



## Function Key Legend Insert Kit

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### About This Publication

This document provides instructions on how to use the function key legend insert kit to create, print, and install custom legends for the function keys of these terminals:

- PanelView Plus 600 keypad and keypad/touch terminals
- PanelView Plus 700 to 1500 keypad and keypad/touch terminals
- PanelView Plus CE 700 to 1500 keypad and keypad/touch terminals

## Important User Information

Solid state equipment has operational characteristics differing from those of electromechanical equipment. Safety Guidelines for the Application, Installation and Maintenance of Solid State Controls (publication SGI-1.1 available from your local Rockwell Automation sales office or online at <http://literature.rockwellautomation.com>) describes some important differences between solid state equipment and hard-wired electromechanical devices. Because of this difference, and also because of the wide variety of uses for solid state equipment, all persons responsible for applying this equipment must satisfy themselves that each intended application of this equipment is acceptable.





In no event will Rockwell Automation, Inc. be responsible or liable for indirect or consequential damages resulting from the use or application of this equipment.

The examples and diagrams in this manual are included solely for illustrative purposes. Because of the many variables and requirements associated with any particular installation, Rockwell Automation, Inc. cannot assume responsibility or liability for actual use based on the examples and diagrams.

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Throughout this manual, when necessary, we use notes to make you aware of safety considerations.

<p><b>WARNING</b></p> 	<p>Identifies information about practices or circumstances that can cause an explosion in a hazardous environment, which may lead to personal injury or death, property damage, or economic loss.</p>
<p><b>IMPORTANT</b></p>	<p>Identifies information that is critical for successful application and understanding of the product.</p>
<p><b>ATTENTION</b></p> 	<p>Identifies information about practices or circumstances that can lead to personal injury or death, property damage, or economic loss. Attentions help you to identify a hazard, avoid a hazard, and recognize the consequences.</p>
<p><b>SHOCK HAZARD</b></p> 	<p>Labels may be on or inside the equipment, for example, a drive or motor, to alert people that dangerous voltage may be present.</p>
<p><b>BURN HAZARD</b></p> 	<p>Labels may be on or inside the equipment, for example, a drive or motor, to alert people that surfaces may reach dangerous temperatures.</p>

## Parts List

The function key legend insert kit includes these items:

- Microsoft PowerPoint file for each terminal, 600.ppt, 700.ppt, 1000.ppt, 1250.ppt, or 1500.ppt
- Printable legend inserts for terminal
- Standard function key legend inserts (PanelView Plus 600 only)
- Test sheets to test print the legend inserts before printing on the actual legend insert sheets.

## About the PowerPoint Files

Each PowerPoint file contains one slide with a template of the function key inserts for a specific terminal. The template includes:

- text boxes with the default text, or image, for each function key.
- rectangles for the background color of keys.

The default background is a semitransparent color.

Using the appropriate PowerPoint file, you can conveniently:

- edit the default text for each key.
- insert a bitmap image on a key.
- change the background color of the key.

Before printing on the supplied legend insert material, you need to test print the PowerPoint file to verify that the text or images are aligned properly.

## Customize the Function Key Legends

Follow this order when editing the default function key text in a PowerPoint file.

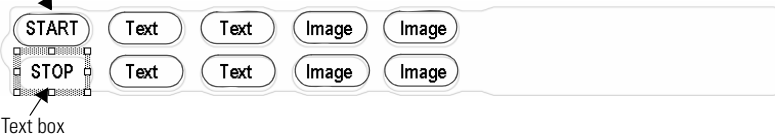
1. Edit the text of each function key.
2. Change the background color of keys.
3. Insert .bmp images on keys, if desired.

### Edit the Legend Text

Follow these steps to edit the default function key text for your terminal:

1. Open the PowerPoint \*.ppt file that is appropriate for your terminal.
2. Click on the key text you want to edit.  
The text box opens.  
You can resize or reposition the text box using the mouse or arrow keys.

Text for function key F1  
was changed to START.



3. Edit the text and the text properties such as font, font style, size, color.

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### IMPORTANT

Be sure to create the text inside the oval border of the function key or the text will not appear in the legend window.

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## Change the Background Color of Keys

You can apply a background color to each key by applying a color to the text box.

1. Select the text box on a key.  
To select more than one text box, hold down the Shift key while selecting rectangles.
2. Right-click and select Format>Autoshape.
3. Select a fill color on the Colors and Lines tab or from the paint can on the toolbar.
4. Resize the text box as necessary to fill the oval.

## Insert a Background Image on a Key

You can insert an image, or image and text, on a function key.

1. Select Insert>Picture>From File to insert an image from a file.
2. Move the image over the function key and resize or rotate if necessary.

You can change the order of the text and image, if using both.

1. Select the image.
2. Right-click and select Order>Send to Back or Order>Bring to Front.  
To delete the text, select the key until the text box shows. Highlight the text and select Edit>Cut.

## Save and Close the PowerPoint file

When finished customizing the function keys for your terminal, you need to save and close the PowerPoint .ppt file.

1. Select File>Save.
2. Select File>Close to close the application or File>Exit to close and exit the application.

## Print the Function Key Legend Inserts

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**IMPORTANT**

We recommend that you do not use an inkjet printer when printing legend inserts. The ink may rub off on the legend strips.

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You must use the correct paper size when printing the legend inserts for each terminal. Select File>Page Setup to verify that the paper size matches the insert sheets provided with the kit.

Terminal Type	Paper Size
PanelView Plus 600, 700, and PanelView Plus CE 700	11 x 8.5 inches
PanelView Plus 1000, 1250, 1500, and PanelView Plus CE 1000, 1250, 1500	11 x 17 inches

Because printers have alignment variations, we recommend that you test print the legend inserts on test sheets before printing on the actual legend insert material. Test sheets are provided with the kit.

Make sure the text and graphics are centered within the ovals on the test sheets.

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**IMPORTANT**

Verify the orientation of paper when test printing to avoid mistakes when printing on the legend insert material.

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Remove the background ovals before printing on the actual legend material.

1. In the .ppt file, right-click on the blank end of any insert and select Background.
2. Select the Omit Background graphics from the master check box. This hides the outline of the ovals.

**TIP**

- To avoid potential paper jams, print all the inserts before removing individual inserts from the sheet.
- Before printing the inserts for the 1000 to 1500 terminals, select the correct paper size. Also, select Tabloid under Advanced options.
- When printing inserts for the 600 and 1500 terminals, you will get a message stating the slide exceeds the printable area of the paper in the printer. Ignore message and select Print Anyway.

## Replace the Function Key Legend Inserts in Terminal

To replace the F1-F10 function key insert on the PanelView Plus 600 terminal:

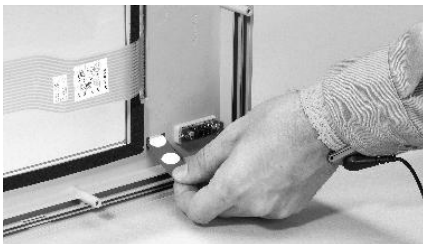
1. Remove power from the terminal.
2. From the rear of the unit, pull the old legend strip out from the slot on the lower side of terminal.
3. Slide the new legend insert into the same slots with the key legends facing the front of the display.  
The very end of the insert will be visible.



PanelView Plus 600 Terminals

To replace the function key legend inserts (F1-Fxx and K1-Kxx) on the PanelView Plus 700 to 1500, and PanelView Plus CE terminals, you must first remove the display module bezel.

1. Remove power from the terminal.
2. Remove the display module bezel as described in the PanelView Plus and PanelView Plus CE user manual, publication 2711P-UM001.
3. Pull out the old legend inserts from the slots on the bezel.
4. Insert the new legend inserts into the same slots until the end tab is visible.



5. Replace the display module bezel.

# Rockwell Automation Support

Rockwell Automation provides technical information on the Web to assist you in using its products. At <http://support.rockwellautomation.com>, you can find technical manuals, a knowledge base of FAQs, technical and application notes, sample code and links to software service packs, and a MySupport feature that you can customize to make the best use of these tools.

For an additional level of technical phone support for installation, configuration, and troubleshooting, we offer TechConnect Support programs. For more information, contact your local distributor or Rockwell Automation representative, or visit <http://support.rockwellautomation.com>.

## Installation Assistance

If you experience a problem with a hardware module within the first 24 hours of installation, please review the information that's contained in this manual. You can also contact a special Customer Support number for initial help in getting your module up and running.

United States	1.440.646.3223 Monday – Friday, 8am – 5pm EST
Outside United States	Please contact your local Rockwell Automation representative for any technical support issues.

## New Product Satisfaction Return

Rockwell tests all of its products to ensure that they are fully operational when shipped from the manufacturing facility. However, if your product is not functioning, it may need to be returned.

United States	Contact your distributor. You must provide a Customer Support case number (see phone number above to obtain one) to your distributor in order to complete the return process.
Outside United States	Please contact your local Rockwell Automation representative for return procedure.

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