

IED MODEL 633 SOFTWARE OPERATING INSTRUCTIONS

THANK YOU FOR USING CAS

IED's Courtesy Announcement System™ (CAS™) provides a way to make pages for your customers in an efficient and easy manner. Overall, CAS allows you to set up your own announcements and keep a detailed record of when, for whom, and how often an announcement was made.

Regardless of where you receive requests for pages or make announcements – Airport Information Counter, individual information desks, Travelers Aid stations, or security office – CAS can simplify and organize the entire process. With CAS you can:

- Make different kinds of courtesy announcements (e.g., “Please meet your party at. . .”, “Please pick up a white courtesy phone. . .”, etc.) by using a set of pre-defined announcement formats.
- Determine where the announcements will be broadcast, from the entire facility to a specific concourse.
- Set how often an announcement will play and how many minutes will elapse between each play.

CAS maintains an archive of *all* announcements from **all** CAS stations. These records include:

- The operator who took the call.
- The name of the person who called.
- The message itself.
- The announcement made, word for word, including the name of the person paged.
- The date and times the announcement was played.
- The number of times played.
- Areas to which it was played.
- The time when the person called to get his or her message.
- The name of the operator who gave that person the message.

All of this is important to have for when customers miss a page or when others call your airport to make sure an announcement was made. In case there is doubt about an announcement getting to its recipient, you have proof of when and how often it was broadcast and what the announcement said.

How Is It Used?

CAS builds announcements through a set of user-defined templates. To build the announcements at a computer where CAS is installed, you select a template (meet your party, courtesy phone message, etc.) and complete the fields that display with the appropriate data (the person's name, meeting place, etc.). The text for the built announcement then displays on the computer screen, and you record the announcement into the microphone while reading the text.

Next, you set the automatic repetition, indicate where the announcement is to be sent, then click **Play**. If and when the paged person calls or appears for their message, you display the past announcements, search for the person's name, and read him or her the message. Once delivered, you move the announcement from the active announcement list to the archives, where they remain as permanent records of courtesy announcement activity. You can display and review these archives at any time.



MAKING ANNOUNCEMENTS: A TUTORIAL

Overview

The purpose of IED's CAS is to simplify the process of getting important personal announcements (and other types as well) to your airport's customers. CAS also keeps records of all courtesy announcements made with so there is no doubt as to whether or not an announcement was made.

Follow these steps to make an announcement with CAS:

1. Log in records of announcements
2. Create a new announcement
3. Complete the screen as required for the announcement type
4. Record the announcement
5. Set its playback parameters
6. Play the announcement
7. Maintain the announcement archives
8. Maintain into the system

Logging In

In order to make a courtesy announcement, you must first be logged into CAS at your workstation. To do so:

1. Click the **Login** button on the CAS screen to display the login window.

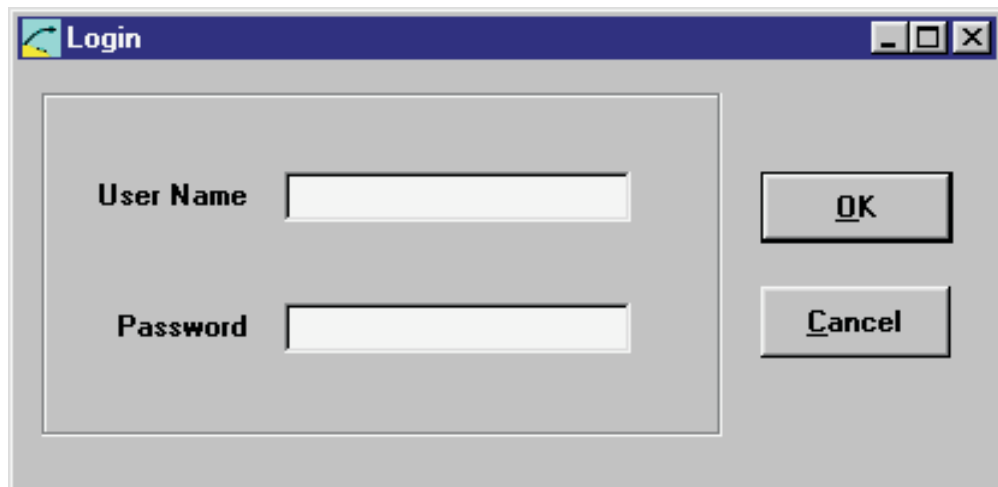


Figure 1 - Login Screen

2. In the pop-up window that displays, first type your User Name (as defined in User Accounts).
3. Press **<Tab>** to move the cursor to the next field.
4. Type your password.
5. Click **OK**.

*Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*

The CAS screen redisplay with four buttons on it. These buttons will allow you to change your password (or set up the system, depending on your security level), create new announcements, view past announcements, and log out of the system.

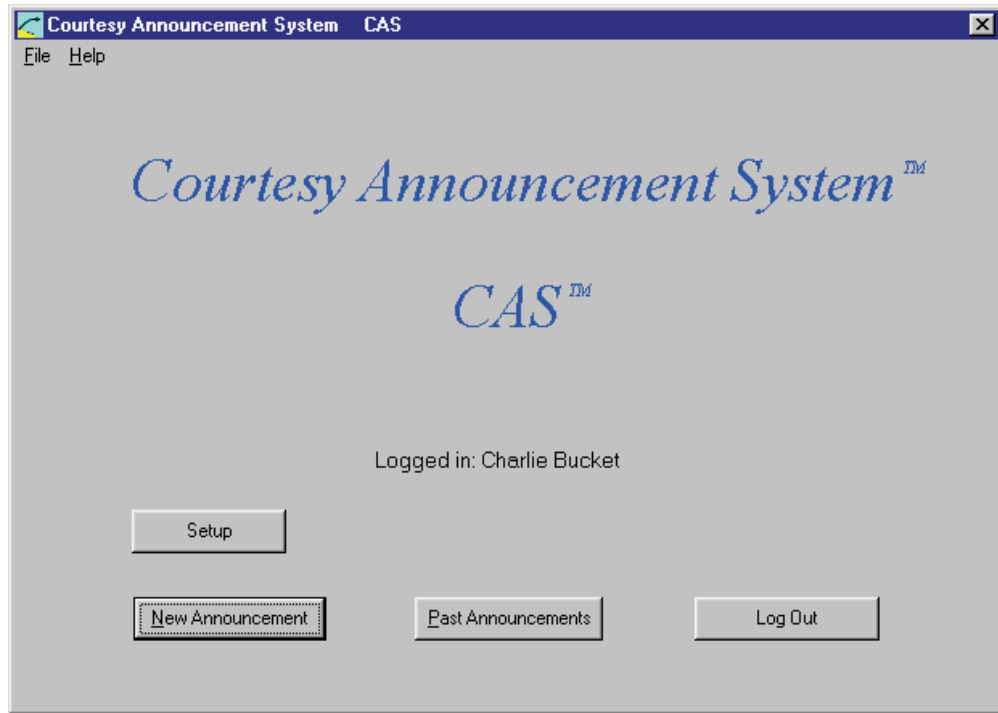


Figure 2 - CAS Screen
Showing option buttons

You are now ready for the next step: Creating an Announcement

Creating an Announcement

You start building your announcement (regardless of the type) on the Announcement Creation window. To display it and begin creating an announcement:

1. Click the **New Announcement** button to display this screen:

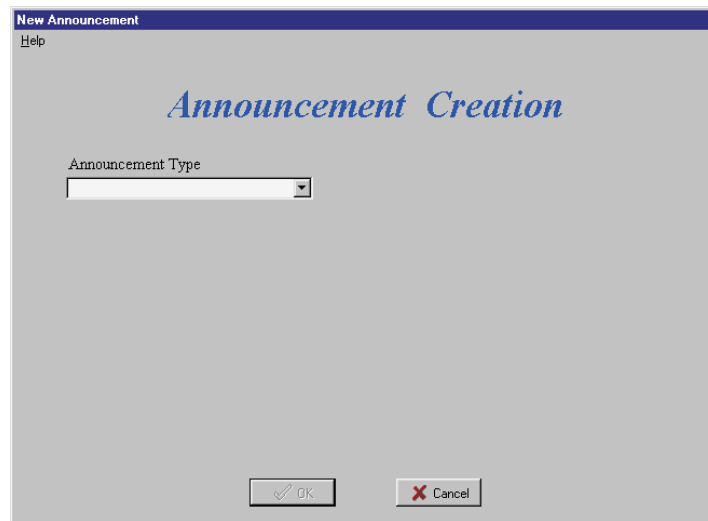


Figure 3 - New Announcement Creation window

2. Click the arrow in the Announcement Type drop-down list box to select the type of announcement you are going to create. The types of announcements are:

- Individual meet your party
- Phone message
- Group meeting place
- Unformatted text

3. The screen then displays the fields you need to complete in order to build the announcement type you selected.

Individual Meet Your Party

This kind of announcement is used whenever you need to make an announcement intended for someone to meet a person (or people) he or she knows, at a location within the facility.

After you select this type, the fields needed to build the announcement then display.

To create the announcement:

1. Click the down arrow in the Destination field to select where in your facility the announcement is to be broadcast.
2. Click inside the First Name field under Paging and type the message recipient's first name.
3. **<Tab> to or click in the second field and type the recipient's last name.**

Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>

Figure 4 - New Announcement Creation window showing field entry blanks

4. <Tab> to or click in the "Please meet your party" field and type the name of the area in your facility where the recipient is to meet his or her party (airline ticket area, information desk, baggage carousel, lounge, etc.). If you have pre-defined locations stored in your system, click the down arrow and select one from the list.
- 5 <Tab> to or click in the field labeled "Person Who Requested the Message" and type that person's name. This is important because the archive of this message will contain that name should that person check to make sure the message was delivered.
6. Click **OK** to save the information and display the Recording and Playback screen, which displays the message text you are to read and indicates where the announcement will be sent.
7. Click the **Begin Record** button, open the microphone, and read the announcement as displayed on your screen.

Figure 5 - Recording and Playback window showing announcement playback

See Playing Back Announcements for steps on what to do next.

Phone Message



Phone messages are probably the most common type your airport receives. In almost every instance, the person who calls has an urgent message for the recipient. The template for a phone message includes text that instructs the recipient to go to a courtesy phone and call a number to receive the message. CAS provides a way to archive these types of messages as proof that they are made.

After you select Phone Message from Announcement Type, the fields you need to complete are displayed on the screen.

To create a phone message:

Figure 6 - Phone Message Announcement Creation window showing applicable field entry blanks

1. Click the down arrow in the Destination field to select where in your facility the announcement is to be broadcast.
2. Click inside the First Name field under Paging and type the message recipient's first name.
3. **<Tab>** to or click in the second field and type the recipient's last name.
4. **<Tab>** to or click in the Message field and type the message that is to be delivered to the recipient.
5. **<Tab>** to or click in the "Person who" field and type the name of the person who called.
6. Click **OK** to save the information and display the Recording and Playback screen, which displays the message text you are to read and indicates where the announcement will be sent.



Figure 7 - Recording and Playback window showing phone message playback

7. Click the **Begin Record** button, open the microphone, and read the announcement as displayed on your screen.

See Playing Back Announcements for steps on what to do next.

Group Meeting Place

This announcement type is similar to the one for Individual Meet Your Party. The only difference is that you enter a group name that will become part of the template for this announcement.

After you select Group Meeting Place from Announcement Type, the fields you need to complete display on the screen.

The screenshot shows a software window titled "New Announcement" with a "Help" button in the top-left corner. The main title of the window is "Announcement Creation" in a blue, italicized font. Below the title, there are several input fields and dropdown menus:

- Announcement Type:** A dropdown menu currently showing "group meeting place".
- Destination:** A dropdown menu currently showing "Airside".
- Message:** A large, empty text input box.
- Person who requested the page:** A smaller, empty text input box.
- Attention:** A text input box containing the placeholder text "(group name members)".
- Please meet:** A dropdown menu that is currently empty.

At the bottom of the window, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

Figure 8 - Announcement Creation window
for Group Meeting Place

To create a group meeting place message:

1. Click the down arrow in the Destination field to select where in your facility the announcement is to be broadcast.
2. Click inside the Attention field and type the name of the group or names of individual group members (if small enough).
3. **<Tab>** to or click in the "Please meet" field and type the name of person they are to meet and the area in your facility where they are to meet (airline ticket area, information desk, baggage carousel, lounge, etc.). If you have pre-defined locations stored in your system and wish to use one of them, click the down arrow and select one from the list.
4. **<Tab>** to or click in the field labeled Person Who Requested the Message and type that person's name. This is important because the archive of this message will contain that name should that person check to make sure the message was delivered.
5. Click **OK** to save the information and display the Recording and Playback screen, which displays the message text you are to read and indicates where the announcement will be sent.



Figure 9 - Recording and Playback window showing Group Meeting Place playback

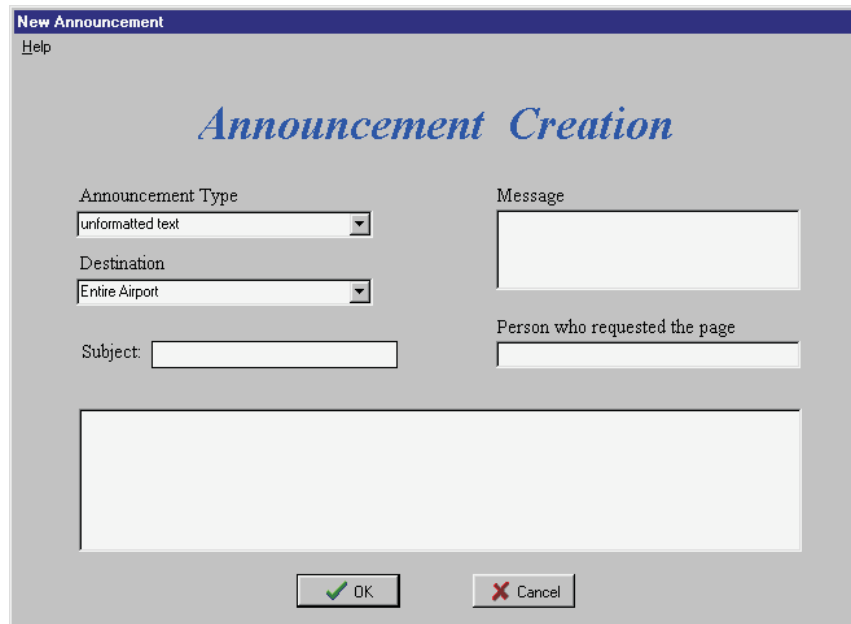
6. Click the **Begin Record** button, open the microphone, and read the announcement as displayed on your screen.
See Playing Back Announcements for steps on what to do next.

Unformatted Text

The announcements you create with this selection do not have a format template. What you type into the announcement field is what you will read into the microphone. Generally, you use this function for announcements that may be made only once, or for special announcements that will be repeated throughout the day. For example, if a bank of escalators that lead to a concourse is being repaired, you might create an announcement that informs customers of the repair and suggests an alternate means of getting to the concourse.

These announcements are also archived for later reference.

After you select Unformatted Text from Announcement Type, the fields you need to complete are displayed on the screen.



The screenshot shows a window titled "New Announcement" with a "Help" link in the top left. The main title is "Announcement Creation". There are four input fields: "Announcement Type" (a dropdown menu with "unformatted text" selected), "Destination" (a dropdown menu with "Entire Airport" selected), "Subject:" (a text box), and "Message" (a large text area). Below the "Message" field is a field for "Person who requested the page". At the bottom are "OK" and "Cancel" buttons.

Figure 10 - Announcement Creation window
for Unformatted Text Message

To create an announcement with unformatted text:

1. Click the down arrow in the Destination field to select where in your facility the announcement is to be broadcast.
2. **<Tab> to or click in the Subject field and type the announcement's subject (e.g., escalators out of order, lost child, etc.).**
3. **<Tab> to or click in the announcement field and type the text of the announcement.**

4. If someone requested the announcement be made, <Tab> to or click in the "Person who. . ." field and type his or her name.
5. Click **OK** to save the information and display the Recording and Playback screen, which displays the message text you are to read and indicates where the announcement will be sent.

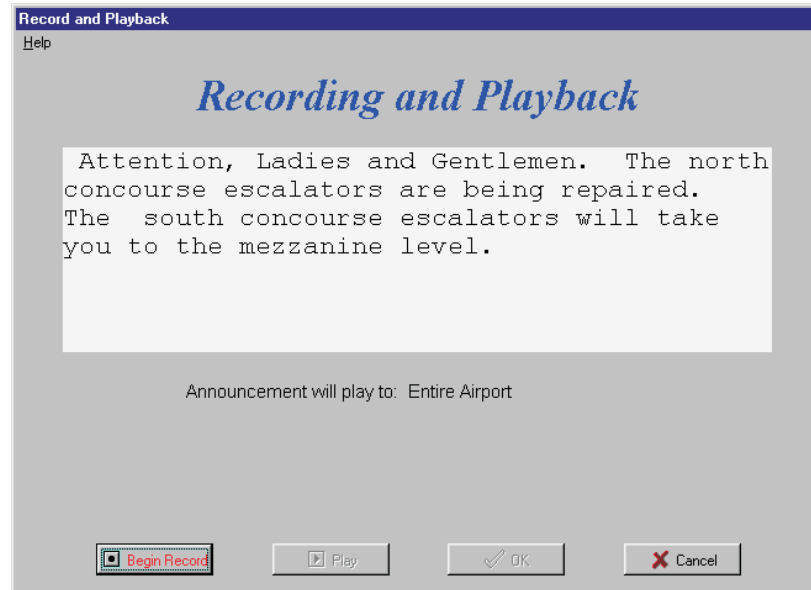


Figure 11 - Recording and Playback window showing Unformatted Text Message playback

See Playing Back Announcements for steps on what to do next.

Playing Back Announcements

There are three steps involved in playing back all types of announcements: recording it into the microphone (by reading the text displayed on the screen), setting the playback, then sending the announcement into the queue to be played. If your facility is equipped with IED's 500VIS displays, the text of the announcements will appear word for word on the displays and will be synchronized with the audio.

NOTE: Courtesy announcements have a lower priority than other types of announcements. So if you are sending a courtesy announcement (regardless of type) to an area where others with a higher priority are playing (or are queued and ready for playback), the courtesy announcement will play after the others have finished.

Playback steps for each type are described below.

Individual Meet Your Party

After you click **Begin Record**, open the microphone and read the message text as it appears on the screen. The Announcement Status pop-up will indicate that you are recording. After you close the microphone, the status will indicate that the recording is finished.

When you have finished recording, another pop-up appears in the right side of the window, containing fields that let you set the number of times the announcement is to play, the length of time to elapse between plays, and a time when the announcement is to play.



Figure 12 - Play Parameters window
Individual Meet Your Party

Complete the window as follows:

Total Plays – Click inside this field and type the number of times the announcement is to play. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Time Between Plays – Click inside this field and type the number of minutes that must elapse before the message plays again. The default is determined by a setting in the Announcement Template section of the System Setup screen.

*Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*

Start Time – If you wish the announcement to begin playing at a certain time, type the hour and minute it is to start. Leave blank to put the announcement into the playback queue immediately.

After you complete the fields in the pop-up, click the **Play** button. The recording is put into the announcement queue, and is broadcast based on the settings you made. After it has played the first time, the Announcement Status displays “Play Finished.” You may then click **OK** to return to the main CAS screen. When the announcement has completed its playback times, a record of it is saved to the archives.

NOTE: If the announcement’s intended recipient comes to (or calls) an information center that has a CAS workstation and inquires about the announcement, you can view **Past Announcements** and deliver it to him or her in person. Once you mark the announcement as delivered, it then stops broadcasting. Likewise, you can re-play the announcement if the person who originally had you make it asks you to play it again.

Phone Message

After you click **Begin Record**, open the microphone and read the message text as it appears on the screen. The Announcement Status pop-up will indicate that you are recording. After you close the microphone, the status will indicate that the recording is finished.

When you have finished recording, another pop-up appears in the right side of the window, containing fields that let you set the number of times the announcement is to play, the length of time to elapse between plays, and a time when the announcement is to play.



Figure 13 - Play Parameters window
Phone Message

Complete the window as follows:

Total Plays – Click inside this field and type the number of times the announcement is to play. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Time Between Plays – Click inside this field and type the number of minutes that must elapse before the message plays again. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Start Time – If you wish the announcement to begin playing at a certain time, type the hour and minute it is to start. Leave blank to put the announcement into the playback queue immediately.

After you complete the fields in the pop-up, click the **Play** button. The recording is put into the announcement queue, and is broadcast based on the settings you made. After it has played the first time, the Announcement Status displays “Play Finished.” You may then click **OK** to return to the main CAS screen. When the announcement has completed its playback times, a record of it is saved to the archives.

When the announcement’s intended recipient calls the information center to retrieve his or her message, you click the **Past Announcements** button, find the announcement in the list, and click **Message Delivered** to deliver the message. Once you mark the announcement as delivered, it then stops broadcasting and is saved to the archives. Likewise, you can re-play the announcement if the person who originally had you make it calls and asks you to play it again.

*Innovative Electronic Designs, Inc. 9701 Taylorsville Road Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*

Group Meeting Place

After you click **Begin Record**, open the microphone and read the message text as it appears on the screen. The Announcement Status pop-up will indicate that you are recording. After you close the microphone, the status will indicate that the recording is finished.

When you have finished recording, another pop-up appears in the right side of the window, containing fields that let you set the number of times the announcement is to play, the length of time to elapse between plays, and a time when the announcement is to play.

The screenshot shows a dialog box titled "Plays". It contains three input fields:

- Total Plays:** A text box containing the number "3".
- Time Between Plays (minutes):** A text box containing the number "5".
- Start Time (hour:min):** A text box containing a colon ":".

Figure 14 - Play Parameters window
Group Meeting Place

Complete the window as follows:

Total Plays – Click inside this field and type the number of times the announcement is to play. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Time Between Plays – Click inside this field and type the number of minutes that must elapse before the message plays again. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Start Time – If you wish the announcement to begin playing at a certain time, type the hour and minute it is to start. Leave blank to put the announcement into the playback queue immediately.

After you complete the fields in the pop-up, click the **Play** button. The recording is put into the announcement queue, and is broadcast based on the settings you made. After it has played the first time, the Announcement Status displays "Play Finished." You may then click **OK** to return to the main CAS screen. When the announcement has completed its playback times, a record of it is saved to the archives.

NOTE: If the announcement's intended recipient(s) comes to (or calls) an information center that has a CAS workstation and inquires about the announcement, you can view **Past Announcements** and deliver it to him or her in person. Once you mark the announcement as delivered, it then stops broadcasting. Likewise, you can re-play the announcement if the person who originally had you make it asks you to play it again.

Unformatted Text

After you click **Begin Record**, open the microphone and read the message text as it appears on the screen. The Announcement Status pop-up will indicate that you are recording. After you close the microphone, the status will indicate that the recording is finished.

When you have finished recording, another pop-up appears in the right side of the window, containing fields that let you set the number of times the announcement is to play, the length of time to elapse between plays, and a time when the announcement is to play.



The image shows a window titled "Plays" with three input fields. The first field is labeled "Total Plays:" and contains the number "5". The second field is labeled "Time Between Plays:" followed by "(minutes)" and contains the number "5". The third field is labeled "Start Time:" followed by "(hour:min)" and contains a colon ":".

Figure 15 - Play Parameters window
Unformatted Text

Complete the window as follows:

Total Plays – Click inside this field and type the number of times the announcement is to play. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Time Between Plays – Click inside this field and type the number of minutes that must elapse before the message plays again. The default is determined by a setting in the Announcement Template section of the System Setup screen.

Start Time – If you wish the announcement to begin playing at a certain time, type the hour and minute it is to start. Leave blank to put the announcement into the playback queue immediately.

After you complete the fields in the pop-up, click the **Play** button. The recording is put into the announcement queue, and is broadcast based on the settings you made. After it has played the first time, the Announcement Status displays “Play Finished.” You may then click **OK** to return to the main CAS screen. When the announcement has completed its playback times, a record of it is saved to the archives.

REVIEWING/ARCHIVING ANNOUNCEMENTS

Overview

The Past Announcements screen contains a number of functions that are key to CAS. From it you can replay messages, display the text of a message, set up a new announcement, print an announcement record, mark a message as delivered, and move a record to the archives. You can also search through the announcement records and list those that had been broadcast during a certain time period.

The announcements list in the center of the screen lists, by alphabetical order of last name, records all the announcements that have been broadcast based on the Time Period selected (the field in the upper right corner). The records include the recipient's name, the message to be delivered, the person who took the message (the Operator), the person who called (or stopped by an information booth) to send the announcement, and the time and date the announcement was originated. These records are all searchable by the recipient's last name.



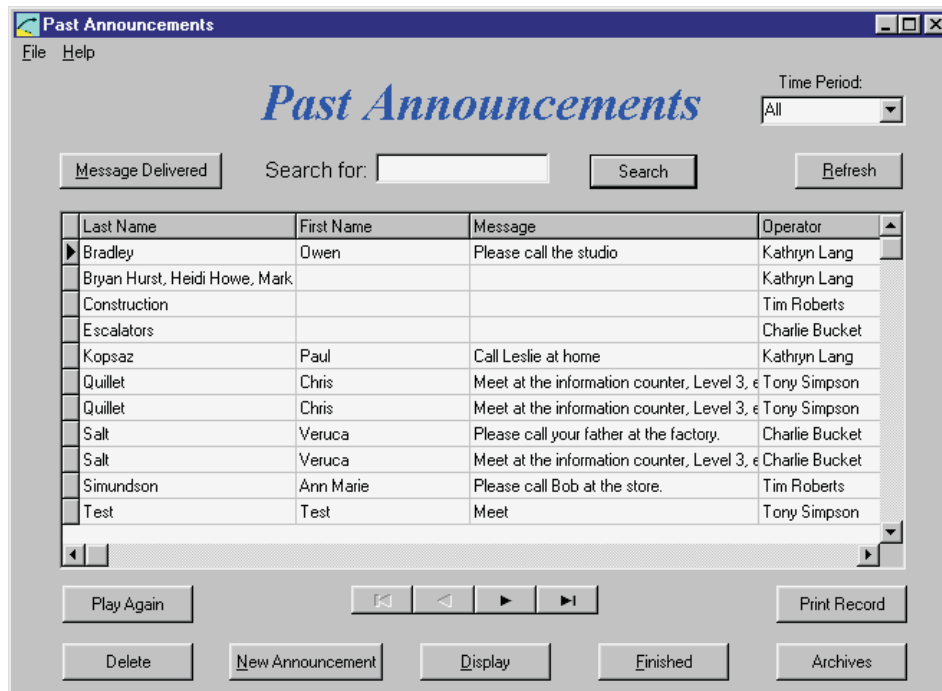


Figure 16 - Past Announcements listing screen

Reviewing Announcements

Message Delivered

After a phone message recipient calls to the information center, you click on his or her announcement record, read the message, then click **Message Delivered**. *It is important because this function marks the announcement record as "retrieved" both here and in the archives when it is later deleted and moved to the Archives.* Should your airport ever need proof that the message was delivered, all you need to do is retrieve the announcement data it from the archives and print it.

When you click **Display** after marking the message as delivered, the Announcement Data window that appears will have the time and date it was retrieved and the name of the operator who retrieved it for the recipient.

Search

You can search through all the records on the Past Announcements screen by typing the last name of the recipient in the "Search For" field and clicking the **Search** button. A black arrow will appear next to the first record that matches.

Time Period

You can display all courtesy announcement activity for a specific time period with the selection you make from this list box. To select one, click the down-arrow and then click one of the time periods. The time periods range from the last 30 minutes to the past eight hours. To view all announcement activity, select "All."

*Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*

Refresh

Click this button to refresh and update the list of past announcements.

Play Again

Click this button if a customer asks you to replay an announcement (or technical problems keep it from going through). To replay an announcement:

1. Click Play Again to display the Announcement Playback window.



Figure 17 - Message Replay Parameter window

2. Complete the window as follows:

Total Plays – This field displays the number of total plays originally entered for the announcement. You can accept the current setting or click inside this field and type the number of times the announcement is to play.

Time Between Plays – This field displays the length of time that must elapse before the message plays again. You can accept the setting or click inside this field and type the number of minutes

3. From the drop-down list box, select the Destination where the announcement is to be broadcast.

4. Click **Send** to replay the announcement and remove the pop-up window from the screen. Click **Cancel** to cancel the replay.

Delete

To delete a record from the screen, click to highlight it, then click **Delete**. In the pop-up prompt that displays, click **Yes** to complete the deletion. Click **No** to keep the record on the screen.

NOTE: Deleting a record from the Past Announcements screen does not remove it entirely from the system. Instead, it saves it to the searchable Archives for later reference.

New Announcement

Displays the Announcement Creation screen so you can make a new announcement without having to back out to the CAS screen.



Display

This function will display the details of an announcement on the list. To use it, highlight an announcement and click the **Display** button.

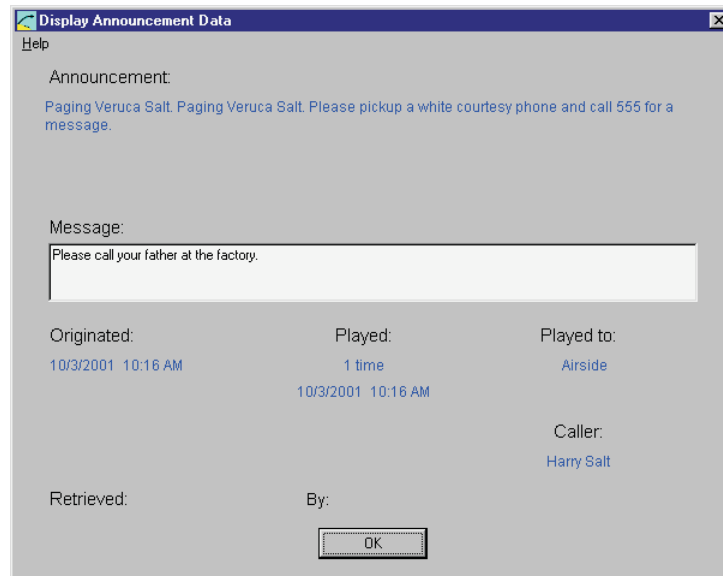


Figure 18 - Announcement Detail Display screen

The screen displays the text of the Announcement that was made, the Message (if any) to be given to the recipient, the time and date the announcement was Originated, the amount, date, and time(s) it was Played, the areas of the facility it was Played to, and the name of the Caller.

After a message is delivered, the screen displays the date and time it was Delivered and the name of the operator who retrieved it (in the By field).

After you finish viewing the data, click **OK** to close the window.

Finished

Click to close the Past Announcements window and return to the CAS main screen.

Print Record

To produce a hard-copy version of an announcement, highlight its record on the screen and click **Print Record**.

Archived Announcements

Click Archives button to display the CAS archives, where all past and manually-deleted announcements are stored. It maintains records of *all* announcements, regardless of type, that have been made with CAS, and arranges them in alphabetical order.

The length of time an announcement stays on the Past Announcements screen before it is moved to the Archives is determined in the Announcement Templates section of the System Setup screen. Normally announcements are moved to the archives after one day. However, you can change that setting if necessary.

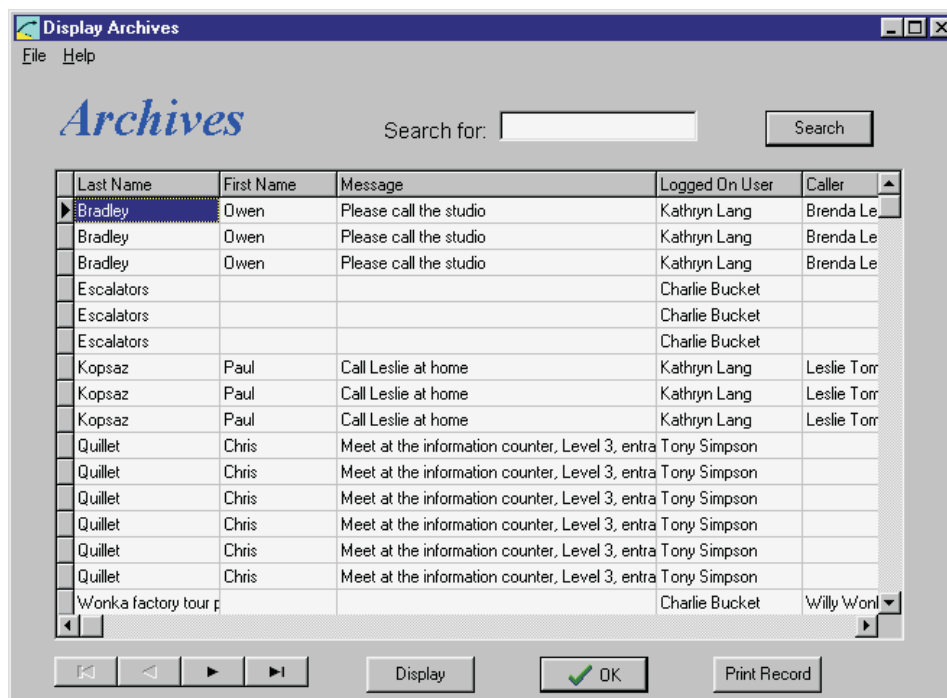


Figure 19 - Past Announcement Archive screen

You can perform nearly all the same actions with archived records that you can with saved records (search, display, and print). However, you cannot replay an archived announcement, nor can you create a new announcement from this screen. After you finish working with the Archives, click **OK** to return to the Past Announcements screen.

The functions available are described below.

Search

You can search through all the records on the Archives screen by typing the last name of the announcement recipient in the "Search For" field and clicking the **Search** button. A black arrow will appear next to the first record that matches.

Display

This function will display the details of an announcement in the archive. To use it, highlight an announcement and click the **Display** button.

The screen displays the text of the Announcement that was made, the Message (if any) to be given to the recipient, the time and date the announcement was Originated, the amount, date, and time(s) it was Played, the areas of the facility it was Played to, and the

The screenshot shows a window titled "Display Archive Details" with a blue header. The content is as follows:

Name:	Bradley, Owen	
Type of Announcement:	phone message	
Message:	Please call the studio	
Originated:	Played:	Played to:
10/03/2001 10:20	10/3/2001 10:20 AM	Airside
Retrieved:	By:	
10/03/2001 12:01	Tim Roberts	

At the bottom center of the window is an "OK" button with a green checkmark icon.

Figure 20 - Archived Announcement Detail screen

name of the Caller. It also displays the date and time it was Delivered and the name of the operator who retrieved it (in the By field).

After you finish viewing the data, click **OK** to close the window.

Print Record

To produce a hard-copy version of an announcement, highlight its record on the screen and click **Print Record**.

SYSTEM SETUP

Overview

All of the features of CAS used in building announcements are configured in System Setup, including announcement destinations, meeting locations, and the text templates for the announcements themselves. You also set system user profiles and password from this screen, as well as the microphone station used, and the length of time announcements stay in the system.

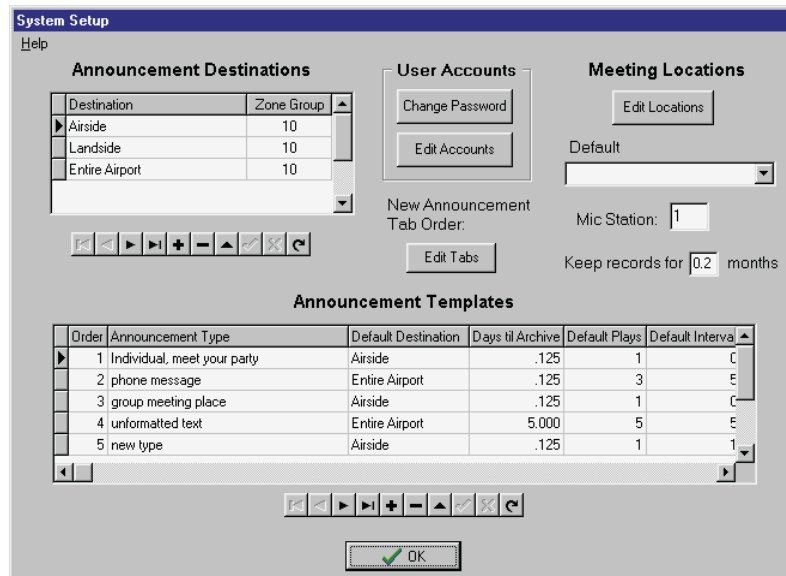


Figure 21 - System Setup screen

Each section of the screen is described in detail throughout this chapter.

Announcement Destinations

User Accounts

New Announcement Tab Order

Meeting Locations

Mic Station

Keep Records

Announcement Templates



Announcement Destinations

This table is where you define the destinations for courtesy announcements. You create a destination by giving it a name and entering the number of the zone group in the airport to which the announcement will be broadcast.


Destination	Zone Group
Airside	10
Landside	10
Entire Airport	10

Figure 22 - Courtesy Announcement Destination list



To add a destination:

1. Click the  button to add a new row to the list.
2. In the Destination field, type a name for the area of the airport to which the announcement will be broadcast.
3. Press **<Tab>** to move to the next field.
4. Enter the zone group to which the announcement will be broadcast. A zone group is one or more individual zones in your airport. These are named and configured in the Announcement Control System™ software.
5. Click the  button to save the new destination.
6. Repeat for each destination you wish to add.

To delete a destination:

1. Highlight (click on) a destination in the list.
2. Click the  button.
3. In the prompt that displays, click **Yes** to remove the destination record from the screen.
4. Repeat for other destinations you wish to delete.

To edit a destination's name or zone group:

1. Click on the destination in the list.
2. Click the  (edit) button.
3. Make changes to either the name or zone group.
4. Click the  to save the changes.
5. Repeat for others you wish to edit.

Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
 Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>

User Accounts

The User Accounts function of CAS is where you set up accounts for individual users of the system. A user's account consists of his or her full name, a system name, and a password. You also determine if a user can have access to the System Setup feature.

The two functions available in this section are Change Password and Edit Accounts.

Change Password

This allows you to change the password of the user who is currently logged into the system. To change it:

1. Click Change Password to display the following screen.

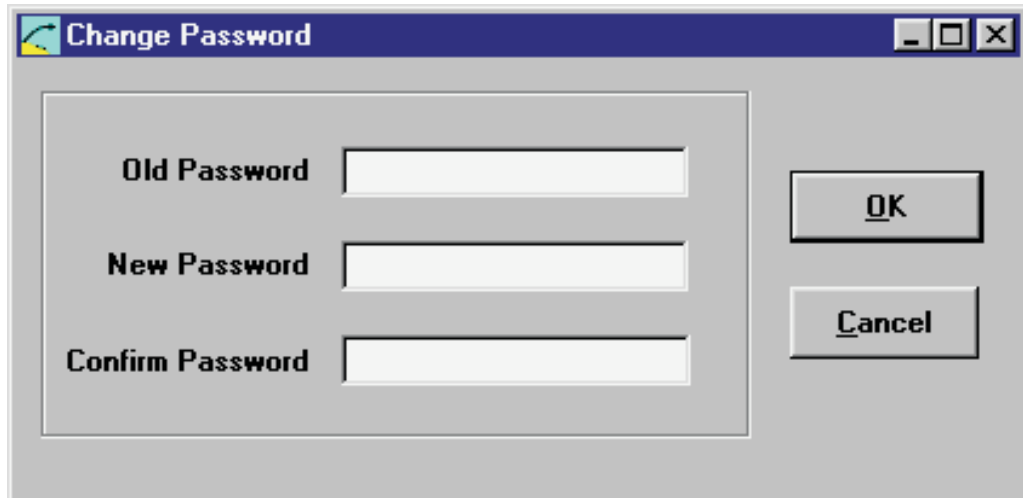


Figure 23 - Change Password Screen

2. In the first field, type the user's current (old) password.
3. **<Tab> to the next field and type the new password. To keep the password confidential, asterisks replace the characters you type.**
4. **<Tab> to the confirmation field and type the new password again.**
5. Click **OK** to save the new password and remove the screen.

Edit Accounts

With this CAS function you can define or change a user's system account information, such as his or her system name, full name, and password. You can also determine if the user has permission to access System Set Up to make changes to the CAS.

After you click the Edit Accounts button, the following window displays. The system names of all the current users appear in the panel on the left. After you finish with this window, click **Done** to close it.

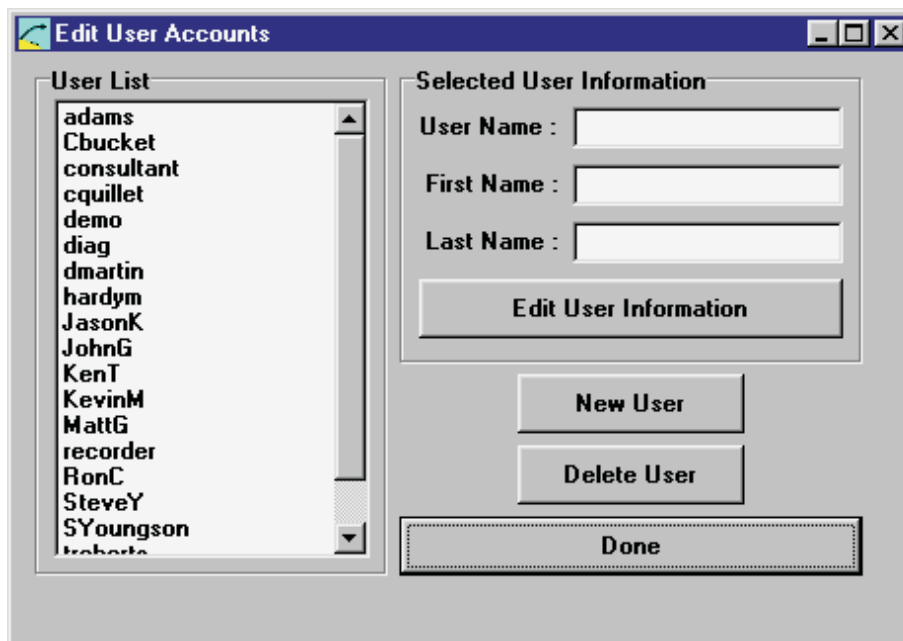


Figure 24 - Edit User Accounts screen

To add a new user:

1. Click the **New User** button to display the following window:

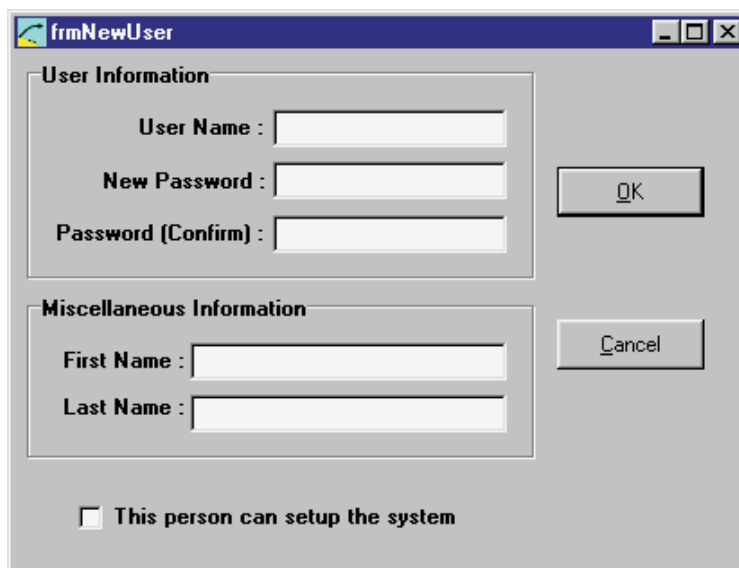


Figure 25 - New User Setup screen

2. In the User Name field, type a system name for the user. For simplicity, you might type the user's first initial and last name in lowercase letters (e.g., Bwayne, Ckent, Llane, Skylе). Regardless, make the name consistent with whatever system or computer naming standards you use at your facility.

Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
 Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>

3. Press **<Tab>** to the New Password field and type the user's password.
4. Press **<Tab>** again to move to the next field, then retype the password to confirm it.
5. In the Miscellaneous Information fields (which are optional), type the user's First and Last Name.
6. If you want the new user to be able to access System Setup, click inside the check box next to "This person can set up the system".
7. When you finish, click **OK** to save the user information and remove the window from the screen.
8. Repeat these steps for any other new users you wish to enter. After you finish, click **Done** to close the window.

To edit user information:

1. Highlight the user's name in the User List. His or her user profile appears in the Select User Information fields.
2. Click **Edit User Information** to display the User Information window.
3. Make the necessary changes to the profile (name, password, etc.).
4. Click OK to save the changes.
5. Repeat for another user. When finished, click **Done** to remove the window from the screen.

To delete a user:

1. Highlight his or her User name in the User List.
2. Click **Delete User**.
3. In the confirmation prompt, click Yes to delete the user's profile from the system.
4. Repeat for other users you wish to delete. When finished, click **Done** to remove the window.

New Announcement Tab Order

If you use the **<Tab>** key to move from field to field on the Announcement Creation screen, this function allows you to set the order in which the cursor appears in the fields as you press **<Tab>**. It allows you to set more efficient ways of completing the Announcement Creation screens to suit your needs.

For example, after you select the type of announcement you wish to make, the cursor automatically appears in the First Name field, then moves to the Last Name field when you press **<Tab>**. The next time you press **<Tab>**, the cursor could go to the Message field, then the "Person who requested" field, and so on depending on the order you set with this function.

NOTE: You cannot change the tab order for Announcement Type (since it is the first thing you must complete) and the First and Last Name fields.

After you click the **Edit Tabs** button, the following screen displays:



Figure 26 - New Announcement Creation Tab Order Setup

The number next to the fields indicate the default tab order. To create a new one:

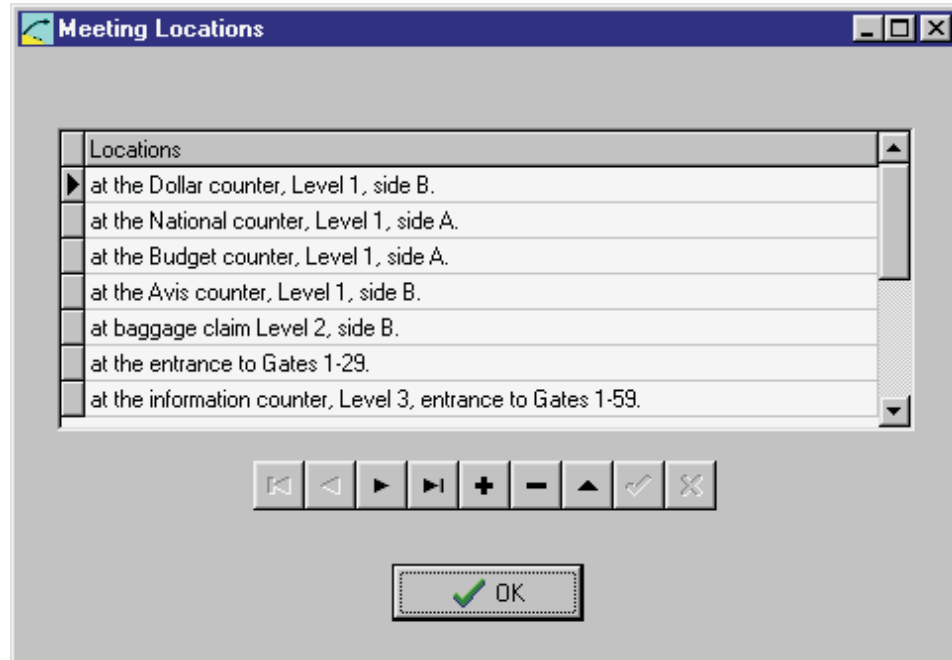
1. Click the **Clear Order** button (the order numbers disappear).
2. Click inside the field you want the cursor to go to first when you press **<Tab>** on the Announcement Creation screen. Its new order number appears next to it.
3. Repeat for the remaining fields.
4. If you want to try a different order, click **Clear Order** again and repeat these steps.
5. When you are satisfied with the order, click **OK** to save the settings and return to the System Setup window.

Meeting Locations

In this section of the System Setup screen, you create and edit the meeting locations used with the “Individual meet your party” type of announcements. You can also designate a default location that will appear on the Announcement Creation screen when you select this type.



*Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*

Click the **Edit Locations** button to display the Meeting Locations window, which contains a table of all the current meeting locations:





Meeting Locations Setup Screen


To add a meeting location:

1. Click the  button to add a row in the table.
2. Type a location name. Be as specific as possible, naming floor levels, gate numbers, entrance numbers, etc.
3. Click the  button to save the record.
4. Repeat for each new location you wish to add.
5. After you finish, click **OK** to save the information and close the Meeting Locations window.

To edit a meeting location:

1. Click the record in the list you want to edit.
2. Click the  (edit) button to set the record for editing.
3. Make changes to the location.
4. Click the  button to save the changes.
5. Repeat for other location records as necessary.
6. Click **OK** to save the information and remove the window from the screen.

To delete a location:

1. Click the record you wish to delete.
2. Click the  button to mark the record for deletion.
3. In the confirmation pop-up that displays, click **Yes** to delete the record.
4. Click **OK** to save the information and remove the window from the screen.

To set the default location that will display on the Announcement Creation screen, click the arrow on the drop-down list box, then click the location.

Mic Station

In this field you enter the number of the microphone station from where courtesy announcements will be made. This is used for announcement logging in the Announcement Control System, which can display a log listing all announcements made in the facility, the type of announcement, the time and date it was made, and the microphone station from where it was made.

Keep Records

Type a number that will represent, in days or even hours, how long Past Announcements records will be kept before they are automatically moved to the archives.

To enter an amount of days to keep announcement records, type a number. To enter an amount of hours (half-day, quarter-day, etc.) to keep announcements, type it in a decimal form (e.g., 0.5 would be half a day).

Announcement Templates

The text of announcements you make with CAS are built on a set of templates that provide a sort of “script” for users to follow. In this section of the System Setup screen, you can actually add more announcement templates to the ones that come pre-programmed with CAS. Or you can, should your facility’s needs change, alter the text of an announcement template.

Order	Announcement Type	Default Destination	Days til Archive	Default Plays	Default Interval
1	Individual, meet your party	Airside	.125	1	C
2	phone message	Entire Airport	.125	3	E
3	group meeting place	Airside	.125	1	C
4	unformatted text	Entire Airport	5.000	5	E
5	new type	Airside	.125	1	1

Figure 27 - Announcement Templates Database

The Announcement Templates database appears at the bottom of the System Setup screen.

The data for each announcement are in 12 columns. They are:

Order – how the announcement type appears in the selection list on the Announcement Creation screen.

Announcement Type – the announcement type’s name

Default Destination – the destination in the facility to where this type of announcement is ordinarily sent.

Days til Archive – the number of days that type announcement will stay on the Past Announcements screen before it is automatically moved to the archive.

*Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
 Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*



Default Plays – the default number of times the announcement will play (can be changed before the announcement is sent).

Default Interval – the default number of minutes that elapse between each time an announcement plays.



Text 1-4 – the lines of text for an announcement type that the system fills in.

Fill-in 1-4 – the pieces of data in an announcement that is filled in by information filled in on the Announcement Creation screen. In the case of “Individual meet” and phone message announcements, these contain the first and last (FL) names of the announcement recipient.


To create a new announcement template:

1. Click the  button to add a new row to the template list.
2. In the Order field, type a number to indicate where the announcement type will appear in the order of types already defined (1 = first, 2 = second, etc.)
3. In the Announcement Type field, type the name for this announcement.
4. Click the right border of the Default Destination field, then click the down arrow that displays. From the list that appears click the area of your facility that will be the announcement’s default destination.
5. In Days til Archive, type a number to represent the number of days this type of announcement will remain on the Past Announcement list before it is automatically moved to the Archives.
6. In Default Plays, type a number to represent the number of times this announcement type will play.
7. In Default Interval, type a number to represent the number of minutes that are to elapse between playbacks of this type of message.
8. In the Fill-in fields (1 through 4), type the following code so that names will be inserted in the announcement text:
name;FL.
9. You *must* insert a semicolon between the word *name* and the *FL* code that designates first and last name, and a period at the end of FL to end the sentence. If you wish the name to be repeated, type a comma, then type FL again (shown below).
name;FL,FL.
10. In the Text fields (1 through 4), type the text that will be inserted in the announcement.
11. Once you finish, click  to save the record.
12. Repeat for other announcement types you wish to create.

To edit an announcement record:

1. Click to highlight the record.
2. Click the  button to mark the record for editing.
3. Make changes as necessary to the record.
4. Click  to save the changes.
5. Repeat these steps to change other records.

To delete an announcement record:

1. Click to highlight the record.
2. Click the  button.
3. At the confirmation prompt, click Yes to delete the record.
4. Repeat for others you wish to delete.



This page left blank intentionally

*Innovative Electronic Designs, Inc. 9701 Taylorsville Road, Louisville, Kentucky 40299 USA
Phone: (502) 267-7436 Fax: (502) 267-9070 Internet: <http://www.iedaudio.com>*