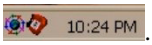
Basic Installation Instructions: INN-FORM PC

1. **Verify compatibility.** The IFPC is compatible with Windows 95/NT/98/2000/XP. It is not compatible with Windows Vista or 7. You will need 2-3 available COM ports (you need 3 if the IFPC and PMS are located on the same computer).
2. **Install** INN-FORM PC (IFPC) on your computer. Insert the IFPC disk and double-click on Setup, if it doesn't automatically start up. Go through the Install Wizard until the program is installed. Click Finish upon completion.
3. **Register**. Register the INN-FORM PC by calling 800-748-5022 x87 or by sending an email to support@tel-electronics.com. Be prepared to give the name and phone number of the property and the unique software identifier (the number shown).
4. **Connect to PBX and PMS**. Using an RS232 cable, connect the PBX to a COM (Serial) port on the IFPC computer. Once the PBX is connected, use another RS232 cable to connect to the Property Management System (PMS). (If the PMS is installed on the same computer as the IFPC, run a cable from the 2nd COM port to the 3rd COM port).

5. **Select PBX port**. Open the IFPC CP module. Go to Start > All Programs > TEL IFPC > IFPC CP. On the bottom right hand corner of your screen, right click the red telephone and select Call Record Setup  . Click on the Serial Port tab and select the COM (Serial) port where the PBX is plugged into. Verify that the baud rates are correct.
6. **Verify SMDR settings**. If you placed the order correctly, the SMDR and PBX settings should be preset and ready to go. While in the Call Record Setup program, verify SMDR settings, cost settings, and alarms. If you're not sure what it does, then leave it at factory defaults. Make changes as needed.
7. **Make three test calls.** Make a local call, a long distance call within your Area Code, and a call outside your Area Code. Make sure each test call lasts longer than the set grace period (abt. 1 minute). You should see the call information come across the Call Processing module.
8. **Select PMS port**. Open the PM module. Go to Start > All Programs > TEL IFPC > IFPC PM. Right click on the PM module screen and select PMS Record Setup. Click on the Serial Port tab and select the COM (Serial) port where the PMS is plugged in. If installed on the same computer as the PMS, you will need to tell the PMS to look for call accounting data in Port 3 and select Port 2 (for example) in the IFPC PM module. Verify that the baud rates are set correctly.
9. **Verify PMS Out settings**. If properly ordered, the PMS interface type should be set correctly. Click on the PMS Packets tab and verify that the PMS interface is correct. If needed, select the proper interface (HX/HB/MR). See pg. 22 of manual for more help.
10. **Make a test call**. Verify that the PMS is receiving data from the INN-FORM PC.
11. **Run an Activity Report**. Go to Start > All Programs > TEL IFPC > IFPC FD. Open the Virtual Printer to see the print out of the report. Press Activity Report. Enter 1 (Daily), press ENTER. Check to see if all 4 test calls print. Press F1 to clear the report.
12. **Verify everything is running**. You should see three icons on the bottom right hand corner of your screen: . These need to be always running for full functionality.
13. **For additional questions**, refer to the INN-FORM PC v1.1 Manual (found in the support section of TEL's website – www.tel-electronics.com)