



INSTAPLAY™

BASIC USER MANUAL

INSTALLATION INSTRUCTIONS

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#DNGW

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INTRODUCTION

USING THE ALARMCO INSTAPLAY RECORDER/ANNOUNCER

Instaplay is a non-volatile digital message repeater that is normally used to broadcast prerecorded messages whenever one of its control inputs is activated. Individual messages and programming can be changed at any time.

Instaplays are available with 4 or more inputs. Each input has a corresponding playlist. A playlist can be a single message or a series of messages and other functions. Activating Control Input 1 causes playlist 1 to be run, Input 2 causes playlist 2 to be run, and so forth.

Instaplay is controlled using a standard analog Touch-Tone telephone. All commands begin with "star" [*] and end with "pound" [#]. Instaplay responds verbally through the telephone handset in spoken English. Optionally, Instaplay can be controlled from an RS-232 link, a modem, an Ethernet connection, or an incoming audio channel. Some models can be modified to include these options. Please contact the factory for further information.

Instaplay's verbal instructions are there for your benefit. There is no need to wait when you know what keys you'd like to press.

Instaplay is easy to use. The Recording Tutorial in Chapter 1 will lead you step by step as you record a message, change it, and so forth.

Instaplay is also extremely powerful. The following chart contains a comprehensive list of Instaplay's commands, both Standard and Optional. Standard commands are in boldface type.

This Basic Manual contains the Standard commands only. Chapters 6, 7, 8, and 9 are not included.

If you would like to see a Complete Manual, one is available for download at <http://www.MessageRepeaters.com/download.html>.

Instaplay Command List

Standard Commands are listed in bold-face

				Chapter
Press	*	0	# to Hear the Command List	
	*	1	# to Record a Message	2
	*	2	# to Hear a Message	2
	*	3	# to Erase a Message	2
	*	4	# to Set Spacing Between Messages	2
	*	6	# to Set the Maximum Message Length	2
	*	7	# to Set Record Source	2
	*	9	# to Set the Background Music Operation	4
	*	11	# to Set Message Volume Levels	4
	*	14	# to Check Announcer Status	4
	*	15	# to Check Available Memory	4
	*	17	# to Hear Factory-Installed Messages	4
	*	20	# to Set the Clock	7
	*	21	# to Create a Scheduled Event	7
	*	22	# to Hear Schedule Entries	7
	*	24	# to Delete a Schedule	7
	*	31	# to Set the Overall Control Input Operation	5
	*	32	# to Set the Individual Control Input Operation	5
	*	41	# to Create a Playlist	3
	*	42	# to Hear Playlist Entries	3
	*	44	# to Delete a Playlist	3
	*	45	# to Append to a Playlist	3
	*	50	# to Configure the Remote Inactivity Timeout Period	8
	*	53	# to Hear the Serial Number	8
	*	56	# to Set the Unit ID Number	8
	*	57	# to Enable Duplex Radio Transmission	8
	*	59	# to Disconnect from the Remote Radio Session	8
	*	62	# to Set the Relays	6
	*	71	# to Set the Remote Access	9
	*	75	# to Configure the Auto-Dialer	9
	*	76	# to Hear the Auto-Dialer Numbers	9
	*	77	# to Delete an Auto-Dialer Group	9
	*	92	# to Set a Control Input	10
	*	99	# to Set a Live Audio Path	10
	*	127	# to Set to Default Values & Erase Messages & Programming	11
	*	128	# to Return to Factory Default Settings	11
	*	129	# to Restart the Announcer	11

CHAPTER 1: RECORDING TUTORIAL

This chapter tells how to record a message, listen to it, and how to delete it. Instaplay lets you record hundreds of messages and change them at any time. The only limitation is that the combined length of your messages cannot exceed the total recording time available for your unit, nor can any individual message exceed 30 minutes.

Getting started

Please refer to the Installation Instructions for information on wiring your Instaplay and connecting it in your environment.

Any standard touch-tone telephone can be used to program the Instaplay. Simply connect a standard touch-tone telephone into the RJ-11 jack labeled "Control Phone" on the back of the Instaplay. If you have power to the Instaplay, it should now be operable.

Pick up the handset on the control phone and listen to it.

You can always hang up at any time. Instaplay will stop whatever it is doing. So if you ever get confused, just hang up and start over.

During this Tutorial, we will be making changes to your Instaplay. You can read other chapters, make changes, and play around all you want without being concerned that you'll "break" something. Instaplay can always be restored to the exact configuration as when it was shipped from the factory with a RESET command, as described in Chapter 11.

Notice where the "star" [*] key and the "pound" [#] key are. You'll be using them a lot, as all commands begin with [*] and end with [#].

Your first command

Pick up the Control Phone and listen. Let's do as the voice suggests and press the keys: * 0 #. Instaplay will start reciting the command list.

After it recites the first few commands, press: * 0 # again.

This time after you hear a command or two, press: *.

ANY TIME YOU PRESS *, INSTAPLAY STOPS WHAT IT'S DOING AND GETS READY FOR A NEW COMMAND. THAT MEANS YOU CAN RESTART A COMMAND OR SWITCH TO A NEW ONE AT ANY TIME.

Setting the RECORD SOURCE

Before we begin, you will need something to record from. Instaplay can record from a microphone (if you have one), from its Aux. Input, or from the mouthpiece of the Control Phone.

Press: * 7 # and listen. Unless someone else changed it, Instaplay should have told you it's set to record from the Control Phone.

Recording messages

Instaplay's messages are numbered by you. You can choose any numbering scheme that makes sense to you and record messages in any order.

Press: * 1 # and listen.

Instaplay responds by telling you what RECORD SOURCE is selected.

We're going to record message 4. Get ready to talk into the phone, but don't do anything until we describe the steps:

Press: * 1 # to tell the Instaplay you want to record a message

Press 4 to indicate the message to record.

Press # to start the recording.

Say into the telephone handset something like, "This is message 4."
or "Message 4 sounds like this."

Press: # to stop the recording.

Do the same for messages 1, 2, and 3, making each of the messages at least 10 seconds long for this tutorial. (You don't need to press * 1 # again, once is enough.) Don't start each recording until you're ready to talk. Stop each recording as soon as you finish. Notice the # acts as a toggle to start, then stop recording a message.

You can record over an existing message by saying something like, "This is a new version of message 3." If you want to change a message, you don't have to erase it before recording it again. When you save a newly recorded message, Instaplay

automatically erases any previous version. The new recording can be either longer or shorter than the original.

Hearing the recorded messages

Instaplay gives you the option to listen to recordings as you make them, but you can also review your recordings at any time by using the HEAR MESSAGE command.

Press: * **2 #** and listen to the prompt.

Press: **1#** to hear the complete message
Or : **2#** to hear just the first few seconds of the message

Press: **0 #** to hear all the recorded messages and listen.

How did they sound? Want to hear message 2 again?

Press: **2 #**.

If they didn't sound great, don't worry. The objective was to record several messages, and you succeeded.

Erasing recorded messages

You can erase individual messages one at a time or all messages at once. Let's delete message 2.

Press: * **3 #** to delete a message

Press: **2 #** to erase message 2

Let's confirm it by scanning all messages.

Press: * **2 #** to hear the messages

Press: **2#** to hear just the first few seconds of the message

Press: **0 #** to hear all the recorded messages.

Listen. The only remaining messages are messages 1, 3 and 4.

Creating a playlist

By default, all messages will play out Audio Output Channel 1, which is the case for this example. Please refer to Chapter 3 for information on controlling multiple Audio Output Channels.

With playlists, multiple messages can be associated with a single contact closure. Let's create a simple playlist to play five messages when Control Input 2 is triggered.

Press: *** 41 #** and listen.

Instaplay first responds by asking you to enter the number of the playlist you want to create. Let's create playlist 2.

Press: **2 #** and listen.

Instaplay asks you to enter the type of playlist command.

Press: **1 #** to add a message to the playlist

You next enter the message numbers you want on the chosen playlist. For example:

7 #
10 #
8 #
7 #
24 #

...to play messages 7, 10, 8, 7 again, and then 24. You can create these messages at any time. They do not need to exist before you add them to a playlist.

Press: **0 #** to stop entering messages to this playlist.

You can now use the Record a Message Command (***1#**) to record messages 7, 8, 10, and 24.

That's it!

It's as simple as that. Instaplay is ready to play the messages you want it to. Once you hang up (or disconnect) the Control Phone, a closure on Control Input 1 will cause message 1 to play, a closure on Control Input 2 will cause the newly created playlist to run, and so forth.

CHAPTER 2: USER-RECORDED MESSAGES

This chapter tells how to record, preview, and delete messages. Instaplay can record hundreds of messages and change them at any time. A single message cannot exceed 30 minutes in length, nor can the combined length of the messages exceed the total recording time available for the unit.

All Instaplay commands begin with [*] and end with [#].

SET MAXIMUM MESSAGE LENGTH [*6#]

Default = 30 minutes (1800 seconds)

To limit the recording time for individual messages,
Press: *** 6 #**

Instaplay prompts:

Enter the maximum recording length for an individual message.

Enter: **(max recording length in seconds) #**

Instaplay confirms the new message length. Each time a message is to be recorded with the * 1 # command, the restricted length will be recited.

SET THE RECORDING SOURCE [*7#]

Default = Control Phone

Instaplay can record from a microphone (if present), from the mouthpiece of the Control Phone, or from any of its available Aux. inputs (for example, a CD player, an MP3 player, or a tape deck). Instaplay will record from the Control Phone unless set otherwise.

To specify another recording source,

Press: *** 7 #** to set the recording source.

Instaplay will list the valid recording sources. Possible choices will be:

1. Mic
2. Aux 1
3. Phone

To set Aux1 as the record source, the entire sequence of commands would be:

*** 7 #**
2 #

When recording from any input, the control phone can be used to monitor the recording as it is being digitized.

RECORD A MESSAGE [*1#]

Instaplay messages are numbered by the User and can be recorded in any order. Message numbering does not need to be sequential, i.e., message numbers can be skipped.

When recording messages, the pound sign (#) acts as a toggle switch to start, then stop recording a message.

To choose a different RECORD SOURCE, please refer to the previous section of this chapter. Regardless of the recording source, Instaplay's control phone can be used to monitor recordings as they are being digitized.

Press: *** 1 #** to record a message
Enter: **(message number)**
Press: **#** to start recording.
{Record the message}
Press: **#** to stop recording.

Once the Instaplay echoes the fact that the message has been saved, more messages can be recorded.

To record multiple messages, it is not necessary to press *** 1 #** again. For example,

Enter **(next message number)**
Press **#** to start recording.
{Record the next message}
Press: **#** to stop recording.

... and so forth.

NOTE: Instaplay will not respond to further Touch-Tones until it confirms, "Message (number) saved."

Changing messages

To change a message, simply record it again. When a recorded message is saved, Instaplay automatically erases any previous version. New recordings can be either longer or shorter than the original and can be any length within the available capacity.

HEAR A MESSAGE [*2#]

Prior to broadcasting the messages over a PA system, recordings can be reviewed over the Control Phone (or the Remote Phone if the Instaplay has this option) by using the HEAR MESSAGE command. When a single message is chosen, the complete message will be heard. When all messages are to be heard, they can be listened to in their entirety or "scanned."

Press: *** 2 #** to hear messages

Press: **(message number) #** to hear a specific message

Or: **0 #** to hear all the recorded messages

When all messages are chosen, each message can be played completely, or just the first few seconds of each message can be "scanned."

Press: **1 #** to hear complete messages

Or : **2 #** to scan messages

Example 1: To scan all messages,

Press: *** 2 #** to hear messages

0 # to specify ALL messages

2 # to choose scanning mode

In this example, Instaplay will announce the message number, followed by the first few seconds of each User message that is stored in the Instaplay.

Example 2: To hear messages 5 and 7,

Press: *** 2 #** to hear messages

5 # to specify message 5

7 # to specify message 7

In this example, message 7 will begin to play when the User enters "7#." If message 5 is still playing, it will abort. This allows the User to hear as much or as little of the message as he chooses.

When hearing messages, each message is preceded with its message number, and complete messages are followed by a "beep."

If a null message is requested, Instaplay will immediately follow the message number with a “beep.”

If the recorded message contains touchtones, this command will play the message up to the first touchtone, but not the remainder of the message. Although not able to be previewed in its entirety, the message remains intact.

ERASE A MESSAGE [*3#]

All messages can be erased at once or individual messages can be erased one at a time.

Press: *** 3 #** to delete messages

Press: **0 #** to erase all the recorded messages

Or : **(message number) #** to delete a specific message
(message number) # to delete another message

For example, to delete messages 1, 3, & 6, enter the sequence: *** 3 # 1 # 3 # 6 #**

Each time a message is erased, Instaplay will say, "Message (number) erased."

If the User selects the option to delete all recorded messages, Instaplay will ask the User to Press **1 #** to confirm deleting all messages.

For example, to delete all messages, enter the sequence *** 3 # 0 # 1 #**

The User should wait until hearing the message, "All messages deleted."

NOTE: The Instaplay will be unavailable until it has finished deleting messages. That is, any User activity such as entering Touch-Tones or hanging up will be ignored until the erasing operation is completed. The User needs to wait for the Instaplay to respond, "Message deleted" or "All messages deleted." Depending on the number of messages and their respective lengths, this operation could take several minutes to complete.

CHAPTER 3: PLAYLISTS

Default = Playlist 1 contains message 1 and is activated by Control Input 1,
Playlist 2 contains message 2 and is activated by Control Input 2,
... and so forth up to the number of Control Inputs on the Instaplay.

If your application has just a single message for each Control Input, you can skip the remainder of this chapter.

Playlists are very powerful.

First and foremost, they can control, coordinate, and organize the playing of messages. All kinds of messages. Playlists can invoke pre-loaded Factory Messages and Splash Tones. Playlists can invoke messages that have been recorded or downloaded by the User. Playlists can control the spacing between events, the Audio Output Channel(s) where messages will play, and the volume at which they will play. Playlists can invoke other playlists to run. Playlists can even coordinate audio messages with signage.

Playlists can control and track events with Timers, Relays, and Counters. And they can define how a Control Input will be interpreted when a contact closure occurs.

Although Instaplays may have far fewer Control inputs, many more playlists are available which can contain thousands of total entries.

Instaplay will process each playlist entry sequentially as it is encountered. That is, for each playlist, the first entry will be processed before the second entry is "looked at."

CREATE A PLAYLIST [*41#] / APPEND TO A PLAYLIST [*45#]

If the User hasn't specified otherwise, Playlist 1 contains Message 1, Playlist 2 contains message 2, and so forth up to the number of Playlists available on the Instaplay.

Also, by default, only Audio Output Channel 1 is enabled. If the Instaplay has multiple audio Output Channels, please refer to "ENABLE Audio Outputs" later in this chapter.

When a new Playlist is created, any previously entered messages and programming entries will be deleted. When a Playlist is appended, all previous entries remain intact.

Press: * 41 # to create a playlist
Or: * 45 # to append to an existing playlist

Instaplay first responds by asking the User to enter the number of the playlist to create or append. Whether creating a new Playlist or appending to an existing one, all Playlist entries are identical.

Enter: **(playlist number) #**

Instaplay will inform the User of the total number of entries on the playlist. If creating a playlist, this number will be zero.

Instaplay prompts:

Enter the type of playlist command

- 1 # to add a message to the playlist*
- 2 # to insert a playlist to run one time*
- 3 # to set the message spacing*
- 6 # to add a factory-installed message*
- 7 # to enter a One-Time Spacing entry*
- 8 # to add a "Wait to Continue" entry*
- 9 # to set the Message Volume Levels*
- 15 # to set a Virtual Control Input*

Note that the command to create a playlist begins with the star [*] character and ends with a pound sign [#]. Once in the mode to create a playlist, entries do NOT contain a star [*]. Any time a star [*] is entered, Instaplay will stop what it's doing and wait for a new command.

Add a Message to the Playlist (1#)

Instaplay prompts:

*Enter the message number followed by the pound sign
Or zero pound to add other entries*

Instaplay allows the User to add numerous audio messages to the playlist by simply entering one message number after the next. For example, to add messages 1 through 3 plus message 9, the User would enter:

**1 #
2 #
3 #
9 #
0 #**

Each time a valid message number is added to the playlist, the User is again prompted to enter the message number followed by the pound sign or enter zero pound to continue. (There is no need to wait for Instaplay to finish talking before entering the next entry.)

Note: All messages will play out the ENABLED Audio Output Channel(s). By default, this is Channel 1 only, even if the Instaplay has multiple Audio Output Channels.

Once the **0 #** is entered, the User is returned to the Create a Playlist section and is once again prompted to enter the type of playlist command.

Insert a Playlist to Run One Time (2#)

Playlists can call other playlists to run. With this entry, the playlist that is being created will call another playlist that will only run one time and immediately return to process the next command on the calling playlist.

Press: **2 #** to insert a Playlist to run one time

The User is prompted for the Playlist number. A playlist cannot call itself, but any other playlist number is considered valid, whether the called playlist contains any entries or not.

If the "One-Time Playlist" changes which Audio Output Channels are ENABLED, the original playlist will continue to use the modified Audio Output Channels.

NOTE: There is a limitation of one level of nesting. That is, one playlist can call a second playlist to run one time, but the second playlist cannot call a third.

Once the one-time playlist entry is added, the User is returned to the Create a Playlist section and prompted to enter the type of playlist command.

Set Message Spacing (3#)

By default, Instaplay has a Message Spacing of 3 seconds between messages when it is shipped from the factory. This is the amount of time Instaplay will "wait" between messages in a playlist. If another Spacing is preferred, the Message Spacing can be redefined.

After a message is announced, Instaplay will automatically wait for the appropriate amount of time as defined by the Message Spacing. Spacing is set in seconds and can be any number from 0 seconds to greater than 18 hours (65,535 seconds).

Press: **3 #** to add a Message Spacing entry on the Playlist
Enter: **(seconds) #** to specify the Message Spacing

Any time the Message Spacing is changed (either with the * 4 # command or with this playlist entry), all subsequent messages on each playlist will play with the new spacing between them.

The message spacing will not be applied to the end of the playlist. If this functionality is required, a one-time spacing (7#) entry should be used.

Once the message spacing entry is added, the User is returned to the Create a Playlist section and prompted to enter the type of playlist command.

Set a Relay (4#)

Instaplay comes with one standard normally-open relay that is "fixed" to operate in Automatic Mode and cannot be changed. Only Instaplays with the Relay Option can be programmed.

By default, each Audio Output Channel is coupled with a corresponding relay, i.e., the relay is set to Automatic Relay Operational Mode (when both the relays and audio output channels exist). Relay 1 is coupled to Audio Output Channel 1, and so forth for all Audio Output Channels. The default state for any relay without a corresponding Audio Output Channel is OFF.

Press: **4 #** to insert a Relay programming entry on the Playlist

Enter: **(Relay Number) #** to select a relay for programming

Press: **1 #** to set to operate Automatically

Or: **2 #** to turn ON

Or: **3 #** to turn OFF

Or: **4 #** to turn ON for a specific amount of time

NOTE: Please refer to Chapter 6 for a thorough discussion of relays and their Operational Modes.

Once the Relay entry is added, the User is returned to the Create a Playlist section and prompted to enter the type of playlist command.

Add a Factory-Installed Message to the Playlist (6#)

In addition to playing user-recorded audio messages, factory-installed messages can be played. Factory-installed messages include messages and splash tones. All Instaplays have splash tones installed, but not all will have messages.

These Factory Messages and “Splash Tones,” like any other messages, can be added to playlists and used any time.

The various tones can be auditioned by using the * **17 #** (HEAR FACTORY MESSAGES) command. A description of these commands can be found in Chapter 4.

NOTE: Factory-installed messages cannot be created or deleted by the User.

Add a One-Time Spacing Entry to the Playlist (7#)

In addition to the standard message spacing, a playlist can insert a one-time spacing.

This playlist entry will cause the processing of the next playlist entry to “wait” for a specific amount of time. Although this entry is not specifically “linked” to a message, it can be used to temporarily override the Message Spacing between two messages IF it immediately follows a Play Message entry. This one-time event will not alter the Message Spacing that automatically happens between all other messages.

To insert a One-Time Spacing, this entry (in tenths of a second) is added to the playlist.

For example, to enter the One-Time Spacing of 10.0 seconds

Press: **7 #**
100 #

Or to enter the One-Time Spacing of 0.5 seconds

Press: **7 #**
5 #

One-Time Spacing entries can occur at numerous points in a playlist, such as after a Relay entry or a Play Message entry. For example, the playlist can turn a relay ON, wait for a specified amount of time, then turn the relay OFF. (Note that this is not the same as a Timed Relay entry, where Instaplay would immediately process the next entry on the playlist.)

A One-Time Spacing can be any amount of time from 0 seconds to 1 hour (36,000 tenths of a second). It is possible to create longer PAUSE times by adding multiple

entries to the playlist. For example, to enter a two-hour spacing, the User could enter two One-Time Spacing entries.

Once the Spacing entry is inserted into the playlist, the User is returned to the Create a Playlist section and prompted to enter the type of playlist command.

Add a “WAIT TO CONTINUE” Entry (8#)

For each playlist associated with a Control Input, Instaplay allows the User to step through the playlist with the WAIT TO CONTINUE entry. Each time the entry is encountered, Instaplay looks to the appropriate Control Input for a CLOSURE or an OPEN state. For “Wait to Continue” to operate properly, Instaplay should be set to Queue New Requests without cancellation of any previously queued playlists (* 31 # 2 # 1 #). Please refer to Chapter 4 for a discussion of Control Input Operation settings.

To add a playlist entry that will look at the Control Input before proceeding

Press: **1 #** to add an entry to wait for a CLOSURE

Or: **2#** to add an entry to wait for an OPEN

For example, to create Playlist 7 that will step through messages 2, 4, and 6 each time a closure is present on the Control Input 7, enter the following:

Press:	* 41 #	to create a playlist
	7 #	to create playlist 7
	1 #	to add a message to the playlist
	2 # 0 #	to add message 2 and continue
	8 # 1 #	to add an entry to wait for a CLOSURE
	1 #	to add a message to the playlist
	4 # 0 #	to add message 4 and continue
	8 # 1 #	to add an entry to wait for a CLOSURE
	1 #	to add a message to the playlist
	6 # 0 #	to add message 6 and continue

The appropriate Control Input Operation Mode must be set as described in Chapter 4.

With the press of the button, message 2 starts to play. After message 2, if the switch is still on, Instaplay will sequence to message 4. If the switch is off, Instaplay will proceed to message 4 when the button is pressed again. Likewise for message 6.

NOTE: This entry is only valid for playlists that have a Control Input associated with them. For example, an 8-input Instaplay would only be able to have this feature on playlists 1 through 8.

NOTE: If a second Control Input is activated, its playlist will be placed in the queue. It will not run until the currently active playlist has completed running.

Set the Message Volume (9#)

Instaplay's output volume can be set with software. This allows each of the available audio output channels to have unique volume settings that can be adjusted by different playlists.

Instaplay prompts the User to enter a number between 0 and 100 plus the pound sign for the volume, where 0 refers to no volume and 100 is maximum volume.

Instaplay then prompts the User to enter the Audio Output Channels followed by the pound sign. Instaplay has a maximum of 7 Audio Output Channels possible. Each channel to be assigned the pre-selected volume is then entered. Once all channels are entered, the pound sign terminates the entry.

For example, to set Audio Output Channels 1 and 3 to the maximum volume and Audio Output Channel 2 to no volume, the User would enter

*** 41 #** to enter the Create A Playlist Command
(playlist number) #

9 # to enter the Set a Volume mode
100 # to set the maximum volume
1 3 # to set output channels 1 and 3

9 # to enter the Set another volume
0 # to set the minimum volume
2# to set output channel 2

Once the volume is set for this playlist, the User is returned to the Create a Playlist section and prompted to enter the type of playlist command. In the example above, the User chose to set another volume.

Set a Virtual Control Input (15#)

In addition to being activated by an actual physical dry contact closure, Instaplay's Control Inputs can be virtually activated or deactivated from a playlist.

When adding a playlist entry to set a Control Input, the User is first prompted to select a Control Input. If the Control Input selected is valid (i.e., present), the user is then prompted to select the programming option. Control Inputs can be set to an ON condition, i.e., sustained, or set OFF. To simulate a momentary closure, the playlist should contain an ON entry followed by an OFF entry.

Instaplay prompts:

Enter the Control Input followed by the pound sign

Enter: **(Control Input number) #**

Instaplay prompts:

*Press: **2 # to turn ON**
 3 # to turn OFF*

Once a Control Input is set to a particular mode, it will remain that way until changed by another playlist entry, a Set Control Input (*92#) command, or otherwise changed.

NOTE: If a Control Input has been physically turned ON, this playlist entry cannot turn it OFF.

HEAR PLAYLIST ENTRIES [*42#]

Playlist entries can be reviewed by using the HEAR PLAYLIST ENTRIES command. The User can choose between hearing the playlist entry numbers or the actual recordings.

Press: *** 42 #** to hear playlists

Instaplay prompts:

Press: 1 # to hear the playlist entry numbers

Or: 2 # to hear the actual recordings

Enter: **(playlist number) #**

For example, to hear the playlist entry numbers on playlist 17, press:

*** 42 #**

1 #

17 #

If the User chooses to hear playlist entry numbers (1#), Instaplay will recite the entries on the Playlist. For example,

Playlist 2 has 5 entries

Step 1: Set Message Spacing to 5 seconds

Step 2: Play Message 31

Step 3: Play Message 5

Step 4: One-Time spacing of Zero seconds

Step 5: Play Message 14

End of playlist

If the User chooses to hear the actual recordings (2#), Instaplay will play the recordings as they occur on the Playlist. For example,

Playlist 2 has 5 entries

Set Message Spacing to 5 seconds

Message 31 "Thank you for shopping with us."

Message 5 "Today we will be closing at..."

One-Time spacing of Zero seconds

Message 14 "Eight o'clock"

End of playlist

DELETE OR RESET A PLAYLIST [*44#]

Individual or multiple Playlists can be deleted from the Instaplay.

Press: * **44 #** to delete or reset a playlist

Enter: **(playlist number) #** to delete or reset one playlist

Or: **0 #** to delete or reset all playlists

Deleting an empty playlist has no consequence. If in doubt of the status of a playlist, this command can be issued as a precautionary measure.

Before erasing all playlists, Instaplay will prompt the User to enter 1 # to confirm.

This command allows playlists to be deleted completely, or reset to factory defaults. When a playlist is deleted completely, the playlist will be empty and not contain any operations. That is, Instaplay does NOT return to the default setting of Playlist 1 containing message 1, Playlist 2 containing message 2, and so forth.

If the playlist to be deleted has a control input (either physical or virtual) associated with it, this can be reset to factory default, that is Playlist 1 contains message 1 and is activated by Control Input 1, and so forth.

Instaplay prompts:

Press: **1 #** to delete playlists

2 # to return to factory default values

CHAPTER 4: ANNOUNCER SETTINGS AND STATUS

Instaplay has several hardware settings that can be adjusted by the User in order to tailor the Instaplay to a particular application. Settings discussed in this chapter include the following:

- ⌚ Message Spacing – the amount of “wait” time between messages
- ⌚ Background music operation
- ⌚ Volume of messages playing
- ⌚ Announcer Status information
- ⌚ Available User memory
- ⌚ Factory-Installed messages

In addition, the general status of the announcer and the status of counters can be reported.

SET MESSAGE SPACING [*4#]

By default, Instaplay has a Message Spacing of 3 seconds between messages when it is shipped from the factory. This is the amount of time Instaplay will “wait” between messages in a playlist. If another Spacing is preferred, the Message Spacing can be redefined.

After a message is announced, Instaplay will automatically wait for the appropriate amount of time as defined by the Message Spacing. Spacing is set in seconds and can be any number from 0 seconds to greater than 18 hours (65,535 seconds).

Any time the Message Spacing is changed (either with this command or with a playlist entry), all subsequent messages will be played with the new spacing between them.

To change the Message Spacing from the Command Level,

Press: * 4 # to set the Message Spacing

Enter: **(seconds) #**

Message Spacing can also be changed with Playlist entries. Please refer to Chapter 3 for more information on using playlist entries to control the overall Message Spacing or One-Time spacing between messages or events.

SET BACKGROUND MUSIC OPERATION [*9#]

With this command background music can play through Instaplay's first audio channel between messages. Audio from a source such as a satellite feed or a CD player can be fed into the Music (or Aux 2) Input.

Instaplay echoes the current settings and prompts:

Press: **1 #** for no audio between messages
2 # for audio feedthrough between messages

SET MESSAGE VOLUME LEVELS [*11#]

This command sets the volume level of messages for all Audio Output Channels.

Audio Output volume levels are numbered from 0 to 100, where 0 means no volume and 100 means 100% volume.

If multiple Audio Output Channels exist, Instaplay prompts:

*Press: **1 #** to set the same volume levels for all Audio Output Channels
2 # to set different volumes for each Audio Output Channel*

For the same Audio Output levels, Instaplay prompts:

*Enter: **(volume level) #** for the messages*

If multiple Audio Output Channels exist and different volumes are to be set for each Audio Output Channel, Instaplay prompts:

Enter each volume level as it is prompted for. Follow each entry with a pound sign.

Output 1 Message level

Enter: **(volume level) #** for the first Audio Output Channel

IP: *Output 2 Message level*

Enter: **(volume level) #** for the second Audio Output Channel

And so forth for all Audio Output Channels.

Any time the volume of an Audio Output Channel is changed, either with this command or with a Playlist Entry, all subsequent messages will be played at the specified volume.

CHECK ANNOUNCER STATUS [*14#]

When this command is issued from either the Control Phone or a Remote Phone, Instaplay gives a status report that includes the following information:

Serial number (Unique 9-digit serial number)

The following Control Inputs are active: (First active input) ... (nth active input)

The following Relays are active: (First active relay) ... (nth active relay)

The announcer is currently running playlist (playlist number)

The announcer is currently (active / inactive)

A/C Power is (active / inactive)

The announcer has been running for (days, hours, minutes, seconds)

CHECK AVAILABLE MEMORY [*15#]

To give an accurate assessment of the amount of available memory, Instaplay initiates a cleanup routine to free up the maximum amount of recording capacity.

Enter: * **15 #** to initiate this command

Instaplay reports:

Memory cleanup complete

Record time available is [time] of [time] maximum

NOTE: If messages are changed on a regular basis, it is prudent to issue this command periodically, such as daily, weekly, or monthly.

HEAR FACTORY-INSTALLED MESSAGES [*17#]

Instaplay has splash tones, sounds, and possibly verbal messages that have been installed at the factory. Any of the available tones or messages can be added as playlist entries. To hear these messages,

Press: *** 17 #** to hear factory-installed messages
0 # to hear all factory-installed messages
(message number) # to hear a specific message

Unlike user-created messages, these messages cannot be recorded, modified, or erased by the User. For example, a factory reset as described in Chapter 10 would not change or remove these messages.

<u>Message</u>	<u>Description</u>
901	1 beep
902	2 beeps
903	3 beeps
904	Longer sequence
905	Shorter sequence
911	1 bing
912	2 bings
913	3 bings

<u>Message</u>	<u>Description</u>
930	1 loud beep
931	2 loud beeps
932	3 loud beeps
933	High-low tones
934	Modern chime
935	Rising siren
936	1 buzzer
937	2 buzzers
938	1 loud buzzer
939	2 loud buzzers

<u>Message</u>	<u>Description</u>
920	DTMF "0"
921	DTMF "1"
922	DTMF "2"
923	DTMF "3"
924	DTMF "4"
925	DTMF "5"
926	DTMF "6"
927	DTMF "7"
928	DTMF "8"
929	DTMF "9"

Optional messages that may be installed:

<u>Message</u>	<u>Description</u>
970	Music Box Lullaby
971	Lullaby (med)
972	Lullaby (short)
973	Lullaby (short clip)

CHAPTER 5: CONTROL INPUT OPERATION

Each time a Control Input is activated, a playlist is executed (unless the Control Input is programmed to be a STOP Input or to provide a "live" audio feed as described later in this chapter). As described in Chapter 3, playlists can perform numerous activities, such as playing messages, activating relays, and so forth.

Instaplays are available with 4, 8, or 16 Control Inputs. These Control Inputs can be set to operate in different ways to provide considerable flexibility for numerous applications. Some programming parameters must be the same for all Control Inputs [* 31 #]; other parameters can be set for each individual Control Input [* 32 #].

By default, Instaplay queues all requests, without canceling any previous ones. Each momentary CLOSURE on Control Input 1 causes playlist 1 to run one time, each momentary CLOSURE on Control Input 2 causes playlist 2 to run one time, and so forth for all Control Inputs. A sustained closure will cause each respective playlist to repeat indefinitely. The remainder of this chapter explains how the User can modify these settings.

To reset to factory default status,

Enter: * 31 # 1 # 1 #

* 32# 1# 1# 6# 2#

SET THE OVERALL CONTROL INPUT OPERATION [*31#]

All Control Inputs can be programmed to control playlist queuing and prioritization. These are overall machine settings, not unique to a specific Control Input.

Playlist Queuing Mode

Playlist queuing and prioritizing include the ability to define how Instaplay will respond to multiple Control Input CLOSUREs. Multiple Control Input CLOSUREs can cause each request to be added to the queue, or only requests for NEW playlists to be added to the queue, as described below.

First, the User is prompted:

Press: 1 # to queue all requests

Or: 2 # to queue only new requests

Queue All Requests

When set in this mode, each time a Control Input is activated its playlist is added to the queue. For example, if a Control Input is triggered 3 times, the playlist will be added to the queue 3 times, causing the playlist to be run 3 times.

By default, Instaplay will queue all requests without canceling any previously queued playlists. To change the cancellation mode, please see below.

Queue New Requests

In this mode, each time a NEW Control Input is activated its playlist is added to the queue. For example, assume Control Input 2 is triggered multiple times. The first activation will cause Playlist 2 to be run. As long as Playlist 2 is still playing, additional activations of Control Input 2 will be ignored. If, however, Control Input 4 is triggered while playlist 2 is running, the activation of Control Input 4 will not be ignored and Playlist 4 will be added to the queue.

This setting may be chosen for in-store assistance requests. For example, if someone in the store presses a button for assistance ten times in a row, the message will not be added to the queue ten times.

In addition to being programmed to Queue New Requests, Instaplay can be programmed to handle previously queued playlists as described below.

NOTE: If a Star Command is entered or the Control Phone is hung up without completing the Cancellation mode setup, it is possible to leave the Instaplay in an unsupported configuration.

Playlist Cancellation Modes

In conjunction with the two queuing options above, the following three cancellation options allow further refinement of Instaplay's Control Inputs.

After choosing the queuing mode, the User is prompted:

Press: **1 #** for no cancellation of any previously queued playlists
 2 # to cancel all playlists and start the requested one
 3 # to cancel all lower priority playlists (only if set to queue new requests)

No Cancellation

In this mode, each playlist is added to the queue as it is activated, but playlists currently in the queue are not cancelled.

Cancel all playlists and start (or restart) the requested one

In this mode, any playlist currently being run is aborted and the playlist associated with the input request is immediately started.

If in the mode to queue all requests, pressing an input pushbutton several times will cause the associated playlist to be aborted and restarted several times. For example, this setting would allow a playlist to start from the beginning each time someone walks up to a kiosk or museum display and pushes the button.

If in the mode to queue only new requests, a request for the same playlist will be ignored.

Cancel all lower priority playlists

In this mode, the Control Inputs are ranked by priority. Control Input 1 (running Playlist 1) has the highest priority, Control Input 2 is second, and so forth. A request will abort all lower priority playlists and start the newly requested playlist. It will not restart its own playlist or affect a higher priority one.

Because Control Inputs can be set individually to repeat or not if a closure is maintained, it's important to keep this in mind when considering what will happen when multiple control inputs are triggered.

For example, if Control Input 1 is activated while Playlist 3 is executing, Playlist 3 will be aborted and Playlist 1 will immediately run. Conversely, if Control Input 3 is activated while Playlist 1 is executing, Playlist 3 will be added to the queue and processed after Control Input 1 has been satisfied.

NOTE: If Control Input 1 is set to Repeat if still On, Playlist 3 will effectively be "ignored."

SET THE INDIVIDUAL CONTROL INPUT OPERATION [*32#]

In addition to the overall operation of Control Inputs, each individual Control Input can be programmed to behave in a way that is not dependent on the operation of other Control Inputs. Customization of each Input may include:

- Ⓟ how many times a playlist is run from a momentary closure,
- Ⓟ whether Control Input 1 will act as an Emergency Override switch,
- Ⓟ whether Control Input 4 will act as a STOP Input.

Instaplay prompts:

Press: **1 #** to set the Repeat Mode
4 # to set Emergency Override operation
6 # to set Control Input 4 as a STOP Input

Set Repeat Mode (1#)

By default, Instaplay is set to run a playlist one time for each momentary Control Input trigger, and repeatedly for each sustained CLOSURE. However, each Control Input can be set to run playlists a specific number of times.

Press: **1 #** to set one repeat mode for all Control Inputs
2 # to set different repeat values for each Control Input

To set all Control Inputs the same, Instaplay prompts:

Press: **0 #** to set all the playlists to repeat if still ON
Or: **(1 - 9) #** to specify the number of times the playlists will run

If different values are to be set for each Control Input, Instaplay prompts:

Press zero pound to set to repeat if still ON, or the number pound to specify the number of times the playlist will run.

Input 1

Enter: **(0) #** or **(1-9) #** for the first control input

IP: *Input 2*

Enter: **(0) #** or **(1-9) #** for the second control input

IP: *Input 3*

Enter: **(0) #** or **(1-9) #** for the third control input

And so forth for all Control Inputs.

Choosing **0 #** will cause the playlist to continue to repeat if a sustained CLOSURE is detected. This playlist will terminate upon its completion if the CLOSURE is removed.

Choosing a specific number from **1** through **9**, plus the pound sign will cause a playlist to run the specified number of times for each activation of the associated Control Input.

After setting the repeat mode, the User is prompted to choose additional Control Input parameters to be set, as described above.

Set Emergency Override Operation (4#)

Instaplay prompts:

Press: **1 #** to set *Emergency Override ON*
2 # to run *Playlist 1* (Default)

When set for Emergency Override Operation to be ON, a CLOSURE on Control Input 1 will override all other activity in the Instaplay, thereby allowing live announcements or emergency messages to be broadcast while Control Input 1 remains activated. The source for this audio can be a push-to-talk microphone* or an auxiliary input. The destination will be Audio Output Channel 1.

When Emergency Operation is turned ON, feedthrough will be active as long as the closure is maintained. When the closure is removed, Instaplay will stop the feedthrough operation and the Instaplay will return to its normal activities.

For Emergency Override, Instaplay prompts:

Press: **1 #** for *Mic* (if available)
2 # for *Aux 1*
4 # for *Aux 2*
5 # for *Aux 3* (if available)

NOTE: When set for Emergency Override Mode (ON), this Control Input always takes priority, whether overall Control Input prioritization is set or not. That is, while Control Input 1 is activated, only the source specified will be active and all other Control Input and scheduled activities will be ignored.

*PTT NOTE: The push-to-talk feature uses Instaplay's Control Input 1, which will no longer be available to activate a playlist. Instaplays with the push-to-talk microphone connector are configured at the factory to operate as required. However, issuing a Factory Reset (*127#1#) command would require this modification to be done on site by entering the string, ***32# 4# 1# 1#**.

After setting the operation for Control Input 1, the User is prompted to choose additional Control Input parameters to be set, as described above.

Set STOP Input Operation (6#)

By default, Control Input 4 is set to activate playlist 4. Alternatively, Control Input 4 can be set to act as a STOP Input. That is, each time Control Input 4 is activated, all playlists on the Instaplay are stopped immediately. A sustained closure will also stop background music.

To set or change the way Control Input 4 operates,

Press: **1 #** to act as a STOP Input
2 # to run Playlist 4

NOTE: When Control Input 4 is set to operate as a STOP Input, it will have priority over all other Control Inputs except Control Input 1 when Control Input 1 is set to Emergency Override Mode.

After setting the operation for Control Input 4, the User is prompted to choose additional Control Input parameters to be set, as described above.

A Note about Prioritization

The order in which Control Inputs are prioritized will vary, based on how the individual Control Inputs are set, as well as whether the Overall Control Input Operation is set for prioritized Inputs.

For a 4-input Instaplay WITH overall prioritized Inputs, there are several combinations that provide a total of 4 settings.

- 🕒 Control Input 1 will run playlist 1.
- 🕒 Control Input 3 will run playlist 3.
- 🕒 Control Input 4 can be set to either (2) provide a STOP Input or (6) run playlist 4.

For each possibility, the order of prioritization is as follows:

1. STOP Input
2. Control Input 1 triggering Playlist 1
3. Control Input 3 triggering Playlist 3
4. Control Input 4 triggering Playlist 4 (if STOP Input is not set)

For a 4-input Instaplay WITHOUT prioritized Inputs, the order of prioritization is as follows:

1. STOP Input
2. Control Inputs triggering Playlists as they are activated

CHAPTER 10: INTERACTIVE MANUAL CONTROL

Authorized users can program the Instaplay to operate in any way they choose. In addition to the standard software commands, Instaplay has the ability to control the hardware virtually.

Volume of the audio output channel can be immediately adjusted as described in Chapter 4.

This chapter describes how control inputs can be activated from the Control Phone and how a the Control Phone can act as if it were a live microphone.

SET A VIRTUAL CONTROL INPUT [*92#]

Instaplay's Control Inputs can be "triggered" from a remote location. That is, each Control Input can be activated from either an actual physical dry contact closure or virtually from the Control Phone.

When programming a Control Input, the User is first prompted to select a Control Input. If the Control Input selected is valid (i.e., present), the user is then prompted to select the programming option. Control Inputs can be set to an ON condition, i.e., sustained, or set ON for a specific amount of time, e.g. momentary.

To program a Control Input,

Press: * 92 #

Enter: **(Control Input number) #** or **0 #** for All

Press:

2 # to turn ON

3 # to turn OFF

4 # to turn ON for a specific amount of time

Once a Control Input is set to a particular mode, it will remain that way until changed by another Set Control Input (*92#) command or otherwise changed.

NOTE: If a Control Input has been physically turned ON, this command cannot turn it OFF.

Timed Control Inputs can be held ON for up to one minute. To turn the selected Control Input ON for a specific amount of time, the User is prompted to enter the Hold Time in seconds.

To set a timed Control Input,
Enter: **(seconds) #** for the hold time

Setting a hold time of 1 second would be equivalent to giving a momentary closure to the selected Control Input.

Valid Hold times are between 1 second and 1 minute (60 seconds).

NOTE: Entering multiple Timed Virtual Control Input Commands would cause the Control Input to cycle OFF and ON again.

NOTE: If a power outage should occur during the period of a timed Control Input, the input would remain ON.

SET A LIVE AUDIO PATH [*99#]

Authorized Users can “take control” of Instaplay from the Control. When this command is issued, the person can broadcast “live” through the Instaplay, taking priority over all other activity. This is analogous to having a live microphone broadcast from a the Control Phone.

All sounds, including Touch-Tones, will be broadcast over Audio Output Channel 1. Instaplay will not decode the Touch-Tones, and will not respond to Star Commands while the live audio path is active.

The audio path remains active until the Control Phone is hung up.

CHAPTER 11: RESET AND RESTART COMMANDS

Instaplay has several different ways of resetting factory values and programming.

1. Factory Reset
2. Reset Values
3. Restart

The following chart summarizes the activities that occur with each of these commands. "Yes" indicates the value is returned to the Factory default value. If the value was changed, by either the User or a Playlist, the modified value is overwritten.

	Factory Reset	Reset Values	Restart
Message spacing reset	Yes	Yes	No
User Messages erased	Yes	No	No
Control Input Operation Mode reset	Yes	Yes	No
Passwords reset	Yes	No	No
Playlists returned to default	Yes	No	No
Volume reset	Yes	Yes	No
Record source reset	Yes	Yes	No

NOTE: If any value is defined on a playlist, this User-specified value will be in effect as soon as the applicable playlist runs.

FACTORY RESET [*127#]

The Factory Reset command erases and cancels everything that's been done to the Instaplay. All messages are erased and any programming is canceled. This is identical to the configuration the Instaplay had when it shipped from the factory.

Press: *** 127 #**

A Factory Reset command will reset all factory default values, all counter values, and all passwords. It also erases all schedule entries, messages, and playlists.

Press: **1 #** to confirm resetting the Instaplay.

RESET VALUES [*128#]

Similar to the Factory Reset command, the Reset Values command resets the Instaplay to its factory default values. However, it will NOT erase messages or programming that have been entered by the User.

Press: *** 128 #**

A Reset Values command will reset all factory default values. All counter values, passwords, schedule entries, messages, and playlists will remain intact.

Press: **1 #** to confirm resetting the Instaplay values

RESTART [*129#]

The Restart Command will simulate a fresh “power up” of the unit but does not change any programming or delete any messages.

Press: *** 129 #**

Press: **1 #** to confirm restarting the Instaplay

MANUALLY RESETTING INDIVIDUAL FACTORY DEFAULTS

Factory default values can also be reset individually. For example, it is not necessary to do a Factory Reset [*127#] or a Reset Values [*128#] to change just a few settings. Here are some commonly used commands.

Erase All Messages	* 3 # 0 # 1 #
Reset Message Spacing	* 4 # 3 #
Reset Record Source	* 7 # 2 #
Reset Volume Levels	* 11 # 1# 100 #
Reset Overall Control Inputs	* 31 # 1 # 1 #
Reset Individual Control Inputs	* 32 # 1 # 1 # 6 # 2 #

Please refer to the respective chapters for a complete discussion of each of these parameters.

INSTALLATION INSTRUCTIONS

Removable plugs are provided for ease of installation or replacement.

Please see the note at the end of these instructions concerning electromagnetic emissions.

1. Prepare the power connections to the associated terminals.

THE FOLLOWING CONNECTIONS SHOULD BE MADE BEFORE THE POWER SUPPLY IS TURNED ON. Instaplay will operate from a range of either 12 to 16 VAC or 12 to 24 VDC power. Separate screw terminals are provided. NOTE: If you are using a supply with AC output it should be attached to the two terminals marked "AC" and it doesn't matter which wire goes to which AC terminal. For a supply with DC output, the wires should be attached to the terminals marked DC. For DC it is important to attach the positive side to + and the negative side to -. An external 1Amp slow blow fuse should be used in the circuit. DO NOT APPLY POWER YET.

2. Connect a standard touch tone telephone to the RJ11 jack labeled "Control".

3. Make any desired connections to the Control Inputs.

A closure (short) to Control Input 1 will cause message 1 to play after it has been recorded. Multiple closures to the Control Input will cause message 1 to play multiple times. If the Control Input remains closed the message will repeat. The closure should be between the Control Input and a common terminal labeled "C" next to it.

4. Make any desired connections to the output relay contacts.

Relay 1 is energized during announcements. During the message playback a closure is provided across its terminals should one be needed.

5. Connect the Ch 1 audio output terminals to your amplifier's line level audio input. (signal to + , shield to -)

6. Connect a low impedance microphone, if you're using one. If you're recording from a tape recorder or other line level audio source, connect it to the screw terminals labeled "Aux 1" (signal to + , shield to -) on the announcer.

Instaplay expects the Control Phone to be the record source. To record from AUX 1 or a microphone (if you have one), the record source must be set using the control phone by pressing * 7 #.

7. For music between messages, attach music source to the screw terminals labeled "Aux 2" (signal to + , shield to -) on the announcer.

8. Apply power to the announcer.

A green LED should begin flashing slowly on the front of the unit.

9. Pick up the control phone handset.

After a few seconds you should hear a voice prompt over the Control Phone each time it's taken off hook.

10. Record a test message and play it back:

- a. Take the Control Phone off hook
- b. Press: * 1 # 1 # (to start recording message 1).
- c. Talk into the Control Phone (or mic, if you have set it as the record source).
- d. Press # to stop recording.
- e. To hear what you have recorded without playing it out the Ch 1 terminals, press the command to hear a message, * 2 #. Press 1 # again to choose the message 1 you recorded. It should play back to you over the control phone's handset. Recording a new message 1 will cause the old one to be erased. After recording a message you should wait for the response, "Message saved" before continuing.

11. Set your amplifier's output to a low level and trigger Control Input 1 to play the message you recorded.

The recorded message will play at the announcer's full volume. To lower the announcer's output volume press * 11 # on the control phone.

12. Disconnect the Control Phone if desired.

To lower electromagnetic emissions, a ferrite clamp has been provided. Wires attaching to the announcer should be bundled together to enable the clamp to be placed around them before being routed to other locations or equipment.

Notes:

Notes:

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