

Installation Instructions

Close Talk Conference System is very easy to install by following a few guidelines:

1. Start with unpacking and checking that all required products have been delivered

2. **Transceiver Units**

The single most important installation stage is the mounting of the ceiling *Transceiver Units*. Make sure to follow the placement drawing/instruction carefully. The actual mounting method for each Transceiver type is self-explanatory so it will not be shown here.

Important: To avoid ground loops the Transceiver case *must not* be connected, directly or indirectly, to safety ground.

3. **Cables**

If the cables are supplied by Close Talk simply unpack them from the packaging. Place the cables free from strong disturbance sources. Do not bend the cable harder than a 5cm/2" radius or the cable can be damaged.

The cables should not be cut or shortened since the cable lengths are carefully planned and critical for a working system. Any cable slack should be collected in a figure 8 to avoid magnetic pickup disturbances, *do not* collect cable slack in a coil manner.

If custom made cables are used *be sure* to make them in the correct lengths and also *test them* using a cable testing tool before connecting to the system units or product damage can occur. Damaged products due to faulty cables are not covered by any warranty.

Note! *Close Talk Conference System* uses a proprietary signal system, not Ethernet! Do not connect Close Talk products to anything other than Close Talk products or product damage may occur.

4. **Split Boxes**

Split Boxes are a convenient installation help by reducing cabling work. Be sure to mount the Split Box and its power supply in a cool place, not exceeding +40C/104F.

Important: To avoid ground loops the Split Box case *must not* be connected, directly or indirectly, to safety ground.

5. **Central Unit**

The Central Unit can be mounted freely within cable length limitations. Place it in a cool place, not exceeding +40C/104F. Study the *Central Unit User Manual* for instructions on how to operate the unit and later the *Quick Start Guide* (see point 8).

6. **Battery Chargers**

There are two types of battery chargers, the 5 unit cord charger and the Charger Trolley. The cord charger is very easy to use, simply plug in to charge, charging is automatic. Make sure the charger and its power supply is not covered to prevent overheating.

The Charger Trolley comes with its own assembly and operations manual included with the trolley frame.

7. **Delegate Units**

The Delegate Units are delivered without microphone and with or without battery. If the unit is delivered without battery, start by mounting the battery. **Warning!** Do not reverse the battery poles or the unit will require servicing!

Connect the desired microphone and secure it firmly using the locking knut. The locking knut also contains an extra Allen/Hex key locking screw to prevent theft of the microphone, use the supplied tool to secure it if desired.

The Delegate Unit is then ready to use. **Note!** The battery is delivered factory charged to about 30% capacity, please charge the battery fully as soon as possible. **Turn Over...**

8. Quick Start Guide

After the hardware is installed it is time to power up the system. Turn on the Central Unit and do a quick test by activating Delegate Unit microphones around the room. The microphones should activate without problems within the room operating area, if not check cabling to the Transceivers and/or Split Boxes.

Once the system seems to be operating it is recommended to do a system transmission level test. The test is done by using the *Close Talk Install* PC software as described in the *Quick Start Guide*.

Once the system is operational it is time to program the Central Unit according to the customer's wishes. The *Quick Start Guide* contains a detailed step by step guide to do a full setup of the Central Unit, please follow this guide, preferably together with the customer.

9. Close Talk Control PC software

The *Close Talk Control PC* software is an advanced conference management and control tool. Please refer to the *Close Talk Control User Manual* for information about installation and usage.

10. Maintenance

If properly maintained a *Close Talk Conference System* will provide many years of service. The *Quick Start Guide* contains important maintenance information.

All documentation and softwares and much more can be found on our web site www.close-talk.com.