

Verbatim™

Quick Start Guide

Program phone numbers, configure input channels, and verify your alarm dial-out in four steps.

OVERVIEW

00 Basic set-up and testing

Configuring the Verbatim autodialer for your monitoring application is a four-step process. Work through each step in order. Every action on this page assumes the unit is powered and in Program mode.

<p>01 Program a phone number Set at least one dial-out number so the unit has somewhere to call.</p>	<p>02 Program input channels Tell the unit which contact state constitutes an alarm for each channel.</p>	<p>03 Test alarm conditions Trip each sensor and confirm the wiring and programming are correct.</p>	<p>04 Record voice messages Optional — record station ID, per-channel alarm and normal messages, and set delays.</p>
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Entering Program mode

All programming operations must be performed with the unit in Program mode. To enter Program mode, press **PROGRAM**. The **PROGRAM** LED on the front panel lights to confirm.

Important note about shipping and clearing memory

Before you program the Verbatim for your monitoring application, clear the unit's memory of any old programming. This also wipes any memory corruption that may have occurred during shipment or from anomalous power disturbances.

CAUTION
 The following step erases all user programming, including recorded messages. Normally it is done only at initial start-up.

To clear the system memory, press:

9 35 9 ENTER

NOTE
 If you make an error in code entry, press **CANCEL** and start again.

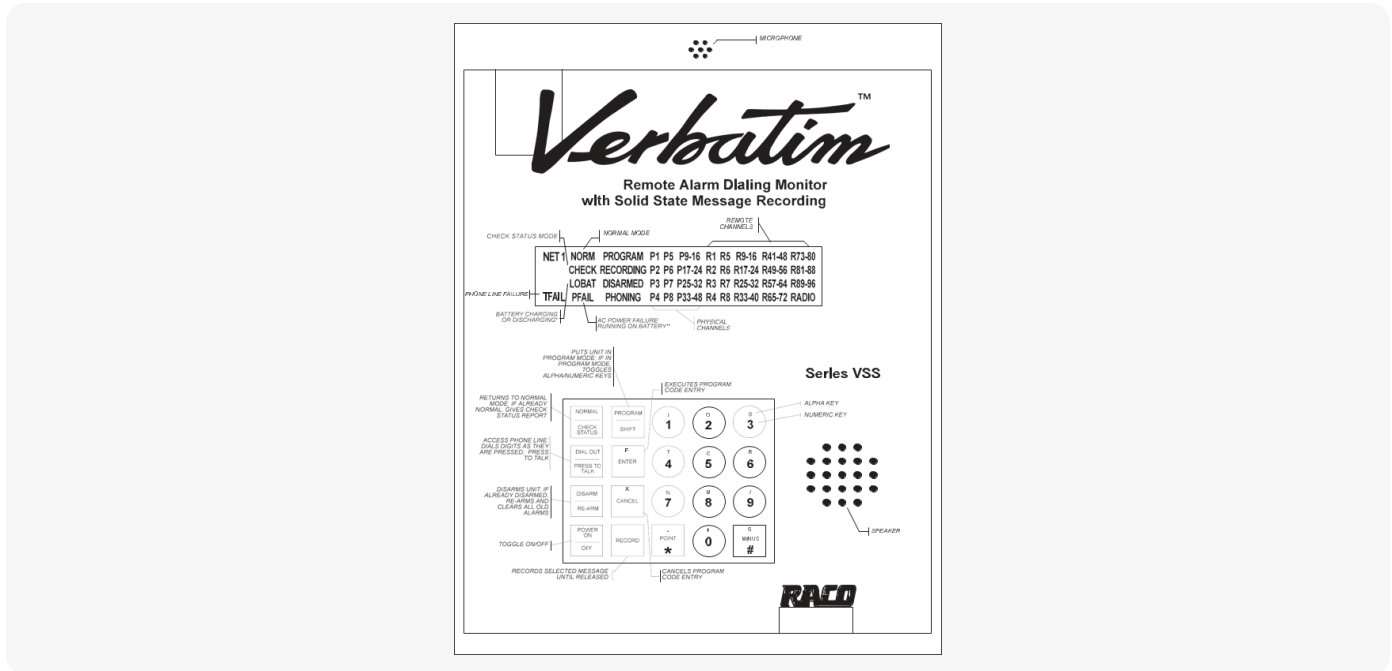
Power and telephone line status

- A discharged battery may take up to a day to fully charge. In the meantime, the indicator may remain on.
- During AC power failure, all illuminated LEDs will flash to conserve battery power.
- If you power up the Verbatim without a live telephone line connected, the **TFAIL** indicator turns on while the unit checks for the line and attempts to determine its configuration. To program without a live telephone connection, disable Telephone Line Fault Detection by pressing **9 17 0 ENTER**.

REFERENCE

R1 Front panel keys & indicators

Keep this reference nearby during installation. The diagram below shows every LED, key, and jack on the Verbatim front panel, with callouts for each function.



Indicator LEDs

- NET** **Check Status Mode** — lit when the unit is reporting channel status.

- NORM** **Normal Mode** — armed and monitoring all channels.

- LOBAT** **Low Battery** — battery charging or discharging.

- TFAIL** **Telephone Line Failure** — no line detected.

- PFAIL** **Power Failure** — unit running on battery backup.

- P1–P8** Physical input channels. Remote channels **R1–R96** appear to the right.

Front panel keys

- NORMAL** Returns the unit to Normal mode. If already in Normal mode, gives a channel status report.

- CHECK STATUS** Accesses the phone line. Dials digits as they are pressed.

- DIAL OUT** Press to talk during an in-progress call; release to listen.

- DISARM / RE-ARM** Disarms the unit if armed. Re-arming clears all old alarms.

- PROGRAM** Puts the unit in Program mode. Toggles alphanumeric keys.

- ENTER** Executes a program code entry.

- CANCEL** Cancels the program code currently being entered.

- RECORD** Hold to record the currently selected voice message.

STEP 01

01 Programming phone numbers

The Verbatim autodialer can hold up to 16 dial-out phone numbers. Program at least one so the unit has somewhere to call when an alarm trips.

Program the first dial-out phone number

Press:

7 01 (phone number) ENTER

Example. To program **1 (510) 658-6713** as the first phone number, press:

7 01 1 5 1 0 6 5 8 6 7 1 3 ENTER

Program additional phone numbers

- Use code **7 02** for the second phone number.
- Progress up to code **7 16** for the 16th phone number.
- Each number may be up to **60 digits** in length.
- Always include any necessary area codes or "1" prefixes.

DIAL DELAY

Press the **MINUS** key to add a one-second delay to the end of the dialing process. The default delay is one second.

Refer to the Verbatim Help documentation for advanced calling features such as pagers, cascading numbers, and dial-prefix strings.

STEP 02

02 Programming input channels

Your Verbatim autodialer needs to know, for each input channel, whether the channel is **normally closed** (alarm on open circuit) or **normally open** (alarm on closed circuit).

All contact inputs ship set to **normally closed** — they will alarm on an open circuit. Because of this, any open circuits (including inputs left disconnected during installation) will appear as alarms until the inputs are programmed.

AUTO-PROGRAM

To automatically program the inputs, make sure all inputs are in their **normal (non-alarm) state**, then press

5 0 0 ENTER. The Verbatim examines each input and programs it to alarm on the *opposite* state from its present status.

Code 500 does not affect any channels that have been programmed for Disabled, Status Only, Run-Time Meter, or Pulse Totalizer function.

STEP 02 · CONTINUED

02 Per-channel exceptions

In most cases no further programming is necessary. When you need to override a single channel's behaviour, use the codes below. **ZZ** is the two-digit channel number — always use a leading zero for channels 1 through 9.

<p>5 ZZ 0 Disabled The channel is never annunciated.</p>	<p>5 ZZ 1 Normally Closed Alarms on open circuit. Default behaviour.</p>	<p>5 ZZ 2 Normally Open Alarms on closed circuit.</p>	<p>5 ZZ 3 Status Only Reports state but never dials out.</p>
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To set contact inputs for the run-time meter function, program each channel as

5 ZZ 4 **ENTER** .

STEP 03

03 Initial testing

Perform the following steps to ensure the Verbatim autodialer is properly installed and communicating before you leave the site.

- 01 **Disarm the unit.** Press **DISARM / RE-ARM** until the **DISARM** LED is flashing. This prevents the unit from dialing out while you test sensors.

- 02 **Trip each sensor in turn.** Physically manipulate each float switch, relay, or other sensing device. Verify the corresponding input-channel LED lights on the front panel, then restore all sensors to their normal state.

- 03 **Clear channel inputs.** Press **DISARM / RE-ARM** . This clears the channel-input LEDs and restores the unit to a ready condition.

- 04 **Test the phone-line connection.** With the phone cord plugged in, temporarily remove the AC power cord. The **PFAIL** LED illuminates, and all illuminated LEDs flash to conserve battery power. After a 0.1-minute Alarm Trip Delay the **PHONING** light illuminates, the unit accesses the phone line, and it dials the first phone number. The unit will recite its station ID and power-failure messages.
*Converse with the person answering by pressing and releasing **DIALOUT / PRESS TO TALK**. Press again to speak, release to listen. This action suspends message recital. When the conversation is done, end the call by pressing **NORMAL**.*

- 05 **Re-arm the unit.** Press **DISARM / RE-ARM** twice. This disarms and then re-arms the unit, clearing all acknowledged alarms. Clearing also occurs automatically after the Alarm Reset Time has elapsed (default one hour).

- 06 **Installation complete.** Your Verbatim is now able to operate with at least one dial-out phone number and its input channels configured. To record your own voice messages or perform advanced programming, continue to Step 04.

STEP 04

04 Recording your own voice messages

Messages can be recorded for the Station ID and for the Alarm and Normal condition of every channel. Recording is optional — the Verbatim ships with built-in default messages for all channels.

SEQUENCE

Complete the programming of the input channels (Step 02) *before* recording any messages.

Using default messages instead of recording your own

Recording voice messages can be postponed until you have become more familiar with your unit. You may even choose to record or re-record messages from a remote telephone at any time. Using default messages for selected channels — or for the Normal condition of channels — is an excellent way to conserve speech memory for the important, lengthy alarm messages that matter most.

Types of default messages

CHANNEL TYPE	DEFAULT MESSAGES
Discrete physical channel inputs	"Channel N Normal" and "Channel N Alarm"
Discrete remote channel inputs	"Remote Channel N Normal" and "Remote Channel N Alarm"
Status-only / run-time meter physical	"Channel N is ON" (closed) and "Channel N is OFF" (open)
Status-only remote channel inputs	"Remote Channel N is ONE" or "Remote Channel N is ZERO"
Analog (integer) physical or remote	"Channel N, present reading is ..." followed by the recited analog value
Station ID message	"ID Number N"

Record your messages

Minimise background sounds, then proceed as follows. Have your message worksheet in front of you and be prepared to recite the first Alarm (fault) condition message in a loud clear voice within **6 to 12 inches** of the microphone at the top of the front panel.

To record an **Alarm** message for channel **ZZ**:

1 **ZZ** **ENTER**

To record a **Normal** message for channel **ZZ**:

2 **ZZ** **ENTER**

To **review** both existing messages for channel **ZZ**:

3 **ZZ** **ENTER**

Use **00** for the Station ID message. The voice first identifies the message you are about to record, then prompts you to hold down the **RECORD** key for the duration of your spoken message. The **RECORDING** light remains on while recording.

RECORDING BY PHONE

Over the phone there is no RECORD key. The voice prompts you to press **ZERO** to begin recording and **ZERO** again to stop. See "Programming by Phone" in your manual.

CAUTION

Always stop the recording promptly to avoid wasting recording time. The Verbatim immediately plays back each message so you can decide whether to re-record it louder, softer, or more clearly.

STEP 04 · CONTINUED

04 Advanced recording options

Status-only & run-time meter channels

For any channel programmed as "Status Only" or for the Run-Time Meter function, use code **1 ZZ** for the Open Circuit message and **2 ZZ** for the Closed Circuit message.

Out of recording time

If you hear "No more message time", you may shorten some messages, rely more on selected default messages, or Autoextend the available recording time and re-record all messages.

Extend a single message

To extend the time for a specific message without affecting others, enter the recording code and add a digit **1** through **4** before pressing **Enter**. Rate **1** gives the shortest time and best sound quality; Rate **4** gives the longest time and lowest sound quality.

Reinstate a default message

Enter the recording code and add an extra **POINT** before **Enter**. Example: **1 ZZ POINT ENTER**

Custom Station ID number

To use the default Station ID message with a different ID number:

9 1 4 N ENTER

N is the desired ID number (up to 16 digits). Some users program the Verbatim's own phone number as its ID.

Set a specific recording rate

To set the recording rate rather than letting Autoextend choose:

9 1 3 N ENTER

N is 1, 2, 3, or 4. You will need to re-record any messages recorded at a different rate.

REFERENCE

R2 Frequently used codes

DESCRIPTION & COMMENTS	CODE	RANGE
Read status of channel ZZ	0 ZZ	01-96
Record channel ZZ alarm message	1 ZZ	01-96
Record channel ZZ normal message	2 ZZ	01-96
Review normal & alarm message for channel ZZ	3 ZZ	01-96
Read alarm criteria for channel ZZ	5 ZZ	01-96
Set current input status as normal condition for all contact input channels	500	—
Read alarm trip delay for channel ZZ	6 ZZ	01-96
Read phone number for destination DN	7 DN	01-16
Set phone number (N) for destination DN	7 DN N	01-16
Set date	941 MMDDYY	—
Set time	942 HHMMSS	—
Set alarm reset time	904 V	0.1-99.9 hr
Ring answer delay	906 N	1-20 rings
Set number of message repeats	907 N	1-20 repeats
Establish security access code (N)	910 N	0-8 digits
Total clearout — erases all programming	935 9	—

REMOTE OPERATION

05 Programming by phone

The Verbatim can be fully re-programmed from a remote touch-tone telephone. The sequence below is identical to programming at the front panel, with two differences: you must first announce yourself with a tone, and the front-panel keys that have no touch-tone equivalent are substituted as shown.

Call sequence

- 01 **Dial the Verbatim.** Wait for the warble answer tone.
- 02 **Announce yourself.** Press touch-tone 1 after the warble tone.
- 03 **Enter your program code.** Enter the code followed by # # . Repeat for each additional code.
- 04 **Hang up.** Enter an additional # # when you are ready to end the call.

Front-panel keys not on a touch-tone keypad

Some front-panel keys do not exist on a touch-tone keypad. Use the substitutions below.

IN PLACE OF	ENTER
CANCEL	→ **
ENTER	→ ##
POINT	→ *
MINUS	→ #

Questions or need help?

Talk to the RACO Manufacturing & Engineering team directly. We'll answer installation and programming questions, and help diagnose anything unusual you see in the field.

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