

# ***short instruction manual***

**of special functions type Gorlo&Todt Managerboard left and right  
with 14 programmable extra keys, USB version with Macro function:**

## ***Introducing of the various functions***

1. The keyboard is equipped with an adjustable **lock/automatic-release** – function for the following keys: **left and right shift key, left and right ctrl key, alt key, altgr key, window key.**

One ore more of these keys are sometimes used to be pressed simultaneously with other keys. With this function you can use the keyboard only with one Finger or Stick. The yellow pilot Lamp shows you the status if one or more shift keys working ( in Lock modus ).

You have for every key 3 different possibilities:

- a. no Lock function
- b. one Time Lock function
- c. always Lock function

2. 14 extra keys, to programm with max. 247 signs or letters.

3. Additional keys: @ and €.

4. The keyboard is equipped with a Makro function. This usefull function allows you to storage up to 99 signs or letters to one key for every key of the keyboard ( ony without the keys F10, <> and Pau ).

5. An output of a status list and a macro list is possible.

## ***Getting started***

### **Connect to PC:**

This kind of keyboard works without any special Software.

Just connect to the USB port of the Computer ( IBM compatible or apple/Mac compatible ).

The keyboard appears as a HID device.

## ***How to use and adjust the special functions***

First, it is not necessary to re-adjust the special functions of the keyboard.

**Standard settings** are:

- one time lock for the keys: left and right shift key, left and right ctrl key, alt key, altgr key.
- no lock function for the window key

### **1. The Lock/automatic –release function.**

To adjust the special functions it is necessary to connect the keyboard.

We recommend to adjust the special functions to use a write programm for example word or wordpad.

### **Change the lock functions:**

1. Press about **3 seconds the ( black ) Prog** key till the red lamp Prog is shining. Now the keyboard is in programming mode.

2. Press the key with the lock function you want to change. Each lock key has a yellow lamp.

a. **no lock**: press the lock key until the yellow lamp is off.

b. **on time lock**: press the lock key until the yellow lamp is shining

c. **always lock**: press the lock key until the yellow key is flashing.

3. Press short the Prog key until the red lamp is off.

Hint: The new settings are now storaged ( also if the computer is off ).

After 3 minutes in the programming modus without keypressing, the keyboard change automatically into the normal operating modus without storage of the new settings.

### How to use the keys scroll (defil), Caps Lock and Pause:

Press short the key **MAK** ( the blue lamp turn on ) and then the key **F10 for scroll (defil), F11 for Caps Lock and F12 for Pause**.

Hint: The letters of these keys are blue painted.

### How to use the Makro function ( second level):

#### Storage:

1. Press **about 3 seconds the key MAK** till the blue lamp is **flashing**. You are in the Makroprogramming mode.
2. Now press the signs or letters you want to storage ( for example: Hello ).
3. Please press short the key **MAKRO**.
4. Now press the key you want to storage your text or letters ( for example press the key A to storage your word Hello ). The blue Mak lamp turn off.

#### Call the Macro:

1. Press **short the key Makro**. The blue Mak lamp is **shining**.
2. Press now the choosen key ( for example the key A for the word Hello ). The blue Mak lamp turn off.

#### Delete a Makro:

Use the same procedured like to storage a Makro but without writing letters.

1. Press **about 3 seconds the key MAK** till the blue lamp is **flashing**.
2. Press short again the key Mak.
3. Press the key you want to delete.

### How to use the 14 extra keys:

**You can programm and delete these keys like the standart Makrofunktion (see before).**

The only difference is **how to call**: Only press the extra makro key.

Hints:

- These keys has no inscription, if necessary please make an inscription by yourself, the transparent key caps are removable.
- The keys has a standart (test) programming of the numbers 1 – 14.

### Output of the keyboard status list and the Makro list:

#### Keyboard status list:

1. Press about **3 seconds the ( black ) Prog** key till the red lamp Prog is shining.
2. Press about 3 seconds the key **S** till the list appears on the screen.
3. Press short the Prog key until the red lamp is off.

#### Makro list:

1. Press about **3 seconds the ( black ) Prog** key till the red lamp Prog is shining
2. Press short the key **Mak** till the list appears on the screen.
3. Press short the Prog key until the red lamp is off.

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