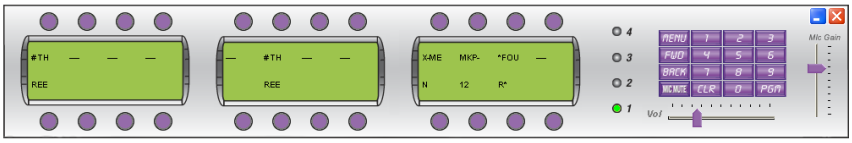
RTS Digital Matrix Intercom

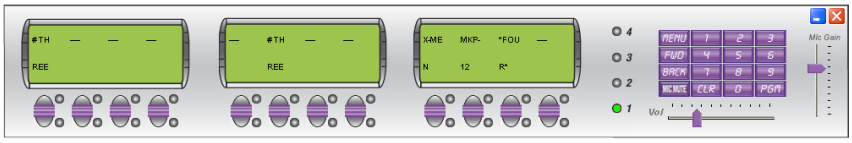
Innovating the Future of Communications

VoIP Virtual Keypanel User Manual

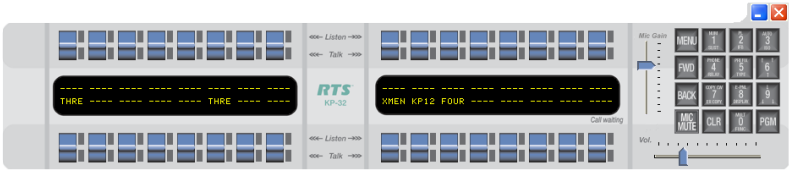
up to and including version 1.2.0



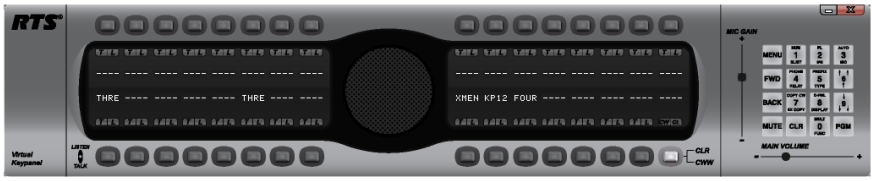
KP-812 Push Button



KP-812 Lever Key



KP-32



KP32 CLD

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Bosch Security Systems, Inc.
8601 East Cornhusker Hwy.
Lincoln, NE 68507 U.S.A.
Attn: Service

Stop!

There are two (2) versions of this software that can be installed from the installation cd, English and Japanese. Please follow the installation instructions for the version you desire.

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CHAPTER 1

Introduction

General Description

The RTS **VKP** (Virtual Keypanel) is a Windows-based application that allows any user to have a fully functioning RTS Matrix Intercom User Station on their PC.

VKP connects via the PC's Ethernet connection to any path that can support standard IP protocols, including LAN, WAN, and VPN.

The VKP application is compatible with any RTS Matrix Intercom equipped with the RVON interface. The VKP brings a new level of enterprise-wide and remote access to your RTS Matrix Intercom System.

Features

VoIP:	Using the same Voice Over IP technology as the RVON cards, the VoIP Virtual Keypanel is compatible with any RTS Matrix Intercom System equipped with the RVON interfaces.
GUI Interface Skins:	The RTS Virtual Keypanel has four (4) standard interface skins (KP-32, KP-32 CLD, KP-812 Lever Key, and KP-812 Push Button styles). Other skins can be easily created to fit the needs of individual environment giving a highly application specific configuration option. Contact Bosch for special requirements.
Convenience:	With the VKP running under Windows, no special dedicated hardware is required. The same PC that runs your general purpose applications, such as spreadsheets, word processors, and AZedit can simultaneously function with a matrix keypanel.
Worldwide Connections:	Remote communications using the VKP and a compatible computer. RTS Matrix communications can be accessed from anywhere in the world that an IP compliant LAN connection can be made.
Installation:	Insert the USB Security Dongle, choose the English or Japanese version, install the software, connect to the LAN, done.

Specifications

Operating System:

Windows 2000 or higher

Sound Card:

Must be detected as an audio device

Peripherals:

Microphone and Speaker/Headset

Hard Drive:

20MB space required

Connections:

Ethernet connection and USB security dongle

Protocols:

G.711µ

System Diagram

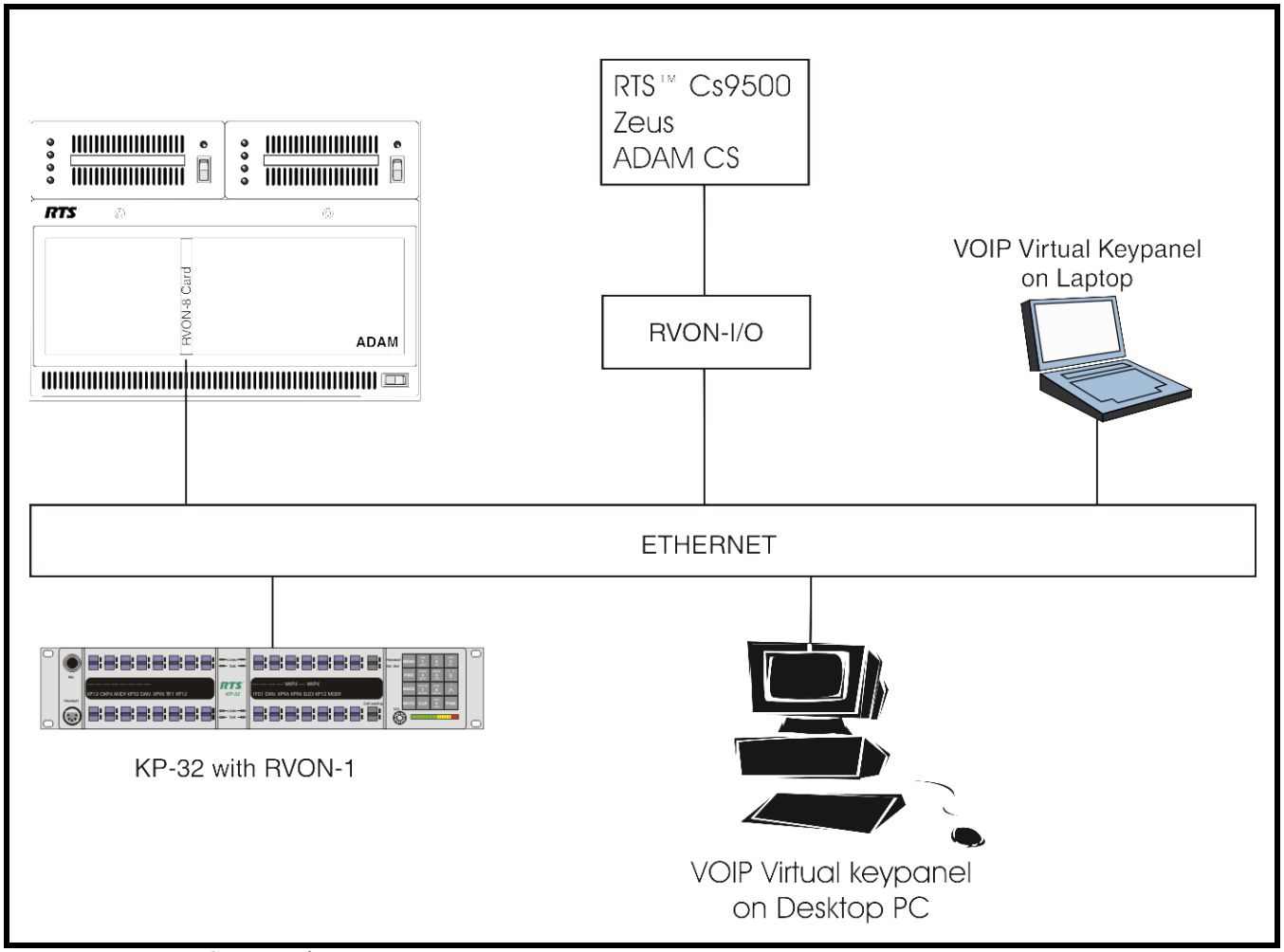


FIGURE 1. VKP System Diagram

Virtual Keypanel Skins

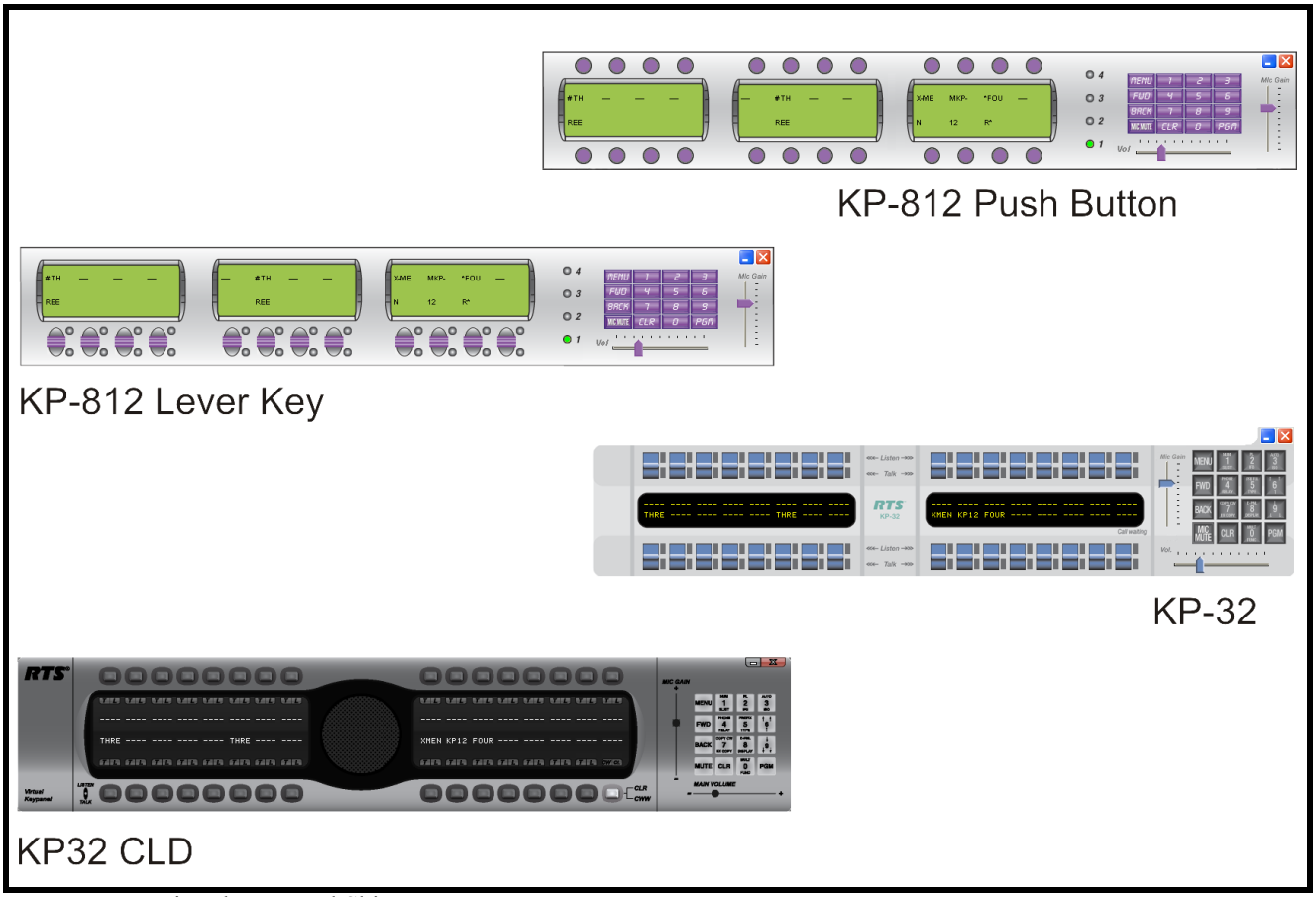


FIGURE 2. Virtual Keypanel Skins

Configuring Your Network Connection

Before installing VKP on your PC, you must configure the network connection so it functions properly with the VKP software.

IMPORTANT: The VKP application supports static IP Addressing. Dynamic Addressing is not supported at this time. Contact your IT Administrator to verify the static IP Address for your machine.

To **configure your network connection**, do the following:

1. From the Start Menu, select **Settings**.
2. Select **Control Panel**.
   The Control Panel screen appears.

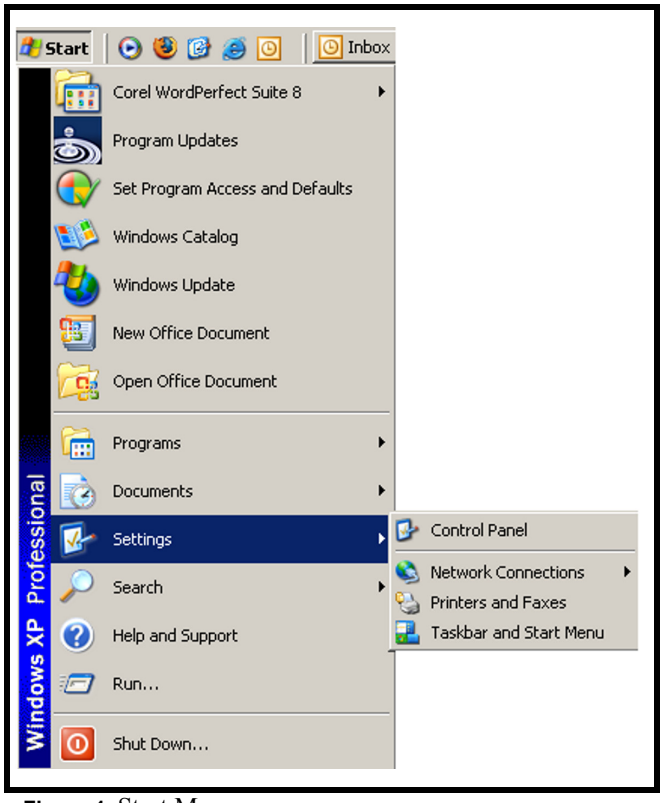


Figure 1. Start Menu

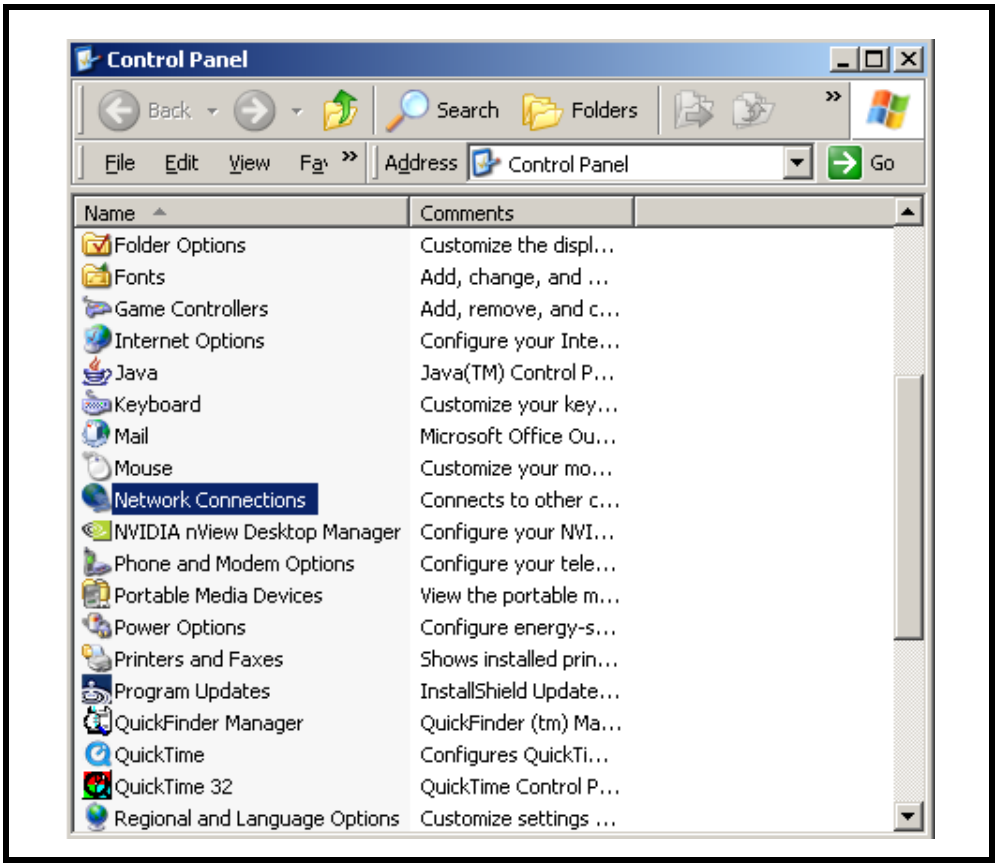


Figure 2. Control Panel Window

3. Select **Network Connections**.
   The Network Connections screen appears.

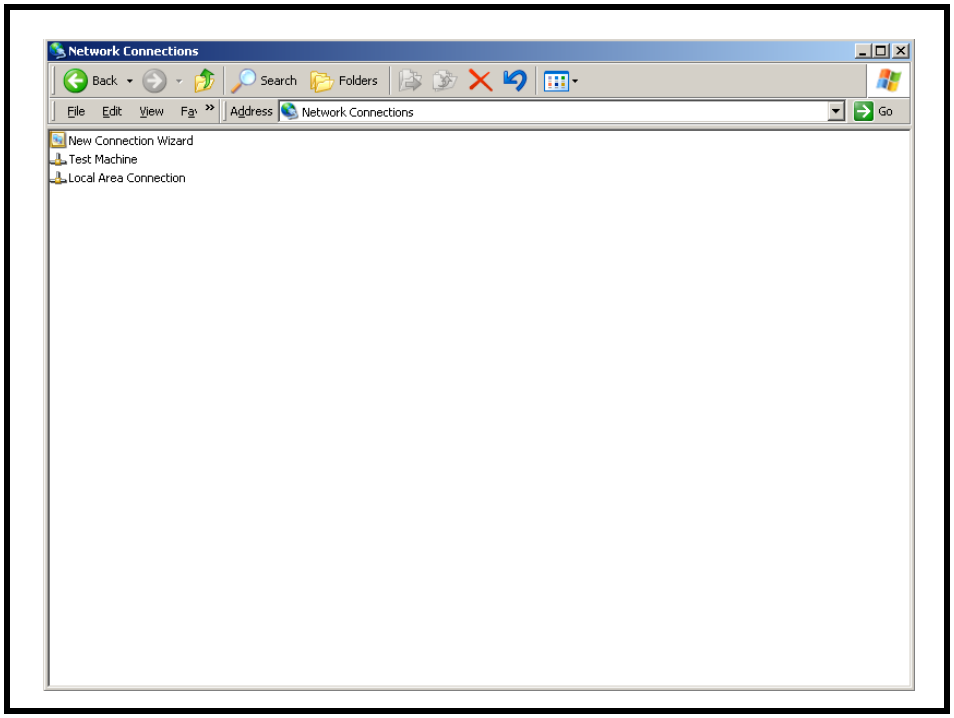


Figure 3. Network Connections

4. Double-click **Local Area Connection**.
   The Local Area Connection Status screen appears.

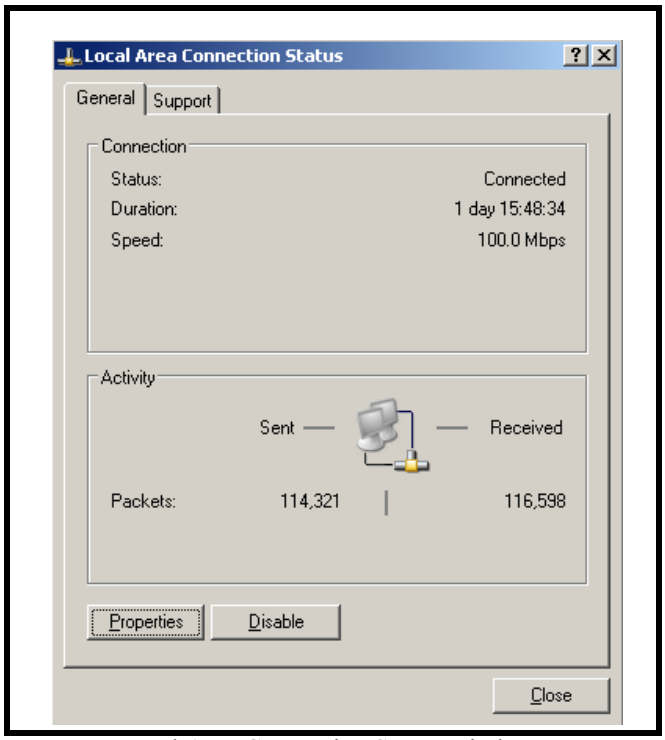


Figure 4. Local Area Connection Status Window

5. Click **Properties**.
   The Local Area Connection Properties screen appears.

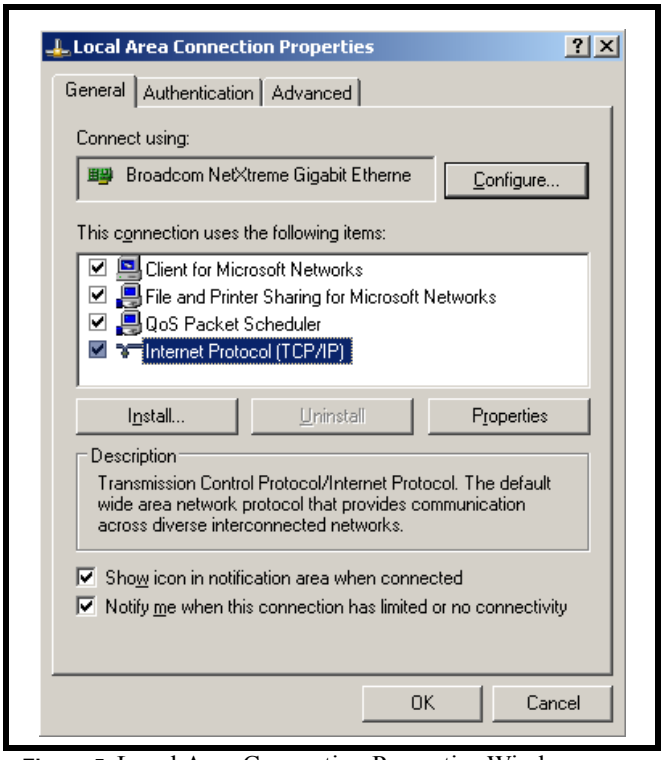


Figure 5. Local Area Connection Properties Window

6. Highlight **Internet Protocol (TCP/IP)**, and then click **Properties**.
   The Internet Protocol (TCP/IP) Properties screen appears.

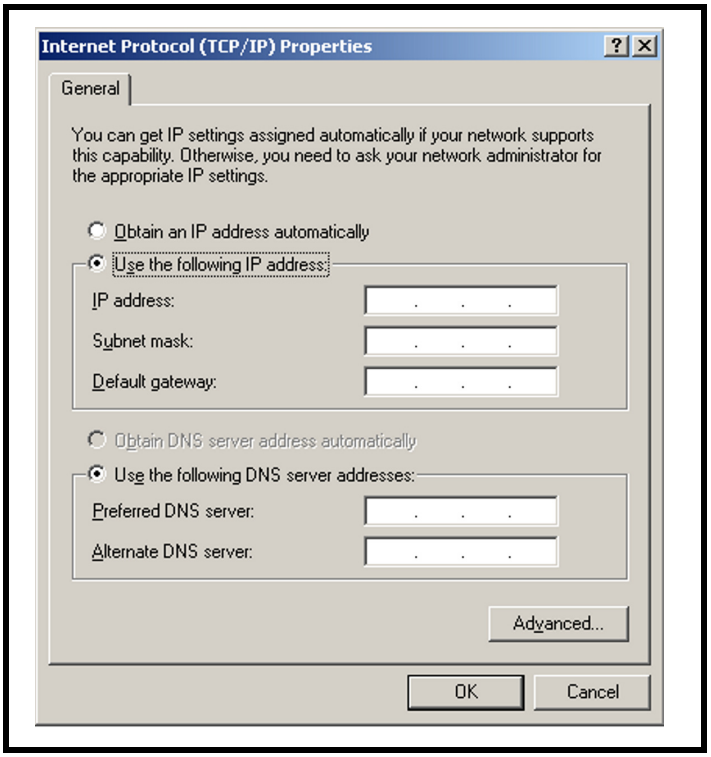


Figure 6. Internet Protocol (TCP/IP) Properties Window

7. Select the **Use the following IP Address:** check box.
   The lower portion of the screen becomes active.

   NOTE: This check box allows Static IP Addressing. If it is already checked, your IP, subnet, and gateway addresses may already exist. Verify this with your Network Administrator.

8. In the IP address field, enter the **IP address** of the PC you intend to use.
9. In the Subnet mask field, enter the **Subnet mask** for the PC.
10. In the Default gateway field, enter the **Default gateway address** of the PC.
11. Verify the **Use the following DNS server addresses** check box is selected.
12. In the Preferred DNS server field, enter the **Preferred DNS server address**.
13. In the Alternate DNS server field, enter the **Alternate DNS server address**.
14. Click **OK** to accept the changes. Otherwise, click **Cancel** to exit without making changes.

Once you have configured your Static IP Address, insert the VKP Installation CD and Security dongle. Follow the installation instructions on the cd.

IMPORTANT: If the **Obtain an IP Address** check box is selected, you are using dynamic addressing. If you change the Addressing from dynamic to static, contact your network administrator to ensure your new static address is identified on the network.

Screen Descriptions

The VoIP Virtual Keypanel gives you the ability to customize the application skin. A skin is an element of a GUI (graphical user interface) that can be changed to alter the look of an application without affecting the functionality of the program. The VKP currently has four (4) different skins that can be used.

The different skins are:

- KP-32
- KP-32 CLD
- KP-812 Lever Key
- KP-812 Push Button

KP-32 Skin

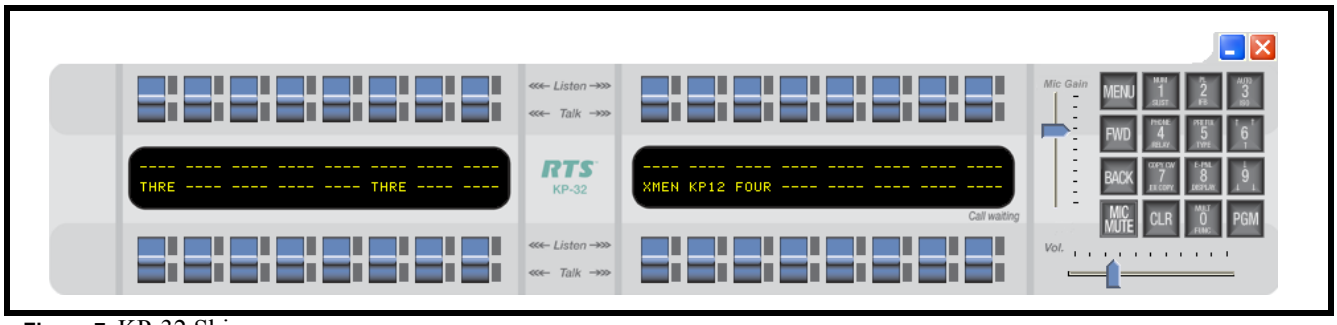


Figure 7. KP-32 Skin

Field	Type	Description
Minimize 	button	Use the **Minimize** button to hide a window currently being viewed without shutting down the program responsible for it.
Exit 	button	Use the **Exit** button to shut the window or terminate the program currently being viewed.

Field	Type	Description
Talk/Listen Keys[a] 	lever keys	Use the **Talk/Listen** key to either talk by clicking the lower portion of the lever, or listen by clicking the upper portion of the lever. On the keypanel, Talk assignments appear in UPPER case letters, while listen assignments appear in lower case letters. **NOTE:** By using the Function Keys (F1, F2, etc.) on the keyboard, you can talk to other users. When using a standard 12-function key keyboard, only the first 12 talk keys are accessible. On a 16-function key keyboard, all 16 talk keys are accessible. Use ALT+the function key to access the listen keys on the keypanel. 1. Click the **Talk** key of the port to which you want to talk. *The talk channel is open*. OR Click the **Listen** key (upper portion of the key) of the port to which you want to listen. *The listen channel is open*.
Display Panel 	display	Use the **Display Panel** to display the different ports associated with each of the lever keys.
MENU 	button	Use the **MENU** button to activate the underlying VKP menu structure. When selected, the top-level menu appears in the CWW (call waiting window). The *FWD*, *BACK*, and *PGM* buttons allow you to navigate through the menu structure.
FWD 	button	Use the **FWD** button to scroll forward through the VKP menu structure.
BACK 	button	Use the **BACK** button to scroll backward through the VKP menu structure.
MIC MUTE 	button	Use the **MIC MUTE** button to mute the microphone output audio. To **enable Mic Mute, do** the following: > Click **MIC MUTE**. *Mic Mute is enabled. The MIC MUTE button is depressed.* To **disable Mic Mute**, do the following: > Click **MIC MUTE**. Mic Mute is disabled. The MIC MUTE button is not depressed.
CLR 	button	Use the **CLR** button to clear and close the VKP menu structure.
PGM 	button	Use the **PGM** button to accept the menu selection and move you further into the menu structure.
Number 1-9 	button(s)	Use the **Number Pad** to enter in port alphas.

Field	Type	Description
Volume Adjust 	slider	Use the **Volume Adjust** slider to adjust the keypanel volume level. To **adjust the volume**, do the following: > Drag the **Volume Adjust slider** right to increase the volume or left to decrease the volume. **NOTE:** The VKP application recalls the last run setting for the volume every time the application is restarted.
Mic Gain 	slider	Use the Mic Gain slider to adjust the mic gain. You can also adjust mic gain through the service menu (see, “Service, Mic Gain” on page 44). **NOTE:** The VKP application recalls the last run setting for Mic Gain every time the application is restarted.

a. In the Japanese version of the software, the talk LED is Red, while the listen LED is Green. Also, when a user is talking with someone else an “In-Use” LED lights Green to let other callers know the user is talking to someone else. For example, when User A calls User B, User C sees Users A and B are talking because the talk LEDs on User C’s keypanel are lit Green.

KP-812 Lever Key and KP-812 Push Button Skin

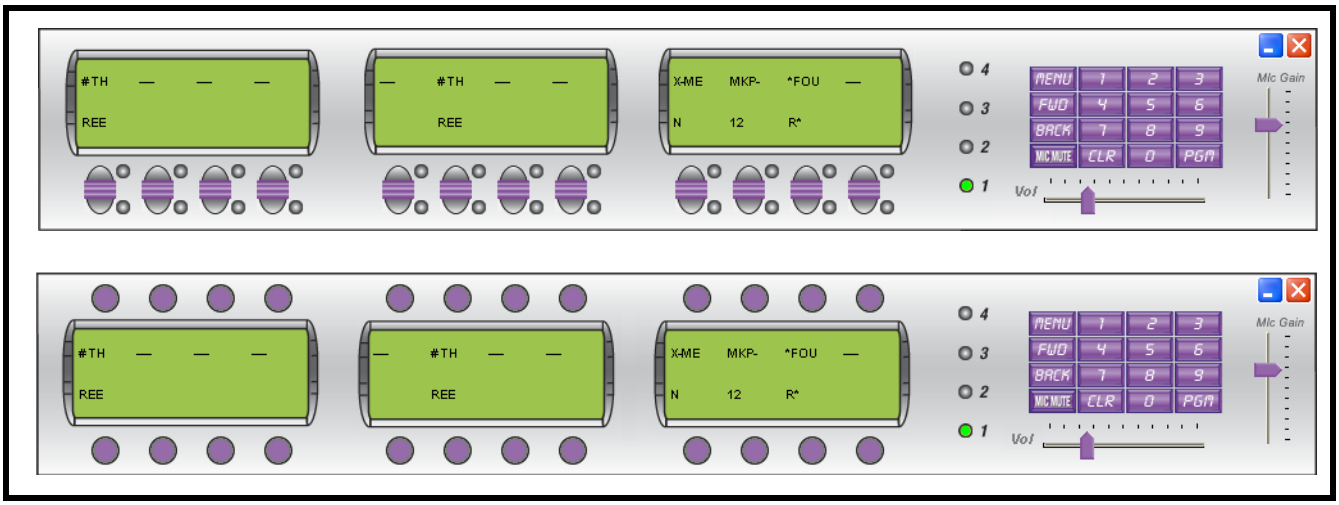
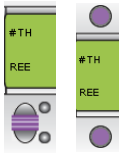
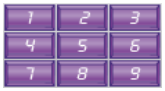
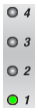


Figure 8. KP-812 Lever Key and Push Button Skin

Field	Type	Description
Minimize 	button	Use the **Minimize** button to hide a window currently being viewed without shutting down the program responsible for it.
Exit 	button	Use the **Exit** button to shut the window or terminate the program currently being viewed.
Talk/Listen Keys[a] 	lever keys	Use the **Talk/Listen** key to either talk by clicking the lower portion of the lever, or listen by clicking the upper portion of the lever. On the keypanel, Talk assignments appear in UPPER case letters, while listen assignments appear in lower case letters. **NOTE:** By using the Function Keys (F1, F2, etc.) on the keyboard, you can talk to other users. When using a standard 12-function key keyboard, only the first 12 talk keys are accessible. On a 16-function key keyboard, all 16 talk keys are accessible. Use ALT+the function key to access the listen keys on the keypanel. 1. Click the **Talk** key of the port to which you want to talk. *The talk channel is open.* OR Click the **Listen** key (upper portion of the key) of the port to which you want to listen. *The listen channel is open.*
Display Panel 	display	Use the **Display Panel** to display the different ports associated with each of the lever keys.
MENU 	button	Use the **MENU** button to activate the underlying VKP menu structure. When selected, the top-level menu appears in the CWW (call waiting window). The *FWD*, *BACK*, and *PGM* buttons allow you to navigate through the menu structure.

Field	Type	Description
FWD 	button	Use the **FWD** button to scroll forward through the VKP menu structure.
BACK 	button	Use the **BACK** button to scroll backward through the VKP menu structure.
MIC MUTE 	button	Use the **MIC MUTE** button to mute the microphone output audio. To **enable Mic Mute**, do the following: > Click **MIC MUTE**. *Mic Mute is enabled. The MIC MUTE button is depressed.* To **disable Mic Mute**, do the following: > Click **MIC MUTE**. *Mic Mute is disabled. The MIC MUTE button is not depressed.*
CLR 	button	Use the **CLR** button to clear and close the VKP menu structure.
PGM 	button	Use the **PGM** button to accept the menu selection and move you further into the menu structure.
Number 1-9 	button(s)	Use the **Number Pad** to enter in port alphas.
Pages 1 - 4 	LED display lights	The **1 - 4 LED** lights display which key assignment page is being shown.
Volume Adjust 	slider	Use the **Volume Adjust** slider to adjust the keypanel volume level. To adjust the volume, do the following: > Drag the **Volume Adjust slider** right to increase the volume or left to decrease the volume. **NOTE:** The VKP application recalls the last run setting for the volume every time the application is restarted.
Mic Gain 	slider	Use the Mic Gain slider to adjust the mic gain. You can also adjust mic gain through the service menu (see, “Service, Mic Gain” on page 44). **NOTE:** The VKP application recalls the last run setting for Mic Gain every time the application is restarted.

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KP 32 CLD Skin

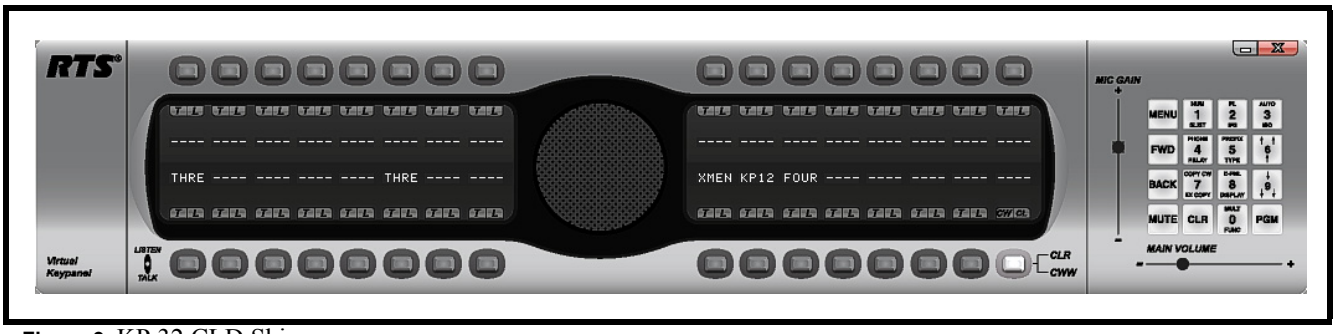

Figure 9. KP 32 CLD Skin

Field	Type	Description
Minimize 	button	Use the **Minimize** button to hide a window currently being viewed without shutting down the program responsible for it.
Exit 	button	Use the **Exit** button to shut the window or terminate the program currently being viewed.
Talk/Listen Keys[a] 	lever keys	Use the **Talk/Listen** key to either talk by clicking the lower portion of the lever, or listen by clicking the upper portion of the lever. On the keypanel, Talk assignments appear in UPPER case letters, while listen assignments appear in lower case letters. **NOTE:** By using the Function Keys (F1, F2, etc.) on the keyboard, you can talk to other users. When using a standard 12-function key keyboard, only the first 12 talk keys are accessible. On a 16-function key keyboard, all 16 talk keys are accessible. Use ALT+the function key to access the listen keys on the keypanel. 1. Click the **Talk** key of the port to which you want to talk. *The talk channel is open*. OR Click the **Listen** key (upper portion of the key) of the port to which you want to listen. *The listen channel is open*.
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FWD 	button	Use the **FWD** button to scroll forward through the VKP menu structure.
BACK 	button	Use the **BACK** button to scroll backward through the VKP menu structure.

Field	Type	Description
MIC MUTE 	button	Use the **MIC MUTE** button to mute the microphone output audio. To **enable Mic Mute**, do the following: > Click **MIC MUTE**. *Mic Mute is enabled. The MIC MUTE button is depressed.* To **disable Mic Mute**, do the following: > Click **MIC MUTE**. *Mic Mute is disabled. The MIC MUTE button is not depressed*.
CLR 	button	Use the **CLR** button to clear and close the VKP menu structure.
PGM 	button	Use the **PGM** button to accept the menu selection and move you further into the menu structure.
Number 1-9 	button(s)	Use the **Number Pad** to enter in port alphas.
Volume Adjust 	slider	Use the **Volume Adjust** slider to adjust the keypanel volume level. To **adjust the volume**, do the following: > Drag the **Volume Adjust slider** right to increase the volume or left to decrease the volume. **NOTE:** The VKP application recalls the last run setting for the volume every time the application is restarted.
Mic Gain 	slider	Use the **Mic Gain slider** to adjust the mic gain. You can also adjust mic gain through the service menu (see, “Service, Mic Gain” on page 44). **NOTE:** The VKP application recalls the last run setting for Mic Gain every time the application is restarted.

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Settings Screen

The **Settings** screen is used to configure connection options, audio settings and incoming call notifications for the Virtual Keypanel.

To **get to the Settings screen**, do the following:

1. Right-click **anywhere** on the VKP.
   The Main Menu appears.
2. From the Main Menu, select **Service**.
   The Service menu appears.

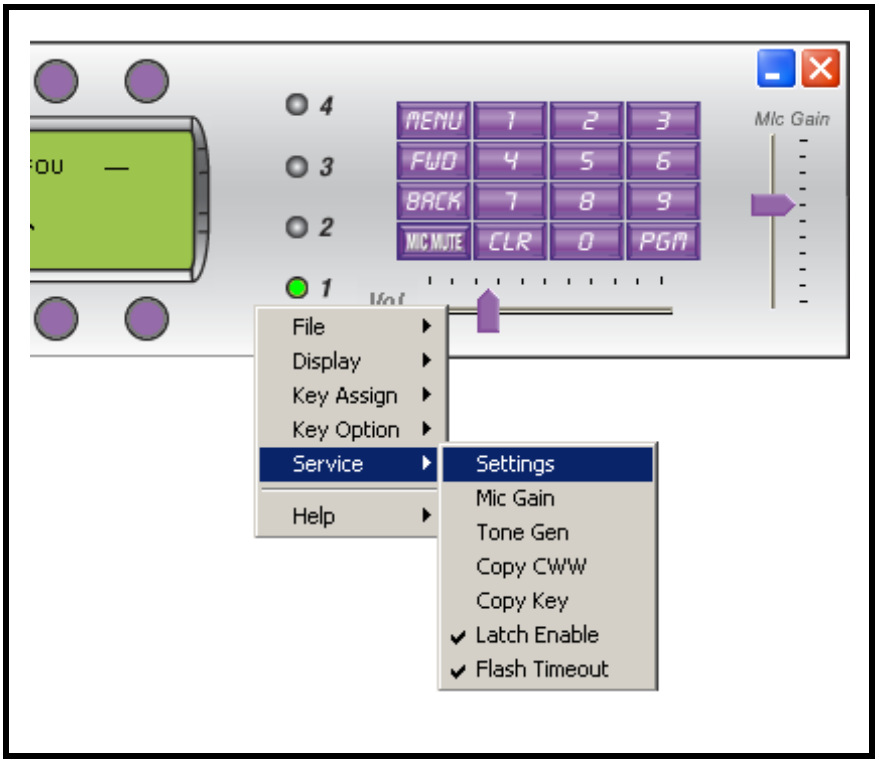


Figure 10. Service Menu

3. From the Service Menu, select **Settings**.
   The Settings screen appears.

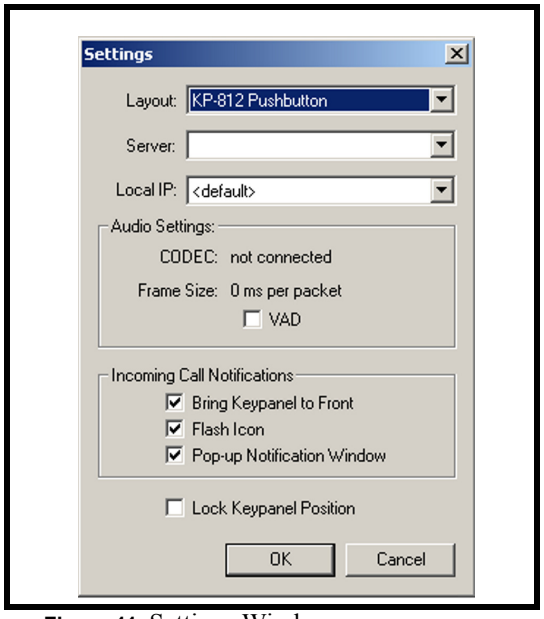
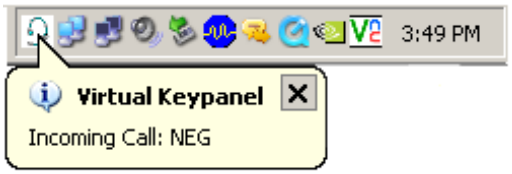


Figure 11. Settings Window

Field	Type	Description
Layout	drop down list	Use the Layout drop down list to choose what interface skin users sees when the Virtual Keypanel is running. There are four (4) different skins available: KP-32 KP-32 CLD KP-812 Lever Key KP-812 Push Button 1. From the Layout drop down list, select **KP-32**, **KP-32 CLD**, **KP-812 Lever Key**, **KP-812 Push Button**. 2. Click **OK**. *The Settings screen closes and the keypanel skin changes to your choice.*
Server	drop down list	The Server is the port address of the RVON device to which the VKP software connects. 1. From the Server drop down list, select the **server** to which you want to connect.
Local IP	drop down list	The **Local IP** is the IP (Internet Protocol) Address of the computer where the VoIP Virtual Keypanel is installed. 1. From the Local IP drop down list, select the **IP Address** you want to use. **NOTE:** A computer can have more than one IP Address. Separate IP Addresses are associated with each Ethernet card. Therefore, multiple Ethernet cards allow for multiple IP Addresses.
Audio Settings **NOTE:** Audio settings are changed in AZedit. For more information, see the AZedit User Manual.		

Field	Type	Description
Codec	display	**Codec** displays the codec used to compress the audio for transmittal. There are two codecs supported by Bosch's VKP, G.711µ law and G.711A law. The type of codec dictates the quality of audio you hear and the network bandwidth used. **NOTE:** If you assign another codec for the VKP from an RVON device other than G.711µ law or G.711A law, VKP negotiates a G.711 codec.
Frame Size	display	The **Frame Size** displays how much audio is in an individual packet.
VAD	check box	**VAD** (voice activity detection) saves network bandwidth by stopping the flow of audio packets when silence is detected. Select the **VAD** check box to enable this feature in VKP.
Incoming Call Notification		
Bring Keypanel to Front	check box	When enabled, the application is brought to the front of all other applications and is made active.
Flash icon	check box	When enabled, the VKP icon flashes when a call is received and the VKP window is behind other applications. The VKP icon is located in the system tray.
Pop-up Notification	check box	When enabled, a pop-up notification appears near the VKP icon (which flashes orange) in the system tray when a call is received and the VKP window is located behind other application windows. 
Lock Keypanel Position	check box	When enabled, the keypanel cannot be moved from its position on the desktop.
OK	button	The **OK** button accepts the changes and closes the Settings screen.
Cancel	button	The **Cancel** button clears the changes made and closes the Settings screen.

CHAPTER 4

VKP Menu System

The VKP menu system can be accessed at two different points in the software:

- From the Display Panel Menu (accessed by the MENU button on the keypanel keypad).
- From Right-Click Menu (accessed by right-clicking on the keypanel skin).

For a diagram of the menu structures, see "VKP Menu System Quick Reference" on page 47.

Display Panel Menu

Menu System, Menu Access

To **access the menu from the keypad**, do the following:

1. Click the call-waiting key in the listen area one or more times to clear all **names** from the call-waiting window.
2. Click **Menu**.
   Display appears in the Call Waiting Window.
3. Using the ↓↓ (9 on the keypad) arrows, scroll **forward** through the list of menu items.
4. Click **FWD** or **PGM** to enter a menu. Otherwise, click **BACK** to exit a menu option.

Within a menu,

- Click ↓↓ or ↑↑ to scroll.
- Click **FWD** or **PGM** to select an item
- Click **BACK** to cancel a selection or to go back to a previous menu.

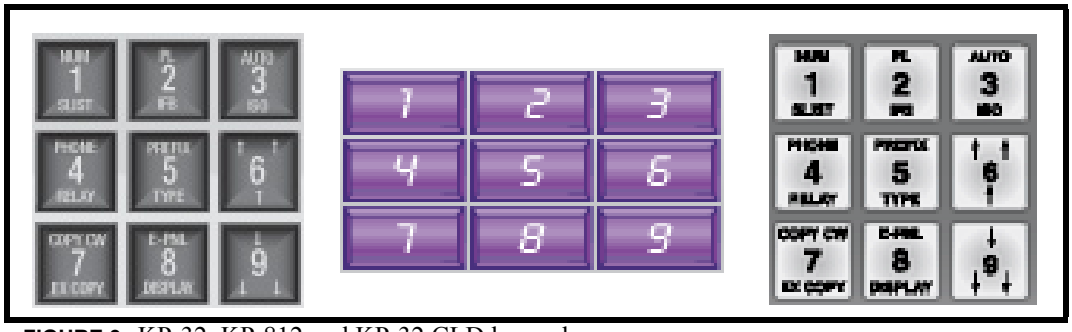


FIGURE 3. KP-32, KP-812 and KP-32 CLD keypads

Menu System, Display

Use this menu to display information about the keypanel configuration.

Display Menu, Asgn Type

Asgn Type displays the talk level 1 assignment types for all keys. Abbreviations for the key assignment types appear in the alphanumeric displays as follows:

P-P	Point-to-point talk key
PL	Party Line talk key
IFB	IFB talk key
SPCL	Special List talk key
RLY (system relay)	This key activates a GP output at the intercom frame, or a relay output at a UIO-256 or FR9528 frame
ISO	Camera ISO talk key
UPL	UPL resource key
AC	All Call key

Display Menu, Chans ON

Chans ON displays an alpha list in the call waiting window, of all intercom ports that currently have talk crosspoints closed to this keypanel. Chans ON is typically used to locate an open mic or other open audio sources that need to be shut off. The most likely cause is a talk key that has been left on at a keypanel. In this case, use the ↓↓ and ↑↑ keys to scroll through the list of names. You can then press the Call Waiting key to ask the user at the other end to turn off their talk key.

Display Menu, Key Groups

Key Groups displays the Key Groups available in the VKP system. There are four (4) key groups available in the VKP.

To **select a key group**, do the following:

1. Using the ↓↓ or ↑↑ keys, select a **group**.
2. Press **PGM** to display the group.
   The talk and listen LEDs of the master key light red, and the talk and listen LEDs for the slave keys light green.

Display Menu, Key List

Key List displays and allows access to all the other assignments on other keypanel pages that are not currently showing in the keypanel display.

Display Menu, Level 2

Level 2 displays the talk level 2 assignments for all keys.

Display Menu, Listen

Listen displays the listen assignments for all keys.

Display Menu, Matrix

Matrix displays the intercom system name for all talk level 1 key assignments. In non-trunked intercom systems, the intercom system name is always LOCL (local). In trunked intercom systems, intercom systems are created in TrunkEdit.

Display Menu, Panel ID

Panel ID displays the port number to which the keypanel is connected.

Display Menu, Version

Version displays the firmware version of the keypanel.

NOTE: For software upgrades, contact customer service.

Menu System, Key Assign

The **Key Assign** menu is used to assign intercom keys to the keypanel.

To **use the key assign menu**, do the following:

NOTE: Clear the call waiting window by clicking the call waiting key one or more times.

1. Click **Menu**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad), scroll to **Key Assign**.
3. Click **PGM**.
   P-P appears in the call waiting window.

   The Key Assign menu options appear as a scrollable list consisting of the different key assignments:

Pt-to-Pt:	Assign a key to talk/listen to another intercom port.
Party Line:	Assign a key to talk/listen to a party line.
IFB:	Assign a key to talk/listen to an IFB.
Spcl List:	Assign a key to talk/listen to a special list.
Sys Relay:	Assign a key to activate a Relay or GP Output.
Camera ISO:	Assign a key to talk/listen to an ISO.
UPL Resrc:	Assign a key to activate a UPL Resource.
Auto Func:	Assign an auto function to a key. (If you select this item, skip the rest of this procedure and go to “Key Assign Menu, Auto Func” on page 29.)
Setup Page:	Change the setup page assignments.

4. Using the ↓↓ (9 on the keypad), scroll through the **options**.
5. Click **PGM** to select it.
6. Select the **port number** or **alpha** you want to assign to the keypanel key.
7. Click **PGM**.
   Talk Level 1 appears in the call waiting window.
8. Using the ↓↓ (9 on the keypad) key, scroll the **options**.

Available options for this field are:

Talk Lvl 1	Assigns only talk level 1
Listen	Assigns only listen
Talk + AF	Assigns talk level 1, with auto-follow listen
Talk + AL	Assigns talk level 1, with auto-listen
Talk + AM	Assigns talk level 1, with auto-mute listen
Talk + AR	Assigns talk level 1, with auto-reciprocal listen
Talk + Lvl 2	Assigns talk level 2

NOTE: If you attempt to assign a talk level 2 to a key and there is no talk level 1 assignment, the assignment goes on talk level 1. If you change the talk level 1 assignment for a key that also has a talk level 2 assignment, the talk level 2 assignment is erased.

9. Click **PGM**.
   Tap Key appears in the call waiting window.
10. Click the **key** you want to give the assignment.
    The assignment alpha appears in the display window of the keypanel key.
11. Click **CLR** to exit out of the menu structure.

Key Assign Menu, PT-to-PT

PT-to-PT assigns a key that talks or listens to another intercom port.

NOTE: Some point-to-point destinations may be non-keypanel devices that cannot activate talk and listen paths. Therefore, if you want full communication, you may need to assign both talk and listen on the key.

Key Assign Menu, Party Line

Party Line assigns a key that talks and/or listens to a party line. This has no effect until members have been assigned to the party line in AZedit.

NOTE: Party line members are usually non-keypanel devices that cannot activate talk and listen paths. Therefore, if you want full communication with the party line, you need to assign both talk and listen on the key. If all communications is normally be 2-way, you may want to assign the key as Talk+AL.

Key Assign Menu, IFB

All IFBs are restricted and you see *Not Avail* when you attempt to select this item. To see IFBs, you must check the appropriate scroll enable check boxes in AZedit.

Key Assign Menu, Spcl List

Spcl List assigns a key that talks and/or listens to a special list. The key has no effect until members have been assigned to the special list in AZedit.

NOTE: Some or all special list members may be non-keypanel devices that cannot activate talk and listen paths. Therefore, if you want full communication with all members of the special list, you may need to assign both talk and listen on the key.

Key Assign Menu, Sys Relay

Sys Relay refers to several types of control devices that can exist in the intercom system, including:

The 8 GP outputs from an ADAM frame (J11 on the XCP-ADAM-MC breakout panel)

The 8 GP outputs from an ADAM CS frame (J903 on the ADAM CS backpanel)

The relay outputs of an FR9528 Relay Frame (RELAY OUTPUTS connector on the FR9528 backpanel)

The 16 GP outputs of a UIO-256 frame (J5 on the UIO-256 backpanel).

Key Assign Menu, Camera ISO

By default, all ISOs are restricted and you see *Not Avail* when you attempt to select this item. You must select the appropriate check box in AZedit to see ISOs.

Key Assign Menu, UPL Resrc

By default, all UPL Resources are restricted and you see *Not Avail* when you attempt to select this item. To see UPL Resources, you must select the appropriate Scroll Enable check box in AZedit.

Key Assign Menu, Auto Func

1. Click **PGM** to select auto functions in the Key Assign menu.
2. Using the ↓↓ (9 on the keypad) key, scroll to the desired **auto function**:
    - Auto Follow (AF, for listen keys only)
    - Auto Listen (AL, for listen keys only)
    - Auto Mute (AM, for listen keys only)
    - Auto Recip (AR, for listen keys only)
    - All Call (AC, for talk level 1 only)
    - DIM (DIM Table function, for talk level 2 on point-to-point keys only)
3. Click **PGM**.
   Tap Key appears.

4. Click a **keypanel key** to assign the selected auto function.
   Click the upper portion of the key to assign auto functions except All Call or DIM. Click the lower portion of the key for All Call and DIM.

   NOTE:

   - If the assignment is successful, the abbreviation for the auto function appears in the alphanumeric display for that key. However, if you try to assign an auto function to a key that already has that auto function assigned, the assignment is ignored. The assignment is also ignored if scroll enable for auto functions is not selected in AZedit, or if the key you are trying to assign is restricted.
   - You can click CLR to exit and return to normal operation, or click BACK to return to the auto function menu and make more assignments.
   - Trunked intercom systems: Do not select a matrix before assigning auto functions. All auto functions are assigned using the local Matrix menu.
   - You do not need to run Save Cfg to store auto function assignments. These are stored in the intercom system.

Key Assign Menu, Setup Page

Setup Page is used to change the setup page assignments on the KP-32, KP-812, KP-32 CLD, EKP-32, and EKP-812. One setup page is used for the top row of keys, and another setup page is used for the bottom row of keys.

1. Click **PGM** to select Setup Page in the Key Assign menu.
   Page 1 displays.
2. Using the ↓↓ (9 on the keypad) key, select any of the following **pages**:

   Page 1: Assign setup page 1

   Page 2: Assign setup page 2

   Page 3: Assign setup page 3

   Page 4: Assign setup page 4

   Clear Page: Clear a page
3. Click **PGM**.
   Tap Keys appears.
4. Click **any key** in the row where you want to assign the setup.
   The key assignments for that page should appear in the displays.
5. Using the ↓↓ (9 on the keypad) key, scroll to a different **setup page**. Otherwise, click **CLR** to exit.

   NOTE: You do not need to run Save Cfg to store changes to the setup pages. These are stored in the intercom.

Menu System, Key Option

The **Key Option** menu is used to set announcement chimes for incoming calls, to assign key groups to keypanel keys, and to assign the solo option to keys.

Key Option Menu, Chime

The Chime menu is used to add a chime tone to any key for an incoming call announcement. The chime tone activates for five (5) seconds after a call is received.

To **add a chime tone**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Key Option**.
3. Click **PGM**.
   Chime appears in the call waiting window.
4. Click **PGM**.
   Tap Key appears in the call waiting window.
5. Click the **keypanel key** you want to assign the chime.
6. Run **Service, Save Cfg** to store the chime setting.

   NOTE: The chime option continues on a key even if you change the key assignment.

To remove the chime tone from a key, repeat the procedure to add a chime, but click any keys where the LEDs are lit red to turn them off. Run **Save Cfg** to store the changes.

Key Option Menu, Key Groups

Key Groups are groups of users associated to each other through a common key, called a master key. A key group can be created so that when one (1) key (the master key) is activated, all keys in the group are activated. Up to four (4) key groups can be configured.

To **create a key group**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Key Option**.
3. Click **PGM**.
   Chime appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Key Groups**.
5. Click **PGM**.
   Tap Master appears in the call waiting window. The master key is the key you click to activate the group.
6. Click the **keypanel key** you want as the master.
   Both the LEDs next to the key lights red and "tap slaves" appears in the call waiting window. Slave keys are the keys that activate along with the master.
7. Click **one (1) or more keys** to select slaves for that group.
   Both LEDs lights green next to each key selected. You can click a key again to remove it from the group.
8. Click **CLR** to exit.
   Activating the master key now causes it and all slave keys to activate. The LEDs for each key activates according to the current key assignment for that key.
9. Run **Service, Save Cfg** to store the key group setting.

   NOTE: Key group settings continue on keys even if the key assignments are changed.

To **clear a key group**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Key Option**.

3. Click **PGM**.
   Chime appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Key Groups**.
5. Click **PGM**.
   Tap Master appears in the call waiting window.
6. Click the current **Master Key**.
   The LEDs next to the key remain lit and "tap slaves" appears in the call waiting window.
7. Click all the **keys** where the LEDs are lit green.
   This turns the LEDs off.
8. Click **CLR** to exit.
   The key group is cleared.
9. Run **Service, Save Cfg** to store the key group setting.

Key Option Menu, Solo

Use the **Solo** option to put current, active users on hold and talk to a single user. For example, you may be in a Key Group and want to ask a question to a certain individual. You can use the solo option to put the key group on hold.

To **use the solo option**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Key Option**.
3. Click **PGM**.
   Chime appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Solo**.
5. Click **PGM**.
   Tap Key appears in the call waiting window.
6. Click the **keypanel key** you want to assign solo.
   Both the LEDs next to the key lights red to confirm the assignment. Click the key again if you want to remove the assignment.
7. Click **CLR** to exit.
   Activating the solo key causes all other activated keys to turn off. The keys turn back on when you turn the solo key off.
8. Run **Service, Save Cfg** to store the Solo settings.

   NOTE: The Solo option continues on a key even if you change the key assignment.

To **remove the solo key option**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Key Option**.
3. Click **PGM**.
   Chime appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Solo**.
5. Click **PGM**.
   Both LEDs next to the solo key light.
6. Click the **solo key**.
   The solo option is cleared from the key.
7. Run **Service, Save Cfg** to store the Solo setting.

Menu System, Service

Use the **Service Menu** to access many of the options within the VKP, such as Mic Gain, Ton Gen, Copy CWW, Copy Key, Latch Enable, and Flash Timeout.

NOTE: When using the Display Panel Menu structure, Save Cfg and Reset Cfg are in the Service Menu. On the Main Menu, Save Cfg and Reset Cfg are in the File Menu. Also, Copy CWW, Copy Key, Latch Enable, and Flash Timeout are only available through the Main Menu. You cannot use them from the display menu.

Service Menu, Mic Gain

Mic Gain is the level of audio being sent through the microphone. You can set the gain level anywhere from 0% to 100%.

To **set the Mic Gain**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Service**.
3. Click **PGM**.
   Mic Gain appears in the call waiting window.
4. Click **PGM**.
   The gain percentage appears in the call waiting window.
5. Using the ↓↓ or ↑↑ keys, decrease or increase the **mic gain**.
6. Click **CLR** to exit.

NOTE: You can also adjust the Mic Gain using the slider on keypanel.

Service Menu, Reset Cfg

Use **Reset Cfg** to restore all custom settings to the application defaults. The defaults for Reset Cfg are as follows:

Speaker Volume: 25%
Mic Gain: 60%
Latch Enable: on
Flash Timeout: on
Local IP: Default (cleared so default is used)
All key options (for each key) are removed
Solo = off
Chime = off
Groups are cleared

To **reset the configuration**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Service**.
3. Click **PGM**.
   Mic Gain appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Reset Cfg**.
5. Click **PGM**.
   The system restores all the application defaults.

Service Menu, Save Cfg

Use **Save Cfg** to save custom settings you have made in the Key Option, Key Assign, or Service menus. These settings are stored in non-volatile memory. This ensures protection of your settings when you exit the program.

To **save the configuration**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Service**.
3. Click **PGM**.
   Mic Gain appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Save Cfg**.
5. Click **PGM**.
   The system saves the configuration settings.

Service Menu, Tone Gen

Tone Gen (Tone Generator) gives you the ability to check the audio path from the keypanel to the matrix and back. You can change the default tone you hear with any .wav file you want. To change the .wav file, see “To change the default tone generation file, do the following:” on page 44.

To **use Tone Gen**, do the following:

1. On the keypanel, click **MENU**.
   Display appears in the call waiting window.
2. Using the ↓↓ (9 on the keypad) key, scroll to **Service**.
3. Click **PGM**.
   Mic Gain appears in the call waiting window.
4. Using the ↓↓ (9 on the keypad) key, scroll to **Tone Gen**.
5. Click **PGM**.
   TONE ON appears. This indicates the Tone Gen is active.

   NOTE: When Tone Gen is enabled, the keypanel continues to send audio even when the key is not selected. This is important because it uses network bandwidth if is not disabled after testing.
6. Click the **key** you wish to check for an audio path.
   A tone sounds at the destination keypanel.

Right-Click Menu

The **Right-Click Menu** is a right-click accessible menu structure for the VoIP Virtual Keypanel. It is similar to the display panel menu, yet not exactly the same.

The Right-Click Menu contains a File menu item that is not present in the Display Panel Menu. It contains the Reset Cfg, Save Cfg, and an Exit item.

The Right-Click Menu also contains Settings, Copy CWW, Latch Enable, and Flash Timeout items in the Service menu that are not present in the Display Panel menu.

Menu System, Menu Access

To **access the application menu from the right-click menu**, do the following:

1. Right-click **anywhere on the keypanel**.
   A popup menu appears.
2. Select the **menu item** you want to access.

The top level popup menu has the following items. For a complete navigation menu, see "VKP Menu System Quick Reference" on page 47.

File
Display
Key Assign
Key Options
Service

File, Reset Cfg

Reset Cfg is used to restore all custom settings to the application defaults. See the system defaults on page 34.

To **perform Reset Cfg**, do the following:

1. Right-click on the **keypanel**.
   A popup menu appears.
2. From the popup menu, select **File**.
   The File submenu appears.
3. From the File submenu, select **Reset Cfg**.
   The system restores the application defaults.

File, Save Cfg

Save Cfg is used to save custom settings that have been made in the Key Option, Key Assign, or Service menus. These settings are saved on the Matrix in non-volatile memory to ensure your settings are preserved when you exit the application.

To **perform Save Cfg**, do the following:

1. Right-click on the **keypanel**.
   A popup menu appears.
2. From the popup menu, select **File**.
   The File submenu appears.
3. From the File submenu, select **Save Cfg**.
   The system saves the changes.

File, Exit

Exit is used to close the VKP application.

To **exit out of the VKP application**, do the following:

1. Right-click on the **keypanel**.
   A popup menu appears.
2. From the popup menu, select **File**.
   The File submenu appears.
3. From the File submenu, select **Exit**.
   The VKP application closes.

Menu System, Display

Display menu is used to view information about the keypanel configuration.

Available options are:

- Assign Type
- Chans ON
- Key Groups
- Key List
- Level 2
- Listen
- Matrix
- Panel ID
- Version

To **access the Display menu**, do the following:

1. Right-click on the **keypanel**.
   A popup menu appears.
2. From the popup menu, select **Display**.
   The Display submenu appears.
3. From the Display submenu, select the **item** you want to view.

Menu System, Key Assign

Use the **Key Assign** menu to assign intercom keys to the keypanel, to adjust listen levels for point-to-point and party line keys, and to assign setup pages.

Available options are:

Pt-to-Pt

Party Line

IFB

Spcl List

Sys Relay

Camera ISO

UPL Rsrc

Auto Func

Setup Page

To **access the key assign menu**, do the following:

1. Right-click anywhere on the **keypanel**.
   The Main menu appears.
2. From the Main menu, select **Key Assign**.
   The Key Assign submenu appears.
3. From the Key Assign submenu, select the **option** you want to use.
   An Alpha appears in the call waiting window.

Key Assign Menu, Matrix

Matrix appears only for trunked intercom systems. You must select a remote intercom matrix before assigning intercom keys to destinations in that matrix. You do not need to select a matrix to assign keys to destinations in your own matrix. You also do not need to select a matrix when assigning an auto function to a key.

Key Assign Menu, Pt-to-Pt

Pt-to-Pt is used to assign a key that talks or listens to another intercom port. Note, some pt-to-pt destinations may be non-keypanel devices that cannot activate talk and listen paths. Therefore, if you want full communication, you may need to assign both talk an listen on the key.

Key Assign Menu, Party Line

Party Line is used to assign a key that talks and/or listens to a party line. This has no effect until members have been assigned to the party line in AZedit. Note, party line members are usually non-keypanel devices that cannot activate talk and listen paths. Therefore, if you want full communication with the party line, you must assign both talk and listen on the key. If all communications are normally 2-way, you may want to assign the key as Talk+AL.

Key Assign Menu, IFB

By default, all IFBs are restricted and you see *Not Avail* when you attempt to select this item. To see IFBs, you must check the appropriate Scroll Enable check box in AZedit.

Key Assign Menu, Spcl List

Spcl List is used to assign a key that talks and/or listens to a special list. The key has no effect until members have been assigned to the special list in AZedit. Note, some or all special list members may be non-keypanel devices that cannot activate talk and listen paths. Therefore, if you want full communication with all members of the special list, you may need to assign both talk and listen on the key.

Key Assign Menu, Sys Relay

System Relay refers to any of several types on control devices that can exist in the intercom system, including:

The 8 GP outputs from an ADAM frame (J11 on the XCP-ADAM-MC breakout panel)

The 8 GP outputs from an ADAM CS frame (J903 on the ADAM CS backpanel)

The relay outputs of an FR9528 Relay Frame (RELAY OUTPUTS connector on the FR9528 backpanel)

The 16 GP outputs of a UIO-256 frame (J5 on the UIO-256 backpanel).

Key Assign Menu, Camera ISO

By default, all ISOs are restricted and you see *Not Avail* when you attempt to select this item. To see ISOs, you must select the appropriate check box in AZedit.

Key Assign Menu, UPL Rsrc

By default, all UPL Resources are restricted and you see *Not Avail* when you attempt to select this item. To see UPL Resources, you must select the appropriate Scroll Enable check box in AZedit.

Key Assign Menu, Auto Func

To **Assign the auto function**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Assign**.
   The Key Assign submenu appears.
3. From the Key Assign submenu, select the **option** you want to use.

   Auto Follow (AF, for listen keys only)

   Auto Listen (AL, for listen keys only)

   Auto Mute (AM, for listen keys only)

   Auto Recip (AR, for listen keys only)

   All Call (AC, for talk level 1 only)

   DIM (DIM Table function, for talk level 2 on point-to-point keys only)

NOTE:

- If the assignment is successful, the abbreviation for the auto function appears in the alphanumeric display for that key. However, if you try to assign an auto function to a key that already has that auto function assigned, the assignment is ignored. The assignment is also ignored if scroll enable for auto functions is not selected in AZedit, or if the key you are trying to assign is restricted.
- You can click CLR to exit and return to normal operation, or click BACK to return to the auto function menu and make more assignments.
- Trunked intercom systems: Do not select a matrix before assigning auto functions. All auto functions are assigned using the local Matrix menu.
- You do not need to run Save Cfg to store auto function assignments. These are stored in the intercom system.

Key Assign Menu, Setup Page

Setup Page is used to change the setup page assignments on the KP-32, KP-812, KP-32 CLD, EKP-32, and EKP-812. One setup page is used for the top row of keys, and another setup page is used for the bottom row of keys.

To **set up a page**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Assign**.
   The Key Assign submenu appears.
3. From the Key Assign submenu, select any of the following:

   Page 1: Assign setup page 1

   Page 2: Assign setup page 2

   Page 3: Assign setup page 3

   Page 4: Assign setup page 4

   Clear Page: Clear a page

NOTE: You do not need to run Save Cfg to store changes to the setup pages. These are stored in the intercom.

Menu System, Key Options

Key Options is used to set announcement chimes for incoming calls, to assign key groups to keypanel keys, and to assign the solo option to keys.

Key Option Menu, Chime

Chime is used to add a chime tone to any key for an incoming call announcement. The chime tone activates for five (5) seconds after a call is received.

To **add a chime tone**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Option**.
   The Key Option submenu appears.
3. From the Key Option submenu, select **Chime**.
   Tap Key appears.
4. Click the **key** where you want to add the Chime tone.
   Both red LEDs are lit. The Chime is enabled.
5. Run **File, Save Cfg** to save the chime setting.

NOTE: The chime option continues on key even if you change the key assignment. To remove the chime tone from a key, repeat the procedure to add a chime, but click any keys where the LEDs are lit red to turn them off. Run File, Save Cfg to store the changes.

Key Option Menu, Key Groups

Key Groups are groups of users that are associated to each other through a common key, called a master key. A key group can be created so that when one key (the master key) is activated, all keys in the group activate. Up to four (4) key groups can be set up.

To **create a key group**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Option**.
   The Key Option submenu appears.
3. From the Key Option submenu, select **Key Groups**.
   The Key Groups submenu appears.
4. From the Key Groups submenu, select the **page** you want to use.
   Tap Master appears in the call waiting window. The master key is the key you click to activate the group.
5. Click the **keypanel key** you want to use as the master.
   Both LEDs next to the key light red and "tap slaves" appears in the call waiting window. Slave keys are the keys that activate along with the master.
6. Click **one or more keys** to select slaves for that group.
   Both LEDs light green next to each key selected. You can click a key again to remove it from the group.
7. Click **CLR** to exit.
   Activating the master key now causes it and all slave keys to activate. The LEDs for each key activate according to the current key assignment for that key.
8. Run **Service, Save Cfg** to store the key group setting.

   NOTE: Key group settings continue on keys even if the key assignments are changed.

To **clear a key group**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Option**.
   The Key Option submenu appears.
3. From the Key Option submenu, select **Key Groups**.
   The Key Groups submenu appears.
4. From the Key Groups submenu, select the **page** you want to use.
   Tap Master appears in the call waiting window.
5. Click the **current master key**.
   All LEDs next to the key remain lit and "tap slaves" appears in the call waiting window.
6. Click all the **keys** where the LEDs are lit green.
   This turns all the LEDs off.
7. Click **CLR** to exit.
   The Key Group is cleared.
8. Run **Service, Save Cfg** to store the key group setting.

Key Option Menu, Solo

Solo is used to put current active users on hold and talk to a single user. For example, you may in a key group and want to ask a question to an individual user. You can use the solo option to put the group on hold while you talk with the individual.

To **use the solo option**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Option**.
   The Key Option submenu appears.
3. From the Key Option submenu, select **Solo**.
   Tap Key appears in the call waiting window.
4. Click the **keypanel key** to which you want to assign solo.
   Both LEDS next to the key light red to confirm the assignment. Click the key again if you want to remove the assignment.
5. Click **CLR** to exit.
   Activating the solo key causes all other activated keys to turn off. The keys turn back on when you turn the solo key off.
6. Run **Service, Save Cfg** to store the Solo setting.

   NOTE: The Solo option continues on a key even if you change the key assignment.

To **remove the solo key option**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Key Option**.
   The Key Option submenu appears.
3. From the Key Option submenu, select **Solo**.
   Both LEDs next to the solo key light.
4. Click the **solo** key.
   The solo key is cleared.
5. Run **Service, Save Cfg** to store the Solo setting.

Menu System, Service

Service is used to access many of the configuration options with the Virtual Keypanel, such as Mic Gain, Tone Gen, Copy CWW, Cop Key, Latch Enable, and Flash Timeout.

NOTE: When using the Display Panel Menu, Save Cfg and Reset Cfg are in the Service menu, rather than in the File menu, where they are located in the Main menu structure. Also, the Copy CWW, Copy Key, Latch Enable, and Flash Timeout are only available through the Main menu. You cannot use them from the display panel menu.

To **access the Service menu**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select the **option** you want to work with.

Available options are:

Settings

Mic Gain

Tone Gen

Copy CWW

Copy Key

Latch Enable

Flash Timeout

Service, Settings

The **Settings** window is used to configure the virtual keypanel for individual use.

To **open the settings screen**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Settings**.
   The Settings screen appears.
4. Complete the **Settings** screen with the appropriate values for each field.

   NOTE: For a detailed description of the Settings screen, see “Settings Screen” on page 22.

Service, Mic Gain

Mic Gain is the level of audio being sent through the microphone. You can set the gain level anywhere from 0% to 100%. The VKP application recalls the last run setting for Mic Gain every time the application is restarted.

To **set the Mic Gain**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Mic Gain**.
   The Mic Gain percentage appears in the call waiting window on the keypanel.
4. Use the ↓↓ (9 on the keypad) or ↑↑ (6 on the keypad) to decrease or increase the mic gain.
5. Click **CLR** to exit.

   NOTE: You can also use the Mic Gain slider located on the keypanel skin to adjust the gain

Service, Tone Gen

Tone Gen (Tone Generator) is used to check the audio path from the keypanel to the matrix and back. You can change the default tone you hear with any .wav file you want.

To **use Tone Gen**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Tone Gen**.
   Tone Gen is active on the keypanel.
4. Click the **key** you wish to check for an audio path.
   A tone sounds at the destination.

   NOTE: When Tone Gen is enabled, the keypanel continues to send audio even when the key is not selected. This is important because it uses network bandwidth if not disabled after testing.

   To turn Tone Generator off, click the **CLR button**.

Tone Gen is used as a diagnostic aide to help determine the audio connection between keypanels. You can customize the tone heard through the keypanel with any wave file you want to use.

To **change the default tone generation file**, do the following:

1. From your desktop, right click **My Computer**.
   A popup menu appears.
2. From the popup menu, select **Explore**.
   The contents of My Computer appear.
3. Expand the **C:\ drive**.
   The contents of the C:\ drive appear.
4. From the C:\ list, select **Program Files**.
   The contents of the Program Files subfolder appear.
5. From the Program Files subfolder, select the **Virtual Keypanel folder**.
   The contents of the Virtual Keypanel folders appear.

6. From the Virtual Keypanel folder, select **Skins**.
   The contents of the skins folder appear.
7. Copy the **.wav** file you want to use for the Tone Gen. Into the Skins folder.
8. Change the name of your .wav file to **tone.wav**.

   NOTE: You must rename the original .wav file to something else (i.e., tone_default.wav) before you can change the new .wav file to avoid the cyclical reference.

Service, Copy CWW

Copy CWW is used to copy a caller's name (alpha) from the call waiting window to assign it to another key. This function is useful when someone calls on a keypanel that is not assigned to a key.

To **copy a call from the Call Waiting Window**, do the following:

1. While the caller's name is displayed in the call waiting window, right-click on the **keypanel**.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Copy CWW**.
4. Click the **key** where you want to copy the caller.
   The alpha of the caller appears in the display for the selected key.

   NOTE: If a key does not accept an assignment, the destination that you are trying to assign may not have scrolling enabled in AZedit or the key you are trying to assign may be restricted.

Service, Copy Key

Copy Key is used to duplicate one key assignment and assign it to another key on the keypanel. This is a quick way to setup similar pages and groups on a keypanel.

To **copy a key**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Copy Key**.
4. Click the **keypanel key** you want to copy.
5. Click the **keypanel key** where you want to assign the copied key assignment.

Service, Latch Enable

An intercom key can always be turned on for momentary conversation by clicking and holding the key or button during the conversation. There is also an electronic latching feature that lets you tap intercom keys to turn them on and off. This permits convenient, hands-free conversation. However, it can also result in a talk circuit being left on unintentionally.

To **enable the keypanel for latching**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Latch Enable**.
   A check mark appears next to the menu item, and the menu closes. Latch Enable is active.

NOTE: Latch Enable is only available through the Main menu.

Service, Flash Timeout

Whenever there is an incoming call and there is a talk key assigned to the caller, the talk LED next to that key flashes. If the Flash Timeout option is enabled, the incoming call flashes for 15 seconds. If the Flash Timeout option is disabled, the incoming call continues to flash for as long as the incoming call is active.

To **enable flash timeout**, do the following:

1. Right-click **anywhere** on the keypanel.
   The Main menu appears.
2. From the Main menu, select **Service**.
   The Service submenu appears.
3. From the Service submenu, select **Flash Timeout**.
   A check mark appears next to Flash Timeout and the menu closes. The keypanel has Flash Timeout enabled.

CHAPTER 5

VKP Menu System Quick Reference

RIGHT-CLICK MENU

- File
  - Reset Cfg
  - Save Cfg
  - Exit
- Display
  - Asgn Type
  - Chans ON
  - Key Groups
    - Group 1
    - Group 2
    - Group 3
    - Group 4
  - Key List
  - Level 2
  - Listen
  - Matrix
  - Panel ID
  - Version
- Key Assign
  - Pt to Pt
  - Party Line
  - IFB
  - Spcl List
  - Sys Relay
  - Camera ISO
  - UPL Rsrc
  - Auto Func
  - Setup Page
- Matrix (only trunked sys)
- Key Options
  - Chime
  - Key Groups
    - Group 1
    - Group 2
    - Group 3
    - Group 4
  - Solo
- Service
  - Settings
  - Mic Gain
  - Tone Gen
  - Copy CWW
  - Copy Key
  - Latch Enable
  - Flash Timeout

DISPLAY PANEL MENU

- Display
  - Asgn Type
  - Chans ON
  - Key Groups
    - Group 1
    - Group 2
    - Group 3
    - Group 4
  - Key List
  - Level 2
  - Listen
  - Matrix
  - Panel ID
  - Version
- Key Assign
  - Pt to Pt
  - Party Line
  - IFB
  - Spcl List
  - Sys Relay
  - Camera ISO
  - UPL Rsrc
  - Auto Func
  - Setup Page
- Key Options
  - Chime
  - Key Groups
    - Group 1
    - Group 2
    - Group 3
    - Group 4
  - Solo
- Service
  - Mic Gain
  - Reset Cfg
  - Save Cfg
  - Tone Gen