar - year selection box

Message Text

Edit the text of the message if desired. When the message is completed, click **OK** to send it. You can cancel sending the message and discard it by clicking the **Cancel** button.

Note: This text entry box does not allow for using the <Enter> key to start a new line of text. It does not have a spell check function. You will need to manually check your spelling and grammar before sending the message.

Delete Message Button

You can delete a message in the Notifications message list before its expiration date.To do this, select the desired message by moving the mouse cursor to it to highlight the message. Click on it to select. Click on the ***Delete Message*** button. The message will be deleted immediately.

Caution! ***There is no confirmation pop-up warning before the message is deleted. There is no "un-do" to recover deleted messages.*** *Be sure you have selected the message you want to remove before clicking on the* ***Delete Message*** *button.*

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9

Emergency Acknowledgements

Announcement Events can be created with a setting that requires room occupants to acknowledge hearing that announcement. Examples include "Lockdown" or "Weather Alert" events. (See Administration - Events Setup.) Room occupants typically acknowledge the announcement by pressing a dedicated pushbutton or by clicking on an "Acknowledgement" pop-up on the teacher's computer screen.

The Emergency Acknowledgements page shows a list of rooms that are configured in the LANcom School Communications System.It allows a user to see which rooms have acknowledged a message event after the it plays. Click on the "Emergency Acknowledgements" item on the Toolbar to launch the page. You will find the name of the event being acknowledged on the left side of the page, below the toolbar. This description is reset, along with the room device's status, when a new event that requires acknowledgement is played.

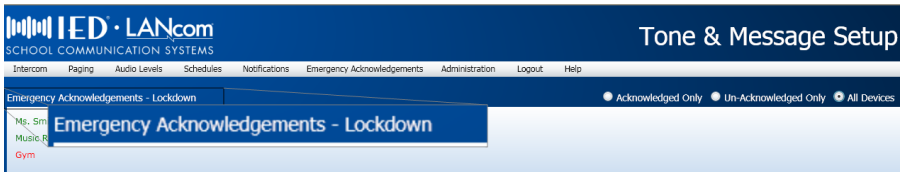

Figure 9-1: Emergency Acknowledgements page showing the event being acknowledged.In this example, a Lockdown event has been played.

Rooms shown in green have acknowledged the event message. Rooms shown in red have not acknowledged the event message.

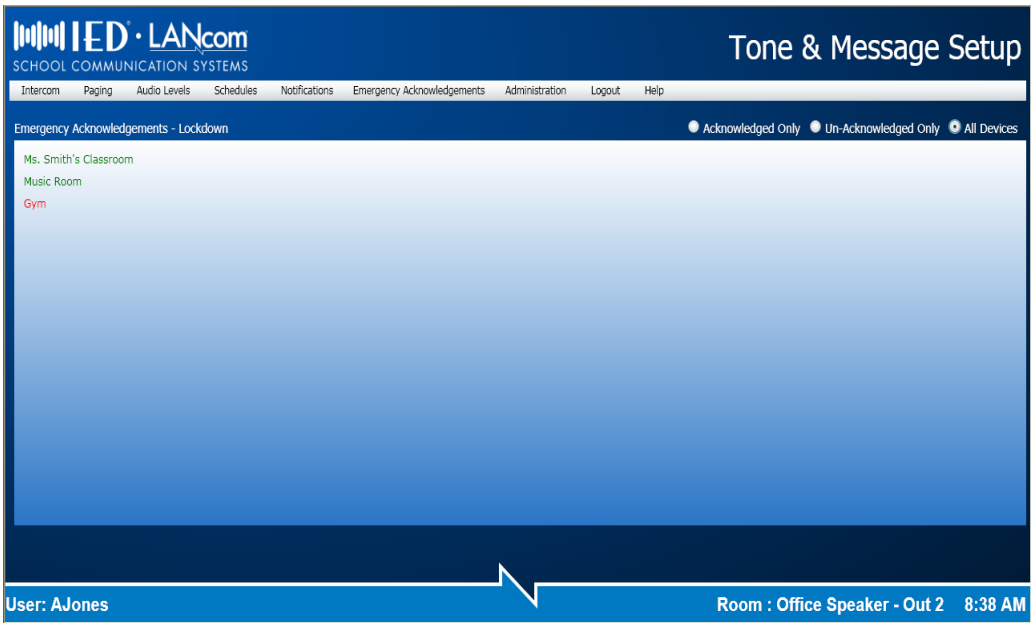

Figure 9-2: LANcom SCS User Screen - Emergency Acknowledgements page

You can select from a set of three filters to see rooms that have acknowledged, rooms that have not acknowledged or all room devices. Click on a button to set the filter.

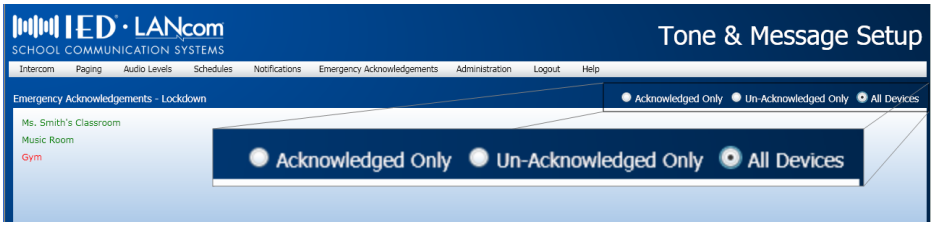

Figure 9-3: Filters to select which rooms are displayed in the list

Display Filters

The room devices shown in the Emergency Acknowledgements display may be filtered by selecting one of three choices. Click on the radio button to the left of the description to select the filter.

All Devices

Setting "All Devices" filter shows all room devices. Acknowledged rooms are in green text; Un-Acknowledged rooms are in red text.

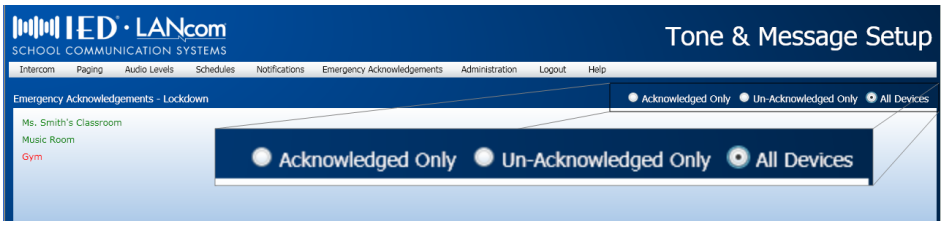

Figure 9-4: All Devices Filter. All room devices are shown.

Acknowledged Only

Setting "Acknowledge Only" filter shows only the room devices where the occupant has acknowledged the event message.

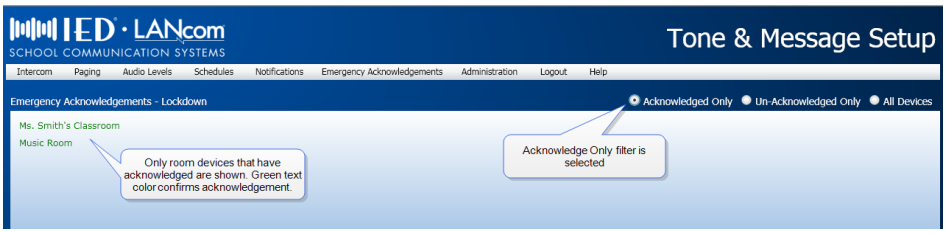

Figure 9-5: Acknowledged Only Filter. Only acknowledged messages are displayed

Un-Acknowledged Only

Setting "Un-Acknowledge Only" filter shows only the room devices where the occupant has not acknowledged the event message.

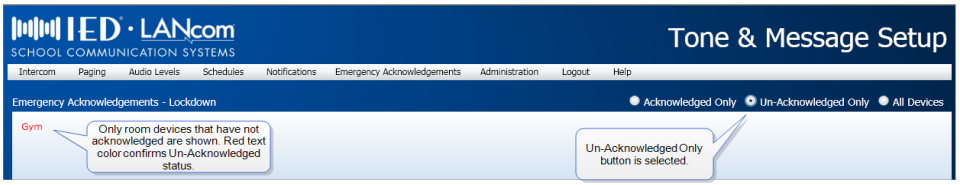

Figure 9-6: Un-Acknowledged Devices Filter. Only non-acknowledged messages are displayed

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10

Administration

The LANcom SCS Administration pages provide authorized users with the ability to configure some of the system parameters; add, edit or delete tones and messages; add, edit or delete events; add, edit or delete system users and permissions; monitor some system operations and recover from some system stoppage issues. Click on the Toolbar item "Administration" to show a drop down menu list of choices. The list contents may vary, based on a user's permissions.

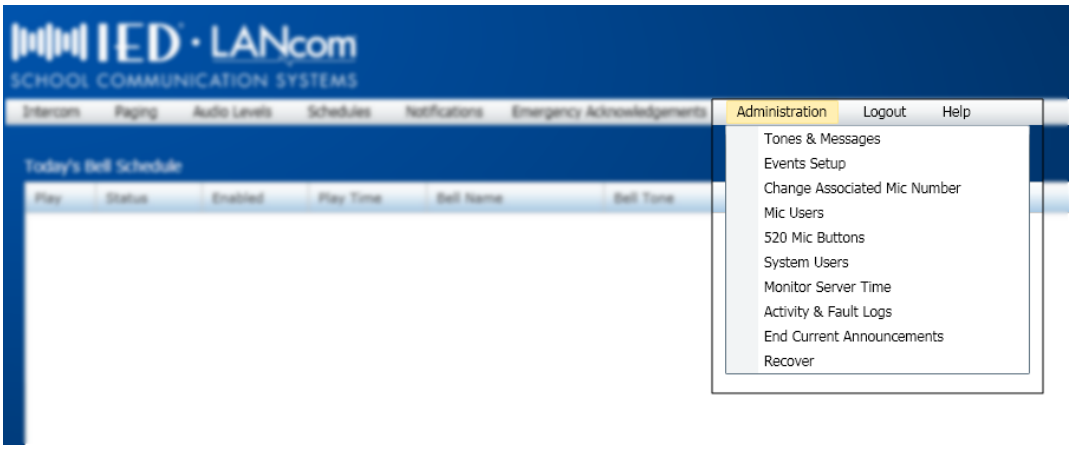


Figure 10-1: LANcom SCS User Screen - Administration drop-down menu list

Moving the mouse cursor over the list will highlight an item. Click on it to select it and go to that page.

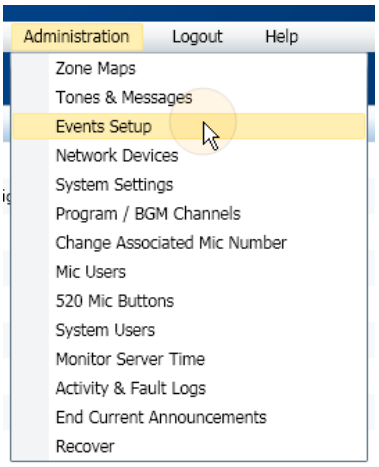


Figure 10-2: Administration drop-down menu showing highlighted item.

Zone Maps Page

A zone map is a collection, or group, of room devices that can be addressed as one when making page announcements or when playing bell tones, messages or events. The Zone Maps page allows a user to create zone map names and then select which room devices are a part of that zone map. To access the Zone Maps page, click on "Zone Maps" in the drop down list under the Toolbar item "Administration"

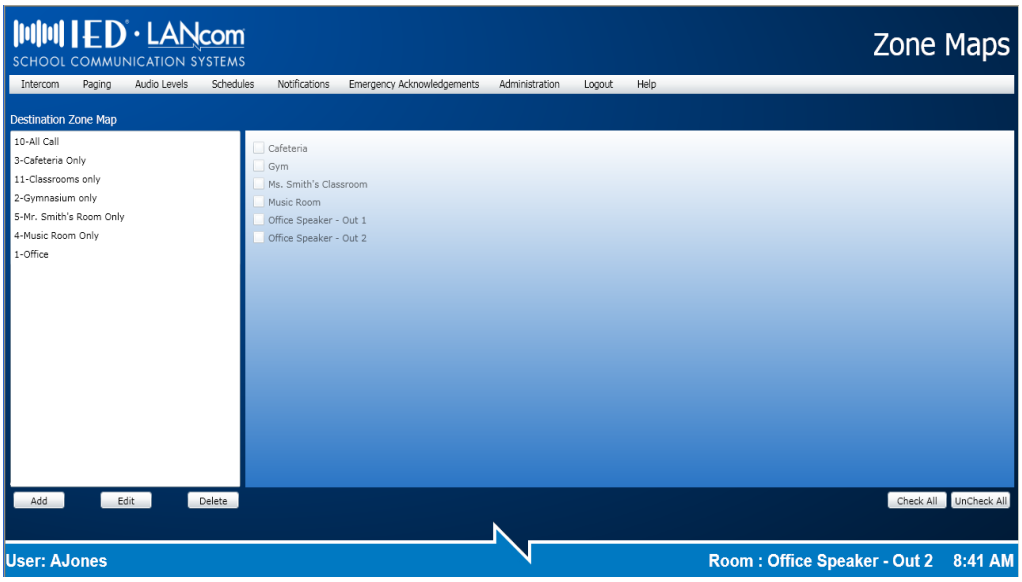


Figure 10-3: LANcom SCS User Screen -Administration - Zone Maps Setup page

The left side of the page shows a list of Destination Zone Maps. In the list are all the zone maps defined in the LANcom School Communications System and their telephone access code. The right side of the page shows a list of all room devices that are defined in the system.

Zone Maps - Destination Zone Maps List

The Destination Zone Maps, on the left side of the Zone Maps page, lists all the zone maps defined in the LANcom SCS. The zone maps are sorted in alphabetical order, preceded by their telephone access code.There are three buttons, shown below the list, that allow a user to add, edit or delete zone maps.

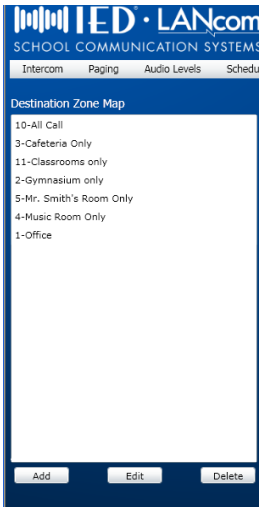


Figure 10-4: Destination Zone Map list and Add, Edit, Delete function buttons

Add

Click on the Add button to create a new Zone Map (Zone Group). A pop-up dialog window will open that requests information about the new Zone Map.

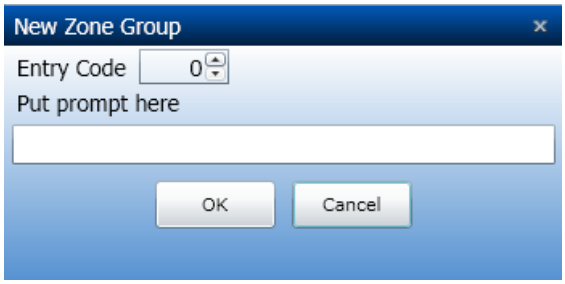


Figure 10-5: Administration - Add New Zone Map dialog window

Entry Code

Enter the Zone Map number in the box . This number is entered when using the telephone to make a page announcement to a zone map. You may type the number in or click on the "up" or "down" arrows next to the box to enter the desired number.

Note: The Zone Map number must be a unique number greater than zero (0). You may not use a number already assigned to an existing zone map. Although the software will accept zero as a valid Entry Code, the telephone interface does not recognize "0" as an Entry Code number.

Zone Map Name

Type the name of the new zone map in the text box labeled "Put prompt here". This zone map name will appear in the Destination Zone Map list as well as drop down lists that appear when selecting zone maps for page announcements, message play actions and

bell play actions.

Note: The Zone Map name should be descriptive of the areas that will hear (or see) announcements and messages when they are delivered to the room devices that are included in the zone map.

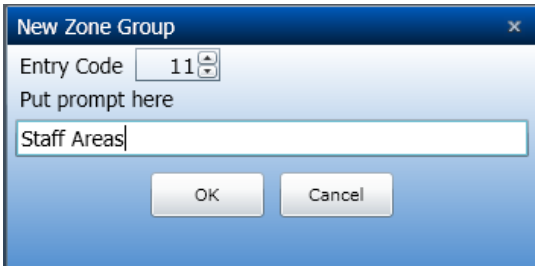


Figure 10-6: Add New Zone Map dialog window, filled in.

Click "OK" to accept the new zone map name and entry code, adding it to the list. Click "Cancel" to abort adding this new zone map to the list.

If you try to enter an Entry Code that is already in use and click "OK", you will get an error notice. Click "OK" to close the error notice. To correct the error, change the Access Code to a unique code number and click OK.

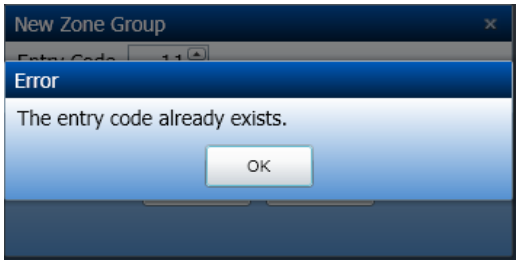


Figure 10-7: New Zone Map - Entry Code duplication error

Caution! *If you enter a zone map name that is identical to an existing zone map name, no error will occur. You may assign room devices to this zone map and the name will appear on the Destination Zone Maps list (along with the Entry Code number) and in zone map drop down lists when making announcements, playing messages or setting up bells and events (without the entry code number). To avoid confusion always create unique zone map names.*

Edit

Select an existing zone map from the Destination Zone Map list and click on the Edit button to change either the access code or the name of that zone map. A pop-up dialog window will open that shows information about the selected zone map.

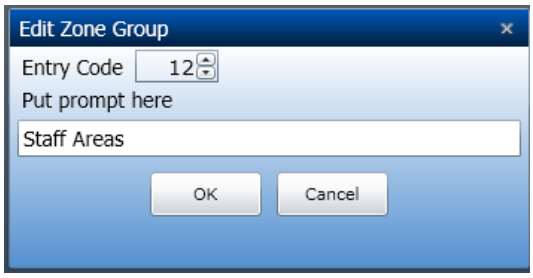


Figure 10-8: Edit Zone Group dialog box showing existing information

Change the desired information, such as Entry Code.

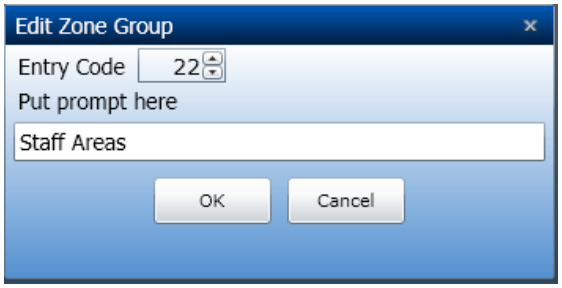


Figure 10-9: Edit Zone Group dialog box showing changed Entry Code

Click "OK" to accept the changes and add them to the Destination Zone map list. Click "Cancel" to abort the edit operation.

Delete

You may remove a zone map from the list by selecting it and clicking on the "Delete" button. A pop-up confirmation window will open, showing the selected zone map name, and ask if you are sure you want to delete the selected zone map.

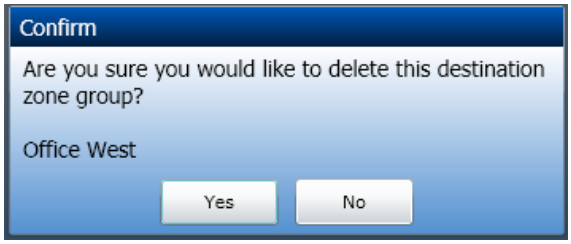


Figure 10-10: Zone Map delete confirmation window

Click "Yes" to confirm and delete the zone map. Click "No" to abort the operation.

Zone Maps - Room Device List

The Room Device list, on the right side of the Zone Maps page, shows all of the room devices defined in the LANcom SCS. Room devices are sorted in alphabetical order.There are two buttons, shown below the list, that allow a user to "Check All" (select all) or "UnCheck All" (de-select all) devices in the list when associating rooms to a zone map in the left-side list.

Viewing Zone Map - Room Device Assignments

You can see which room devices are assigned to a zone map by clicking on the zone map name in the Destination Zone Map list. Assigned room devices are checked.

Add Room Devices to a Zone Map

To add room devices to a zone map, highlight and select the zone map in the Destination Zone Map list by clicking on it. Then, click on the check box next to any room device listed. A "checked" device becomes a part of the zone map. To select all room devices at once (such as for an "All Call" zone map) click on the "Check All" button.

Remove Room Devices from a Zone Map

To remove room devices from a zone map, highlight and select the desired zone map name in the Destination Zone Map list. Uncheck room devices to remove them from the zone map. Click on the "UnCheck All" button to remove all room devices from the list at once.

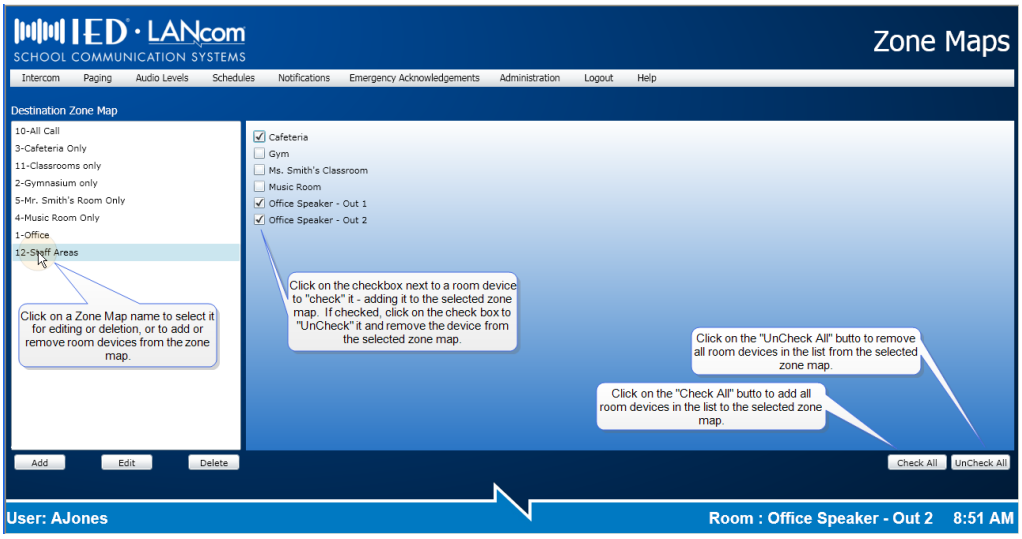


Figure 10-11: Viewing and changing contents of a zone map.

Tone and Message Setup Page

Tones and messages are audio files that may be played in a LANcom School Communication System for a variety of purposes. These include class change or warning bells, routine announcements, emergency messages or sounds that are used for alerting or administrative purposes, such as pre-announce tones or privacy tones. The Tone and Message Setup screen provides the functions for adding audio files to the system, editing information about the audio file or deleting it from the system.

Note: For simplicity, all sound files used in LANcom SCS are referred to as "Tones" whether they are sounds, tones, music or recorded speech.

To access the Tone & Message Setup page, click on "Tones & Messages" in the drop down list under the Toolbar item "Administration".

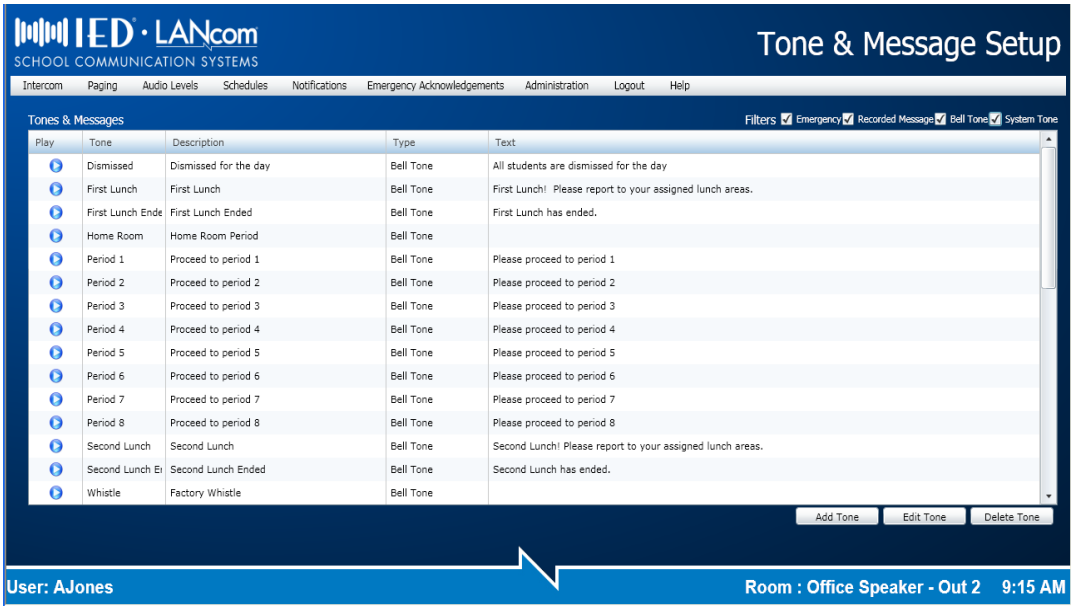


Figure 10-12: LANcom SCS User Screen - Administration - Tone and Message Setup page

Tones and Messages List

The Tones and Messages list contains information about each tone that has been added to the system. The list is divided into rows and columns. Each tone uses one row and the columns are used to show various information. You may click on most of the column headings to change the way the information is sorted.

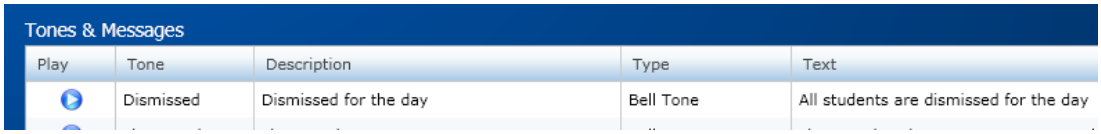


Figure 10-13: Tones and Messages List showing column titles

Play

Play Tone

If your computer has a sound card and speakers, click on the "Play" icon to listen to the tone shown on the row with the icon.

Stop Playing Tone

While the tone is playing, the icon will change to the "Stop" icon. Click on it to stop playing the tone.

Tone

This is the name given to the tone. It may be the same as its file name or it may be different. Usually this name is used to describe the contents of the file. Example: Dismissed

Note: Click on the "Tone" heading to sort the list alphabetically according to the tone name. Click once to sort "0 to 9, A to Z" and click again to sort "Z to A, 9 to 0".

Description

This is a description of how the tone will be used in the system. This description appears when the tone is shown in drop down selection boxes and under its icon on the Paging - Tones and Message page. Example: Dismissed for the Day

Note: Click on the "Description" heading to sort the list alphabetically according to the description name. Click once to sort "0 to 9, A to Z" and click again to sort "Z to A, 9 to 0".

Type

This is the type of tone . There are four types: Bell Tone, Emergency Tone, Recorded Message and System Tone.

Bell Tone: A sound file that is commonly used to indicate start of the school day, class change, class start warnings and end of the school day.

Emergency Tone: A sound file, containing tones, noises or recorded messages,that are used to provide information during an emergency condition or the end of an emergency condition.

Recorded Message: A sound file containing recorded speech to convey some information to those hearing it. Examples may include staff requests (i.e. "Custodian please report to the office.") or advisory messages (i.e. "Students must not park in the staff parking lots.") Recorded messages may also include daily announcements that are played some time after being recorded.

System Tones: Tones used for various system functions or alerts. (i.e. pre-announce tones, privacy tones and intercom request acknowledgement tones)

Note: Click on the "Tone" heading to sort the list alphabetically according to the type of tone. Click once to sort "0 to 9, A to Z" and click again to sort "Z to A, 9 to 0".

Text

The plain text message that will be displayed on (optional) Visual Display Monitors when the tone is played.

Note: Click on the "Text" heading to sort the list alphabetically according to the first letter of the text message. Click once to sort "0 to 9, A to Z" and click again to sort "Z to A, 9 to 0". Blank or empty text fields will sort before "A" in an "A to Z" sort and after "A" in a "Z to A" sort.

Filters

You can set filters to limit which types of tones are displayed. Click on a check box to select or unselect a filter.

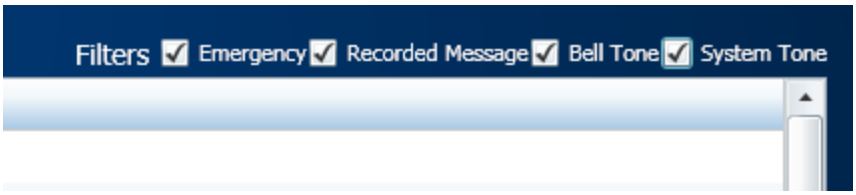


Figure 10-14: Tones and Messages - Filters

Emergency

If checked, includes Emergency Tones in the list. If unchecked, omits them from the list.

Recorded Message

If checked, includes Recorded Messages in the list. If unchecked, omits them from the list.

Bell Tone

If checked, includes Bell Tones in the list. If unchecked, omits them from the list.

System Tone

If checked, includes System Tones in the list. If unchecked, omits them from the list.

Add, Edit or Delete Tones and Messages

The Tone and Message Setup pages gives the user the ability to add new sound files for use in the LANcom SCS, and to edit or delete existing tones and messages. There are three buttons at the bottom right of the page providing these functions.

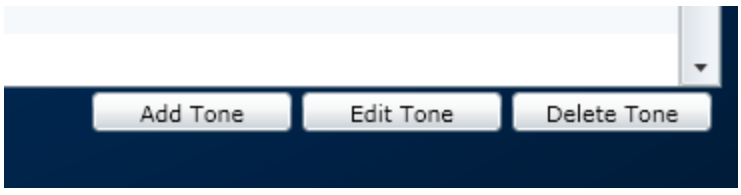


Figure 10-15:

Add Tone

Click on the "Add Tone" button to import a sound file for use with the LANcom SCS. A dialog box will open.

Note: Any .WAV sound file may be imported for use as a tone. However, if sound files with different formats or settings are played at the same time, the system may play one or more of the files in unexpected ways. We recommend that all sound files imported have been saved with the following format: Mono, unsigned, 16 bit, 16 kHz sample rate. If the file does not meet this format, it can be imported into any sound file editor, such as GoldWave (available for download at www.goldwave.com), and saved in the desired format.

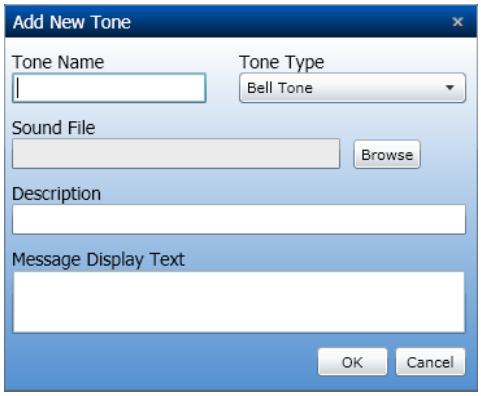


Figure 10-16: Add New Tone dialog box

The process of adding a tone is easiest if you follow this order:

Sound File

Click the "Browse" button to open a standard Windows "Open.." dialog and browse to find the sound file you want to add to the system. You may browse your computer or any computer on the network that you have permissions for access, including the LANcom server.

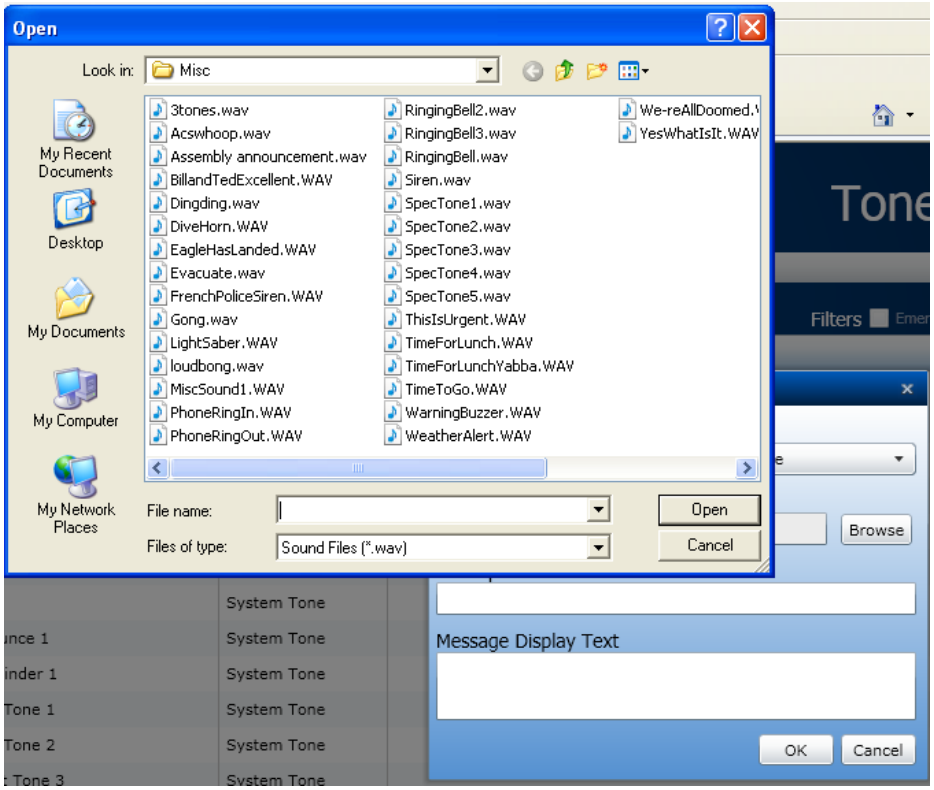


Figure 10-17: Windows "Open.." dialog window to find sound files

When you find the desired file, click on it in the window and click "Open" or double click the sound file name. You can click "Cancel" to close the browser window without selecting a file.

When you select a file, its file name is entered into the text box labeled "Sound File" and a "Play file" icon appears next to the text box. If your PC has a sound card and speakers, you can click on the play icon to hear the sound file. While playing, the icon will change to the "Stop" icon. Click on the icon to stop playing the file.

Note: You can import the same sound file and give it different Tone Names and descriptions. This may be helpful for signal tones that display different text messages. (i.e. A common bell tone with text to display the "period" being dismissed.)

Tone Name

Enter the name of this tone.

Tone Type

Click on the button to expose the drop down list of tone types. Click on the type that describes how this tone will be used most often. Only types "Bell Tone" and "Recorded Message" appear in the Paging - Tones and Messages list for ad-hoc play.

Description

Enter a description for how this tone will be used.

Message Display Text

Enter the text to be shown on visual displays when the message is played.

Click "OK" to accept the information and add the tone to the system list. Click "Cancel" to abort the operation and close the dialog box without adding the tone to the system.

Edit Tone

You may change any or all of the parameters of a Tone, including the sound file used, by selecting the tone and editing it. As you move the cursor over the list of tones and messages, you will see a light yellow-colored band highlight the row of information for each tone.

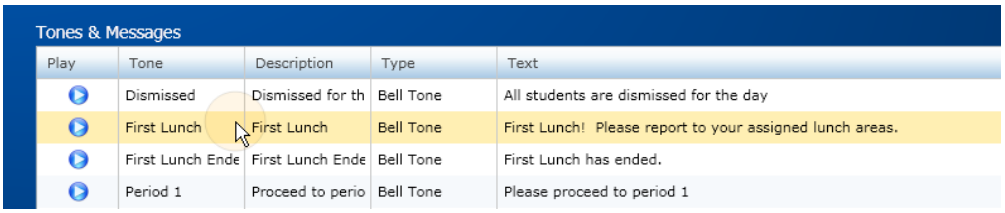


Figure 10-18: Tone is highlighted when cursor is over its row.

Click on the desired tone's row and it will be selected. This is shown by the row changing to yellow.

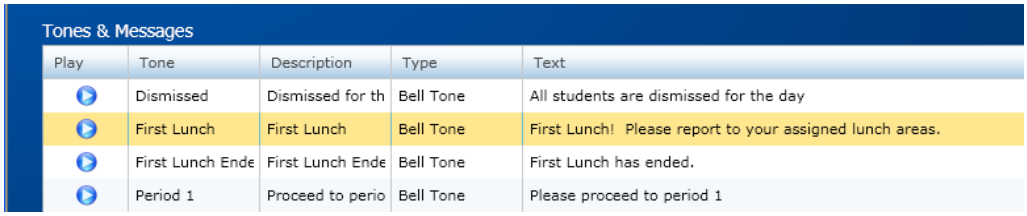


Figure 10-19: Selected tone is marked with yellow color.

Click on the "Edit Tone" button on the lower right of the page to open the "Edit Existing Tone" dialog box. If you click on the "Edit Tone" button without selecting a tone, you will get an error message.

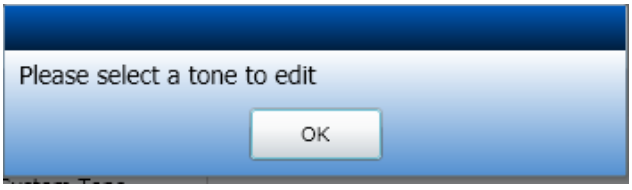


Figure 10-20: Edit Tone error popup box

Click "OK" to close the box. Select a tone to edit and then click on the "Edit Tone" button to open the edit dialog box.

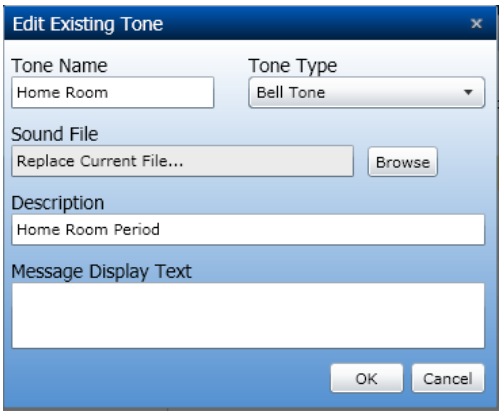


Figure 10-21: Edit Existing Tone dialog box

Type in any changes desired to the Tone Name, Description or Message Display Text. You may change the Tone Type by selecting a different one from the drop-down list. You may change the Sound File by clicking on the "Browse" button and selecting a new file from the browser window. Any item unchanged will remain unchanged when you click on the "OK" button to save the new information and close the dialog box. Click "Cancel" to abort the edit process and close the dialog box.

Delete Tone

You may permanently delete a Tone from the LANcom SCS. Select a tone to delete from the Tones and Messages list. Click on the "DeleteTone" button on the lower right of the page. If you click on the "DeleteTone" button without selecting a tone, you will get an error message.

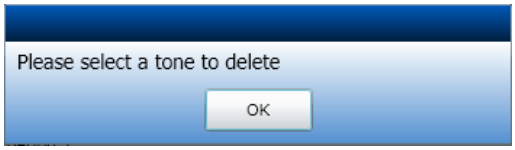


Figure 10-22: Delete Tone error popup box

Click "OK" to close the box. Select a tone to edit and then click on the "DeleteTone" button to open the Delete Tone Confirmation dialog box.

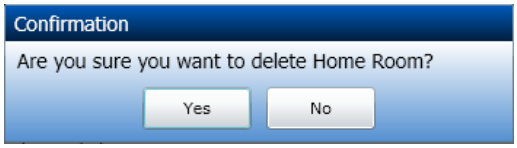


Figure 10-23: Delete Tone Confirmation Pop-up box.

The dialog box will show the name of the tone to be deleted. Click "Yes" to delete the selected tone or click "No" to abort the process and close the dialog box.

Event Setup Page

An Event is a tone playing to a zone map or a series of tones playing to zone maps with one initiation command. The event is composed of two parts: The event description and the list of tones that will play with the zone map destinations.

To access the Event Setup page, click on "Events Setup" in the drop down list under the Toolbar item "Administration".

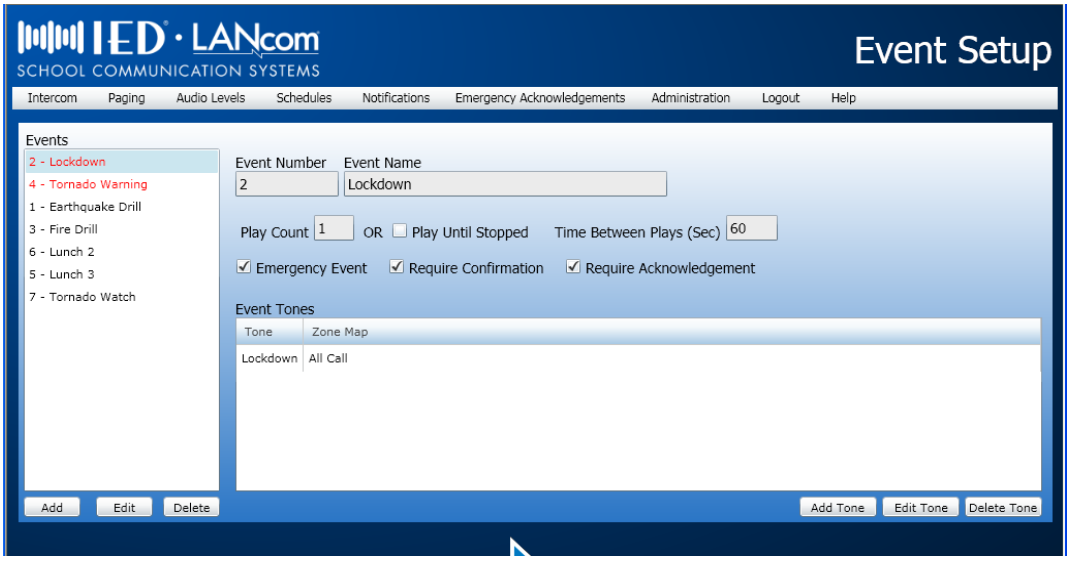


Figure 10-24: LANcom SCS User Screen -Administration - Event Setup page

The Events Setup page has three sections for information; the Events list, the Events Properties section and the Event Tones list.

Events List

The Events list shows the names of the events, along with their Event Number which is used to start the event when using the telephone. You can select an event by clicking on its name in the list. A selected event will be highlighted in blue.

Note: The first item in the Event list is selected by default when the Event Setup page is opened.

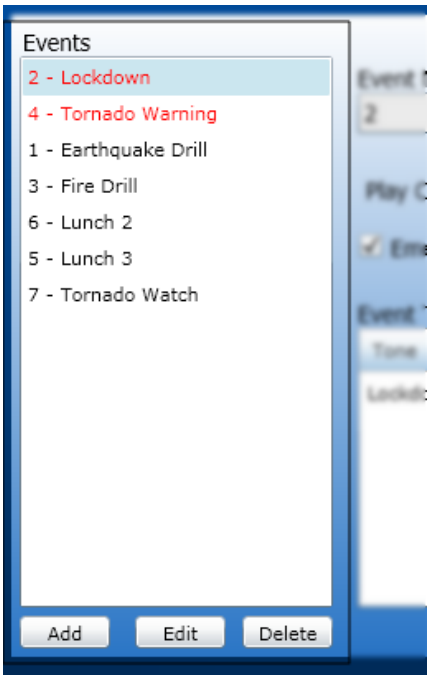


Figure 10-25: Event Setup page - Events list. In this example, the "Lockdown" even has been selected.

Below the Events list are three buttons that provide functions to add new events, edit existing events and delete events from the list.

Events Properties Section

To the right of the Events list is an untitled section that shows a description of the event's properties, showing how the selected event acts. This description can be viewed, but not edited. To change any item, you must use the event edit function.

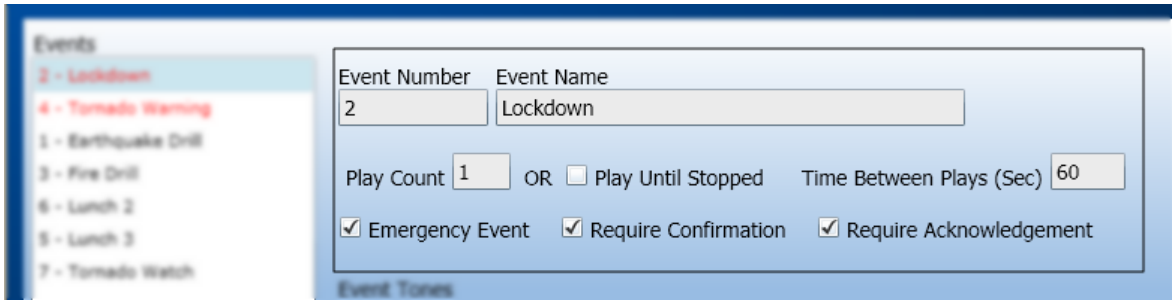


Figure 10-26: Event Setup page - Selected event properties description.

The event properties description includes the following information:

Event Number

This displays the number you will enter to start the event when using a telephone to access the LANcom SCS.

Event Name

This is the name of the event. This shows under its icon on the Paging - Events tab or the Paging - Emergency Events tab, depending on the priority set for the event.

Play Count

This is the number of times the event will play after it is started. The maximum number of plays allowed is 999.

Play Until Stopped

When checked, the event will play continuously until it is stopped by a staff or administrative user clicking on the menu item "Administration - End Current Announcements". If "Play Until Stopped" is checked, the Play Count is ignored and the number box is grayed out.

Time Between Plays

When an event plays more than once, this is the time, in seconds, between event plays.

Emergency Event

If checked, this event is treated as an emergency event. It will be found in the Paging - Emergency Events Tab list and will have its priority and volume level set according to the "emergency" announcement class.

If unchecked, the event will be found in the Paging - Events Tab list and will have its priority and volume level set according to the "normal" announcement class.

Require Confirmation

If checked, when the user clicks the event icon and then confirms the event should be played, a pop-up Login box will appear requesting a User Name and password to verify proper permission before starting the event. Typical events that might require confirmation include fire drills, weather alerts, etc.

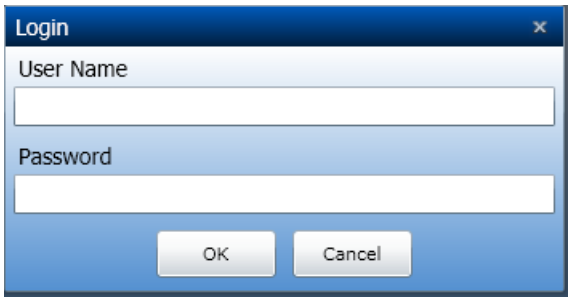


Figure 10-27: Event Confirmation Login

An incorrect response will result in an error. See Chapter 5 on Paging.

Require Acknowledgement

System devices may be configured in the Device Configuration to require acknowledgement. If checked, this event will require acknowledgement from all rooms configured for acknowledgement. Upon start, all devices in the room device acknowledgement list will be set to "Un-Acknowledged". Room occupants must press the acknowledgement button or click on the acknowledgement icon on the classroom PC to perform the acknowledgement function. See Chapter 9 - Emergency Acknowledgements.

If unchecked, no acknowledgement is required by room occupants.

Event Tones List

The Event Tones list shows the tones that will play when the event is started and the zone map where each tone will be heard and any associated visual text message is displayed.

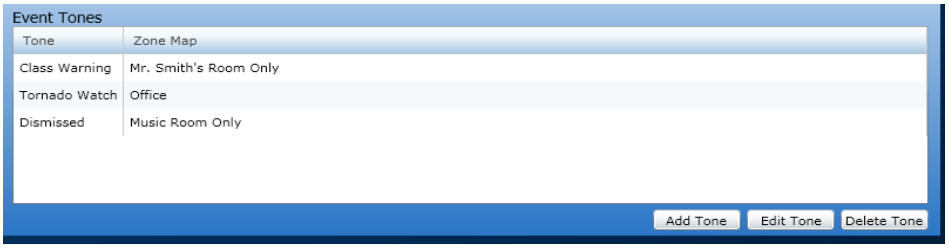


Figure 10-28: Administration - Event Setup page - Event Tones list

Tone

The name of a tone that will play as a part of the event. If more than one tone has been selected to play all tones will be shown on the list.

Note: The LANcom SCS has four message playback channels. Therefore, up to four tones can play to unique zone maps simultaneously. If more tones are in the event, some will be delayed until a message playback channel is free.

Zone Map

The Zone Map that the tone will play into as a part of this event.

Note: Tones play simultaneously in zone maps with no overlap in their room device assignments. If a tone is commanded to play in two zone maps with overlapping room devices (such as a shared library in a High School / Middle School complex), one tone will play and the second one will be delayed until the first tone finishes and the message playback channel can connect to the shared room device.

There are three buttons below the Events Tone list to provide functions to add tones to the event, edit tones that already exist as a part of the event and to delete tones from the event.

Add, Edit or Delete Events

The Event Setup page gives the user the ability to add new events for use in the LANcom SCS, and to edit or delete existing events. There are three buttons at the bottom right of the Events section of the Event Setup page providing these functions.

Figure 10-29: Event Setup - Buttons to add, edit or delete Events

Creating an event requires two steps:

- Add an event name and its properties to the Events list.
- Assign tones and their target zone maps to the event name.

Add

To create a new event, click on the "Add" button below the Events list. A dialog box will open.

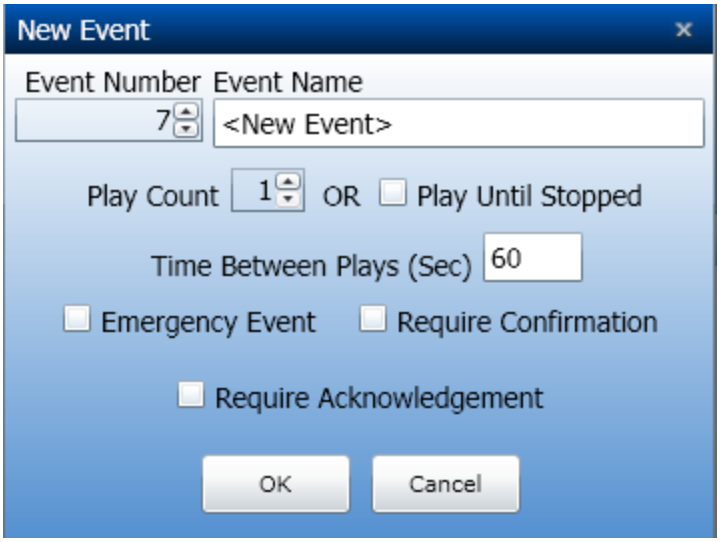


Figure 10-30: Add New Event dialog box

Event Number

Enter the desired event number or use the "Up" or "Down" buttons to select the event number. The largest allowable number is 9999. Each event must have a unique number. If you select a number that is already in use, you will get an error when you click "OK" to save the information.

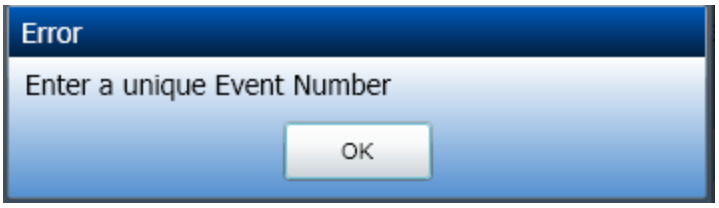


Figure 10-31: Duplicate number error warning

Event Name

Enter a name to describe the event. A short, but descriptive name is best, i.e. "Weather Warning", "Fire Drill", or "Lockdown".

Play Count

Enter the number of times you want this event to play each time it is started. You may type in a number or use the "Up" or "Down" buttons to select the number. The maximum number of plays allowed is 999.

Play Until Stopped

Check the box if you want this event to play until it is stopped manually. The event will repeat, based on the "Time Between Plays" setting until it is stopped manually by an authorized person. The Play Count box will be grayed out and ignored by the LANcom SCS software. To stop the event, click on "End Current Announcements" in the drop down list under "Administration" on the Toolbar.

Emergency Event

Check this box to give the event "Emergency" status. This will put its icon in the "Emergency Event" tab of Paging and set the announcement class as "Emergency"

Require Confirmation

Check this box if you want the user to confirm they have permission to start an event by entering a User Name and Password before the event is allowed to start.

Require Acknowledgement

Check this box if you want room occupants to acknowledge the event.

Click the "OK" button to accept the information for the new event and add it to the Event list. Click the "Cancel" button to abort the operation and close the dialog box without saving the information.

Edit

To make changes to an existing event, select it by clicking on the event name in the Events list and then click the "Edit" button below the Events list. A dialog box will open.

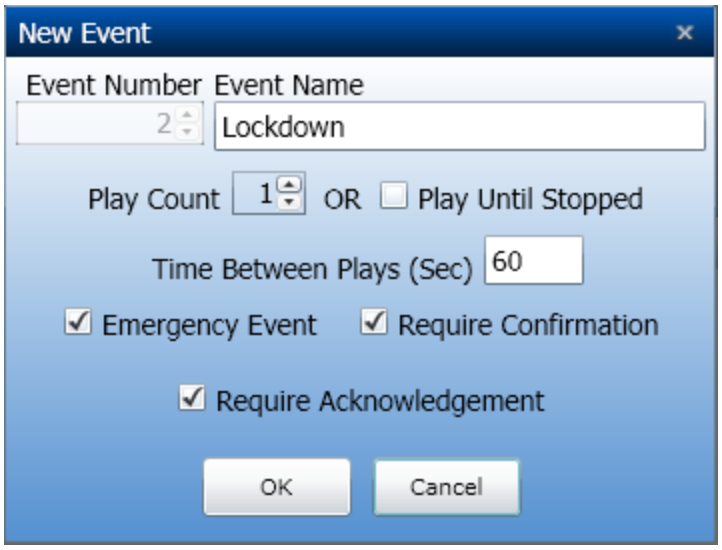


Figure 10-32: Edit Event dialog box

Note: Even though the Edit Event dialog box is labeled "New Event" it can be identified as the correct function because the Event Name box is filled in with the name of the event you are editing. (A "New Event" dialog box will have "<New Event>" in the Event Name box.)

Make the changes you need for the selected event and click on the "OK" button to accept the changes and close the dialog box. Items you have not changed will remain the same when you close the dialog. Click the "Cancel" button to abort the edit operation.

Delete

To delete an existing event, select it by clicking on the event name in the Events list and then click the "Delete" button below the Events list. A confirmation dialog box will open.

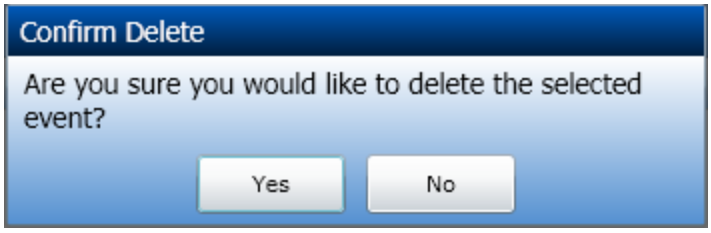


Figure 10-33: Event deletion confirmation dialog box

Caution! *The Confirm Delete dialog box does not show the name of the event to be deleted. Be sure you have selected the event you want by looking at the highlighted name in the Events list before clicking on the answer.*

Click the "Yes" button to confirm the deletion, close the dialog box and remove the selected event from the Events list. Click on the "No" button to abort the deletion operation and close the box without making any changes to the Events list.

Add, Edit or Delete Tones

The Event Setup page gives the user the ability to add tones and their destination zone map to events for use in the LANcom SCS, and to edit or delete tone/zone map assignments for existing events. There are three buttons at the bottom right of the Event Tones section of the Event Setup page providing these functions.

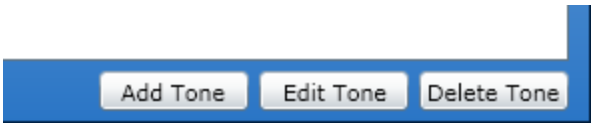


Figure 10-34: Event Setup - Buttons to add, edit or delete Event Tones

Add Tone

To add a tone to an event and assign destination zone maps, click on the "Add Tone" button below the Event Tones list. A dialog box will open.

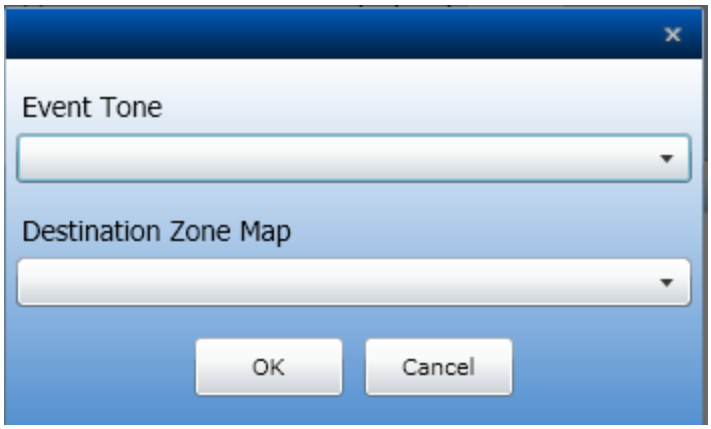


Figure 10-35: Add New Event Tone dialog box

Event Tone

Click on the selection button below the label "Event Tone". A list of available tones will open. If the list is longer that the box can show, a scroll bar will appear on the right side of the list box allowing you to scroll through the list to see all the available tones.

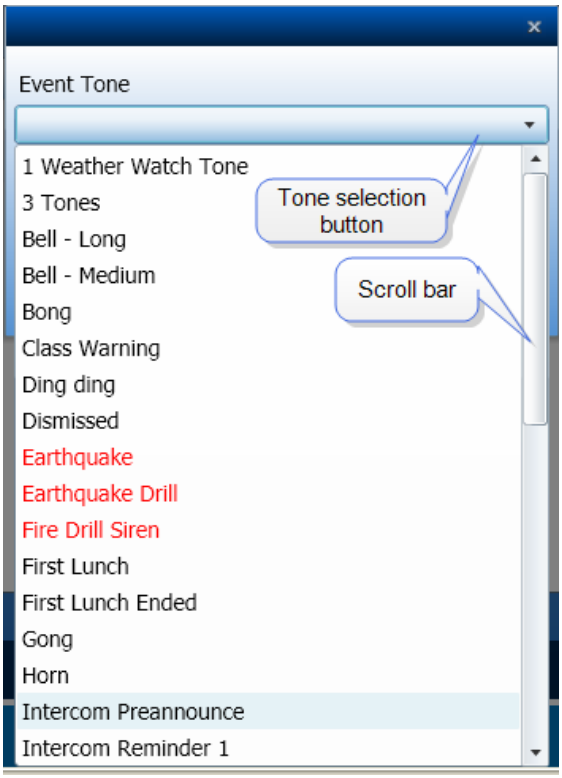


Figure 10-36: List of available tones for events

The tones will be highlighted by a light blue bar as the cursor passes over them. Click on a name to select it. The list will close and the selected tone name will appear in the Event Tone selection button.

Destination Zone Map

Click on the selection button below the label "Destination Zone Map". A list of zone maps will open, in the same manner as the tone list opened. If the list is longer than the box can show, a scroll bar will appear on the right side of the list box allowing you to scroll through the list to see all the zone maps. The zone map names will be highlighted by a light blue bar as the cursor passes over them. Click on a name to select it. The list will close and the selected zone map name will appear in the Destination Zone Map selection button.

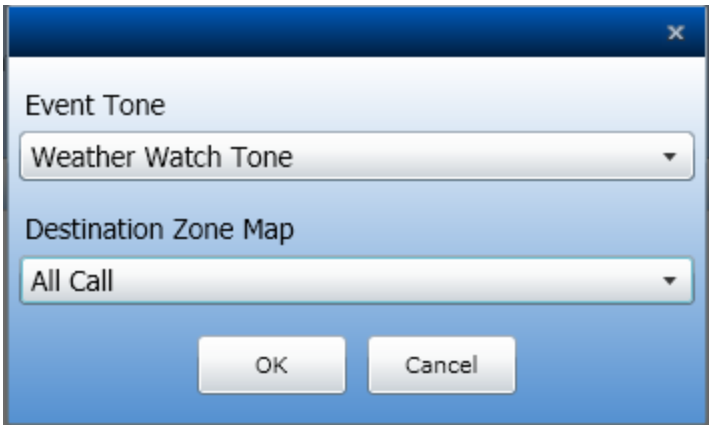


Figure 10-37: Completed Add Event Tone dialog box

Click the "OK" button to accept the new Event Tone and Destination Zone Map for the event and close the dialog box. Click the "Cancel" button to abort the function without adding the new Tone - destination Zone Map to the event.

Edit Tone

To edit an event tone, click on the tone in the Event Tones list to highlight it.

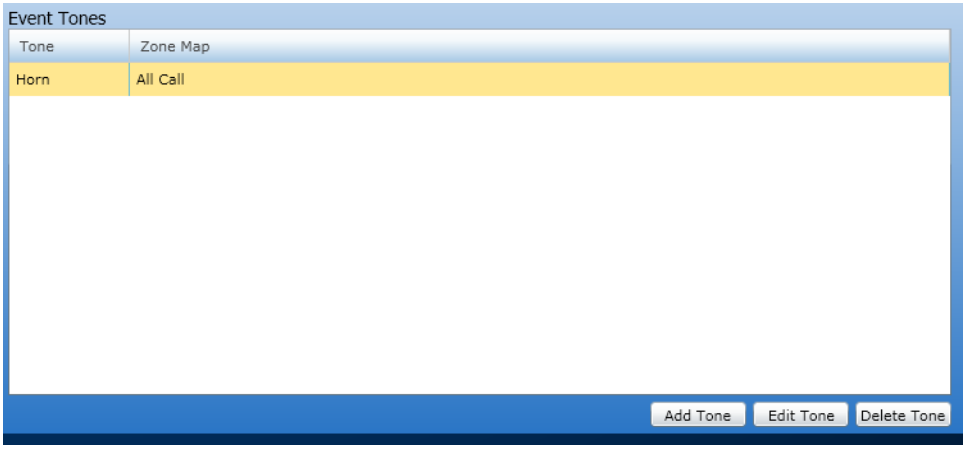


Figure 10-38: Tone highlighted (selected) in Event Tones list

Click on the "Edit Tone" button below the Event Tones list. A dialog box will open.

Note: If no tone is selected when you click on the Edit Tone button nothing will happen; there is no error dialog box.

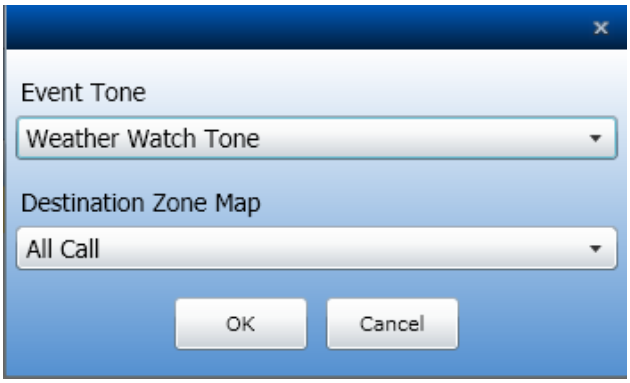


Figure 10-39: Edit Tone Dialog Box

Event Tone

If you want to change the event tone, click on the selection button below the label "Event Tone". A list of available tones will open. Select a new tone from the list.

Destination Zone Map

If you want to change the tone's destination zone map, click on the selection button below the label "Destination Zone Map". A list of available zone maps will open. Select a new zone map from the list.

Click the "OK" button to accept the edited Event Tone and Destination Zone Map for the event and close the dialog box. Click the "Cancel" button to abort the function without changing the selected Tone - Destination Zone Map for the event.

Delete

To delete an existing event tone, select it by clicking on the event tone in the Event Tones list and then click the "Delete" button below the Event Tones list.

Note: If no tone is selected when you click on the Delete Tone button nothing will happen; there is no error dialog box.

Caution! *The Delete Tone function does NOT have a confirmation dialog box. As soon as you click the button, the tone is deleted from the Event Tones list!*

Network Devices Page

A network device is an electronic component that connects to a network port and communicates with the LANcom SCS server for control and status data signals, receives and/or sends audio through the network and which may be powered through the attached network cable (using a power scheme called "Power over Ethernet" or "PoE").

Network devices have many other common names. They are sometimes called endpoints, because they are the device where the network signals terminate and other forms of signaling are used, such as audio for announcements, bells and other tones or the signaling is performed using relays, push buttons or electronic control signals for clocks, lights, screen control and the like. In LANcom SCS, network devices are sometimes called a name based on their function, such as sound reinforcement module (SRM), integrated communications module - or commonly "intercom module" (ICM), INBOX, or OUTBOX.

LANcom SCS automatically discovers all devices on the network that it can use as a part of the system, whether configured or not. The Network Devices page allows a user to see the status of all the devices that are configured to be a part of the LANcom School Communications System and also certain network devices that are recognized by LANcom SCS, but that have not been configured to be a part of the system. The user is given an option to add discovered, but not configured, devices to the system.

To access the Network Devices page, click on "Network devices" in the drop down list under the Toolbar item "Administration"

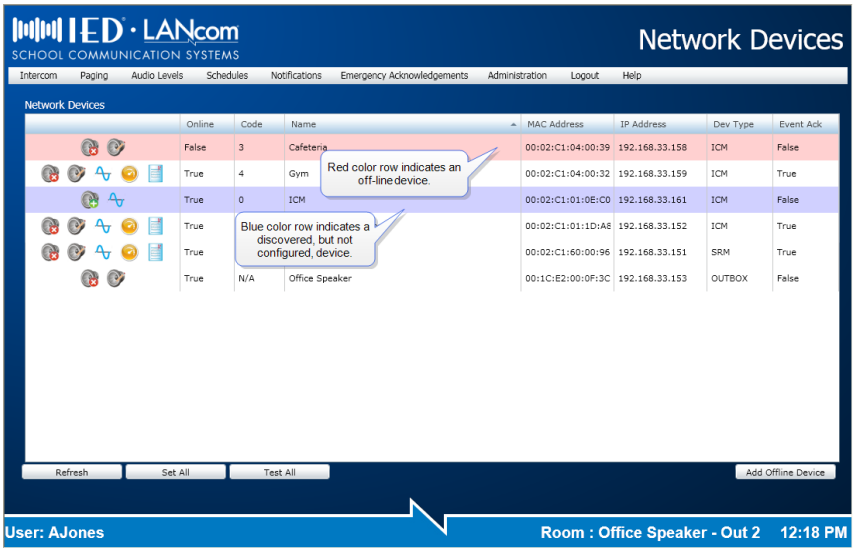


Figure 10-40: LANcom SCS User Screen -Administration - Network Devices page

The Network Devices list puts each device on a row in the list and includes all pertinent information about that device in the row.

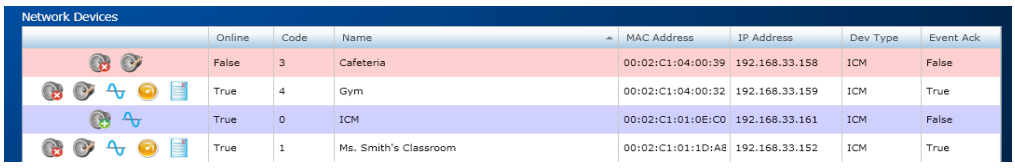


Figure 10-41: Column labels

Icons

The first column in the Network Devices list contains icons that provide functions which can affect the device listed in the row. You can see the icon's function by flying the cursor over it. The cursor will change from an arrow to a hand, indicating that you can select a function to operate.

Online

Indicates whether the device is online and communicating to the LANcom SCS server or not. "True" means the device is online, "False" means it is not. The row for an offline network device will be colored red to indicate its faulted status. You can click on the column label to sort the devices based on their online status. Click once to put all online devices at the top of the list, click again to put all offline devices at the top of the list.

Code

Shows the access code assigned to the network device. Access codes are assigned to ICM and SRM devices (which normally have an associated microphone for intercom communications) to allow a person to call a room using the LANcom telephone interface. Outboxes, which do not have associated microphones, do not have access codes assigned to them. Access codes for configured Network Devices must be unique and may range from 1 to 9999. You can click on the column label to sort the devices based on their code number. Click once to sort 0 to 9 and N/A, click again to sort by N/A and 9 to 0.

Note: Access codes for network devices are in a separate class from zone map access codes. Therefore, it is allowable to have a room device with the access code "20" and a zone map with the access code "20" as they are different classes of access codes. Having a "Device 20" and a "Zone Map 20" is equivalent to having an "Apartment 20" and an apartment building at "20 Sunset Boulevard"; the apartment and the apartment building are in two differing classes.

Name

The name of the network device. This normally describes the device location. In a school environment, devices may be named using the classroom number, the teacher's name or subject normally taught in the classroom or a combination of these. Examples: "Classroom C-1", "Mr. Smith's Class", "Fifth Grade Classroom 1", Gymnasium. Select a system of naming the devices and try to be consistent within that system. You can click on the column label to sort the devices based on their name. Click once to sort 0 to 9 and A to Z, click again to sort by Z to A and 9 to 0.

Note: A discovered, but not configured, ICM or SRM may have a code of "0" and description of "ICM" or "SRM" to match its type. It also may have any code and/or description that was assigned during previous testing or use. These should be changed during configuration.

MAC Address

Displays the machine address code (MAC) address of the device. This is a permanently assigned hardware code that identifies the device on the network. The MAC address is used when the device sends or receives audio signals on the network. You can click on the column label to sort the devices based on their MAC address. Click once to sort highest address to lowest, click again to sort by lowest address to highest.

IP Address

Displays the IP address of the device. This address is assigned by the LANcom SCS server at startup or when the device is connected to the network. It is used for communication and control between the device and the server computer. You can click on the column label to sort the devices based on their IP address. Click once to sort highest address to lowest, click again to sort by lowest address to highest.

Dev Type

Displays the type of the device. You can click on the column label to sort the devices based on their type. Click once to sort A to Z; click again to sort by Z to A.

Event Ack

Displays the whether the device requires event acknowledgement for events set to require it. Some devices, such as an INBOX or OUTBOX do not have the capability for acknowledgement. Other devices may be utilized in a way the does not make them appropriate for acknowledgement. "True" means the device will be required to acknowledge events and its name will be added to the Emergency Acknowledgement list. "False" means the device is not required to acknowledge events and its name will not be added to the Emergency Acknowledgements list.

At the bottom of the Network devices list are four buttons.

Figure 10-42: Network Devices - Function Buttons

Refresh

Asks the server to poll all network devices and refresh the device list with up-to-date information. Typically, you use the Refresh button after making a change to the system while on this page, such as configuring a device, so that the changes are shown on the list.

Set All

Commands all network devices that are configured for daily test to play pink noise through the attached speaker(s), listen to it through the device's attached microphone(s) and measure the sound level. The device saves this level as a "set" level to compare future tests

against.

Test All

Commands all network devices that are configured for daily test to play pink noise through the attached speaker(s), listen to it through the device's attached microphones and measure the sound level. The device compares this level against the saved "set". If the reading varies from the set by more than 3 dB, a fault occurs.

Add Offline Device

This function lets you configure devices offline and then match them to discovered devices later.

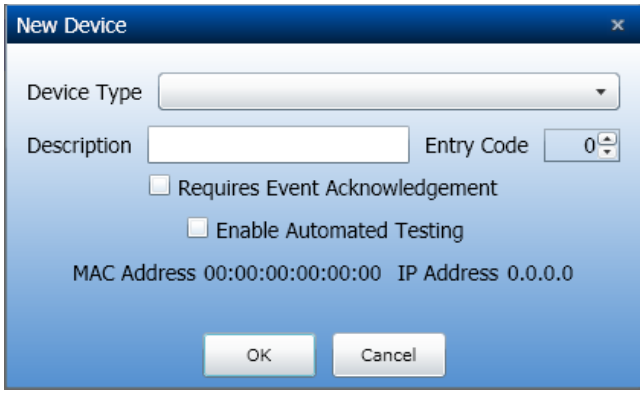


Figure 10-43: Add New Device dialog Box

Device Type

Click on the Device Type button to display a list of available device types.

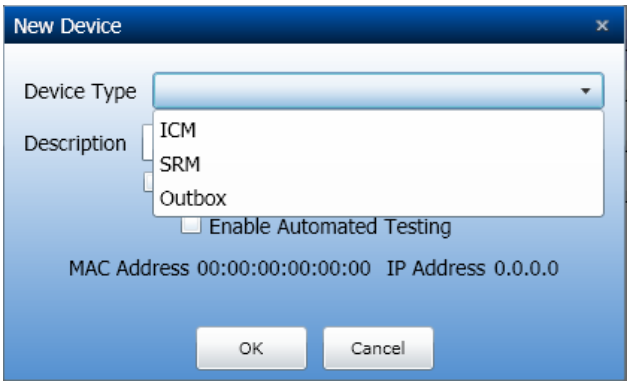


Figure 10-44: Add New Device dialog box showing device types list

Select a device type for the new device by clicking on it. This will close the list and put the device type on the button.

Description

Type in a description for the new device.

Entry Code

Type a unique Entry Code number for the entry code for this device or use the "Up" and "Down" arrows to select a code number. Valid range is 1 to 9999.

Requires Acknowledgement

Click on the checkbox if event acknowledgement is required of this device.

Enable Automated Testing

Click on the checkbox to enable automatic testing of this device. This will cause a device test to occur at 3:00 a.m. each day to confirm operation of the loudspeaker and microphone.

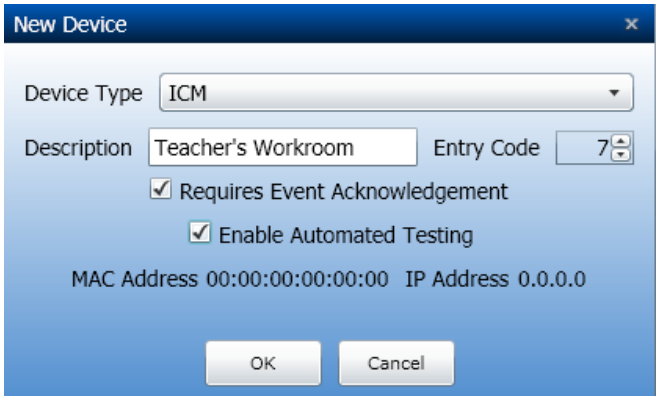


Figure 10-45: Completed New Device dialog box

Note: Since you are adding a new offline device, there is no information about its MAC address or IP address. This will be added to the configuration when you add a newly discovered device to the database and select this configuration as its configuration.

Click the "OK" button to accept the configuration and add the new offline device. Click the "Cancel" button to abort the process without adding the new offline device.

Operations - On Line Devices

Online devices show five icons in their first column.

Figure 10-46: Network Device List - Row displaying a typical online device

Delete the Device from the Database

Click this icon to delete a device from the Network Devices list. This is normally done when a device is removed from service and will not be replaced. When you click on the icon, you will see a pop-up confirmation dialog box.

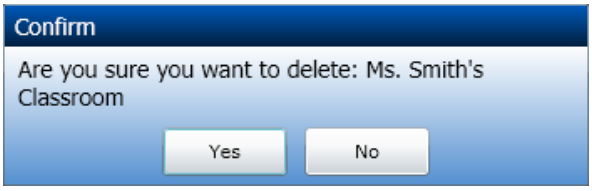


Figure 10-47: Delete device confirmation box.

The dialog box shows the name of the device that will be deleted. Click the "Yes" button to delete the device from the device list. Click the "No" button to abort the function and close the dialog box without deleting the device.

Edit the Device

Click this icon to edit the device. When you click on the icon, you will see an editing dialog box. The title on the top of the box indicates the device you are editing. The box displays some information that cannot be changed: the device type, the MAC address and the IP address.

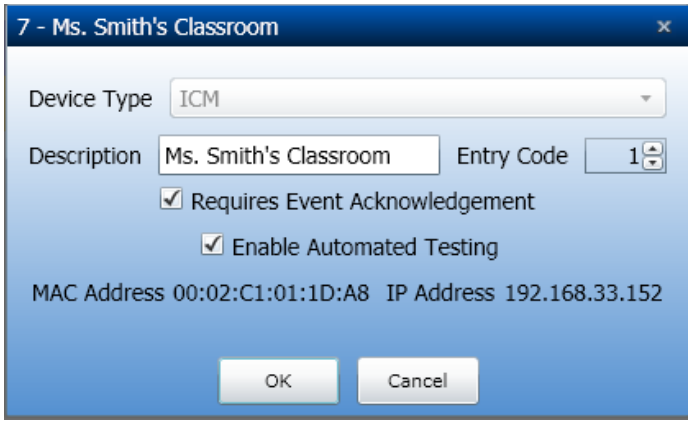


Figure 10-48: Edit Device dialog box.

Make changes as needed using the same method used to originally add the device. Type in a new Description, change the Entry Code by typing or using the "Up" and "Down" arrows, select whether this device requires event acknowledgement or performs automatic testing by checking (or unchecking) the check boxes.

When editing is completed, click on the "OK" button to accept the changes. Click on the "Cancel" button to abort the editing process and close the dialog box without saving any changes.

Play Pink Noise

Click on this icon to play pink noise through the device loudspeaker(s) for five seconds. This can aid in locating the device or confirming its location (description) is entered correctly in the database.

Set Test Level

Commands the individual device to play pink noise through its loudspeaker(s), listen to it through the device's attached microphone(s) and measure the sound level. The device saves this level as a "set" level to compare future tests against.

Run Test

Commands the individual device to play pink noise through its loudspeaker(s), listen to it through the device's attached microphone(s) and measure the sound level. The device compares this level against the saved "set". If the reading varies from the set by more than 3 dB, a fault occurs.

Operations - Off Line Devices

Offline devices show two icons in their first column.

Figure 10-49: Network Device List - Row displaying a typical offline device

Delete the Device from the Database

Click this icon to delete a device from the Network Devices list. This function operates as described above.

Edit the Device

Click this icon to edit the device. The function operates as described above.

Operations - Discovered but not Configured Devices

Offline devices show two icons in their first column.

Figure 10-50: Network Device List - Row displaying a typical discovered, not configured,device

Play Pink Noise

Click on this icon to play pink noise through the device loudspeaker(s) for five seconds. This can aid in locating the device or confirming its location.

Add Device to the Database

Click this icon to add a discovered device to the Network Devices list

The Add Device function acts in slightly different manners for the case where there are no offline devices in the Network Devices list and the case where there are one or more offline Network devices.

Case 1: No Offline Network Devices

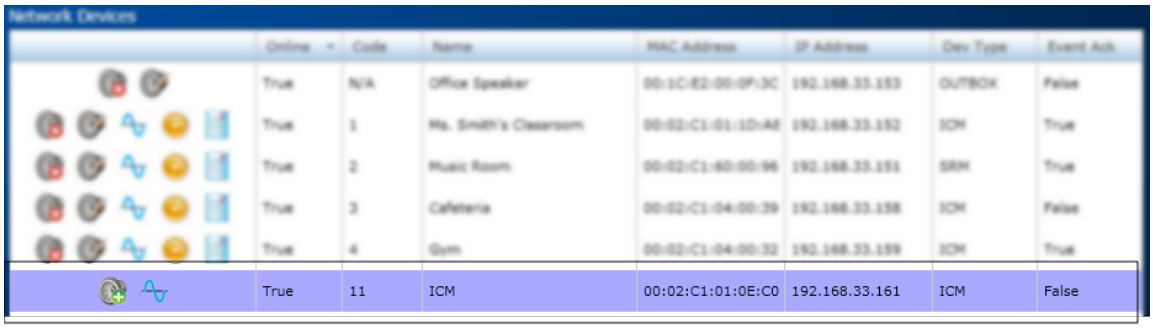


Figure 10-51: Network Devices list showing no offline devices and one newly-discovered device

Clicking on the "Add device" icon opens the dialog box.

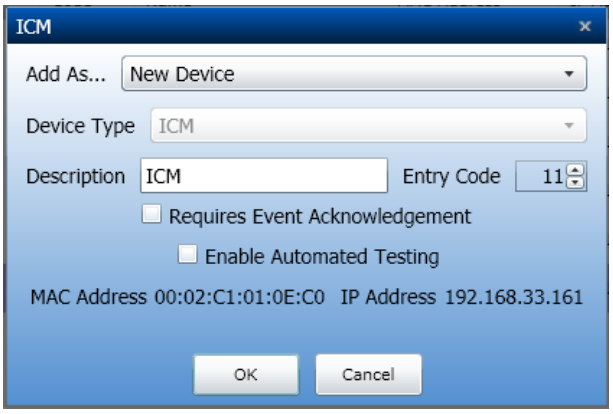


Figure 10-52: Add device to database dialog box

Add As...

This button offers only one choice, "New Device"

Device Type

The device type is shown and cannot be changed.

Description

This box contains the description held in the device's internal memory. Type in the desired description.

Entry Code

Type a unique Entry Code number for the entry code for this device or use the "Up" and "Down" arrows to select a code number. Valid range is 1 to 9999.

Requires Acknowledgement

Click on the checkbox if event acknowledgement is required of this device.

Enable Automated Testing

Click on the checkbox to enable automatic testing of this device. This will cause a device test to occur at 3:00 a.m. each day to confirm operation of the loudspeaker and microphone.

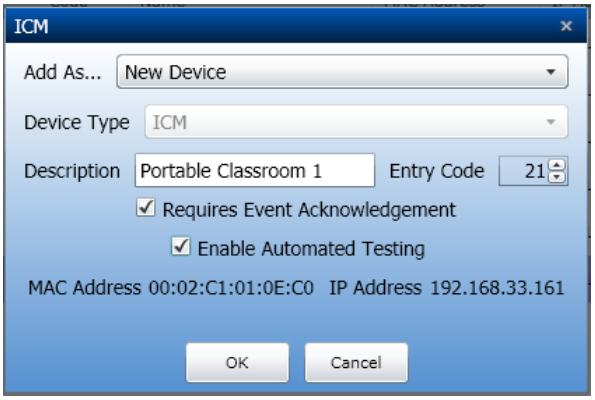


Figure 10-53: Completed Add device dialog box

Click the "OK" button to accept the configuration and add the device to the database. Click the "Cancel" button to abort the process without adding the new offline device.

When added, the device configuration is updated, the row color changes to white and the five icons for functions are shown.

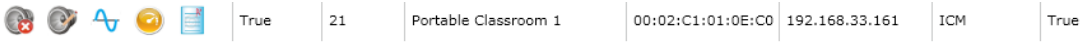


Figure 10-54: Updated device configuration after it is added to the database

Case 2: There are one or more Offline Network Devices

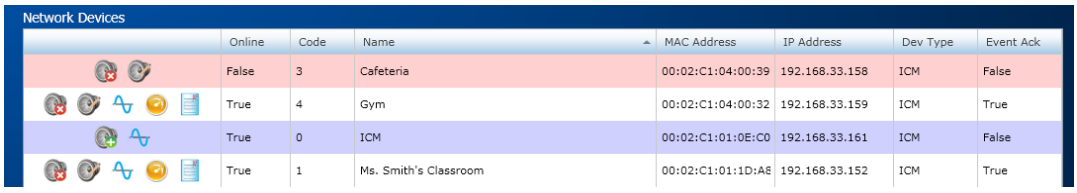


Figure 10-55: Network Devices list showing offline devices and one newly-discovered device

Clicking on the "Add device" icon opens the dialog box. Make note of the new device's IP address.

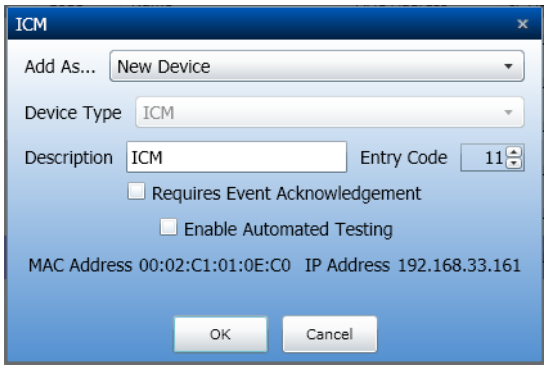


Figure 10-56: Add device to database dialog box

Add As...

This button offers multiple choices: Add as a "New Device" or add - taking the configuration of an offline device. Click on the "Add As..." button to see the list of available device configurations.

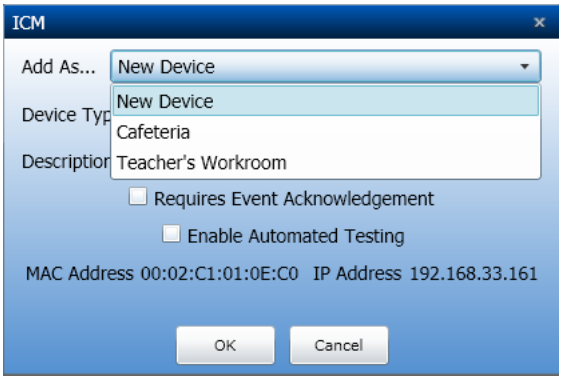


Figure 10-57: "Add Device" dialog box showing "Add As..." choices

Device Type

The device type is shown and cannot be changed.

Description

This box contains the description held in the device's internal memory. Type in the desired description. Leave unchanged to replace an existing device.

Entry Code

Type a unique Entry Code number for the entry code for this device or use the "Up" and "Down" arrows to select a code number. Valid range is 1 to 9999. Leave unchanged to replace existing device.

Requires Acknowledgement

Click on the checkbox if event acknowledgement is required of this device. Confirm this is the same as the device you are replacing.

Enable Automated Testing

Click on the checkbox to enable automatic testing of this device. This will cause a device test to occur at 3:00 a.m. each day to confirm operation of the loudspeaker and microphone. Confirm this setting is the same as the device you are replacing.

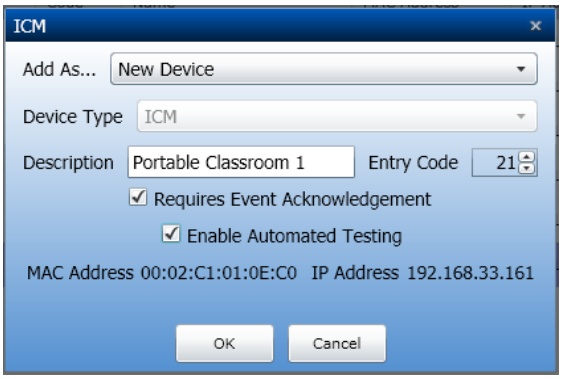


Figure 10-58: Completed Add device dialog box

Click the "OK" button to accept the configuration and add the device to the database as the existing device. Click the "Cancel" button to abort the process without adding the new offline device.

When added, the device configuration is updated, the row color changes to white and the five icons for functions are shown.

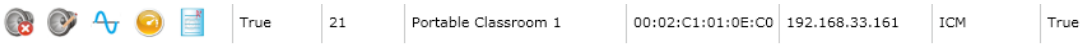


Figure 10-59: Updated device configuration after it is added to the database

Note: Sometimes the database is not cleared properly and the new device takes on the properties of the one it is replacing, but the previous device is not removed from the database. To correct this issue, use the "Delete" icon to remove the old device from the database. Then, click on the "Add" icon on the newly-added device, confirm the configuration settings and click "OK". After a moment, the new device should be added to the database properly.

System Settings

LANcom SCS allows the user to change a number of system-wide settings, including what tones are heard for intercom actions, which zone map is alerted for intercom requests and how long between request reminder tone plays . In addition, a user can enter one or more telephone numbers for the system to dial for an intercom request during the day and choose a different set of telephone numbers to be called at night.

To open the System Settings page, click on "System Settings" on the drop down list under "Administration". The page has two tabs "Intercom Tones" and "Intercom Dialout". By default, the page opens showing the contents of the "Intercom Tones" tab.

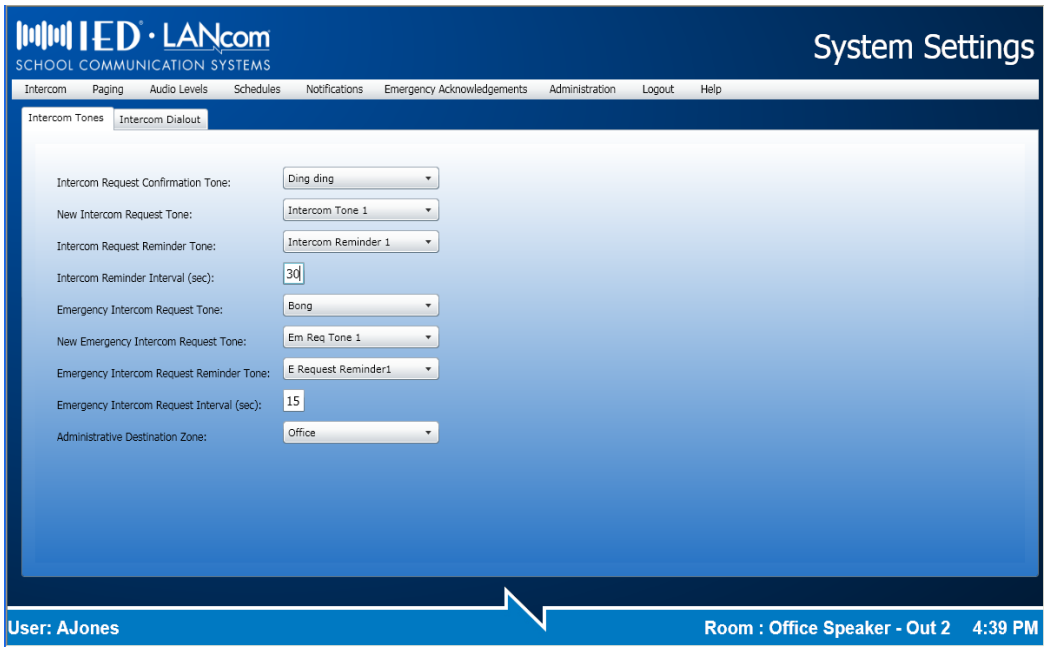


Figure 10-60: Administration - System Settings Page - Intercom Tones tab

The page has two tabs "Intercom Tones" and "Intercom Dialout". By default, the page opens showing the contents of the "Intercom Tones" tab.

Intercom Tones Tab

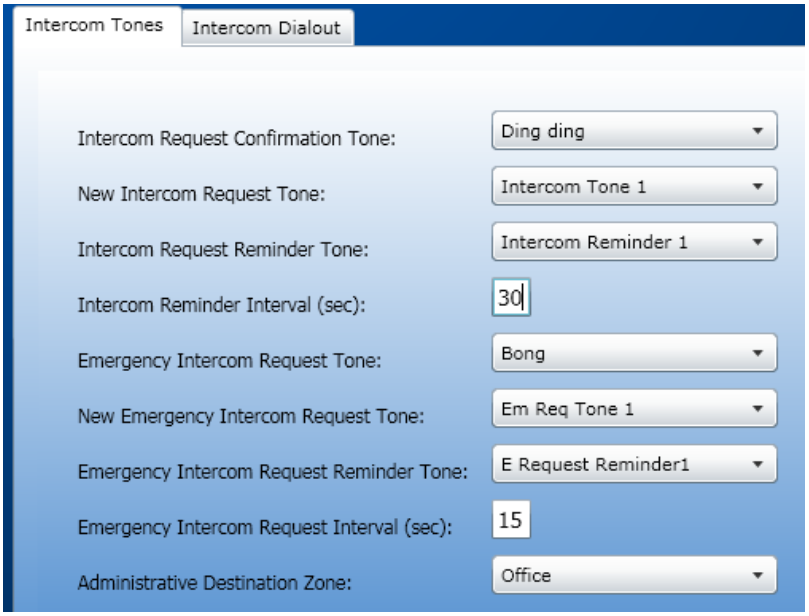


Figure 10-61: Close-up of System Settings - Intercom Tones tab

Intercom Request Confirmation Tone

When a room occupant requests an intercom call, either by pushing a button or clicking an icon on the instructor PC, this tone is heard in the room as a confirmation that the request was received by the LANcom SCS server and has been processed.

Click on the tone choice button (displaying "Ding ding" in the example) to open a drop down list of all tones available. Scroll through the list and click on the desired tone. Its name will appear on the button and it becomes the Intercom Request Confirmation Tone.

Intercom Request Tone

When a room occupant requests an intercom call, this tone is heard in the Administrative Destination Zone to indicate that a request has been made.

Click on the tone choice button (displaying "Intercom Tone 1" in the example) to open a drop down list of all tones available. Scroll through the list and click on the desired tone. Its name will appear on the button and it becomes the Intercom Request Tone.

Intercom Request Reminder Tone

When a room occupant requests an intercom call and the office staff delays answering it, a reminder tone will be played in the Administration Destination Zone with repeat plays at intervals set by the "Intercom Reminder Interval" configuration.

Click on the tone choice button (displaying "Intercom Reminder 1" in the example) to open a drop down list of all tones available. Scroll through the list and click on the desired tone. Its name will appear on the button and it becomes the Intercom Reminder Tone.

Intercom Reminder Interval (sec)

This is the time between plays of the Intercom Reminder Tone in the Administrative Destination Zone. Type in the number of seconds between plays.

Note: We recommend an interval of 30 to 45 seconds for the intercom reminder tone.

Emergency Intercom Request Tone

When a room occupant requests an emergency intercom call by pushing a button, this tone is heard in the room as a confirmation that the request was received by the LANcom SCS server and has been processed.

Click on the tone choice button (displaying "Bong" in the example) to open a drop down list of all tones available. Scroll through the list and click on the desired tone. Its name will appear on the button and it becomes the Emergency Intercom Request Tone.

New Emergency Intercom Request Tone

When a room occupant requests an emergency intercom call, this tone is heard in the Administrative Destination Zone to indicate that a request has been made.

Click on the tone choice button (displaying "Em Req Tone 1" in the example) to open a drop down list of all tones available. Scroll through the list and click on the desired tone. Its name will appear on the button and it becomes the New Emergency Intercom Request Tone.

Emergency Intercom Request Reminder Tone

When a room occupant requests an intercom call and the office staff delays answering it, a reminder tone will be played in the Administration Destination Zone with repeat plays at intervals set by the "Intercom Reminder Interval" configuration.

Click on the tone choice button (displaying "E Request Reminder1" in the example) to open a drop down list of all tones available. Scroll through the list and click on the desired tone. Its name will appear on the button and it becomes the Emergency Intercom Request Reminder Tone.

Emergency Intercom Request Interval (sec)

This is the time between plays of the Emergency Intercom Request Reminder Tone in the Administrative Destination Zone. Type in the number of seconds between plays.

Note: We recommend an interval of 15 to 20 seconds for the intercom reminder tone.

Administrative Destination Zone

This is the zone map where the intercom request tones and reminder tones are heard. This is usually an office area zone map.

Click on the zone map choice button (displaying "Office" in the example) to open a drop down list of all zone maps available. Scroll through the list and click on the desired zone map. Its name will appear on the button and it becomes the Administrative Destination Zone for all intercom requests.

Intercom Dialout Tab

The Intercom Dialout Tab lets you configure phone numbers to call and when to call them for intercom requests.

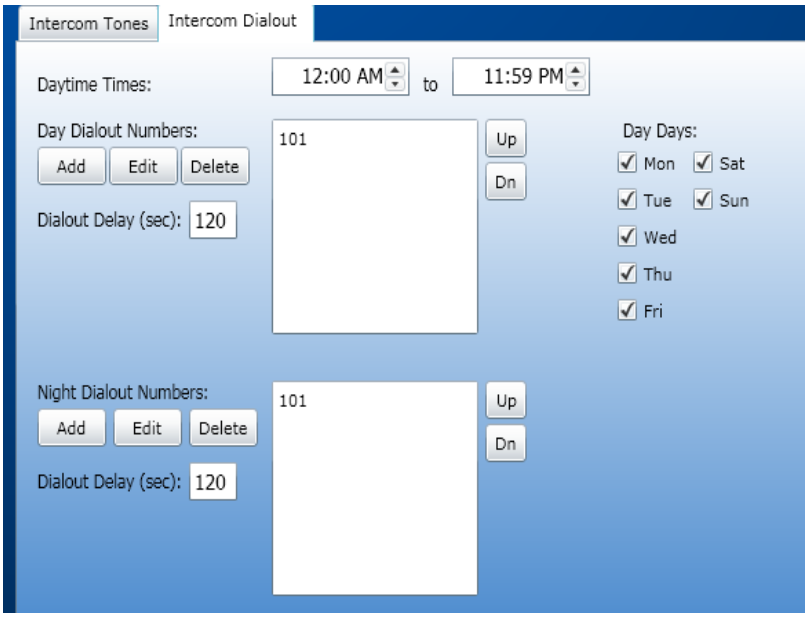


Figure 10-62: Close-up of System Settings - Intercom Dialout tab

Daytime Times

Set the time when "Daytime" starts and when "Daytime" ends. This setting works in conjunction with the "Day Days" setting to determine when it is "Daytime".

Manually enter the start time and the stop time for "Day" or click on a clock segment ("Hours", "Minutes" and "AM") then use the "Up" or "Down" arrows to change the time.

Day Days

This selects which days of the week are included in the "daytime" setting. Click on a checkbox to select it. Click on it again to deselect it.

Note: In LANcom SCS logic: "If it is not Day, then it is Night." The Night Dialout Number configuration is used whenever the system clock indicates a day/time combination other than those days and times included in the definition of "Day".

Day Dialout Numbers

LANcom SCS will use this list to call telephone numbers in the event an intercom request is not answered in the time set by the "Dialout Delay (sec.) entry when it is "Day"; that is, when the server clock matches the Daytime Times configuration. LANcom SCS will call the numbers in the order listed, starting at the top number. If the dialed number does not answer and make an intercom connection, the system will dial the next number in the list until all numbers are dialed. After the last number in the list is dialed, the dialout procedure stops.

The text box shows telephone numbers that have been added to the list. The order of numbers in the list can be changed as needed.

Add

Click on the "Add" button to enter a new telephone number and add it to the list.

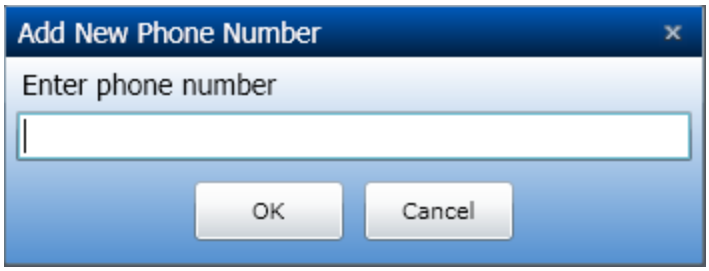


Figure 10-63: Add New Phone Number dialog box

Enter any telephone number that your phone system will accept and click on the "OK" button to add the number to the list. Click the "Cancel" button to abort the function and close the dialog box without adding the number.

Edit

Select a number in the list and click on the "Edit" button to open the editing dialog.

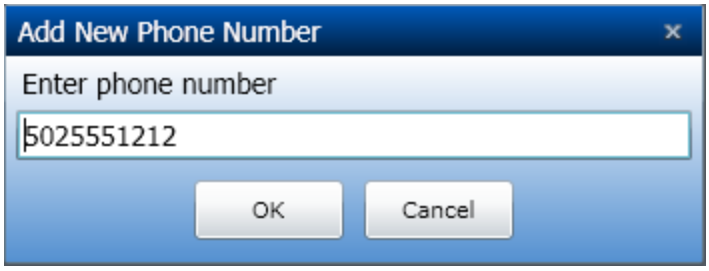


Figure 10-64:

Note: The dialog box title is the same as the Add dialog box. However, the Edit Phone Number dialog box has the selected number in the text box.

Type in the changes to the phone number. Click on the "OK" button to accept the changes. Click the "Cancel" button to abort the function and close the dialog box without changing the selected number.

Delete

To remove a phone number from the list, click on the number to select it and click on the "Delete" button. A warning box will pop up.

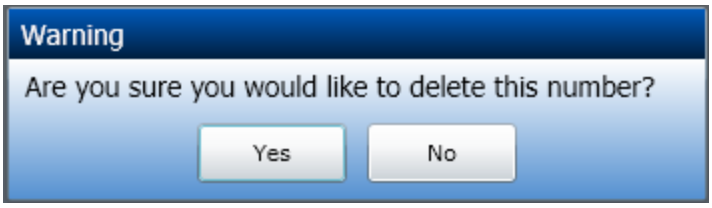


Figure 10-65: Phone number delete Warning box

Click "Yes" to delete the phone number from the list. Click "No" to abort and close the dialog box without deleting the phone number.

Dialout Delay

LANcom SCS will allow the time in this box to expire before dialing the first number in the list. This should be set to a number that allows staff sufficient time to access the web Intercom page and click "Connect". In this case, the time may be set from 20 to 60 seconds.

Note: If you want the an intercom request to dial the telephone number list immediately, set the Dialout Delay to "0".

Note: There are settings for the number or rings and the time allowed to connect before going to the next phone number. These settings are located in the LANcom SCS Configuration Wizard Utility and are outside the scope of this users manual.

"Up" and "Dn" buttons

You can change the order of the phone numbers in the list. To change a number's position, select it and click on "Up" to move the number to a higher position in the list. Click on the "Dn" button to move the number down to a lower position in the list.

Night Dialout Numbers

LANcom SCS will use this list to call telephone numbers in the event an intercom request is not answered in the time set by the "Dialout Delay (sec.) entry when it is "Night"; that is, when the server clock DOES NOT match the Daytime Times configuration. LANcom SCS will call the numbers in the order listed, starting at the top number. If the dialed number does not answer and make an intercom connection, the system will dial the next number in the list until all numbers are dialed. After the last number in the list is dialed, the dialout procedure stops.

The text box shows telephone numbers that have been added to the list. The order of numbers in the list can be changed as needed.

Note: The Add, Edit, Delete, Up, and Dn buttons are used in this list in the same way they are used in the Daytime Number list. The Dialout Delay sets the delay used for phone calls out at night.

Program - BGM Setup Page

LANcom SCS can control the distribution of program audio and "background music" (BGM) throughout the system. Sources may be connected to the audio inputs of the connection module or may be any of the system's sound reinforcement modules (SRM).

To access the BGM Setup page, click on "Program / BGM Channels" in the drop down list under the Toolbar item "Administration".

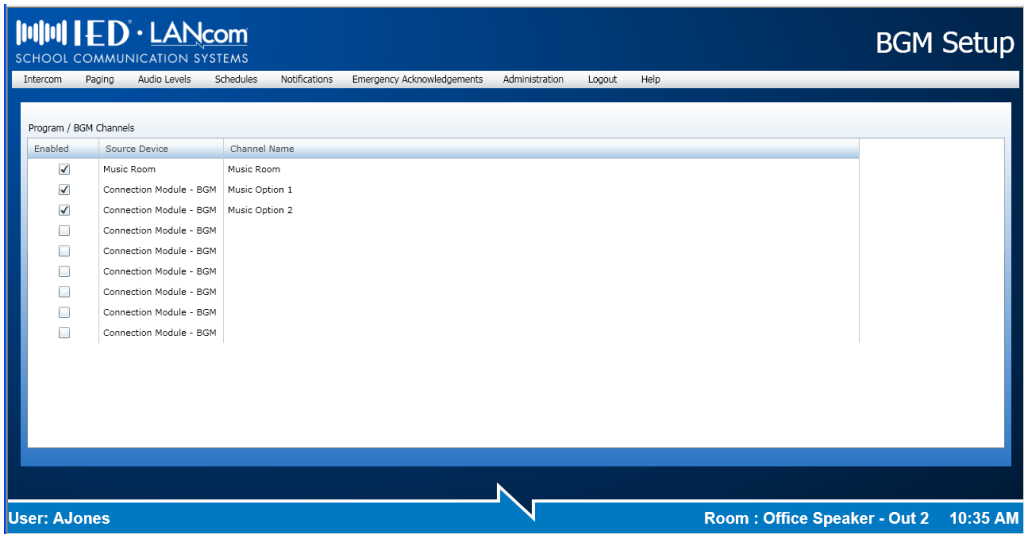


Figure 10-66: LANcom SCS User Screen -Administration - BGM Setup page

The BGM Setup page has three columns for information.

Enabled

Click on the checkbox to enable this source. This puts its digital audio signal on the LANcom network and adds the channel to the list of Program Sources available for each network device. Uncheck the box to disable the source and remove its name from the device Program Source list.

Source Device

This is the network device that is the source of the program or BGM channel.

Channel Name

This is the channel name for a sound reinforcement module is the same as its description. The channel names for connection module sources are created using the LANcom Configuration Wizard. (Use of the LANcom Configuration Wizard is outside the scope of this document.)

Change Associated Mic Number

LANcom SCS microphone stations are used to make live announcements and start recorded messages using buttons on the station. Microphone stations with handsets can also be used to make intercom calls to rooms and to monitor the audio in the rooms, according to permissions granted to the user.

The staff PC can be used to control a mic station and use it for page announcements, intercom or monitoring. (See the chapters on Intercom and Paging.) To control a mic station by a staff PC, it must be associated with that staff PC.

To associate a mic station with a PC, click on click on "Change Associated Mic Number" in the drop down list under the Toolbar item "Administration". A dialog box will open. If the PC has been assigned to a mic station previously, the mic number will appear in the text box.

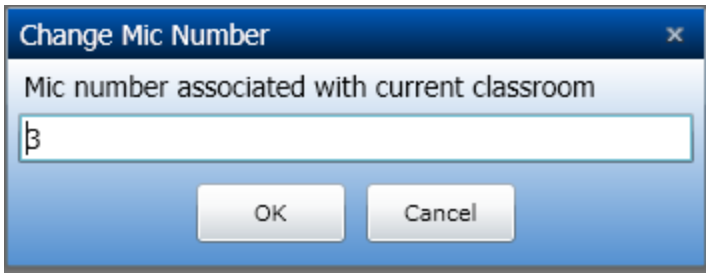


Figure 10-67: LANcom SCS User Screen - Administration - Change Mic Number

Mic number associated with current classroom

Enter the mic number that will be associated with the staff PC.

Click the "OK" button to accept the assignment. Click the "Cancel" button to abort the function without creating a new assignment or changing the existing assignment.

Note: A PC may be associated with only one mic station at a time. However, a mic station may be associated with more than one PC at the same time; this may be the case when two staff members normally make use of one mic station in a school office.

Mic Users

In some cases, password control is desirable to limit mic station and telephone page access to only authorized users. The Mic Users page lets an administrator add names for authorized users and enter 4-digit pass codes for them. It also provides a way for a telephone's caller ID to act as the pass code when telephone access is used, giving the caller the same permissions as the 4-digit code.

To open the Mic Users page, click on "Mic Users" in the drop down list under Administration in the Toolbar. The page will open. The first name on the Mic Users list will be selected (highlighted) and its associated permissions and data will be displayed.

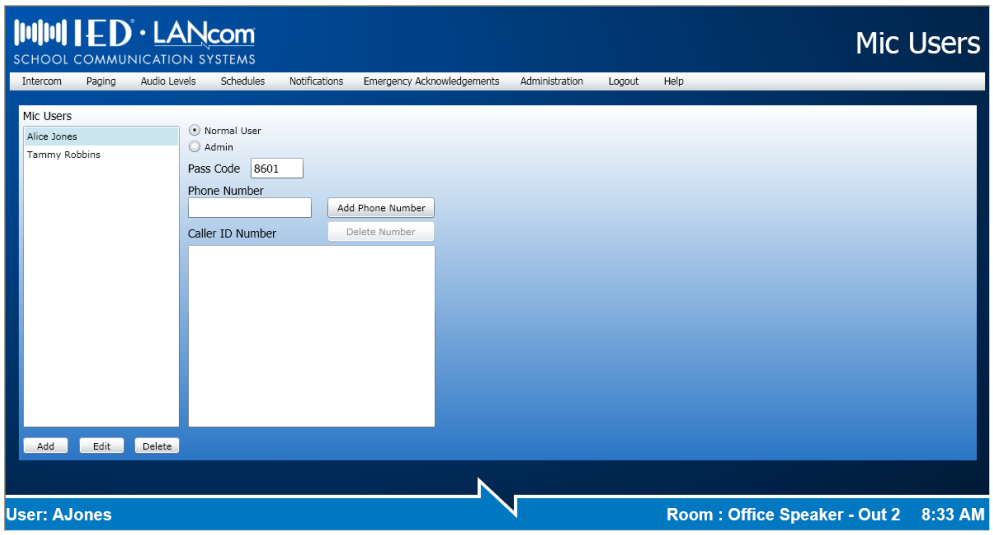


Figure 10-68: Administration - Mic Users page

The page has four sections for data: Mic Users list, Permission levels, Pass Code entry box and the Telephone Number Entry box and Caller ID Number list. To add a Mic User and grant permissions, perform the steps in the following order for each new user:

- Add New User
- Set Permissions Level
- Enter Pass Code
- Enter Phone Number(s) for Caller ID (if desired) and Add to the list
- Exit the Mic User Page to save the information.

Caution! *You must exit the Mic Users page to save user information after making changes and before selecting any other Mic User in the list. Otherwise, changes made will be lost.*

Mic Users List

All authorized Mic Users are shown on the list, sorted alphabetically by first name. You select a name for by clicking on it.

Add

Click on the "Add" button to create a new authorized Mic User. A dialog box will open.

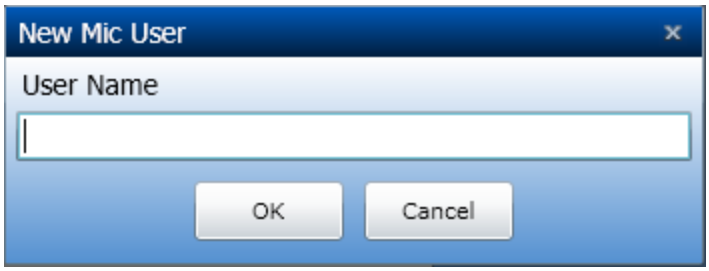


Figure 10-69: Add New Mic User dialog Box

Enter the new user's name. Click "OK" to accept and add the name to the list. Click "Cancel" to abort the function and close the dialog box. The name will appear on the list.

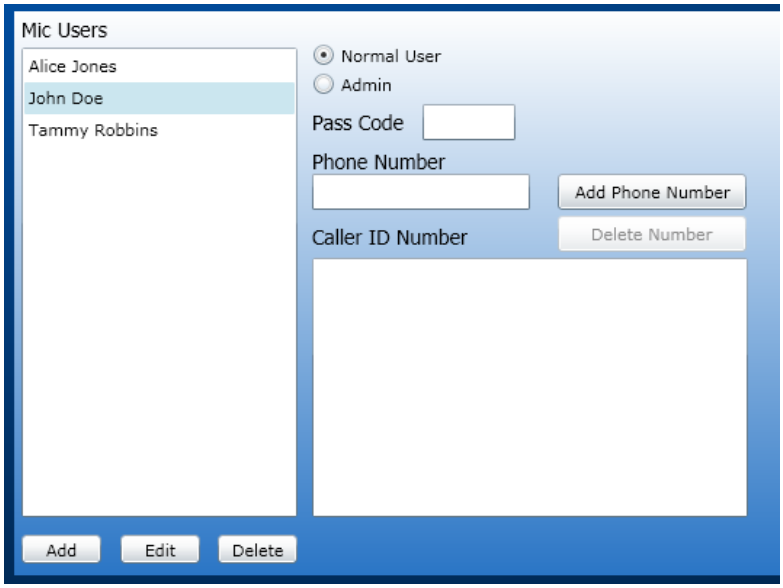


Figure 10-70: Mic Users list showing John Doe added

Edit

Click on a name in the list and click the "Edit" button to make changes to the name.

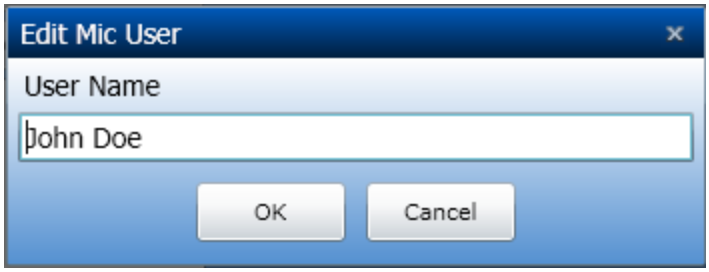


Figure 10-71: Edit Mic User dialog box

Type in the desired changes to the name and click "OK" to accept the changes. Click "Cancel" to abort the edit function and close the dialog box without making any changes.

Delete

Click on a name in the list and click the "Delete" button to remove the name from the list and delete the associated permissions.

Caution! *There is no deletion confirmation warning. The Mic User will be deleted as soon as you click the "Delete" button.*

Mic User Permissions

Mic users may have one of two permission levels. These affect which items are available through the telephone interface.

Normal User

The telephone interface voice prompt will offer the ability to make an "Intercom" call or make a "Live Page" announcement.

Admin

The telephone interface voice prompt will offer the ability to make an "Intercom" call, make a "Live Page" announcement, "Monitor" a room or play an "Emergency Event".

Click on the radio button next to the permissions level for the Mic User.

Pass Code

Type a unique 4-digit pass code for the Mic User. As this code identifies each user, the pass code must be unique.

Caution! *The current version of LANcom SCS software does not check to insure that all pass codes are unique. It is the responsibility of the person making the entry to do this.*

Phone Number

Enter a telephone number caller that you want to use as an authorized number to call from when accessing the LANcom SCS by phone. You may enter phone extension numbers or full telephone numbers, such as mobile phone numbers. Enter only the numerals in the telephone number, i.e. 5025551212. Do not use parentheses, dashes or dots in the number entered. The Caller ID will be the pass code.

Note: Caller ID for the phone number must be sent to the LANcom SCS telephone interface for this function to work.

Add Phone Number button

After the phone number is entered, click on the "Add Phone Number" button to add it to the "Caller ID Number" list.

Caller ID Number list

This list contains telephone numbers that have been added to use as pass codes for the associated Mic User.

Delete Number button

When the Caller ID Number list has items in it, this button may be used to delete a number from the list. Click on a number in the Caller ID Number list to select it and click on the "Delete Number" button.

Caution! *There is no deletion confirmation warning.The number is deleted as soon as you click the "Delete Number" button.*

Note: Remember to exit the Mic Users page when the you make any changes to a Mic User configuration before selecting any other name on the list. Failure to do this step will result in the new data being lost.

System Users

Every person that uses the LANcom SCS web browser control requires a user name and password to access the system as well as a set of permissions that allow access to various sections of the system software. The System User Configuration pages provide the functions for this as well as a section that assigns each user to various notification groups.

To open the User Configuration page, click on "System Users" in the drop down list for the Administration item in the Toolbar. The page will open.

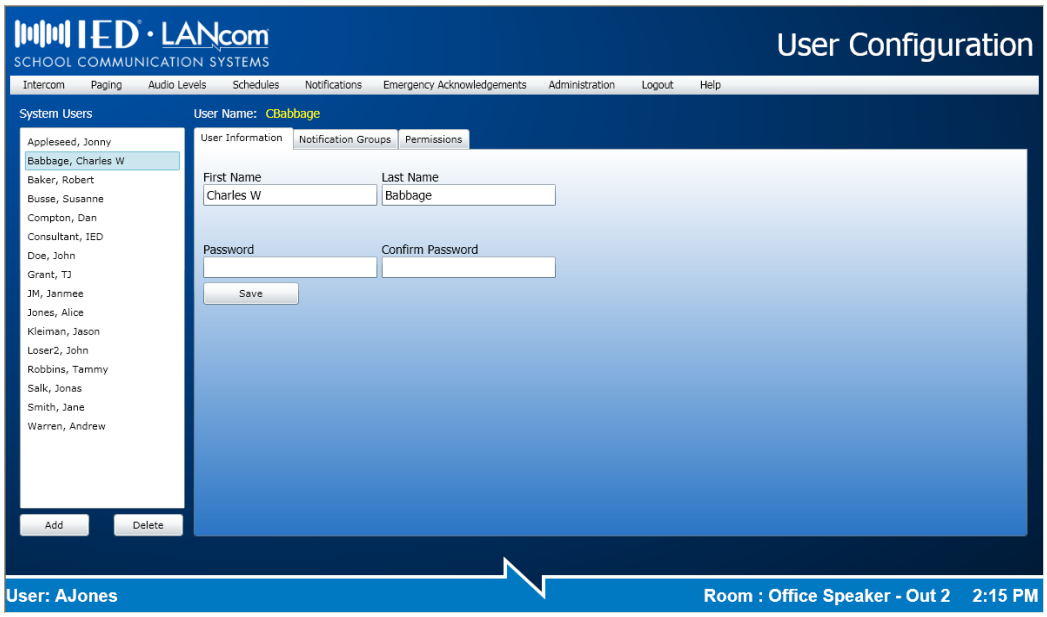


Figure 10-72: LANcom SCS Web Page - User Configuration page

The process of adding a user and providing permissions should be done in the following order:

- Add User Name
- Assign Password
- Set Notifications Groups assignments
- Set Permissions

System Users

The list of system users, on the left side of the page, shows the names of people who are entered as authorized users of the LANcom SCS web page controls and also acts as a selection menu for configuring the user password, permissions and notification groups. The list is sorted in alphabetical order by last name.

Add

Click on the "Add" button under the list to add a new user to the system. A dialog box will open.

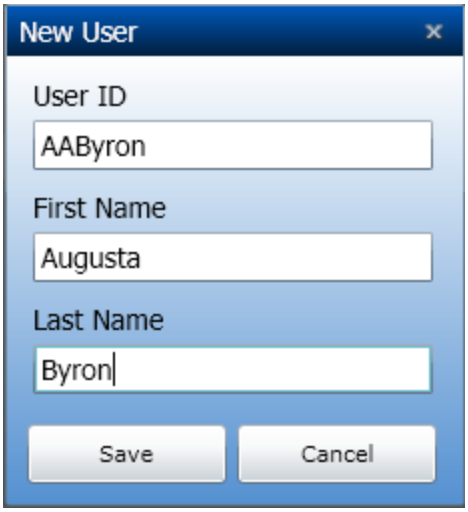


Figure 10-73: Add New User dialog box

Enter the information requested for each text box.

User ID

This is the login ID for this user. This is entered in the User Name box when a user logs into the LANcom SCS web interface. It is also used in log files to identify user-initiated activity. User IDs are not case sensitive. A lower case letter ("a") and an upper case letter ("A") are accepted as equal in the User ID. (i.e. "JAppleseed" and "jappleseed" are considered to be the same User ID.)

Note: The User ID must be unique in the LANcom SCS. Once this new user is added, the User ID can not be changed. If the user must change the User ID, the user must be deleted from the system and then added again.

First Name

Enter the user's first name.

Last Name

Enter the user's last name.

Click "Save" to save the New User information in the database. The user's name will be added to the list. Click on a user's name to select it for configuration. If you attempt to save an entry with a duplicated User ID, you will get an error warning.

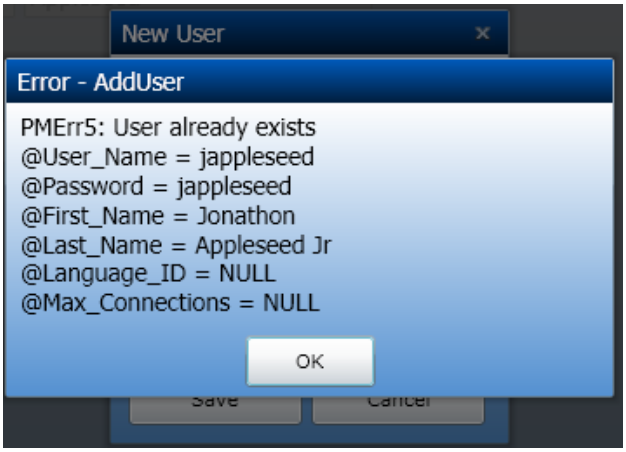


Figure 10-74: Add User - Duplicate User ID error

Click "OK" to close the error box, correct the error by entering a unique User ID and save the data.

Notifications Tab

The Notifications tab is the location where you may select the system user's membership in various Notifications Groups.

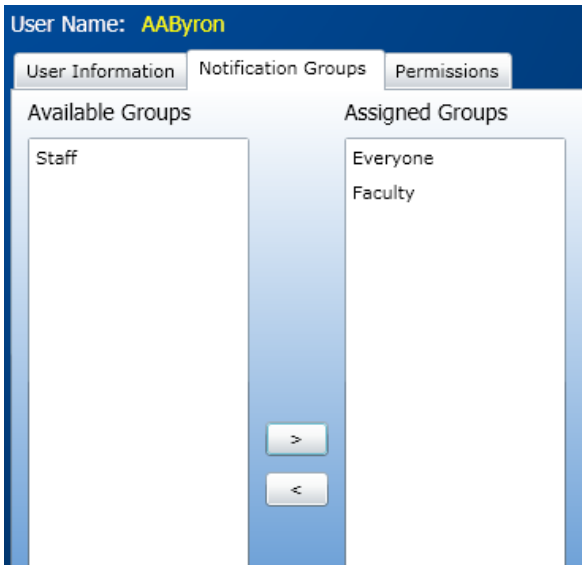


Figure 10-75: User Configuration Page - Notifications Tab

Available Groups

This is the list of Notification Groups that has been defined and that is available for the System User to join.

Assigned Groups

This is the list of Notification Groups that the System User is assigned to as a member.

Right Arrow Button

To assign the system user to a Notifications Group, select the group name in the left list (Available Groups) by clicking on it and then click on the Right Arrow to move the group name to the Assigned Groups list.

Left Arrow Button

To remove the system user from an Assigned Notifications Group, select the group name in the right list (Assigned Groups) by clicking on it and then click on the Left Arrow to move the group name to the Available Groups list.

Note: It is sometimes necessary to click the desired arrow twice to make the group name move from one list to the other.

Permissions Tab

The Permissions tab is the location where you may select which parts of the LANcom SCS web interface a system user is allowed to see and interact with. The User Permissions are

separated into two lists, General and Administrative, which broadly define which type of user normally is assigned them. Click on the checkbox to the left of the permission description to check (allow) or uncheck (not allow) the permission.

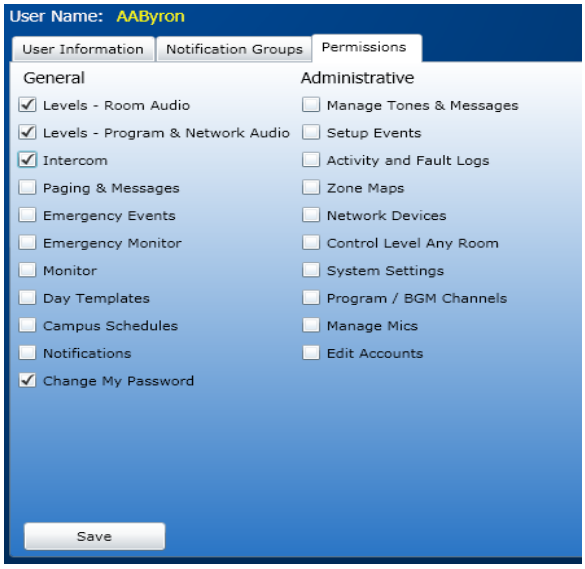


Figure 10-76: User Configuration Page - Permissions Tab

Each permission is described below.

General Permissions are typically assigned to teachers, instructors and general staff members, though some individuals may not get all permissions. Administrative staff members, such as the various office staff, counselors, vice-principals and principals may also get some or all of the General permissions.

Levels - Room Audio

The user may control the Room Audio Out levels (for an ICM and SRM) and the Room Audio In levels (for an SRM) using the "Levels" item on the Toolbar. If this permission is not set, the level controls may appear at login, but they will be grayed out and will be hidden after the user clicks on any Toolbar item.

Levels - Program & Network Audio

The user may control the Program and Network audio levels using the "Levels" item on the Toolbar. If this permission is not set, the level controls may appear at login, but they will be grayed out and will be hidden after the user clicks on any Toolbar item.

Intercom

The user may access the Intercom item of the Toolbar. If this permission is not set, the Intercom item shows on the Toolbar, but is inaccessible by clicking on it.

Paging & Messages

The user may access the Paging item on the Toolbar, giving access to select and start icons on the "Tones & Messages" and the Events tabs.

Emergency Events

The user may access the Paging item on the Toolbar, giving access to select and start icons on the Emergency Events tab.

Note: The "Paging & Messages" permission and the "Emergency Events" permissions both affect the display of the Paging item on the Toolbar. If either permission is selected, the Paging item will be shown on the Toolbar and the icons on the associated tabs will be active. If both permissions are selected, the Paging item will show and all icons an all tabs will be available.

Paging Permissions			
Permission Set	Tones & Messages Tab	Events Tab	Emergency Events Tab
Paging & Messages	Yes	Yes	No
Emergency Events	No	No	Yes
Both	Yes	Yes	Yes

Emergency Monitor

The user may access the Emergency Monitor function on the Intercom Page. If this permission is not checked, the Emergency Monitor icon will not appear on the Intercom page.

Monitor

The user may access the Monitor function on the Intercom Page. If this permission is not checked, the Monitor icon will not appear on the Intercom page.

Note: Selecting the permission for either "Emergency Monitor" or "Monitor" for a system user automatically implies a permission for "Intercom" as well.

Day Templates

The user may access the Day Templates under the "Schedules" item on the Toolbar and may create, edit or delete Day Templates. If this permission is not checked, the user may see the bell schedule for the current day and see the campus bell schedule calendar, but can not make any changes to it.

Campus Schedules

The user may access the Campus Schedules under the "Schedules" item on the Toolbar and may make changes to the bell schedule calendars. If this permission is not checked, the user may see the bell schedule for the current day and see the campus bell schedule

calendar, but can not make any changes to it.

Notifications

The user may access the Notifications tab of the Schedules item on the Toolbar and may add, edit or delete Notification messages.

Change My Password

If this permission is checked, the user may change his or her password under "Help" on the Toolbar.

Caution! *If the user forgets the password, contact the system administrator. The administrator does not have access to the current user password. A new password must be created.*

Administrative permissions are normally assigned to installation contractor personnel, IT staff or office staff that must make changes to the system configuration. Most of these permissions are best left to the contractor personnel. Local school staff may wish to have the ability to perform functions such as administer Tones & Messages, Events, System Users, and Program/BGM Channels. IT staff may choose to administer Activity and Fault Logs, Network Devices and have the ability to adjust audio levels in any room.

Note: If a system user has no permissions listed under the Administration heading, the "Administration" item will not show on the Toolbar. If the system user has any Administrative permission, the "Administration" item will show on the Toolbar, the user will have the assigned permission(s) and the following additional items will show in the drop down list and be available to the user: Change Associated Mic Number, Monitor Server Time, Activity & Fault Logs, End Current Announcements and Recover.

Manage Tones & Messages

The user may access the Tone & Message Setup page to add, edit or delete tones in the system. If the permission is not checked, the item is not shown on the Administration drop down list.

Setup Events

The user may access the Tone & Message Setup page to add, edit or delete tones in the system. If the permission is not checked, the item is not shown on the Administration drop down list.

Activity and Fault Logs

The user may access the Log Viewer page. This permission is included in any other Administrative permission by default.

Zone Maps

The user may access the Zone Maps page to add, edit or delete zone maps in the system. If the permission is not checked, the item is not shown on the Administration drop down list.

Network devices

The user may access the Network Devices page to add, edit or delete network devices in the system. If the permission is not checked, the item is not shown on the Administration drop down list.

Control Level in Any Room

The user is given a list of all room devices on the Audio Levels page.

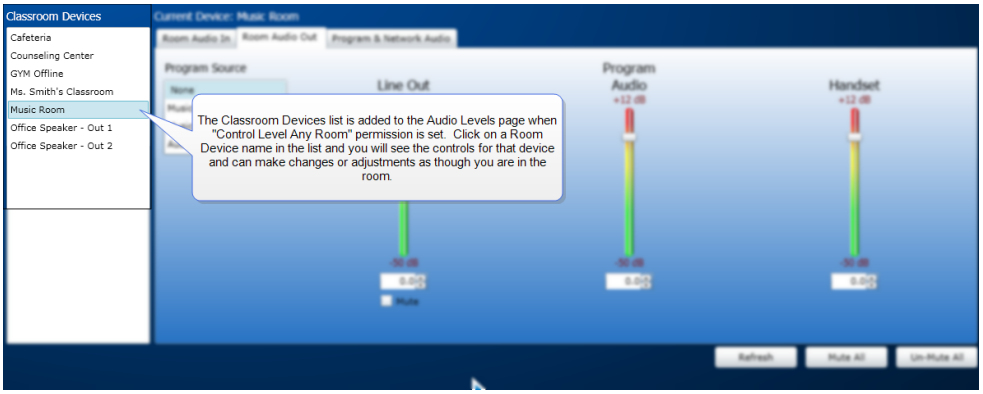


Figure 10-77: Classroom device list added to Audio Levels page

Click on any classroom device in the list to access control of that device. You will see the controls and tabs as though you are in the room with the device. This can assist in remote help for the room user. If the permission is not checked, the item is not shown on the Administration drop down list and the Classroom devices list does not appear on the Audio Levels page.

Note: In order for the system user to have the ability to control level in any room, the user must have the General permissions "Levels - Room Audio" and "Levels - Program & Network Audio" and the Administrative permission "Control Level Any Room".

System Settings

The user may access the System settings page to add, edit or delete the Intercom tones and dialout configuration. If the permission is not checked, the item is not shown on the Administration drop down list.

Program/BGM Channels

The user may access the BGM Setup page to select active program and BGM sources in the system. If the permission is not checked, the item is not shown on the Administration drop down list.

Manage Mics

The user may access the Mic Users page and the 520 Mic Buttons page to add, edit or delete Mic Users or to make changes to 520 Mic Station button assignments (future feature) in the system. If the permission is not checked, the items are not shown on the Administration drop down list.

Edit Accounts

The user may access the User Configuration page to add, edit or delete system users. If the permission is not checked, the item "System Users" is not shown on the Administration drop down list.

Monitor Server Time

Bells and scheduled events depend on the server's internal clock for their trigger signal to start. If you want to see what the time is according to the server clock, click on "Monitor Server Time" in the drop down list under the Toolbar item "Administration". The web page will change to display a large digital clock that is not running. The time shown is the server time at the moment the page opened. You must click the "Start Clock" button in order to show a running clock display.

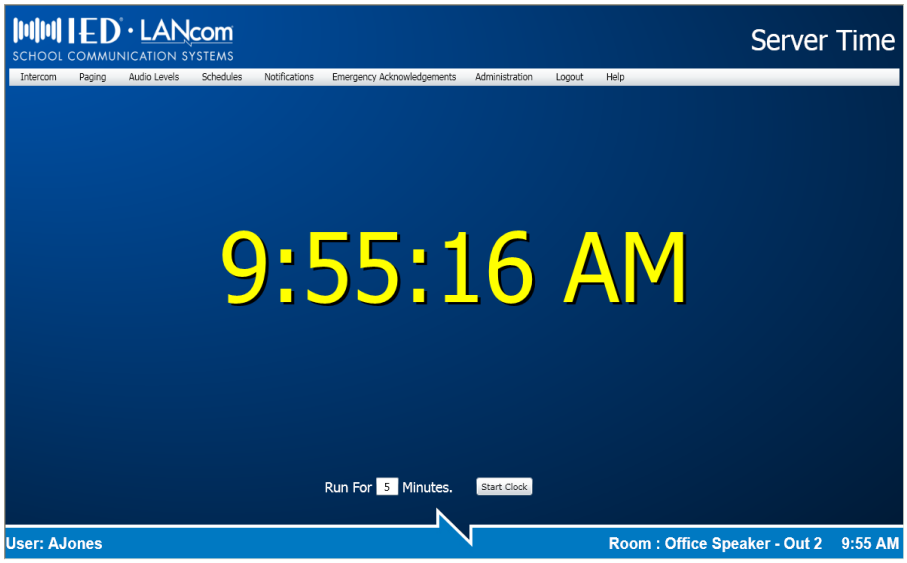


Figure 10-78: Administration - Monitor Server Time page

There are two controls on the page, located near the bottom.

Run for (x) Minutes

This allows you to change the amount of time, in minutes, that the server time is actively polled and its display updated on your computer. The default is five (5) minutes, which should be longer than is needed under normal circumstances.

Start Clock

Click on this button to start the clock running. You will see the button label change to "Stop Clock" and see the word "Polling" flash in red each time your computer polls the server for its time. Click on the "Stop Clock" button to stop polling the server clock and the display updates on your computer.

Note: "Stop Clock" does not stop the server clock. It only stops your computer polling and display updates.

Note: The server clock monitor function does not allow you to change the server's clock time. This must be done by an authorized network administrator.

Activity and Fault Logs

LANcom SCS maintains a series of five log files as it operates. The five logs allow a user to see what has happened in the system and, in some cases, where the item was initiated and by whom.

To open the Log Viewer page, click on "Activity & Fault Logs" on the drop down list under "Administration". This will open the page to the default User Activity Log.

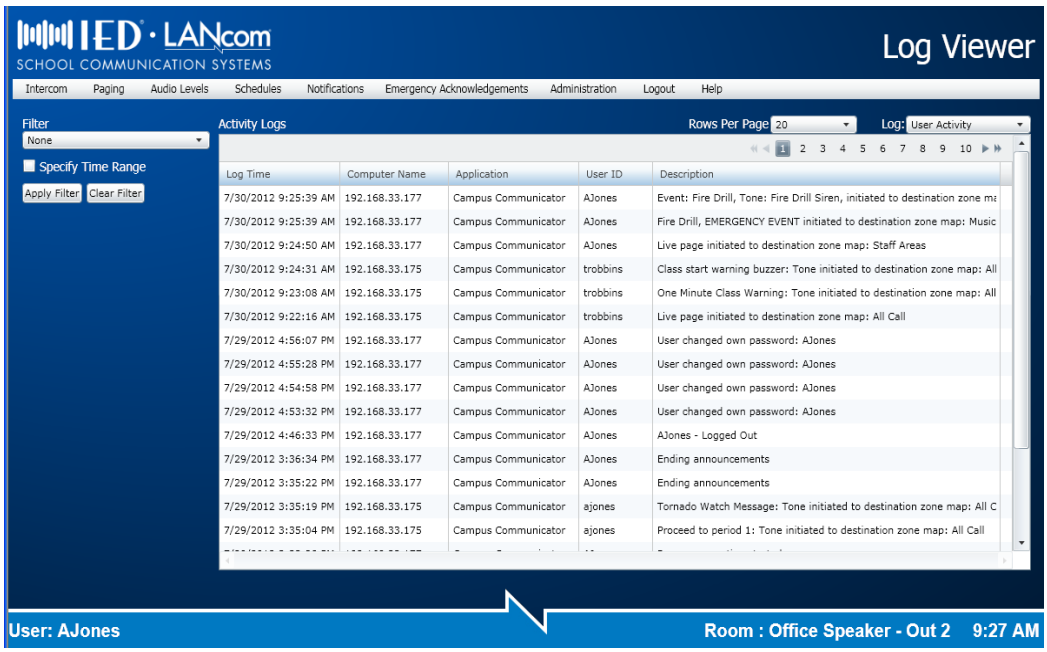


Figure 10-79: Administration - Log Viewer page - User Activity Log

The Log Viewer page contains four sections: Log selection (far right top), Activity Log list (center of the page), Rows per Page selection (top right next to log selection), and Filters to change what part of the data you view.

Note: You cannot change the data shown in the Log Viewer.

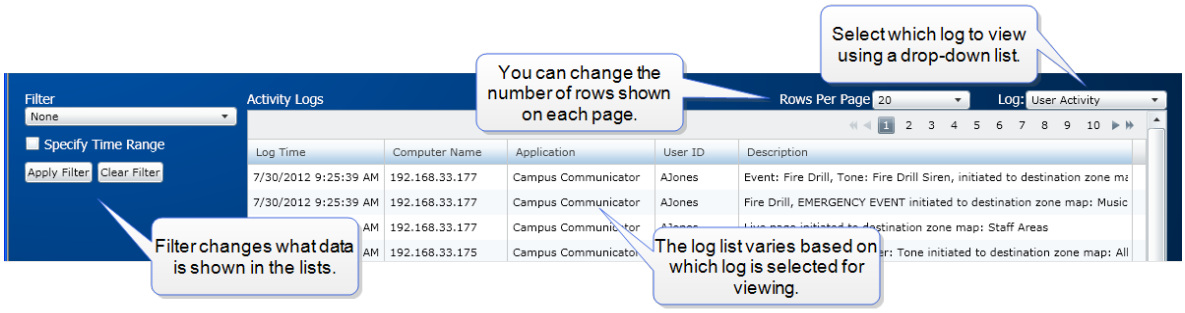


Figure 10-80: Log Viewer page sections explained

Log Selection

Click on the button to open a drop down list of available logs.

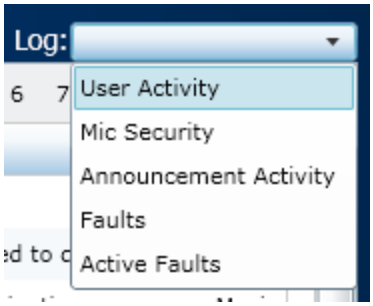


Figure 10-81: Log Viewer page - Available Logs drop-down list

Click on a log name to select it and load its current data into the viewer.

User Activity

This is a list of user activities such as starting message announcements, making changes to user permissions, logging out, etc.

Mic Security

Note: The Mic Security Log is not currently used in LANcom SCS.

Announcement Activity

This is a list of announcements played or live announcements made.

Faults

This is a list of system faults. It includes the date and time the fault occurred and the date and time it was cleared.

Active Faults

This is a list of faults existing currently in the system that have not cleared. This list may include faults for devices no longer configured as a part of the system.

Rows per Page

Click on the button to show the drop down list and click on the desired number to choose how many rows of data to show on each page.

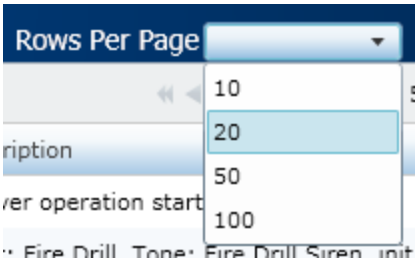


Figure 10-82: Log Viewer - Rows per Page drop down list

Choose to show 10, 20, 50 or 100 rows per page by clicking on the desired number.

Activity Logs

The list shows data from the selected log. Column labels will change, based on the log selected.

Filter

You can change how the log data is displayed, limiting what is seen, by selecting a data filter.

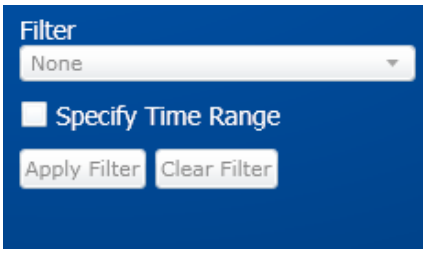


Figure 10-83: Log Viewer - Filter dialog area

Click on the filter button to display a drop down list of filters that are available for the log you are viewing.

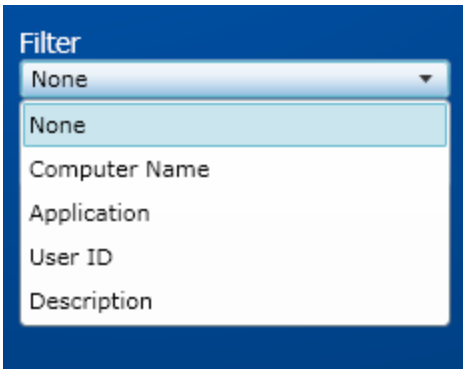


Figure 10-84: Log Viewer - Filters available for User Activity Log

A text box will be displayed so you can enter the filter parameter.

You can choose to filter by date and time as well. Click on the checkbox next to "Specify Time Range" and the start date-time and stop date-time selection will show.

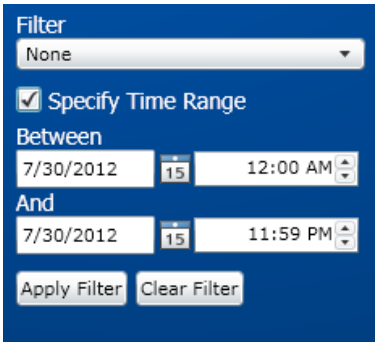


Figure 10-85: Log Viewer - Select Date Range options shown in Filter area

Available Logs for Viewing

User Activity

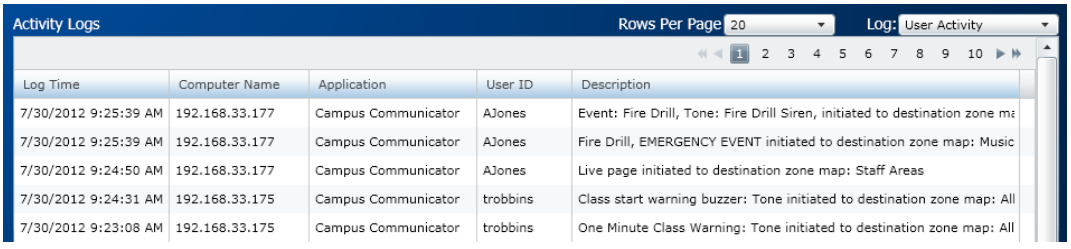


Figure 10-86: Log Viewer - User Activity

Log Time

This is the date and time the activity occurred.

Computer Name

This is the IP Address of the computer where the activity initiated.

Application

This is the name of the application that originated the activity. In most cases, this will be "Campus Communicator".

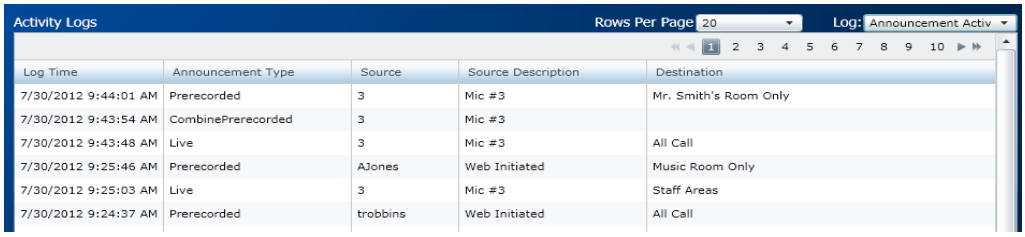
User ID

This is the user ID or logged in on the computer listed in "Computer Name" when the activity occurred.

Description

This is the logged activity.

Announcement Activity



Log Time	Announcement Type	Source	Source Description	Destination
7/30/2012 9:44:01 AM	Prerecorded	3	Mic #3	Mr. Smith's Room Only
7/30/2012 9:43:54 AM	CombinePrerecorded	3	Mic #3	
7/30/2012 9:43:48 AM	Live	3	Mic #3	All Call
7/30/2012 9:25:46 AM	Prerecorded	AJones	Web Initiated	Music Room Only
7/30/2012 9:25:03 AM	Live	3	Mic #3	Staff Areas
7/30/2012 9:24:37 AM	Prerecorded	trobbins	Web Initiated	All Call

Figure 10-87: Log Viewer - Announcement Activity

Log Time

This is the date and time the activity occurred.

Announcement Type

This indicates whether the announcement was a live page announcement or a recorded announcement.

Source

This is the source of the announcement start command. Sources include logged in users (AJones, TRobbins), a microphone station that is identified by its number (3) or by an automatic LANcom SCS trigger such as a Bell Tone.

Source Description

This indicates the kind of device used as the trigger source. Theses include Mic Number identification for mic station initiated activity and "Web Initiated" for when the activity is initiated using a web browser.

Destination

This is the destination zone or zone map for the announcement.

Duration

This represents the length of time in seconds the announcement was active. This applies to Live Announcements and Recorded Messages only.

Faults

This log displays a list of faults that have occurred in the LANcom SCS.

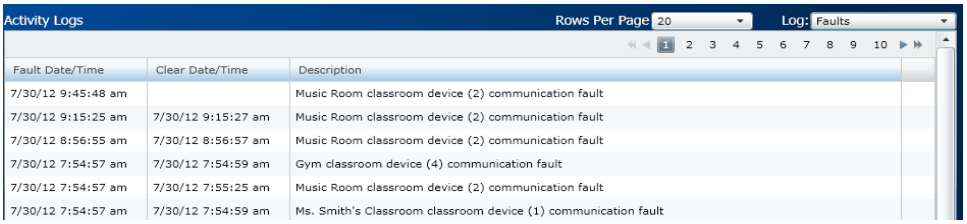


Figure 10-88: Log Viewer - Announcement Activity

Fault Date/Time

This is the date and time the fault incident occurred.

Clear Date/Time

This is the date and time the fault incident cleared. If this column has no entry, as shown in the first row, the fault still exists.

Description

This indicates the network device that has the fault. The device number is shown in the parentheses "(3)" along with what type of fault has occurred.

Active Faults

This log displays a list of faults that still exist in the LANcom SCS.

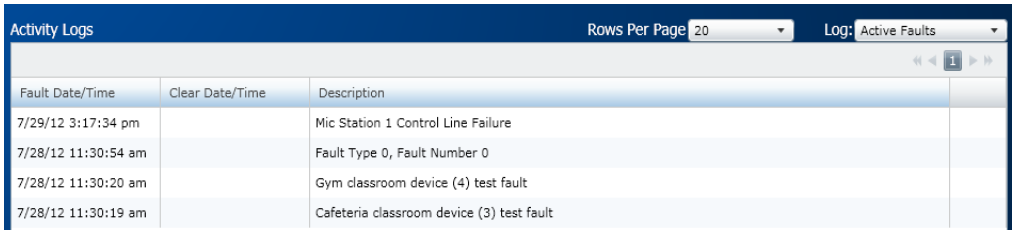


Figure 10-89: Log Viewer - Announcement Activity

Fault Date/Time

This is the date and time the fault incident occurred.

Clear Date/Time

This is the date and time the fault incident cleared. If this column has no entry, as shown in the first row, the fault still exists.

Description

This is the network device that has the fault. Its device number is shown in the parentheses "(3)" along with what type of fault has occurred.

Note: It is possible for an Active Fault to be present for a device that was removed from the LANcom SCS. In the current software version, there is no way to remove them from the log file.

End Current Announcements

If you want to stop a recorded announcement that is playing or end an event that is playing one or more announcements, you can use a web page command to do it.

To end an announcement or stop an event, click on "End Current Announcements" in the drop down list under the Toolbar item "Administration". The system will stop the messages or event by resetting some service programs and restarting them. A message box will open to indicate the process is underway.

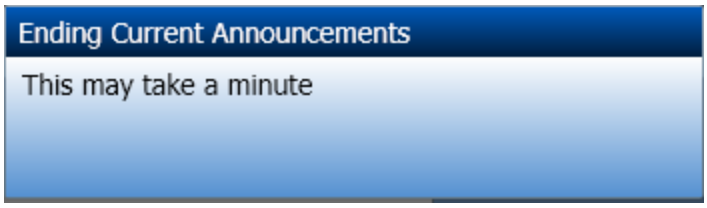


Figure 10-90: End Current Users message box

The service stop-restart process may take a minute or two. At the end of the process, the message box will close.

Sometimes, an error may occur. In that event, an error box will pop-up.

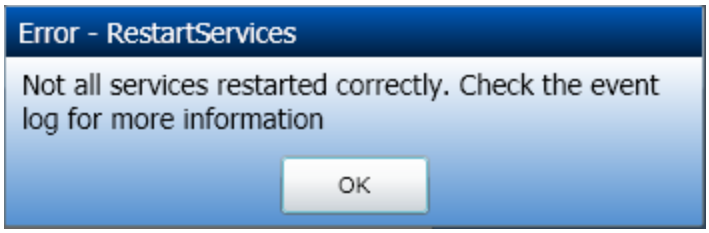


Figure 10-91: Error Message - Restart Services failure

Under most circumstances, there are two reasons for this error. The first is that some of the required services did not restart properly. The second reason is that the LANcom SCS web page called for services status before the system was ready to report all services restarted properly. You can determine which reason caused the error by checking the services application to determine which services are stopped. Contact IED Systems Support for additional information.

Recover

If you need to recover from an unspecified software stoppage in the LANcom SCS server, you can use a web page command to do it.

To start the recovery process, click on "Recover" in the drop down list under the Toolbar item "Administration". The system will attempt to recover by resetting some service programs and restarting them. A message box will open to indicate the process is underway.

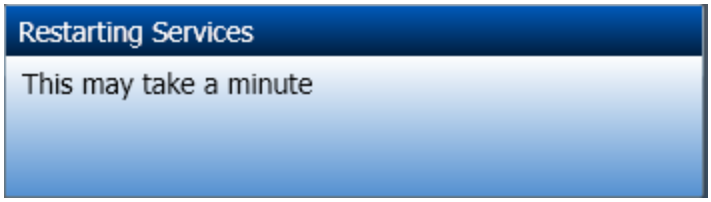


Figure 10-92: LANcom SCS Recover command message box

The service stop-restart process may take a minute or two. At the end of the process, the message box will close.

Sometimes, an error may occur. In that event, an error box will pop-up.

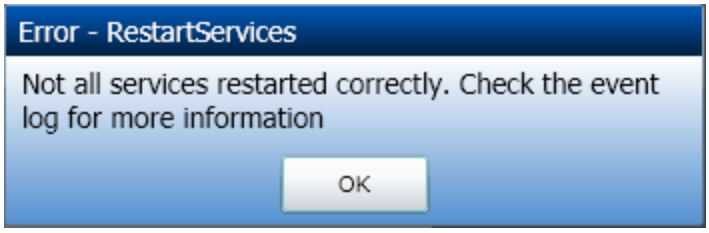


Figure 10-93: Error Message - Restart Services failure

Under most circumstances, there are two reasons for this error. The first is that some of the required services did not restart properly. The second reason is that the LANcom SCS web page called for services status before the system was ready to report all services restarted properly. You can determine which reason caused the error by checking the services application to determine which services are stopped. Contact IED Systems Support for additional information.

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11

Logout

When your LANcom SCS web session is completed, log off the server using the Logout command.

Click on the "Logout" item on the Toolbar.

Figure 11-1: LANcom SCS Web Page - Toolbar - Logout item

The server will log the user off and return to the Log On page.

Caution! *The Logout command works immediately with no confirmation dialog box. If you log out in error, simply log in again with your User Name and Password.*

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12

Help

The Help item provides three functions. Click on the "Help" item on the Toolbar to display the drop down list.

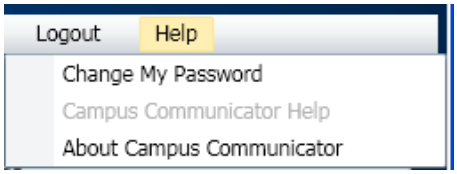

Figure 12-1: Help drop down list

Change My Password

If you have permissions allowing password change, click on the Change My Password item on the drop down list. A Change Password dialog box will open.

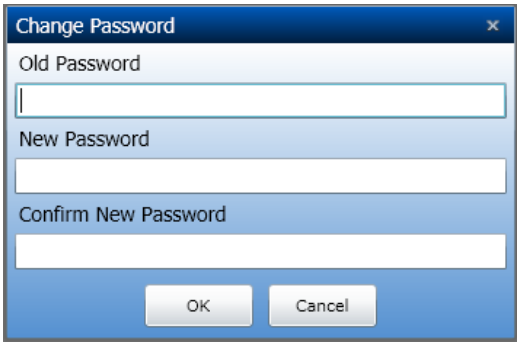

Figure 12-2: Change Password dialog box

Old Password

Type in your current password. The actual characters will not show, dots will appear to represent the characters.

New Password

Type in your new password. The actual characters will not show, dots will appear to represent the characters.

Confirm New Password

Type in your new password again to confirm it. The actual characters will not show, dots will appear to represent the characters.

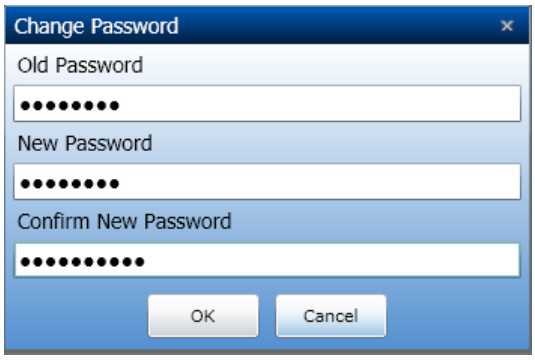

Figure 12-3: Change Password dialog box with text entered

Click the "OK" button to accept the new password. Click the "Cancel" button to abort the process and close the dialog box without changing your password.

If you make an error entering your current (old) password, an error message will pop up.

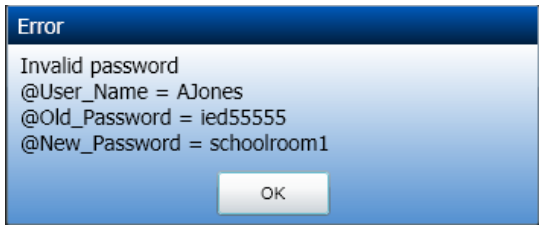

Figure 12-4: Password entry error message

Click "OK" to close the message box and re-enter the information.

If you enter different information in the New Password text box and the Confirm New Password text box, you will get an error message when you click the "OK" button.

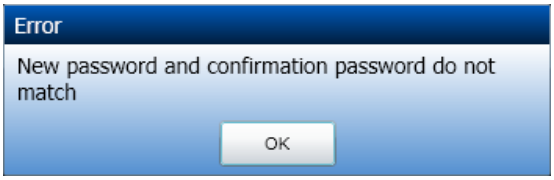

Figure 12-5: New password error message box

Click "OK" to close the message box and re-enter the New Password and Confirm Password text.

Campus Communicator Help

Click on this item to open the Campus Communicator Help file. (Future)

About Campus Communicator

Click on this item to open the "About" message box.

Figure 12-6: Campus Communicator "About" message box

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13

528 Template Designer

The 528 Series microphone stations used in the system have a color LCD display with buttons to activate announcements, intercom calls, room monitoring, or events. Each microphone station in the system can be configured separately to meet the needs of its location. The template editor is a separate application that can be launched from the desktop by locating the icon as shown below.

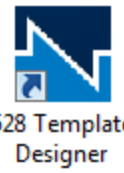

Figure 13-1: 528 Template Designer icon

The image below shows the interface screen used to configure the microphone stations.

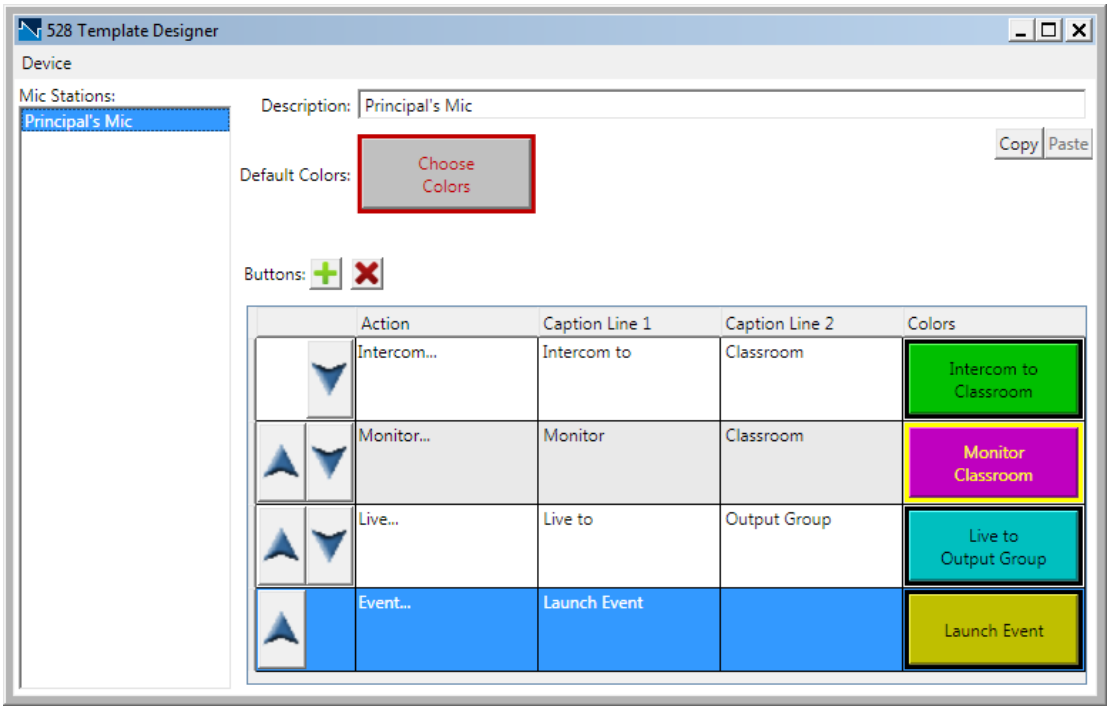

Figure 13-2: 528 Template Designer

Device

This menu contains a command titled *Apply to vACS* that is used to transfer any changes made to the system. You must use this command to apply any changes you have mad to the system. Once you send it to the vACS, the vACS will update each microphone with the template data.

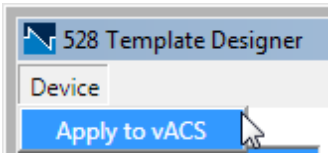

Figure 13-3: Device Menu

Mic Stations

This is a list of all the 528 microphone stations that have been defined for the system. To edit a microphone station, simply left click on its name in the list and it will appear highlighted. The parameters on the right portion of the screen will change to show the current configuration of the selected microphone station.

Copy

Use this button to copy the current template configuration to the clipboard. Once the data is stored on the clipboard, you can apply it to other microphone stations in the system using the *Paste* button.

Paste

When data is present on the clipboard, this button will be active. If the text on the button appears in light gray, then no data is available on the clipboard. When you click this button, it will take the template configuration data from the clipboard and apply it to the currently selected microphone station. This provides an efficient to copy templates to multiple microphone stations.

Description

Enter a textual description for the microphone station. This text is used as the name of the microphone station when it is referenced in other areas of the software.

Default Colors

Click this button to open the color selector as shown in Figure 13-4. From here, you select the default color for the text and the default color for the background for the buttons. The colors set here are the colors that will be used each time a new button is added to the template. Colors can be changed for each individual button by clicking on the button preview in the *Colors* field of a button that can be seen in Figure 13-5.

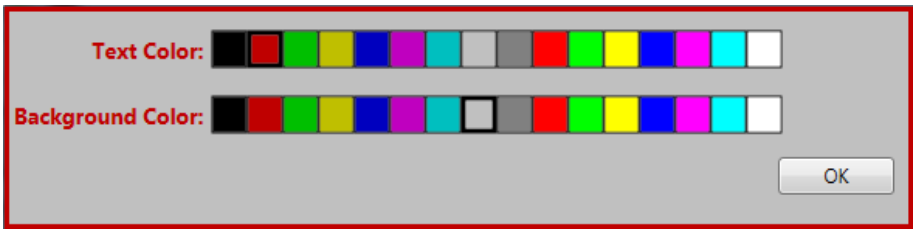

Figure 13-4: Choose Colors

Buttons

Buttons are displayed in the list in the order in which they will appear on the microphone station. Four (4) buttons are visible on the display at a time. Additional buttons are accessed using the scroll buttons below the microphone station display.

Click this button to add a new button to the template. It will be added as the last button in the list using the default button colors defined in the Default Colors section. You can adjust the position of the button using the arranging buttons.

Click this button to remove the currently selected button from the list.

Use these buttons to adjust the position of the button in the list. Click the up arrow button to move it up the list by one position. Use the down arrow to move it down by one position.

Action

This field is where you define the function of the button. Click on a field to access a drop-down list to select from one of the following five (5) action types.

- Live – This action will activate a live announcement to an output group. After the button is pressed, the microphone station will prompt the user to enter the output group for the announcement.
- Intercom – This action will activate a 2-way intercom call to a classroom. After the button is pressed, the microphone station will prompt the user to enter the classroom number to call.
- Monitor – This action will 1-way monitor to a classroom. After the button is pressed, the microphone station will prompt the user to enter the classroom to monitor.
- Event – This action will launch a pre-defined event. After the button is pressed, the microphone station will prompt the user to enter the event number.

- User Defined – This type is used to define an action that will use default parameters instead of prompting the user for action. When this type is used, a button titled *Edit Action* will appear as shown in Figure 13-5. Click this button to open the definition window also shown in the figure. From here, you select the Announcement Type and then either the Output Group, Classroom, or Event from the drop-down list.

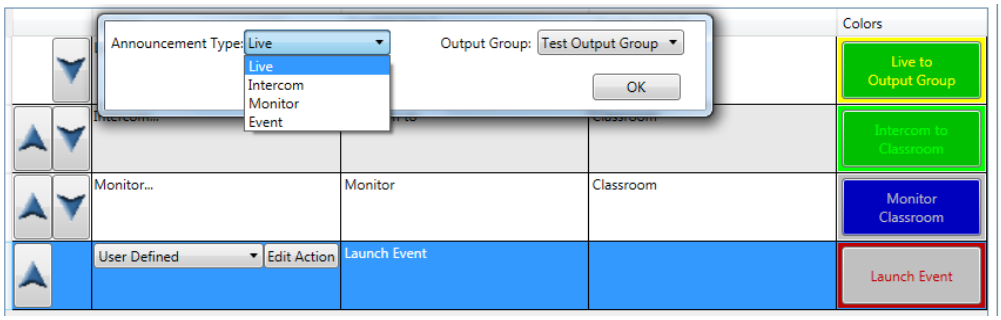

Figure 13-5: Button Editor

Caption Line 1

Each button can contain up to two lines of text. Enter the text that will appear on the first line of the button in this field. If you enter a number of characters that exceeds the width of the button, it will automatically wrap to the next line. However, to prevent words from being broken between lines, a second field is provided for the second line.

Caption Line 2

The text in this field will appear on the second text line of the button. This is provided to give you the ability to control exactly where text is broken between lines. If you do not enter any text for the second line, the first line will be centered vertically on the button as shown for the "Launch Event" button in Figure 13-5. If you enter too many characters on the first line and it automatically wraps to the second line, then the text entered in this field may not be visible on the button.

Colors

This shows you a preview of the button using the text entered in the Caption Line 1 and Caption Line 2 fields along with the colors chosen. The default colors will be used, but you can customize the colors of a button by clicking on the button preview in this column. You will see the color chooser window as shown in Figure 13-4. Select the desired colors for the text and button background and then click the OK button to close the window and save the colors.

Appendix A

Telephone Interface Guide

The following steps can be used to access the functions of the LANcom School Communications System using a telephone.

1. Call

Call into the system using the assigned telephone number or extension number. Ask your system administrator for the access number. When the LANcom System answers, you will hear a series of voice prompts to guide you through the menus.

2. Security and Phone Menus

The LANcom system will answer with a "Welcome greeting" and prompt for a password (pass code) followed by the pound key (#).

Note: If you enter the an invalid password, the system will prompt, "Invalid password." Reenter a valid password to continue.

There are two levels of security permissions in the telephone interface for the LANcom SCS: User Access and Admin Access. A password is used to provide access to either level.

Note: If the system is configured to accept Caller ID as the pass code and the user is calling from a designated telephone, no password will be requested and the system will hear prompts for actions.

User Access

Allows Intercom calls to classrooms and Live Page Announcements to selected zone maps.

Admin Access

Allows Intercom calls to classrooms, Live Page Announcements to selected zone map, Monitoring of a classroom and Initiation of events.

3. Select desired function

Intercom Call

Prompt: "For intercom, press 1"

User: Press 1

Prompt: "Enter room number."

User: Enter the room device code number. Press the pound key.

Note: If you enter a number that is not a valid room code, the system will prompt, "Invalid Entry." Use the telephone keypad to enter a valid room code.

LANcom SCS will configure the intercom call

Prompt: Gong tone

User: Talk to the room occupants. When finished, hang up the telephone.

Page Announcement

Prompt: "For Live Paging, press 2"

User: Press 2

Prompt: "Enter the zone code."

User: Enter the zone map code number. Press the pound sign.

Note: If you enter a number that is not a valid Zone map code, the system will prompt, "Invalid Entry." Use the telephone keypad to enter a valid zone map code.

LANcom SCS will configure the page announcement

Prompt: Gong tone

User: Make your live page announcement. When finished, hang up the telephone.

Monitor a room

Prompt: "To monitor a room, press 4"

User: Press 4

Prompt: "Enter the room number."

User: Enter the room device code number. Press the pound sign.

Note: If you enter a number that is not a valid room code, the system will prompt, "Invalid Entry." Use the telephone keypad to enter a valid room code.

LANcom SCS will configure the room monitor session

Prompt: Gong tone

User: Listen to the room occupants. When finished, hang up the telephone.

Note: The room occupants can not hear you while monitoring a room. There is no talk path from the telephone to the room.

Emergency Monitor a room

Prompt: "To Emergency monitor a room, press 7"

User: Press 7

Prompt: "Enter the room number."

User: Enter the room device code number. Press the pound sign.

Note: If you enter a number that is not a valid room code, the system will prompt, "Invalid Entry." Use the telephone keypad to enter a valid room code.

LANcom SCS will configure the room monitor session

Prompt: Gong tone

User: Listen to the room occupants. When finished, hang up the telephone.

Note: The room occupants can not hear you while monitoring a room. There is no talk path from the telephone to the room.

Message Event

Prompt: "For a Message Event, press 9"

User: Press 9

Prompt: "Enter the event number."

User: Enter the emergency event code number. Press the pound sign.

Note: If you enter a number that is not a valid emergency event code, the system will prompt, "Invalid Entry." Use the telephone keypad to enter a valid emergency event code.

LANcom SCS will start the emergency event

Prompt: "Action initiated. Goodbye."

User: Hang up the telephone.

Error Prompts

The LANcom SCS telephone interface can provide a limited number of prompts to indicate errors with initiating or carrying out telephone action requests.

"The System is busy. Goodbye."

The prompt indicates that all or parts of the LANcom SCS where you wanted to communicate is busy. Hang up and try your action at a later time. if the busy prompt repeats several times, contact your service company for technical assistance.

"Action Terminated. Goodbye."

"An error occurred. Goodbye."

The prompt indicates that the LANcom SCS terminated your request for an unnamed reason. Check the fault logs or event logs to find the reason. If the termination prompt repeats several times, contact your service company for technical assistance.

"Action Preempted"

The prompt indicates that the LANcom SCS terminated your request for an because an action of a higher priority took precedence over it. Hang up and try your action at a later time.

"Waiting on Host"

The prompt indicates that the LANcom SCS telephone interface has failed to communicate with the server. Hang up and try your action again. If the prompt repeats several times, contact your service company for technical assistance.

Appendix B

Configuration Wizard

The LANcom SCS Configurator Wizard allows the installer/user to set up or change how a LANcom SCS system operates.

There are four screens with multiple options and entry boxes used to perform the setup. This section will describe the entries and provide information about how choices impact the system operation.

Headend Settings

The Headend Settings page allows the installer to modify how the system headend acts. Some of the information is shown, but should not be changed using the Configurator.

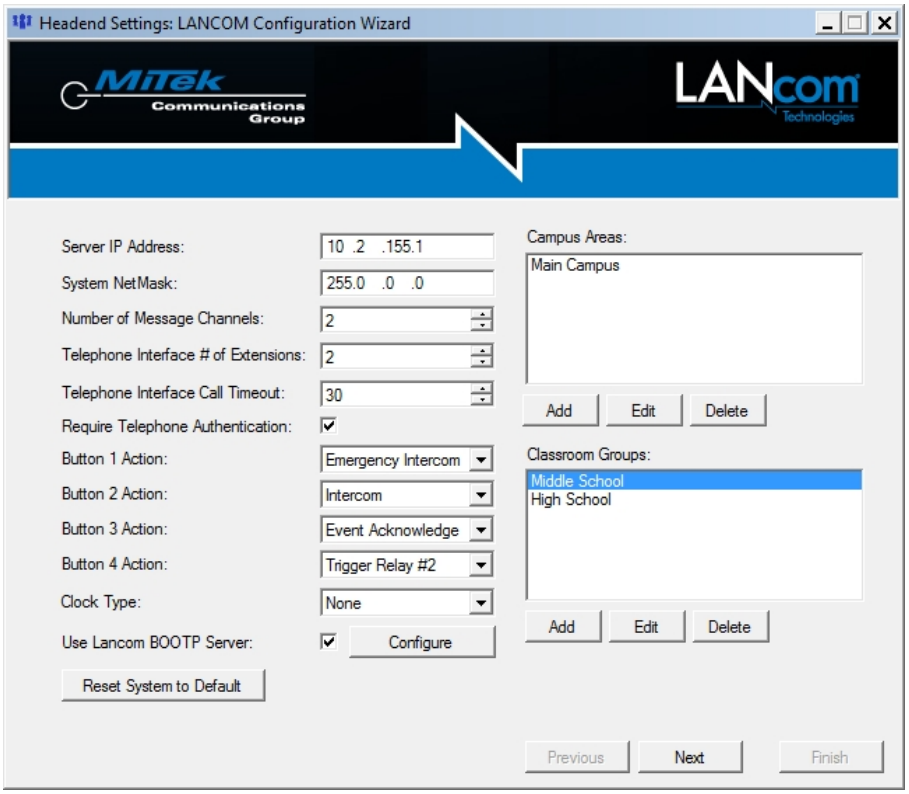

Figure B-1: Headend Settings

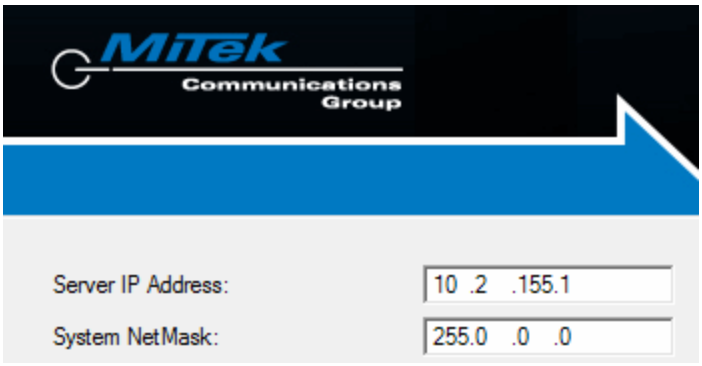

Figure B-2: IP Settings

Server IP Address

Shows the IP Address of the server.

Caution! *DO NOT change this value*

System NetMask

Shows the NetMask for the LANcom system

Caution! ** DO NOT change this value*

Number of Message Channels

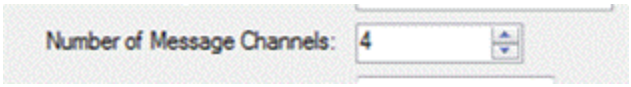

Figure B-3: Message Channels

The number of message channels to allow the system to use for PDRP and System Tones. Four channels are available.

** Set this number to either 2 or 4 (the default value)*

Telephone Interface Max Rings

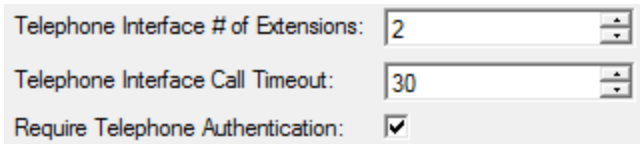

Figure B-4: Telephone Settings

How many rings to wait before quitting on calling an extension, and moving on to the next extension. If set correctly, this parameter should be fewer than the number of rings before going to voicemail.

Start with a value of "4" or "5" and adjust as needed

Telephone Interface Call Timeout

How long to wait on each extension callout. We found that there were cases where the PBX fails to dial when requested or the line goes dead before N rings are heard or any of a number of other conditions. This timer is a kind of failsafe to give up on the current call and try the next extension.

Start with a value of "30" and adjust as needed

Require Telephone Authentication

When checked, security is enabled for the telephone line. The user must either enter a passcode when prompted or call in from an extension with a valid Caller ID number. Both of these settings are configured in the *Mic Users* section.

When left unchecked, any user calling into the system will have access based on the normal user template.

Button Action

Figure B-5: Button Actions

Allows the installer to select how each of the four logical button inputs will work in the system. This is a GLOBAL choice; all buttons configured as "Button 1" will operate the same way; all buttons configured as "Button 2" will operate the same way. etc.. Click on the selection button to open a drop down list of options.

Figure B-6: Button Action Selection

- Emergency Intercom – Make Emergency Intercom request
- Intercom – Make Normal Intercom request
- Event Acknowledge – Acknowledge an event that requires it.
- Multi Action – Press once for Normal Intercom; press 3x for Emergency Intercom

- Trigger Relay x – When button is pressed, activate Relay x according to the global configuration.

Note: Clock sync options may use Relay #1 and/or Relay #2, making them unavailable for button-commanded operation.

Clock Type

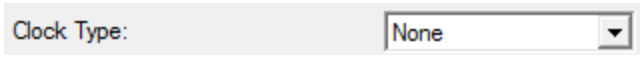

Figure B-7: Clock Type

Selects which clock synchronization protocol to use. Depending on choice, either one or two relays in the room devices will activate according to the sync schedule. Click on the selection button to open the list of sync protocols and click on the desired one to select it.

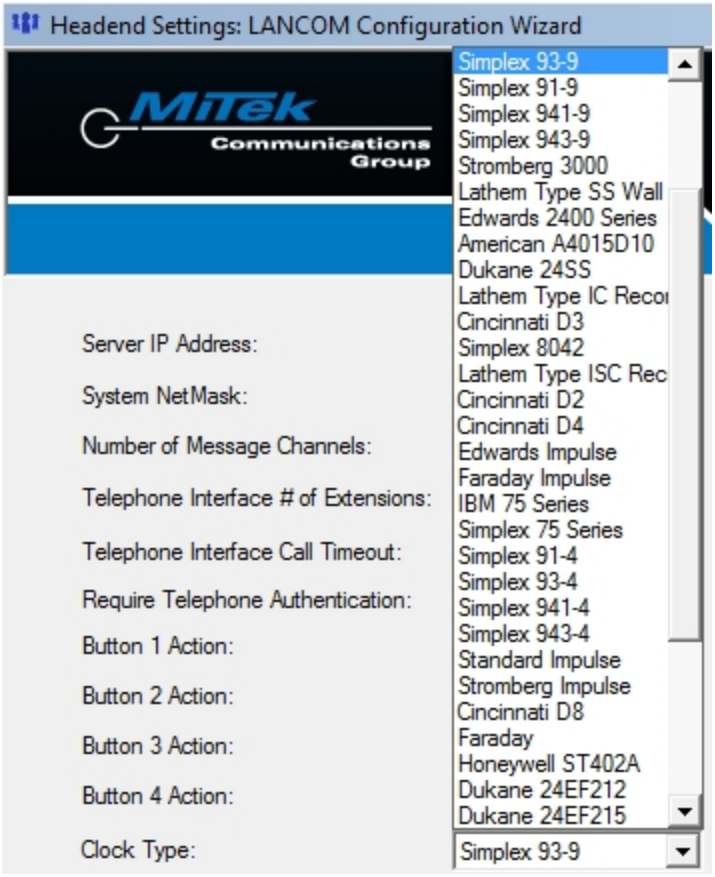

Figure B-8: Clock Type Selection

Campus Areas

Allows the installer to create "Campuses" for schedules.

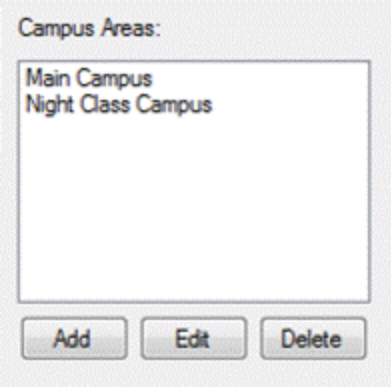

Figure B-9: Campus Areas

Add

Add a new Campus Name. This opens a dialog box. Enter the new campus name and click OK to add to the list.

Edit

Select an exiting Campus Area name and click Edit to modify the campus area name. Click OK to accept the change.

Delete

Select an exiting Campus Area name and click Delete to remove it from the list.

Classroom Groups

Allows the installer to create "Classroom Groups" for schedules.

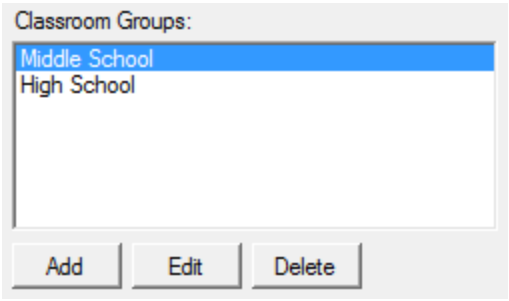

Figure B-10: Classroom Groups

Add

Add a new Classroom Group. This opens a dialog box. Enter the new group name and click OK to add to the list.

Edit

Select an exiting Classroom Group name and click Edit to modify the group name. Click OK to accept the change.

Delete

Select an exiting Classroom Group name and click Delete to remove it from the list.

Use LANcom BOOTP Server

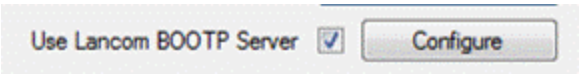

Figure B-11: BOOTP Server

Enables the BOOTP server in LANcom as the service to assign IP addresses to devices requesting them via BOOTP protocols. Click on the Check Box to enable. Click on the "Configure" button to set up the address range for IP address assignments.

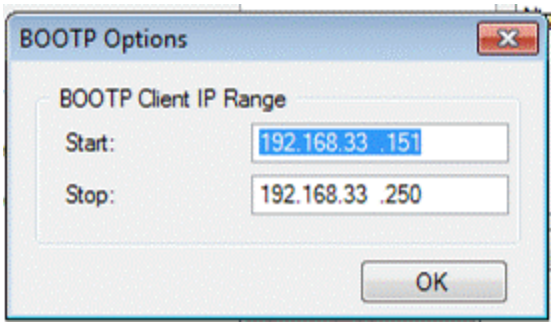

Figure B-12: BOOTP Options

Start

The first IP address in the BOOTP Client IP Range.

Stop

The last IP address in the BOOTP Client Range

Note: The range from "Start" to "Stop" must be big enough to accommodate all expected devices requesting IP addresses via the BOOTP server.

Note: We recommend using server PC's BootP server. If it is available. Contact IED for information on enabling this service.

Reset System to Default

Clicking this button will reset many system parameters in the database to the default values.

- Clears Zone Maps

- Clears Devices
- Clears Campus Areas
- Clears Schedules

Caution! *DOES NOT Clear Takes Table*

Device Discovery

This page allows the Configuration Wizard to discovered LANcom devices that are connected to the network. Click on the "Discover" button to start the discovery process.

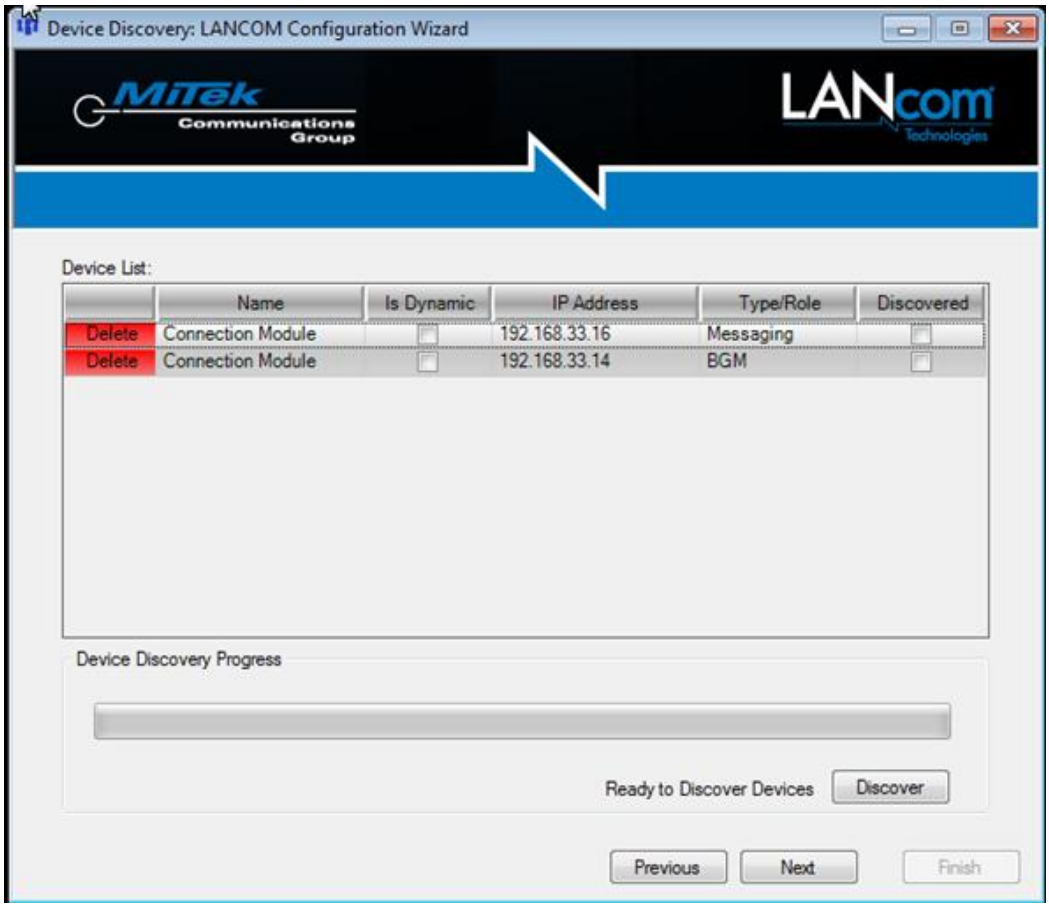

Figure B-13: Device Discovery

Name

The name of the device discovered on the network.

Is Dynamic

If checked, the device gets its IP address from an IP server. If unchecked, the IP address is a static address.

IP Address

The device IP address as shown in the Prizm database.

Caution! *DO NOT Change this entry.*

Type/Role

What type of device or what role the device serves in the LANcom system.

Discovered

This device was discovered during the current Configuration Wizard session.

Delete

Remove the selected device from the Device List. This is usually done if a device is disconnected and removed from the LANcom system and replaced by a new device.

BGM Channel Configuration

Allows the installer to activate or deactivate BGM channels and to provide names for them. The names are displays in the Program Source list in the Level section on client PCs web control page.

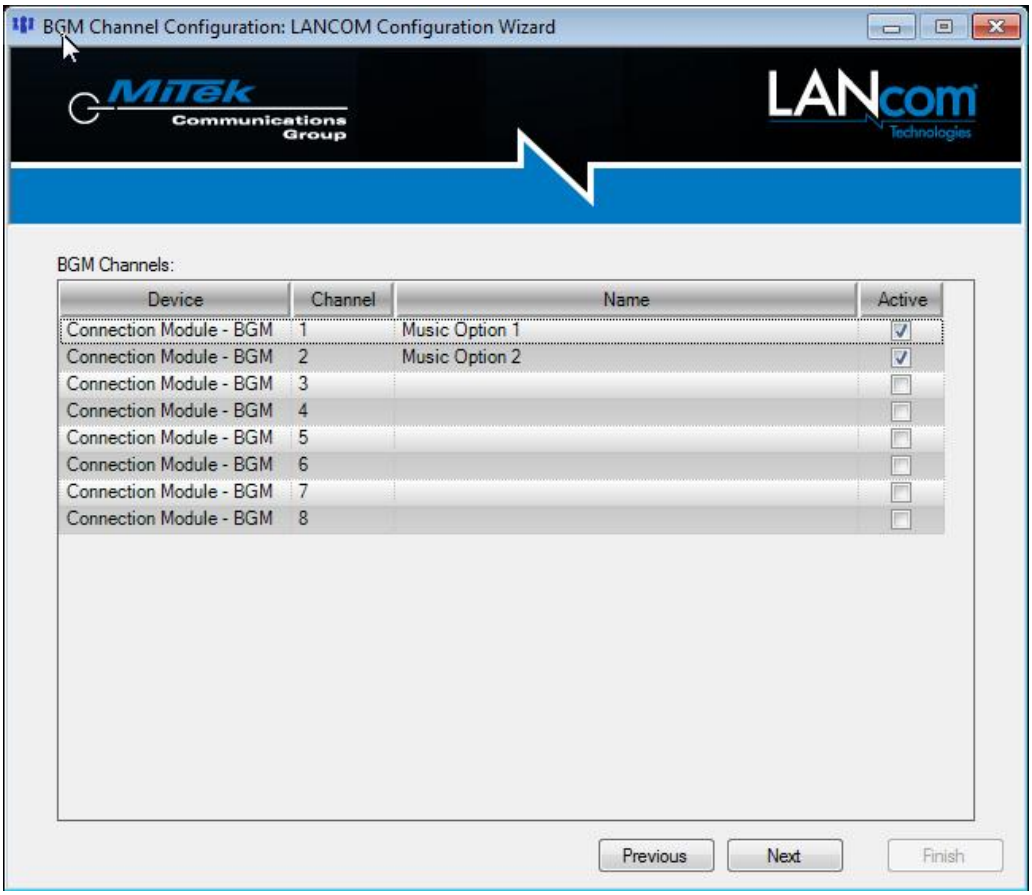

Figure B-14: BGM Channel Configuration

Channel Number

The device channel number.

Name

Enter a name to describe the program Source / BGM this channel provides. Click on the line and enter the name. Press "enter" to accept.

Active

Click on the checkbox to activate this BGM channel.

Note: Though called "BGM" channels, there channels may be connected to other audio program sources as well, i.e. Educational Program channels, Audio Books, etc.

Announcement Class Configuration

Shows the various Announcement Classes used in the system.

Caution! *DO NOT CHANGE these entries.*

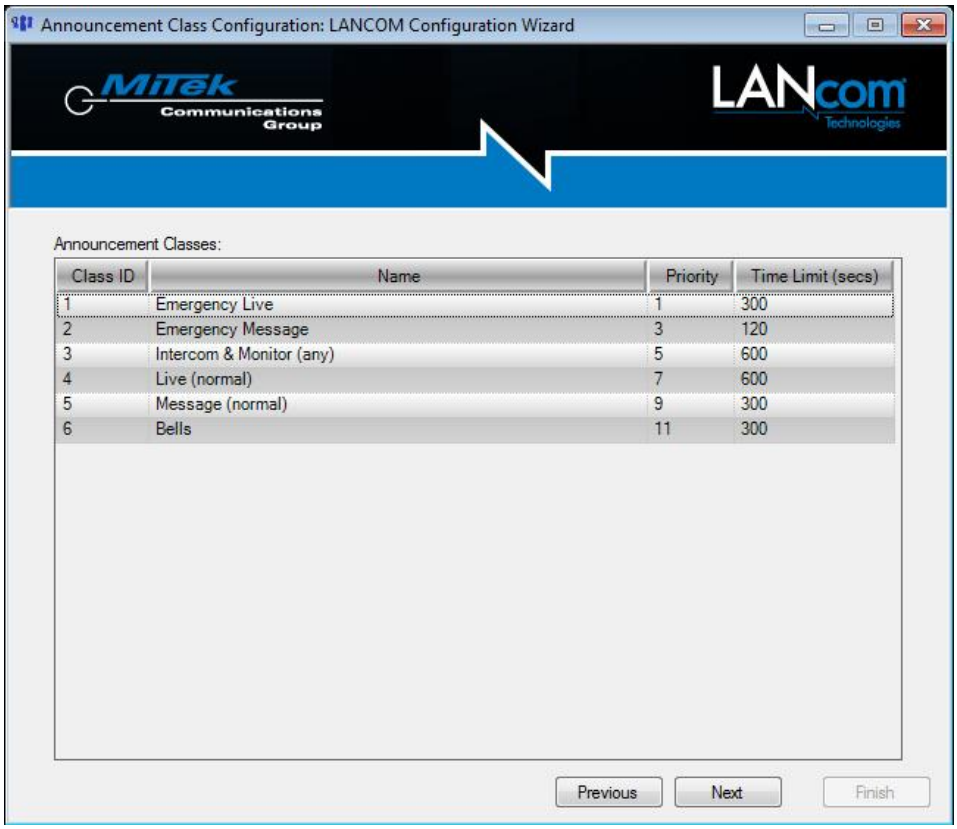

Figure B-15: Announcement Class Configuration

ClassID

Identifier for the announcement class

Name

Name describing the announcement class and its intended use.

Priority

Announcement priority of the class. Lowest number is most important priority.

Time Limit (secs)

Time in seconds allowed before an announcement or message using the Announcement Class is automatically terminated.

Mic Station Setup

Shows the various Announcement Classes used in the system. Click on the "Discover" button to start discovery process for devices on the network.

Caution!	*DO NOT CHANGE these entries except as noted.*

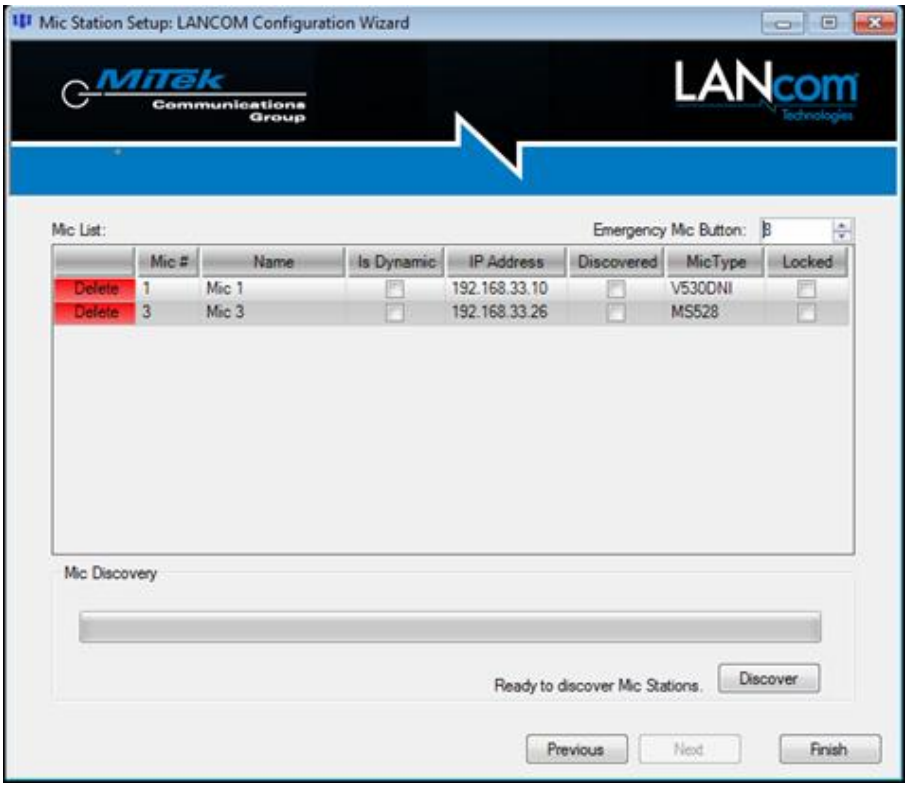

Figure B-16: Mic Station Setup

Mic

The assigned mic number of the mic station.

Name

Mic Station name. Usually "Mic" followed by a number.

Is Dynamic

If checked, Mic Station gets its IP through a DHCP or BOOTP server. Normally this is unchecked, indication the mic station has a static IP address.

IP Address

Mic station's assigned IP address.

Discovered

If checked, Mic Station was discovered during the current Configuration Wizard session.

Mic Type

Type of Mic station discovered.

- V530DNI is a virtual VoIP telephone Interface

- MS528 is an IEDA528-type mic station

Locked

Type of Mic station discovered.

Emergency Mic Button

MS520/LC108 mic station button to assign as emergency all call. This puts audio on a specific CobraNet Channel without the need for server control. The default is button 8.

After you have made changes to the mic station configuration, you will be prompted to send the configuration data to the vACS to make it active before proceeding to the next page in the wizard.

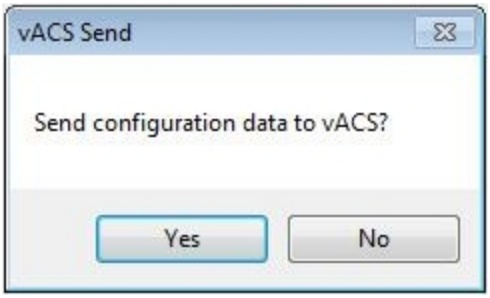

Figure B-17: Send Configuration Prompt

Appendix C

Definitions

The following terms can be found within this user manual.

A

Action – Something that happens when a screen button is clicked, i.e. Connect or Disconnect an intercom call.

Announcement – A live audio message made using a microphone and heard immediately in one or more zones. Announcements are typically describes as Live Page Announcements".

B

Base Template – A Bell Schedule Day Template that is used as the basis for a new template. The base template is copied into the bell schedule list for the new template and can be modified to fir the needs of the new Day Template.

Bell Schedule Template – A Bell Schedule Template can be created to describe how bell tones will run on "a kind of a day" and then may be applied to a calendar to run as scheduled. Templates may be created for "Normal" school days, "Half" days, "In-service Training" days, etc. A template contains a list of bell tones, what time each tone will play and which zone map will hear the tone when it plays.

Bell Tone – Any *.WAV sound file that is intended to be played so that building occupants execute a time-based action, such as change classes, start a lunch period, or be dismissed for the day. This designation does not prohibit the sound file from being used in any other capacity in the system.

C

Campus – a logical or physical area that is treated as one for the purpose of scheduling bell tones. In a combined High School/Middle School complex, each school may be designated as a unique campus. allowing for two distinct bell schedules to be created and scheduled. A Night School campus can be created to allow scheduling of bell tones for that purpose.

D

deciBels – Abbreviated dB, the deciBel is a logarithmic value that describes the relative difference between a current value and a reference value. The term dB is typically used in sound systems to show the loudness setting or the show an indication of the loudness on a meter. The

reference level "0 dB" may be determined by reference to a known standard, such as 0 dbSPL, the threshold of hearing, or may be set arbitrarily as "0 dB is the normal loudness setting for the sound system in a given room. All volume controls will be adjusted relative to this level."

E

Emergency Tone – Any *.WAV sound file that is intended to be used as a sound to alert building occupants of an emergency condition. This designation does not prohibit the sound file from being used in any other capacity in the system.

Endpoint Device – A network device is located at the endpoint of the local area network, and it converts between network data signals and audio and/or control functions. Endpoint devices, include the LC331IC Integrated Communications Module, LC372SR sound reinforcement module and IED1502AI audio input module.

Event – Playing a recorded message into a designated zone map or playing multiple recorded messages to multiple unique zone maps.

I

Import – The process of copying a *.WAV sound file from an authorized user's PC to the LANcom server so it may be used as a bell tone, recorded message, system tone, or and emergency tone.

Intercom Call – A two-way communication between an office and a room. Intercom calls may be requested by a room occupant pressing an "Intercom Call" button. Intercom call requests can be answered using a staff PC with associated mic station or a telephone extension dialed by the LANcom SCS when the call request is made. Intercom calls may be initiated by an authorized telephone call via the LANcom SCS phone interface or by a staff PC with associated mic station.

L

LANcom SCS – LANcom School Communication System

M

Message – Any *.WAV sound file that is played to provide information or request a specific action by building occupants. Typical messages include weather alerts, emergency lockdown alerts and all clear messages.

N

Network Device – A communications device that is connected to the local area network (LAN) for the purpose of control, sound distribution or sound reinforcement. Network devices in LANcom SCS include the LC3124CM connection module, LC331IC integrated communications module, LC372SR classroom sound reinforcement module and the IED1502AI audio input module, among others.

R

Recorded Message – Message - Any *.WAV sound file that is played to provide information or request a specific action by building occupants. Typical messages include weather alerts, emergency lockdown alerts and all clear messages. This designation does not prohibit the sound file from being used in any other capacity in the system.

S

System Tone – Any *.WAV sound file that is intended to be used as a sound to indicate a LANcom SCS system action or provide system status information. Typical system tones are used to provide room call request acknowledgement, Intercom request ring-in tones and reminder tones. This designation does not prohibit the sound file from being used in any other capacity in the system.

T

Template – List shown the schedule for bell tones during a kind of a day, such as "Normal" day, In-service" day or "Sports Rally" day. A template includes the bell name, bell tone, time of play and zone map assignment for each bell.

Tone – Any *.WAV sound file in the LANcom SCS that is used to provide meaningful information or alert the building occupants. In the import process, all sound files are described as a tone. They may be further defined as "Bell Tone", "Emergency Tone", Recorded Message" or System Tone at the time of import or later, if desired.

Z

Zone Group – a group or room devices that will be hear a live announcement, bell tone or recorded message at the same time. The terms "Zone Group" and "Zone Map" mean the same thing and may be used interchangeably.

Zone Map – a group or room devices that will be hear a live announcement, bell tone or recorded message at the same time. The terms "Zone Group" and "Zone Map" mean the same thing and may be used interchangeably.

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