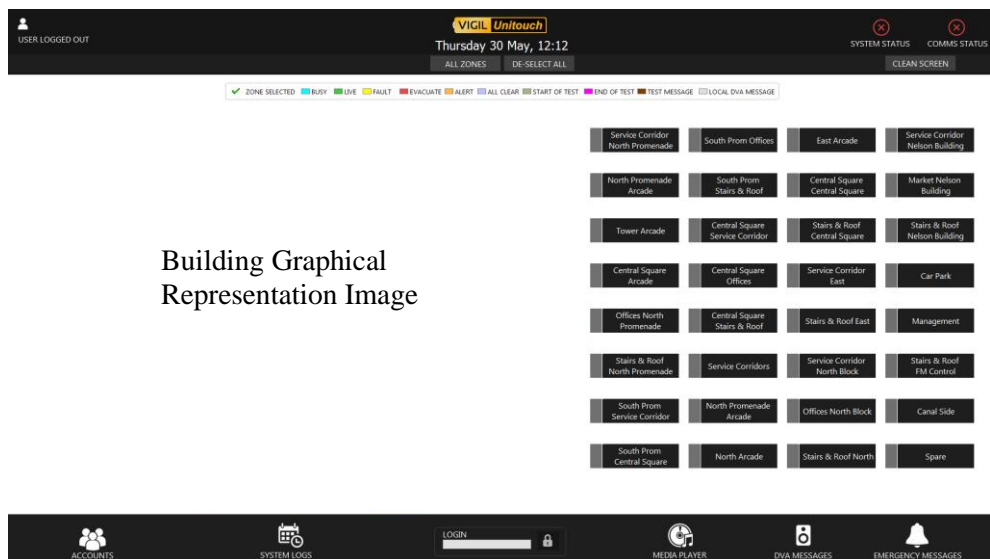




PAVA Touchscreen Software Single Layer Operating Instructions



Building Graphical
Representation Image

Manual name: PAVA Touchscreen Software Single Layer

Issue: 2

ECR: 4082

Date of issue: Oct 2020

© October 2020 Baldwin Boxall Communications Limited

Wealden Industrial Estate
Farningham Road, Jarvis Brook
Crowborough
East Sussex
TN6 2JR
UK

Telephone: +44 (0)1892 664422

Facsimile: +44 (0)1892 663146

Email: mail@baldwinboxall.co.uk

Website: <http://www.baldwinboxall.co.uk>



This equipment has been designed and manufactured to conform to the following EC Standards:

EMC: Emissions EN55032:2015

EMC: Immunity EN50130-4:1995 +A1:1998 +A2:2003

Safety: BS EN 62368-1:2014 +A11:2017

Failure to use the equipment in the manner described in the product literature will invalidate the conformity.

A "Declaration of Conformity" statement to the above standards and a list of auxiliary equipment used for compliance verification is available on request.

TABLE OF CONTENTS

Table Of Contents.....	3
Proprietary Notice	4
Safety Information.....	5
1 DISPLAY REGIONS.....	6
1.1 MAIN REGIONS OF THE DISPLAY SCREEN	6
1.1.1 Legend for Display Colours	6
1.1.2 Group Selection Buttons.....	6
1.1.3 System Status Indicators.....	6
1.1.4 Clean Screen	7
1.1.5 System User Accounts.....	7
1.1.6 System Logs	7
1.1.7 Login/Logout.....	7
1.1.8 DVA Messages.....	7
1.1.9 Emergency Messages	7
1.2.0 Zone Buttons & Indicators	7
2 OPERATING INSTRUCTIONS.....	8
2.1 User Login.....	8
2.2 LIVE ANNOUNCEMENTS	9
2.2.1 To Make a Live Announcement to all Zones	9
2.2.2 Make a Live Announcement to a Selected Zone or Zones.....	9
2.3 EMERGENCY MESSAGES	11
2.3.1 To Play an Emergency Message to All Zones.....	11
2.3.2 To Play an Emergency Message to Selected Zones	11
2.3.3 To Cancel an Emergency Broadcast.....	12
2.4 DVA MESSAGES.....	13
2.4.1 To Broadcast a DVA Message	13
2.4.2 To Cancel DVA Message Broadcasts.....	15
2.4.3 To Record a DVA Message.....	15
2.5 SCREEN CLEANING	17
3 FAULT MONITORING & SYSTEM LOGS	18
3.1 FAULT MONITORING.....	18
3.2 SYSTEM LOGS	18
3.2.1 To Open the Current System Log.....	18
3.2.2 To View a Previous System Log	19
A User Accounts.....	20
A.1 Adding a User Account	20
A.2 Modifying a User Account	21
A.3 Deleting a User Account.....	21

PROPRIETARY NOTICE

All data and information contained within this manual is of a proprietary nature with the exclusive title to the same held by Baldwin Boxall Communications Limited. The possession of this manual and the use of the information is, therefore, restricted only to those persons duly authorised by Baldwin Boxall Communications Limited.

Do not reproduce, transcribe, store in a retrieval system or translate into any language, any part of this manual without the prior permission of Baldwin Boxall Communications Limited.

In the interest of continual product development, Baldwin Boxall Communications Limited reserves the right to make changes to product specification without notice or liability. Use of Baldwin Boxall Communications Limited products as critical components in life support systems is not authorised except with express written approval from Baldwin Boxall Communications Limited.

SAFETY INFORMATION

This Personnel who install, maintain or repair this equipment must read the safety information below before starting work.

Voltages in excess of 30 Volts RMS or 50 Volts DC are considered Hazardous and in certain circumstances can be lethal.

If Functional Testing, Maintenance, or Repair is to be completed with the Mains Power (and/or battery backup) connected then this should only be undertaken by personnel who are fully aware of the danger involved and who have taken adequate precautions and training.



CAUTION

Notice must be taken of all cautions. If a Caution is ignored the equipment may be damaged.



WARNING

Before attempting to remove this component, ensure the Mains Power Supply and Battery Backup have been disconnected.



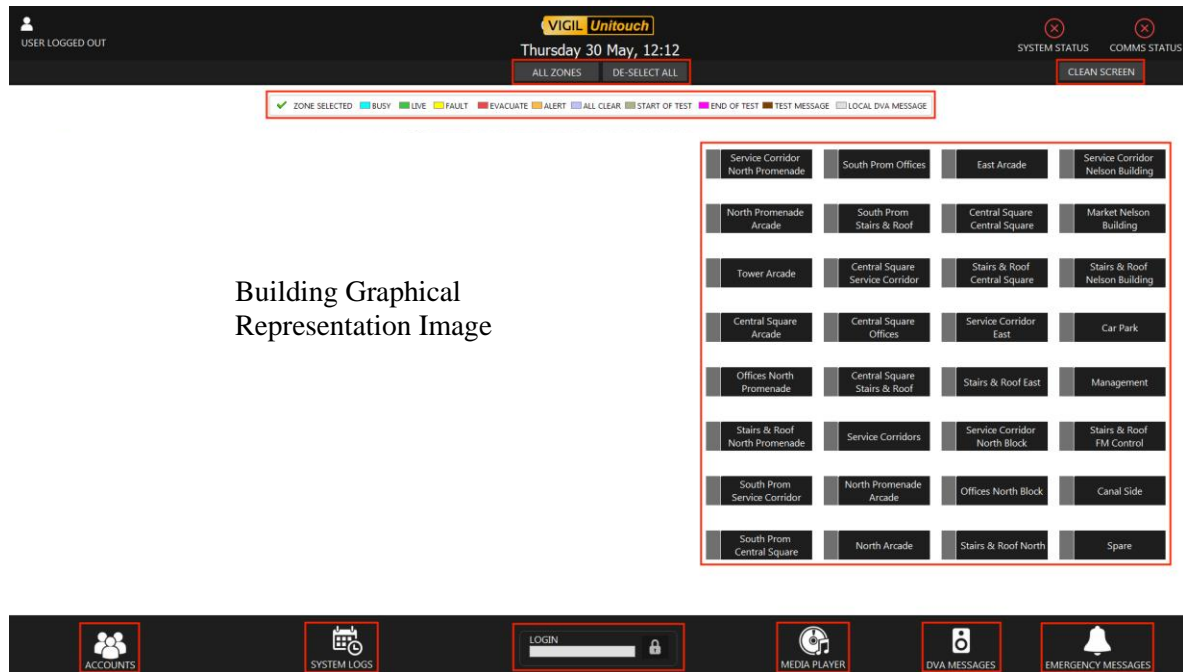
CAUTION: ELECTRO-STATIC SENSITIVE DEVICES

This product contains Electro-static Sensitive Devices. Observe the relevant precautions for the protection of ESDs if internal covers are removed.

I DISPLAY REGIONS

I.1 MAIN REGIONS OF THE DISPLAY SCREEN

The Unitouch Touchscreen Software uses a combination of buttons and icons to control the PA system.



Building Graphical Representation Image

Figure 1 - Main screen

I.1.1 Legend for Display Colours

The legend indicates the colours of the zone buttons that show the current status of each zone.

I.1.2 Group Selection Buttons

Allows the operator to select groups of zones without having to select each zone individually.

I.1.3 System Status Indicators



Indicates that a fault has been detected. This fault will be stored in the fault log.



Indicates no faults have been detected.

1.1.4 Clean Screen

Disables controls in order to clean the touchscreen monitor without triggering any undesired action.

1.1.5 System User Accounts

The “Accounts” button allows an Operator (with suitable privileges) to access the User Accounts.

1.1.6 System Logs

This button allows an Operator (with suitable privileges) to access the System Logs.

1.1.7 Login/Logout

This allows an Operator to enter a user password in order to access user privileges. If any user is logged in at the moment, it enables the logout functionality.

1.1.8 DVA Messages

This button allows an Operator (with suitable privileges) to access the DVA Message controls.

1.1.9 Emergency Messages

This button allows an Operator (with suitable privileges) to access the Emergency Message controls.

1.2.0 Zone Buttons & Indicators

This buttons allows an Operator (with suitable privileges) to select and de-select the required zones. These buttons change colour to show the current state of the zone.

2 OPERATING INSTRUCTIONS

2.1 User Login

The UniTouch Touchscreen Software will not operate unless a valid password is entered.

If an operator attempts to use the system before a valid password is entered the following warning will be displayed.

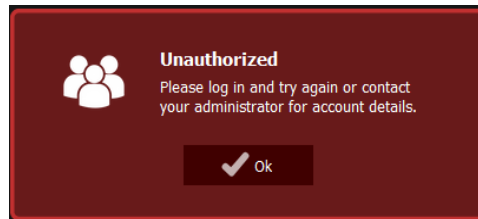


Figure 2.1 - Unauthorized warning

To enter a password and log on to the system, touch the password entry box.

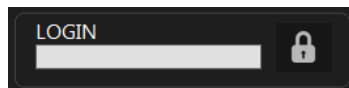


Figure 2.2 - Password Entry

Enter the password and then press “Enter” on the keyboard or touch the login icon next to the password entry box.

If an invalid password is entered then the following warning will be shown:

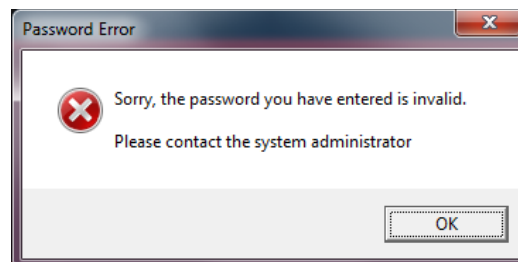


Figure 2.2 - Invalid Password Warning Message

If a valid password is entered then the operator will be able to operate the system, subject to privileges of their account.

2.2 LIVE ANNOUNCEMENTS

2.2.1 To Make a Live Announcement to all Zones

Without selecting any zones, press the “Speak” button on the BDM400TSM as shown in Figure 2.x

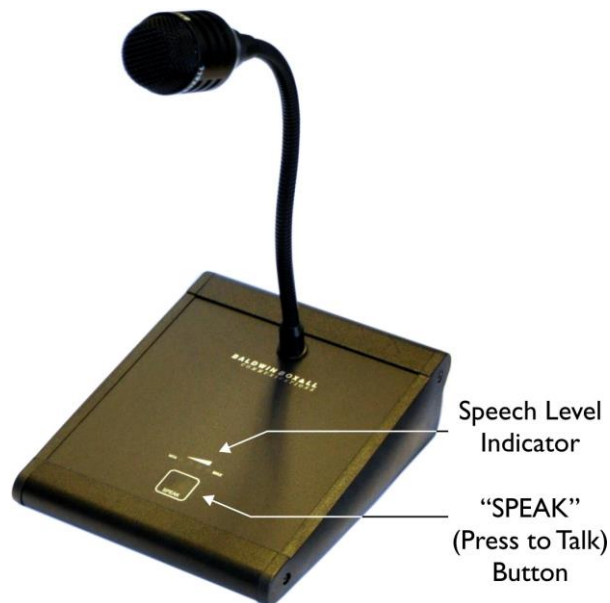


Figure 2.4- “Speak” Button on BDM400TSN Microphone

When the “Speak” button is pressed, all floor buttons/indicators and zones will change to GREEN to show they are broadcasting an announcement. An announcement can now be made to all zones.

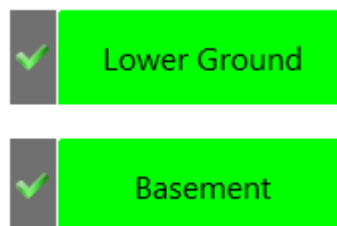


Figure 2.5 - Zones Green to Indicate "All Call" Live Announcement

2.2.2 Make a Live Announcement to a Selected Zone or Zones

1. To select the desired Zone or Zones, select the required floor button/indicator in

order to show the floor zones and select the desired Zone or Zones.

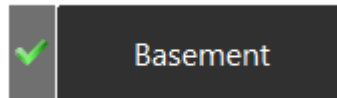


Figure 2.6 - Selecting Required Zone

2. A tick will be displayed to indicate the zone is selected.

3. Press the “Speak” button on the BDM400TS.

4. The selected zone(s) and their containing floor indicator(s) will turn GREEN to indicate they are live.

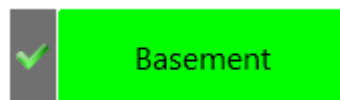


Figure 2.7 - Making a Live Broadcast

5. An announcement can now be made to the selected zones.

2.3 EMERGENCY MESSAGES

2.3.1 To Play an Emergency Message to All Zones

1. Do not select any zones.
Press the “Emergency Messages” button to show the Emergency Message options.

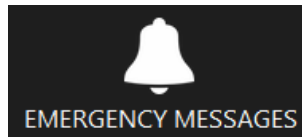


Figure 2.8 - Emergency Messages Button

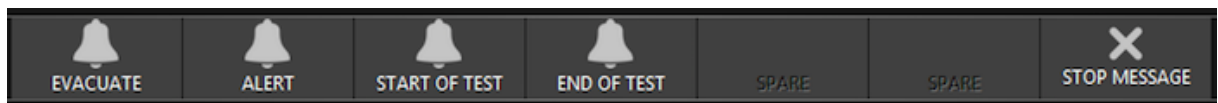


Figure 2.9 - Emergency Message Selection Buttons

2. Select the required message.
A prompt will then be displayed to confirm the selected message will be broadcast to selected zones.

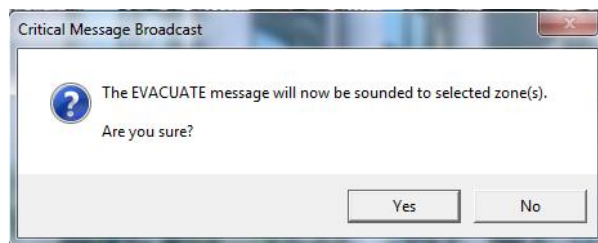


Figure 2.10 - Broadcast Message Confirmation Prompt

3. Select “Yes” to broadcast the selected message to all zones.
The zone buttons will then change to show the message is being broadcast.

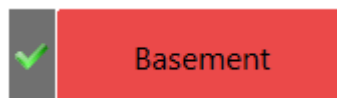


Figure 2.11 - Zone Red Indicating Evacuate Message

2.3.2 To Play an Emergency Message to Selected Zones

1. To select the desired Zone or Zones, select the required floor button/indicator in order

to show the floor zones and select the desired Zone or Zones.

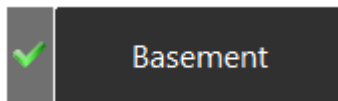


Figure 2.12 - Selecting the Required Zone

2. A Tick will be displayed to indicate the zone is selected.
3. Press the “Emergency Messages” button to show the Emergency Message Selection options.



Figure 2.13 - Emergency Messages Button

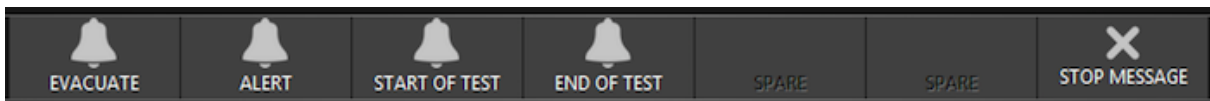


Figure 2.14 - Emergency Messages Selection Buttons

4. Select the required message.
A prompt will be displayed to confirm the selected message will be broadcast to selected zones.

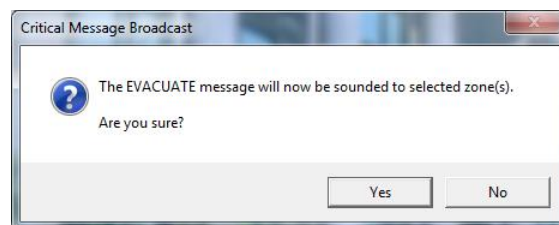


Figure 2.15 - Broadcast Message Confirmation prompt

5. Press “Yes” and the selected zone(s) and floor indicators will the change to show an Emergency Message is being broadcast.

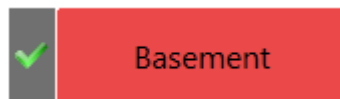


Figure 2.16 - Emergency Message Broadcast to a single zone

2.3.3 To Cancel an Emergency Broadcast

- 1.To select the desired Zone or Zones, select the required floor button/indicator in order to show the floor zones and select the desired Zone or Zones.

2. Press the “Stop Message” button.



Figure 2.17 - “Stop Message” Button

3. The Emergency Message broadcasts will then be cancelled to the selected zones.

2.4 DVA MESSAGES

2.4.1 To Broadcast a DVA Message

1. Select the desired Zone or Zones, select the required floor button/indicator in order to show the floor zones and select the desired Zone or Zones.

2. Press the “DVA Messages” button to access the DVA Message controls.

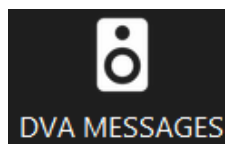


Figure 2.18 — DVA Messages Button

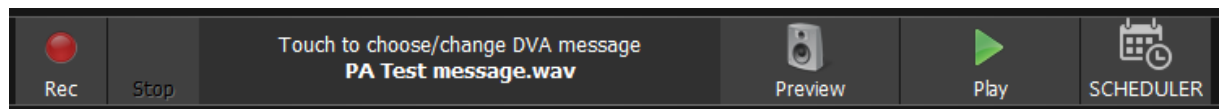


Figure 2.19 - DVA Message Controls

3. Press the “Touch to choose/change DVA message...” section to open the Digital Message Store selection window.

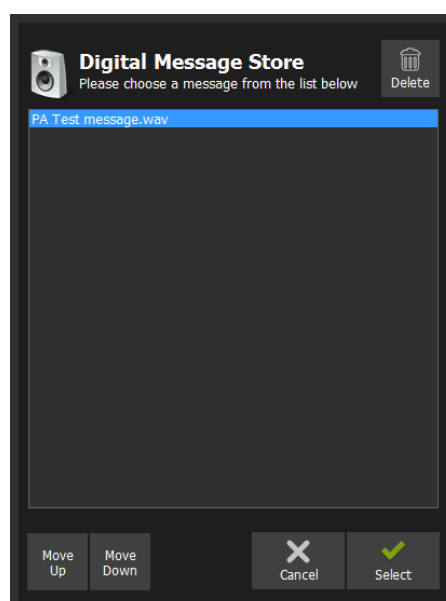


Figure 2.20 - Digital Message Store selection Window

Use the “Move Up” and “Move Down” buttons to highlight the required message.

When the required message is highlighted press “Select” and the message will be selected and displayed in the DVA message controls window.

4.The operator can press “Preview” button to check the message is correct prior to broadcast.

5.Press the “Play” button to broadcast the selected message to the selected zones. The following prompt will be displayed.

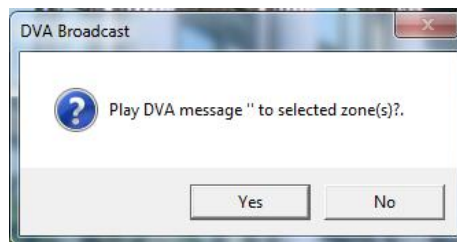


Figure 2.21 - Play DVA Message Confirmation Prompt

6.Press “Yes” to play the selected DVA Message.

7.The operator is then prompted for a Looped message or a single broadcast of the DVA message.

8.Press “Yes” to repeat the message until cancelled or “No” to only broadcast the message once.

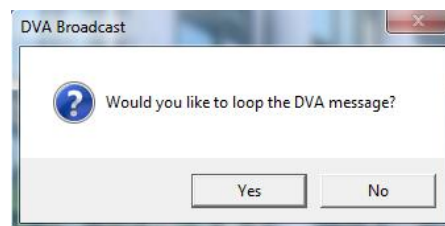


Figure 2.22 - Looped or Single prompt

The zone buttons and the floor indicators will now change to show they are broadcasting a DVA Message.

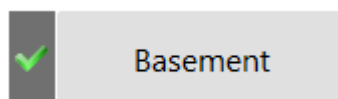


Figure 2.23 - Zones Broadcasting a DVA Message

2.4.2 To Cancel DVA Message Broadcasts

Press the “DVA Messages” button to access the DVA message controls.

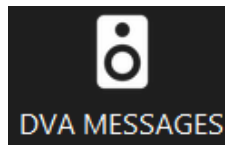


Figure 2.24 - DVA Messages Button

The current DVA Message controls will be displayed.

Press the “Stop” button in the DVA Message Control to stop broadcasting the current DVA message.

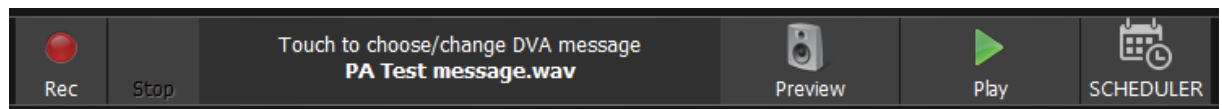


Figure 2.25 - DVA Message “Stop” Button

The following confirmation will be displayed.

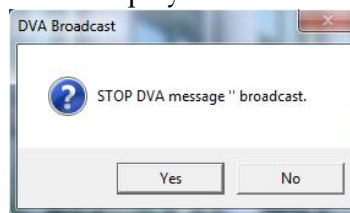


Figure 2.26 - Typical Stop DVA Message Confirmation

Press “Yes” to stop broadcasting the DVA message.

2.4.3 To Record a DVA Message

Press the “DVA Messages” button to access the DVA message controls.

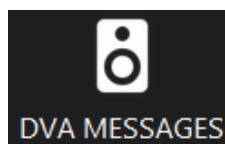


Figure 2.27 - DVA Messages Button

The DVA Message controls will be displayed.

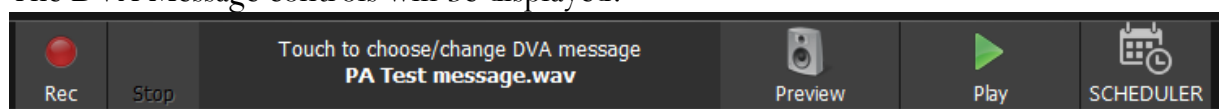


Figure 2.28 - DVA Message Controls

Press the “Rec” button and the following prompt will be displayed.



Figure 2.29 - New DVA Message Prompt

Select “Yes” and the DVA Message Control will change to Message Recording mode.

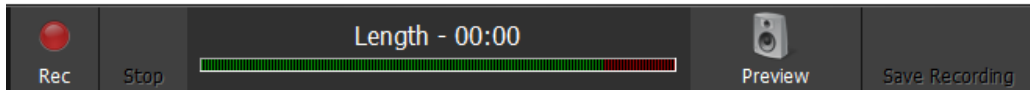


Figure 2.30 - DVA Controls showing Message Recording mode

Press the “Rec” button and the following prompt will be displayed.

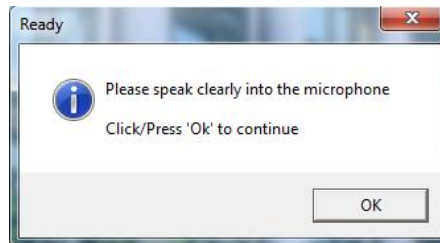


Figure 2.31 - Press “OK” to Start Recording

Press OK and speak to record message.

At the end of the message press the “STOP” button.

The DVA Message Controls then allow the Operator to Preview or Save the message.

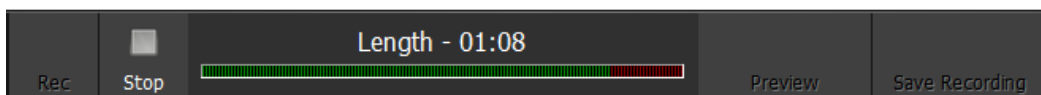


Figure 2.32 - DVA Message Controls

To listen to the recorded message press the “Preview” button and check the message is as required.

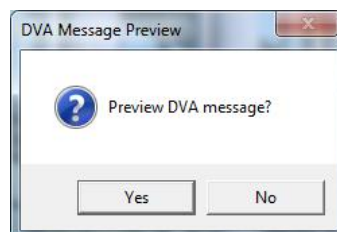


Figure 2.33 - Preview message confirmation

If the message is suitable press the “Save Recording” button and enter the filename required.

If the message is unsuitable press the “Rec” button again and re-record the message.

2.5 SCREEN CLEANING

If the touchscreen monitor requires cleaning then press the “Clean Screen” button to disable the touchscreen.

While the system is disabled the following message is displayed.

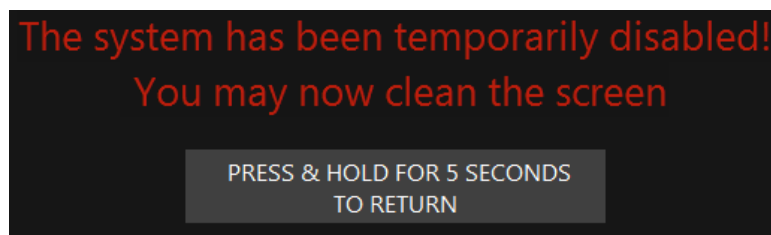


Figure 2.34 - Screen Clean warning message.

After cleaning to return to the system to normal operating condition press and hold the button indicated for five seconds.

3 FAULT MONITORING & SYSTEM LOGS

3.1 FAULT MONITORING

The UniTouch Touchscreen Software monitors and displays the current status of the overall System and also the status of the Communications link between the PC Touchscreen Software and the associated hardware.

The status is displayed in the toolbar at the top of the display as shown in Figure 3.1

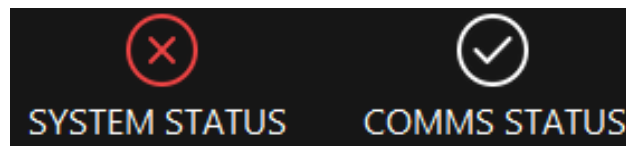


Figure 3.1 - System Status indicators

The System Status indicator will change to a red cross if any fault is announced by the system.

The Comms Status indicator will change to a red cross if the touchscreen software detects a communications fault between the PC and the equipment rack(s).

3.2 SYSTEM LOGS

The UniTouch Touchscreen Software logs all faults reported by the system, together with a time and date stamp to assist fault finding.

3.2.1 To Open the Current System Log

1. Log in to the system as either an Administrator or a user with suitable privileges.
2. Press the “System Logs” button as shown in Figure 3.2



Figure 3.2 - “System Logs” button

3. The current System Log will be displayed

3.2.2 To View a Previous System Log

1. Log in to the system as either the Administrator or a user with suitable privileges.
2. Press the “System Logs” button as shown in Figure 3.2
3. The current System Log will be displayed.
4. Press the “Open” button and the previous System Logs will be displayed. The filename indicates the date of the logs, in the YYYYMMDD format.
5. Select the required System Log and press the “Open” button.
6. If a printer has been installed on the PC running the UniTouch Touchscreen Software then the log can be printed by pressing the “Print” button.

A USER ACCOUNTS

A.1 Adding a User Account

1. Log in to the system as either the Administrator, or a user with suitable privileges.
2. Press the “Accounts” button as shown in Figure A.1.



Figure A.1 - Accounts Button

3. The Accounts window will be displayed as shown in Figure A.2.

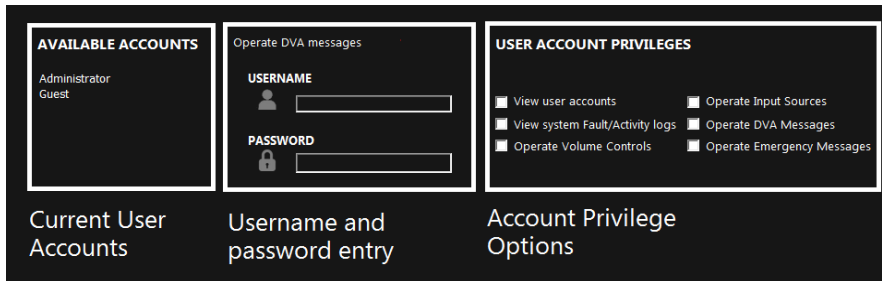


Figure A.2 - User Accounts Window

4. To add a New User type the Username and Password in the relevant spaces and set the user’s privileges as shown in Figure A.3.

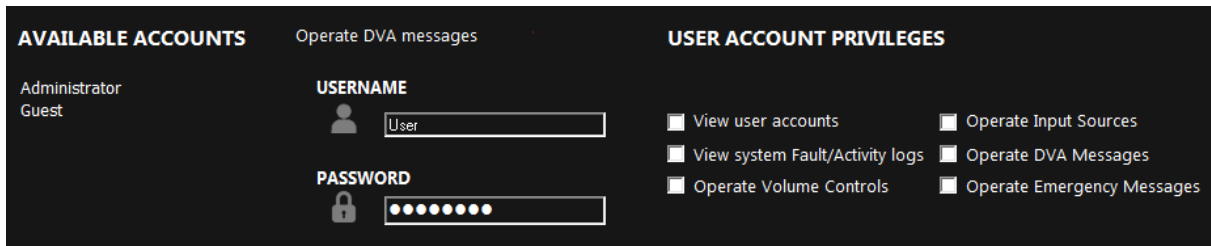


Figure A.3 - Adding a new User Account

5. Select “Save” and a confirmation will then be displayed.

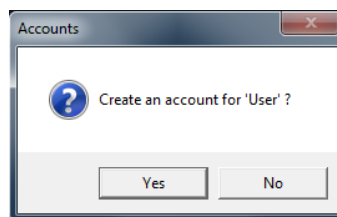


Figure A.3 - Add New User Confirmation

A.2 Modifying a User Account

1. Log in to the system as either the Administrator, or a user with suitable privileges.
2. Press the “Accounts” button as shown in Figure A.1.
3. Enter the Username and password of the account.
4. Add or remove options shown in the “Account Privilege” area of the User Accounts screen shown in Figure 1.2
5. When options are set as required select “Save”. A Warning will then be displayed.

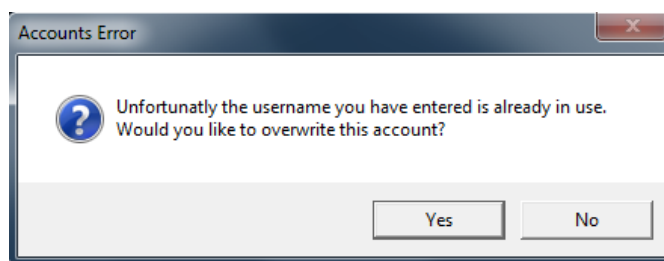


Figure A.4 - Duplicate Username Overwrite Confirmation

To overwrite the account and save select “Yes”.

A.3 Deleting a User Account

1. Log in to the system as the Administrator.
2. Press the “Accounts” button as shown in Figure A.1.
3. Select the User Account to be deleted and then press the “Delete” button.
4. A confirmation will then be displayed.

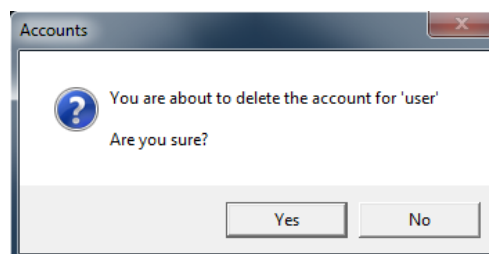


Figure A.5 - Delete a User Account Confirmation

To delete the account select “Yes”, to return to the User Accounts window deleting the account, select “No”.