



# SCHEDULE

Phoenix Bell & Intercom

## DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to create a day schedule, set the default day schedule and set calendar exceptions to the default schedules.

*Note: These instructions apply to Standard, Admin and Master Admin users.*

This document assumes the reader has the appropriate user credentials, (user name and password), as well as the IP address or DNS name of the Phoenix Bell & Intercom system.

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## GENERAL SCHEDULING OVERVIEW

PBI is a powerful scheduling software application. While creating daily schedules is quite simple, understanding all the capabilities of the systems allows the school to take full advantage of the software. Based on a schedule, PBI can send bell sounds to one or many zones within the same schedule. Let’s assume we are building a bell schedule for a K-3 elementary school. The school contains the following Zones:

- All Call – All areas of the school
- All Interior – All interior areas of the school
- All Exterior – All exterior areas of the school
- Kindergarten – All Kindergarten classrooms



## PBI Schedule

- First Grade – All First Grade classrooms
- Second Grade – All Second Grade classrooms
- Third Grade – All Third Grade classrooms

Each Zone represents an area where a bell sound may be scheduled and played. An example day schedule would include morning bells, recess bells, lunch bells, end of day bells etc..

Scheduled Time	Description	Zone	Sound
7:55 AM	Warning Bell	All Call	Alert1.wav
8:00 AM	Report to Class	All Call	Schoolbell2.wav
8:15 AM	Instruction begins	All Interior	Schoolbell2.wav
10:00 AM	1 <sup>st</sup> Grade Recess Start	First Grade	Ballgame1.wav
10:20 AM	1 <sup>st</sup> Grade Recess Line up	All Exterior	Schoolbell2.wav
10:20 AM	2 <sup>nd</sup> Grade Recess Start	Second Grade	Ballgame1.wav
10:40 AM	2 <sup>nd</sup> Grade Recess Line up	All Exterior	Schoolbell2.wav
10:40 AM	3 <sup>rd</sup> Grade Recess Start	Third Grade	Ballgame1.wav
11:00 AM	3 <sup>rd</sup> Grade Recess Line up	All Exterior	Schoolbell2.wav
12:00 PM	Kindergarten Release	Kindergarten	Schoolbell2.wav
12:20 PM	Lunch Starts	All Interior	Chime High x2.wav
12:50 PM	Lunch Ends	All Call	Schoolbell2.wav
2:30 PM	End of Day	All Call	Schoolbell2.wav

As the schedule above shows, PBI allows for numerous options when playing bells throughout the building. Based on the needs of the building, bell schedules may be as simple or as complex as required.

In addition, a building may create as many individual bell schedules as needed. Examples could include daily schedules, early release, late start, AM assembly, PM assembly etc..

Default Schedule – Creating the day schedules is the first part of playing bell sounds in the building. The second and almost equally important is the Default Schedule for the Calendar. The Default Schedule set, which bell schedule will play default on any given day. For example, Monday, Tuesday, Thursday and Friday may play the “Standard Day” schedule, while Wednesday may play the “Early Release” schedule. These schedules are easily applied through the Default Schedule.

For a day or days where a different bell or no bells are required, exceptions may be set.

## GETTING STARTED

To get started it is recommended a paper schedule is created which includes the following:

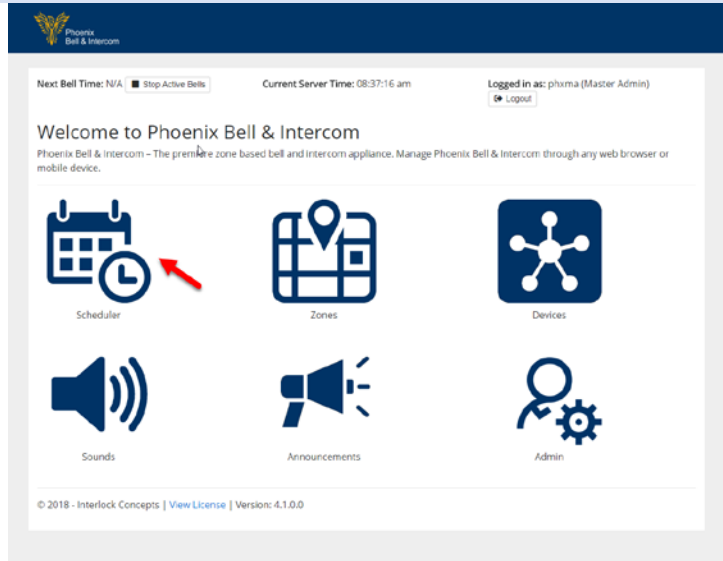
- Start time for each bell
- Description of each bell
- Zone where the bells to be played
- Sound file to be played
- Exception days (Early Release, Holidays, Assemblies, etc.)
- Exception ranges (Fall, Spring, Summer breaks)



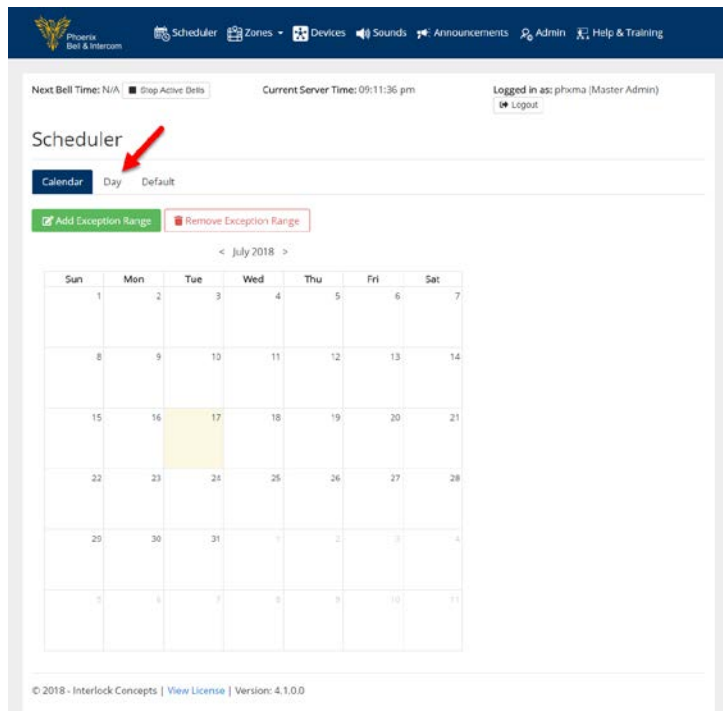
# INSTRUCTIONS

## CREATING A DAY SCHEDULE

- 1. Log into PBI
- 2. Click **Scheduler** on the Home Screen



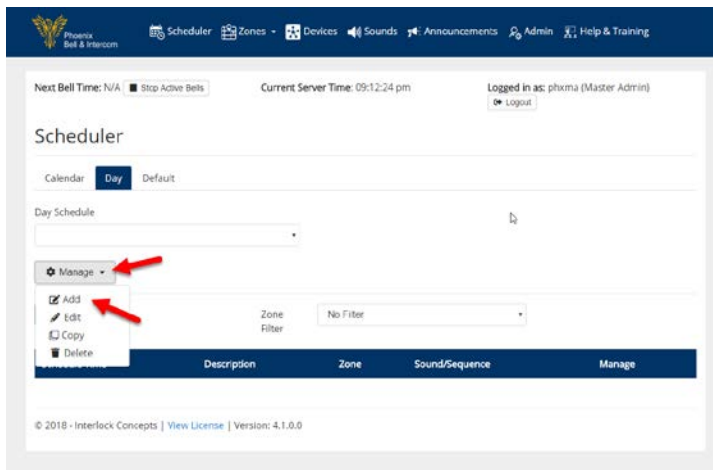
- 3. Select the Day tab



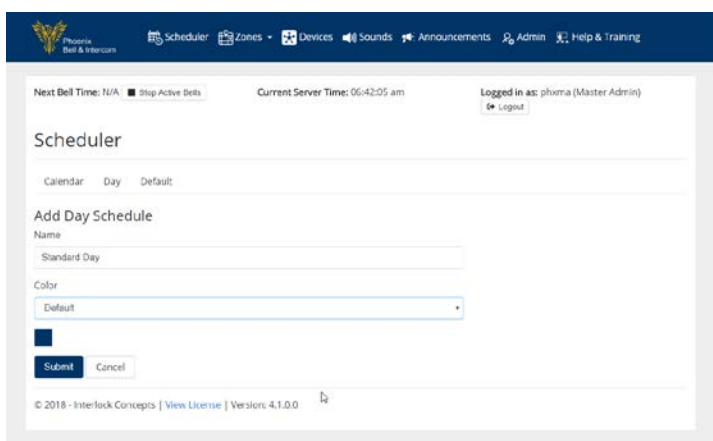


## PBI Schedule

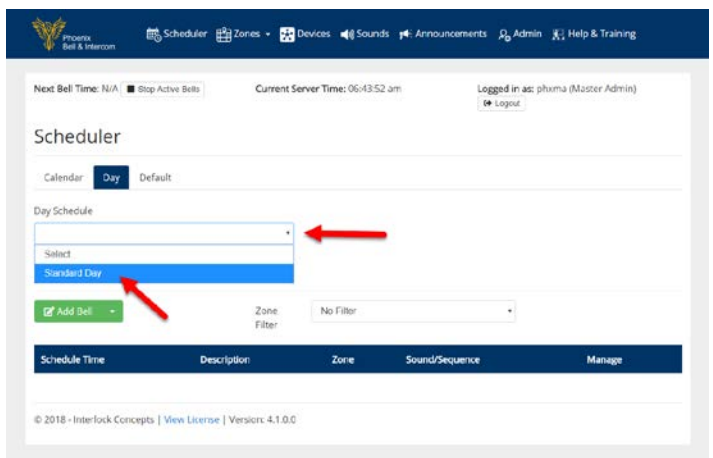
4. Click the **Manage** button
5. Click **Add**



6. Type the name of the schedule in the **Name** field
7. Click the Submit button



8. Click the **Day Schedule** field to view the newly added schedule

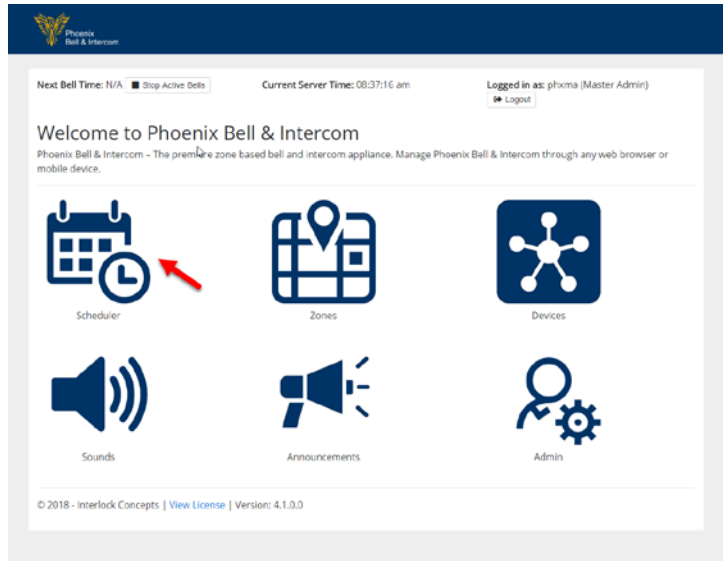




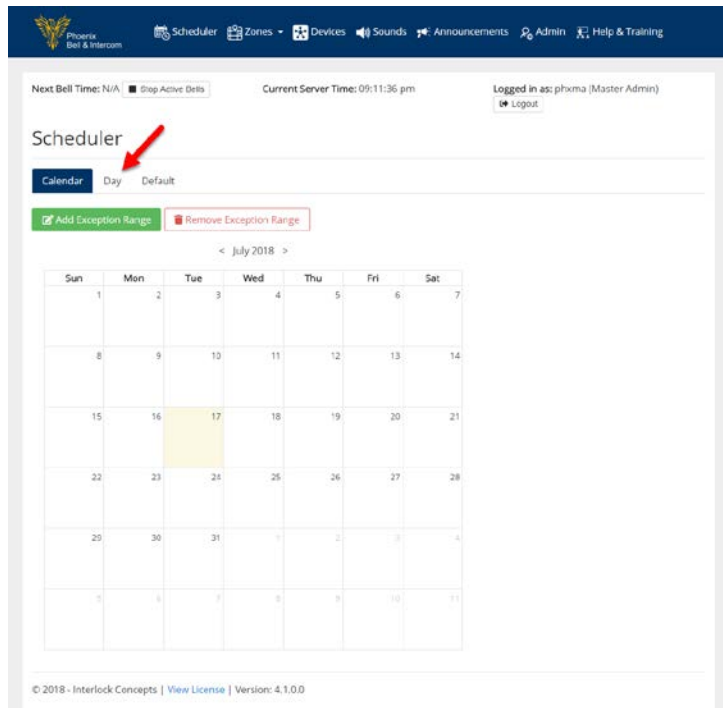
### COPY A DAY SCHEDULE

*Note: This process is typically executed to save time when most of an existing schedule will be recycled with only a few changes.*

1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Select the Day tab





## PBI Schedule

4. Select the schedule to copy in the **Day Schedule** field
5. Click the **Manage** button
6. Click **Copy**

The screenshot shows the PBI Scheduler interface. At the top, there is a navigation bar with 'Scheduler' selected. Below the navigation bar, the 'Day Schedule' dropdown menu is open, showing options: 'Add', 'Edit', 'Copy', and 'Delete'. The 'Copy' option is highlighted. A red arrow points to the 'Manage' button, and another red arrow points to the 'Copy' option in the dropdown menu. The 'Day Schedule' field currently shows 'Standard Day'. Below the dropdown menu, there is a 'Zone Filter' dropdown menu set to 'No Filter'. At the bottom, there is a table with columns: 'Description', 'Zone', 'Sound/Sequence', and 'Manage'. The footer shows '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.

7. Type the name for the copied schedule in the **Name** field
8. Click the **Submit** button

The screenshot shows the PBI Scheduler interface. The 'Copy Day Schedule' form is displayed. The 'Name' field is empty. Below the 'Name' field, there are 'Submit' and 'Cancel' buttons. The footer shows '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.

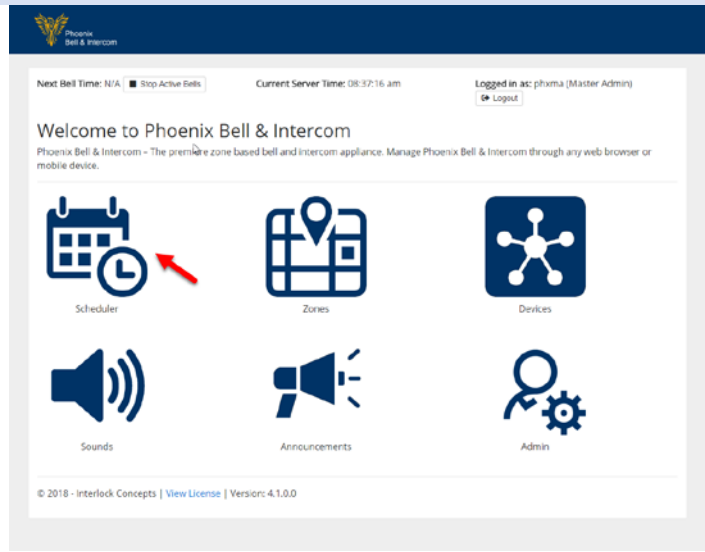
9. Click the Day Schedule field to view the newly copied schedule

The screenshot shows the PBI Scheduler interface. The 'Day Schedule' dropdown menu is open, showing options: 'Standard Day', 'Select...', 'Modified Standard Day', and 'Standard Day'. The 'Modified Standard Day' option is highlighted. Below the dropdown menu, there is a 'Zone Filter' dropdown menu set to 'No Filter'. At the bottom, there is a table with columns: 'Schedule Time', 'Description', 'Zone', 'Sound/Sequence', and 'Manage'. The footer shows '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.

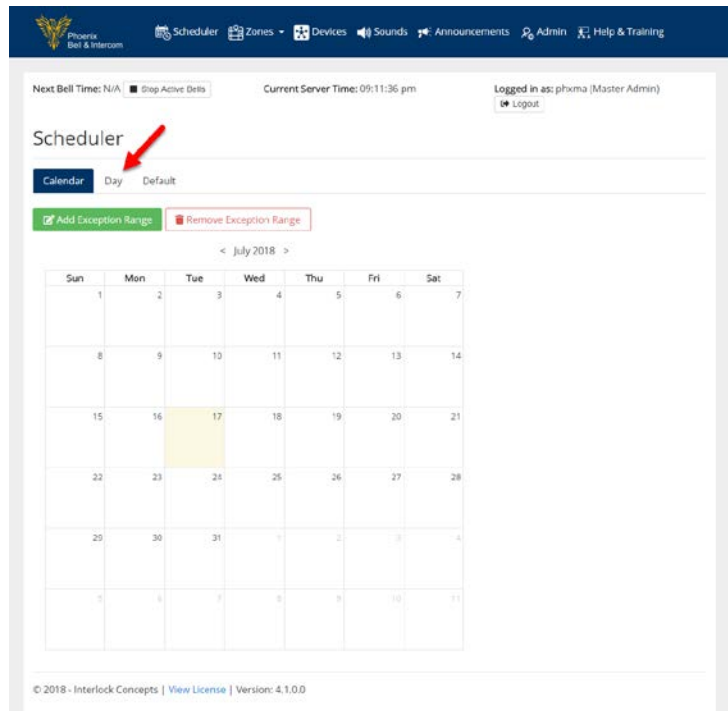


## RENAME A DAY SCHEDULE

1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Select the Day tab





## PBI Schedule

4. Select the schedule to copy in the **Day Schedule** field
5. Click the **Manage** button
6. Click **Edit**

The screenshot shows the PBI Scheduler interface. At the top, there is a navigation bar with the Phosma Bell & Intercom logo and various menu items: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the main content area is titled "Scheduler". It includes a "Calendar" section with "Day" and "Default" tabs. Under "Day Schedule", a dropdown menu is open, showing "Modified Standard Day" as the selected option. A red arrow points to this dropdown. Below the dropdown, a "Manage" button is highlighted with a red arrow. Other buttons in the dropdown include "Add", "Edit", "Copy", and "Delete". A "Zone Filter" dropdown is also visible, set to "No Filter". At the bottom, there is a table with columns for "Description", "Zone", "Sound/Sequence", and "Manage". The footer contains the text "© 2018 - Interlock Concepts | View License | Version: 4.1.0.0".

7. Type the new name of the schedule in the **Name** field
8. Click the **Submit** button

The screenshot shows the "Add Day Schedule" form in the PBI Scheduler interface. The form has a "Name" field with the text "New Name" entered. Below the name field is a "Color" dropdown menu set to "Default". At the bottom of the form, there are "Submit" and "Cancel" buttons. The interface elements at the top and bottom are consistent with the previous screenshot, including the navigation bar and footer text "© 2018 - Interlock Concepts | View License | Version: 4.1.0.0".

9. Click the Day Schedule field to view the newly copied schedule

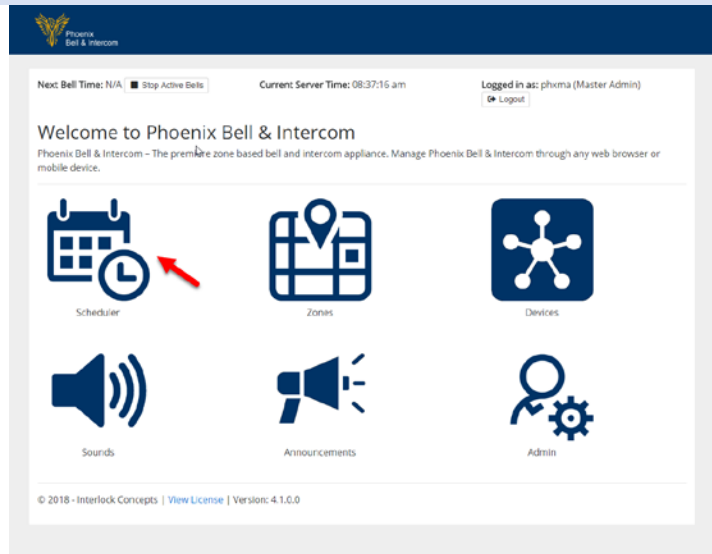
The screenshot shows the PBI Scheduler interface with the "Day Schedule" dropdown menu open. The dropdown menu is now populated with several options: "New Name", "Select", "New Name", and "Standard Day". The "New Name" option is highlighted in blue. A green "Add Bell" button is visible below the dropdown. The "Zone Filter" dropdown remains set to "No Filter". The table at the bottom now has a "Schedule Time" column. The footer text "© 2018 - Interlock Concepts | View License | Version: 4.1.0.0" is still present.



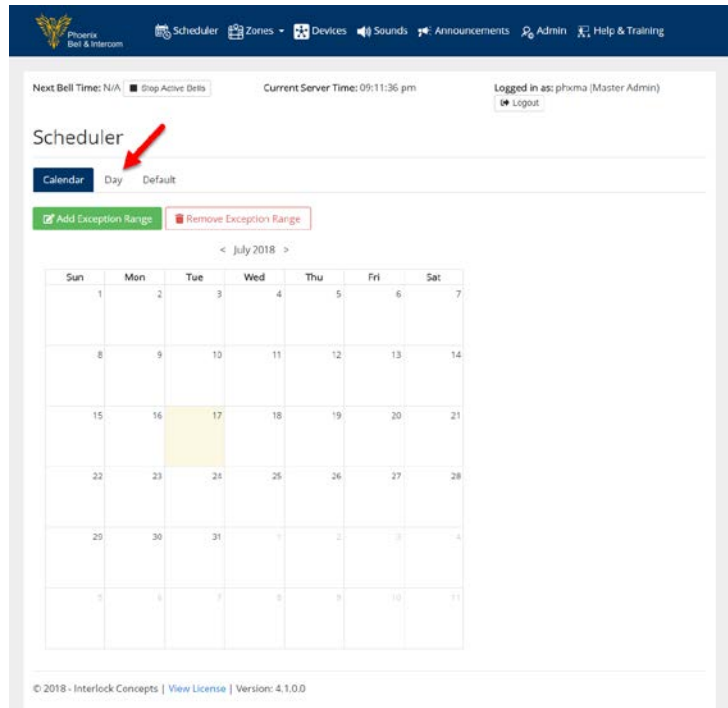


## DELETE A DAY SCHEDULE

1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Select the Day tab





## PBI Schedule

4. Select the schedule to copy in the **Day Schedule** field
5. Click the **Manage** button
6. Click **Delete**

The screenshot shows the PBI Scheduler interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo and various menu items: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the current status is displayed: Next Bell Time: N/A, Stop Active Bells, Current Server Time: 09:13:47 am, and Logged in as: phymia (Master Admin). The main section is titled 'Scheduler' and has two tabs: 'Calendar' and 'Day'. The 'Day' tab is active. Under the 'Day Schedule' section, there is a dropdown menu labeled 'New Name' with a red arrow pointing to it. Below this, there is a 'Manage' button with a dropdown arrow and a red arrow pointing to it. The 'Manage' dropdown menu is open, showing options: Add, Edit, Copy, and Delete. A red arrow points to the 'Delete' option. Below the menu, there is a 'Zone Filter' dropdown menu set to 'No Filter'. At the bottom, there is a table with columns: Description, Zone, Sound/Sequence, and Manage. The footer contains the text: © 2018 - Interlock Concepts | View License | Version: 4.1.0.0.

7. Click the **Day Schedule** field to view the schedule has been deleted

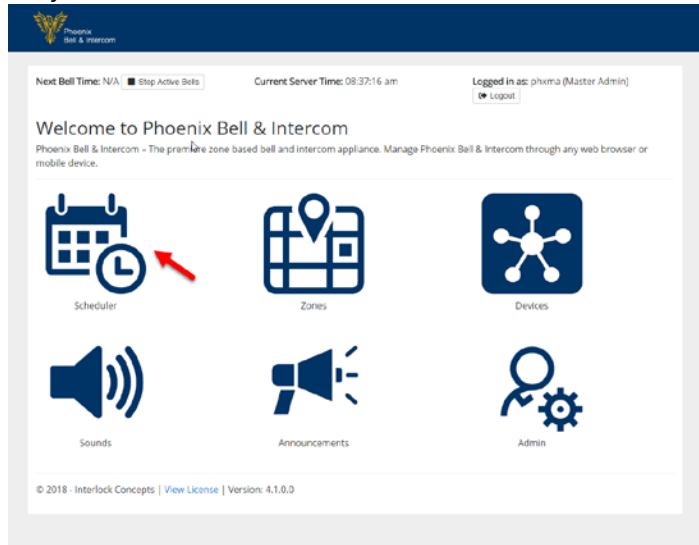
The screenshot shows the PBI Scheduler interface after the deletion. The top navigation bar and status information are the same. The 'Day Schedule' dropdown menu is open, showing options: 'Select...', 'Select', and 'Standard Day'. Below the menu, there is a green 'Add Bell' button and a 'Zone Filter' dropdown menu set to 'No Filter'. At the bottom, there is a table with columns: Schedule Time, Description, Zone, Sound/Sequence, and Manage. The footer contains the text: © 2018 - Interlock Concepts | View License | Version: 4.1.0.0.



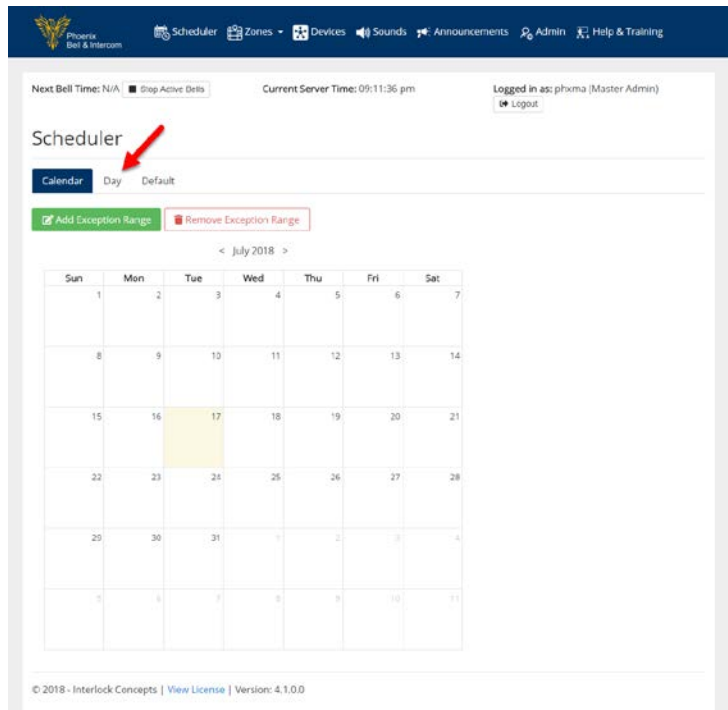
### ADDING A BELL TO A DAY SCHEDULE

*Note: Adding a bell requires a Day Schedule to be created first.*

1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Select the Day tab





## PBI Schedule

- Select the schedule to Add a Bell in the **Day Schedule** field

*Note: It is important to verify the correct bell schedule is chosen in this step.*

The screenshot shows the 'Scheduler' interface with the 'Day Schedule' dropdown menu open. The 'Standard Day' option is highlighted in blue. Two red arrows point to the dropdown arrow and the selected 'Standard Day' option.

- Click the Add Bell button

The screenshot shows the 'Scheduler' interface with the 'Add Bell' button highlighted in green. A red arrow points to the 'Add Bell' button.

- Type the time the bell will play in the **Time** field

*Note: Time may be typed*

- Type a description of the bell in the **Description** field.
- Click the **Zone** field, select the Zone where the bell will play
- Click the **Sound** field, select the sound to play
- Click the **Submit** button

The screenshot shows the 'Add Bell' form in the 'Scheduler' interface. The form includes the following fields:
 

- Time:** A text input field containing '09:25:28 am'. Below it is a note: 'Must be of the format: hh:mm:ss am or pm. Example: 10:00:00 am'.
- Description:** A text input field with a placeholder: 'A short description describing what this bell is for.'
- Zone:** A dropdown menu with 'Select' as the current selection.
- Sound:** A dropdown menu with 'Select' as the current selection.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.



## PBI Schedule

11. The browser will refresh showing the newly added bell
12. Repeat this process until all bells for the selected schedule have been added

The screenshot shows the 'Scheduler' interface in a web browser. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the interface displays the following information:

- Next Bell Time: N/A
- Stop Active Bells
- Current Server Time: 09:27:37 am
- Logged in as: phvms (Master Admin)
- Logout

The main section is titled 'Scheduler' and includes a 'Calendar' dropdown set to 'Day' and 'Default'. Below this is a 'Day Schedule' dropdown set to 'Standard Day' and a 'Manage' button. A green 'Add Bell' button is visible. To the right, there is a 'Zone Filter' dropdown set to 'No Filter'. Below these controls is a table with the following data:

Schedule Time	Description	Zone	Sound/Sequence	Manage
07:50:00 am	Ruddy Bell	All Call	1_first_call.wav	Manage

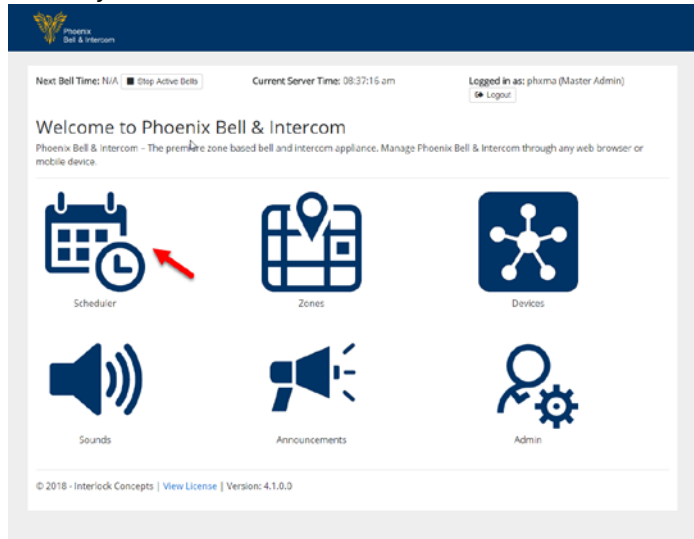
At the bottom of the page, there is a small blue box containing the number '1' and a footer that reads: '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.



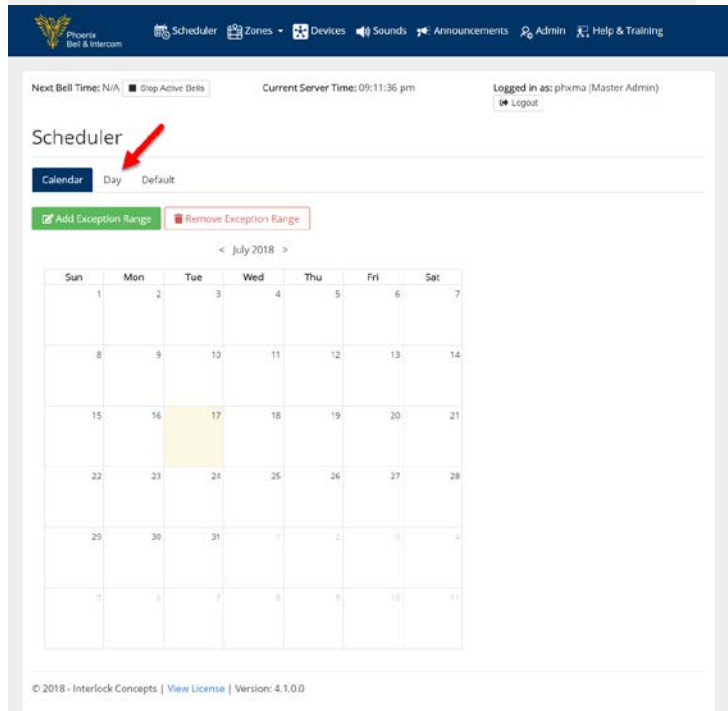
### ADDING A BELL AT AN INTERVAL

*Note: Adding a bell does require a Day Schedule to be created first.*

1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Select the Day tab





## PBI Schedule

4. Select the schedule to Add a Bell in the **Day Schedule** field

*Note: It is important to verify the correct bell schedule is chosen in this step.*

The screenshot shows the 'Scheduler' interface. At the top, there are navigation tabs: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation, there's a status bar with 'Next Bell Time: N/A', 'Stop Active Bells', 'Current Server Time: 09:22:26 am', and 'Logged in as: phixma (Master Admin)'. The main section is titled 'Scheduler' and has a 'Calendar' dropdown set to 'Day'. Under 'Day Schedule', a dropdown menu is open, showing 'Select.', 'Select.', and 'Standard Day'. Two red arrows point to the dropdown arrow and the 'Standard Day' option. Below the dropdown is a green 'Add Bell' button and a 'Zone Filter' dropdown set to 'No Filter'. At the bottom, there's a table header with columns: Schedule Time, Description, Zone, Sound/Sequence, and Manage. The footer contains '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.

5. Click the downward **arrow** adjacent to the **Add Bell** button
6. Select **Add Bell at Interval**

This screenshot is similar to the previous one, but the 'Add Bell' dropdown menu is open, showing three options: 'Add Bell', 'Add Bell at Interval', and 'Copy Zone Schedule'. Two red arrows point to the dropdown arrow and the 'Add Bell at Interval' option. The 'Day Schedule' dropdown is now set to 'Standard Day'. The 'Add Bell' button is now greyed out. The table header and footer are the same as in the previous screenshot.

7. Type the time the first bell in the interval will play in the **Start Time** field
8. Type the time the last bell in the interval will play in the **End Time** field
9. Type a description in the **Description** field
10. Type the number of minutes or seconds in the **Interval** field
11. Select **Minutes** or **Seconds** in the lower Interval field (Default is minutes)
12. Click the **Zone** field, select the Zone where the bell will play
13. Click the **Sound** field, select the sound to play
14. Click the **Submit** button

This screenshot shows the 'Add Bell at Interval' form. The 'Calendar' dropdown is set to 'Day'. The form has the following fields: 'Start Time' (09:33:06 am), 'End Time' (11:33:06 am), 'Description' (Phecoat Interval), 'Interval' (30), 'Zone' (Select.), and 'Sound' (Select.). There are 'Submit' and 'Cancel' buttons at the bottom. The footer contains '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.



## PBI Schedule

15. The browser will refresh showing the newly added bells

Next Bell Time: N/A  Stop Active Bells Current Server Time: 09:34:30 am Logged in as: phxma (Master Admin) [Logout](#)

### Scheduler

Calendar: **Day** Default

Day Schedule  
Standard Day

Zone Filter: No Filter

Schedule Time	Description	Zone	Sound/Sequence	Manage
07:00:00 am	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
08:00:00 am	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
09:00:00 am	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
10:00:00 am	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
11:00:00 am	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
12:00:00 pm	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
01:00:00 pm	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
02:00:00 pm	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
03:00:00 pm	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
04:00:00 pm	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>
05:00:00 pm	Hourly Bell	All Call	200HTZ.wav	<input type="button" value="⊖"/>

1

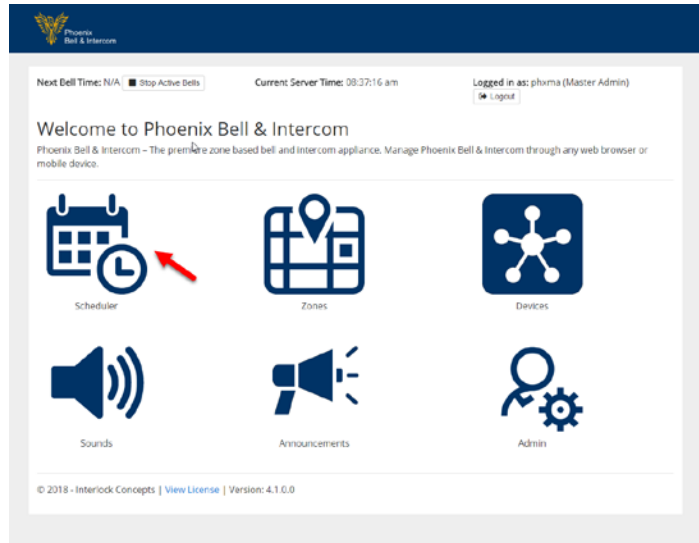
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DEFAULT SCHEDULE

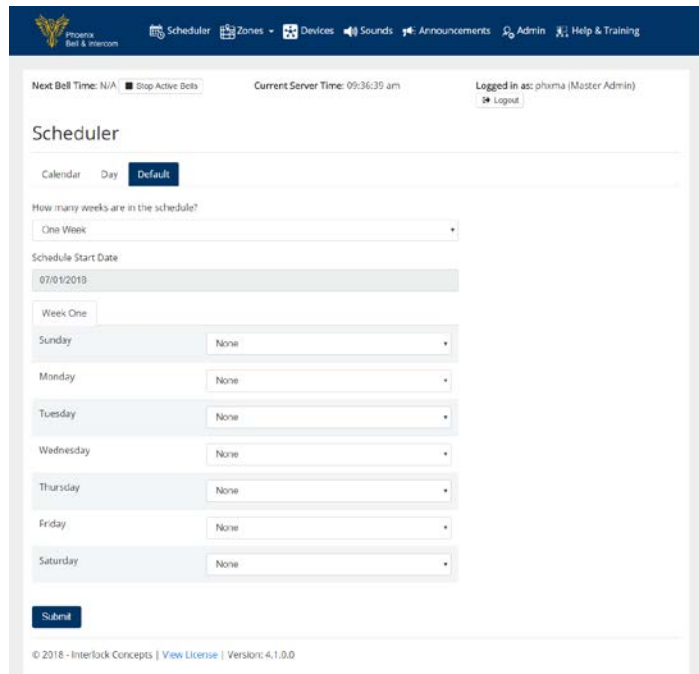
1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Click the **Default** tab
4. Choose a Start Date clicking the Schedule Start Date field (Use the calendar)
5. Choose the default schedule by clicking the drop arrow adjacent to each day of the week.

*Note: Exceptions e.g. Holidays, Vacations may be added **after** the Default schedule is set.*

6. Click the **Submit** button





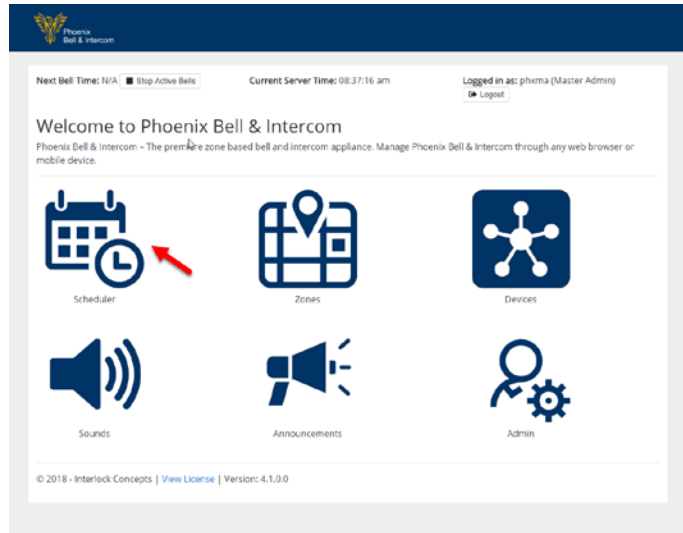
7. Click the **Calendar** tab to view the default schedule in the calendar

The screenshot shows the 'Scheduler' interface for Phoenix Bell & Intercom. At the top, there are navigation tabs: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. The user is logged in as 'phemia (Master Admin)'. The current server time is 09:42:27 am. The 'Next Bell Time' is N/A, and 'Skip Active Bells' is checked. The main section is titled 'Scheduler' and has three tabs: 'Calendar', 'Day', and 'Default'. The 'Calendar' tab is active, showing a calendar for July 2018. The calendar grid displays days from Sunday to Saturday. Each day is color-coded and labeled with a shift type: 'Standard Day' (blue), 'Early Release' (red), 'Thursday Block' (green), and 'Standard Day' (dark blue). For example, Monday 1st is 'Standard Day', Tuesday 2nd is 'Early Release', Wednesday 3rd is 'Standard Day', Thursday 4th is 'Thursday Block', and Friday 5th is 'Standard Day'. The calendar also includes buttons for 'Add Exception Range' and 'Remove Exception Range'. At the bottom, there is a copyright notice: '© 2018 - Interlock Concepts | View License | Version: 4.1.0.0'.

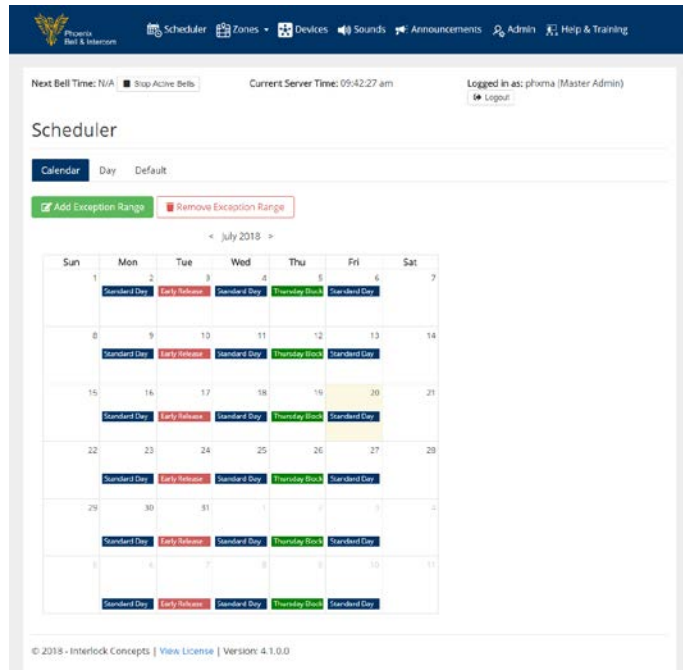


CALENDAR VIEW & SETTING AN EXCEPTION

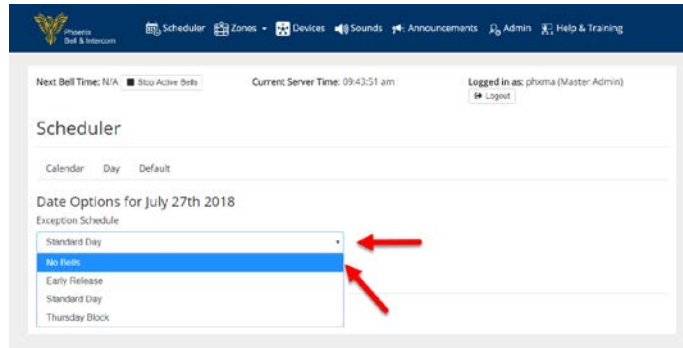
- 1. Log into PBI
- 2. Click **Scheduler** on the Home Screen



- 3. Click in a **“Blank”** area of the date to be modified
- 4. The Date Options for <date> will display



- 5. Click the **Exception Schedule** field, choose the schedule to play





- 6. Click the **Submit** button

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 09:44:51 am | Logged in as: pxhima (Master Admin) | Logout

### Scheduler

Calendar | Day | Default

Date Options for July 27th 2018

Exception Schedule

No Bells

Submit | Cancel

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- 7. The browser will refresh showing the newly added exception

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 09:45:43 am | Logged in as: pxhima (Master Admin) | Logout

### Scheduler

Calendar | Day | Default

Add Exception Range | Remove Exception Range

< July 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
8	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
15	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
22	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
29	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
5	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
12	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
19	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
26	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	
	Standard Day	Early Release	Standard Day	Thursday Block	Standard Day	

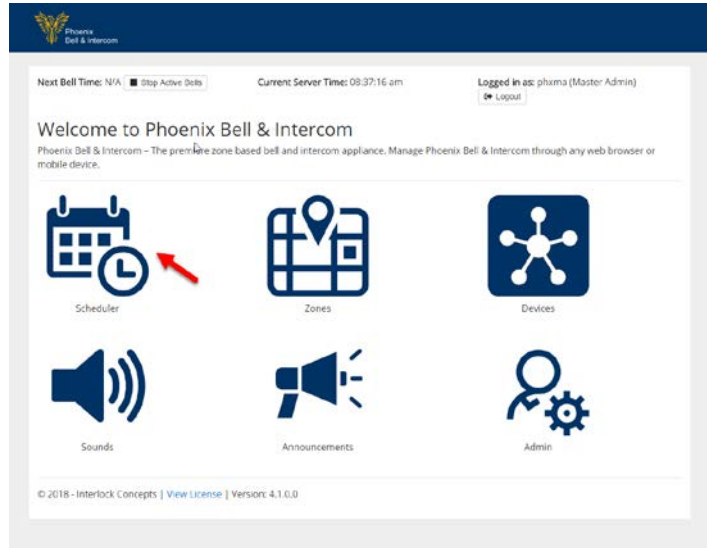
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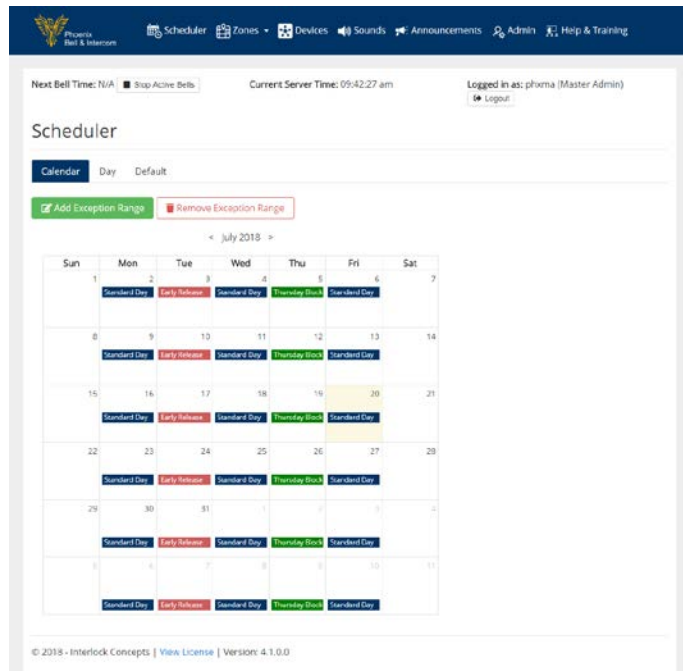
## CALENDAR VIEW & SETTING AN EXCEPTION RANGE

Exception Ranges are typically used during holiday and summer breaks where no bells are appropriate.

1. Log into PBI
2. Click **Scheduler** on the Home Screen



3. Click the **Add Exception Range** button





## PBI Schedule

4. Type the starting date of the exception range in the **Start Date** field
5. Type the ending date of the exception range in the **End Date** field
6. Click the **Exception Schedule** field, choose the schedule to play  
Note: Default is “No Bell”
7. Click the **Submit** button

The screenshot shows the 'Scheduler' interface with the 'Add Exception Range' form. The form includes fields for 'Start Date' (07/20/2018) and 'End Date' (07/20/2018). The 'Exception Schedule' dropdown is set to 'No Bell'. There are 'Submit' and 'Cancel' buttons at the bottom of the form. The top navigation bar includes 'Scheduler', 'Zones', 'Devices', 'Sounds', 'Announcements', 'Admin', and 'Help & Training'. The current server time is 09:49:53 am, and the user is logged in as phxma (Master Admin).

8. The browser will refresh showing the newly added exception range

The screenshot shows the 'Scheduler' interface with the calendar view. The calendar displays the week of July 2018. The dates 20, 21, 22, 23, and 24 are highlighted in red, indicating the newly added exception range. Red arrows point to these dates. The top navigation bar includes 'Scheduler', 'Zones', 'Devices', 'Sounds', 'Announcements', 'Admin', and 'Help & Training'. The current server time is 09:51:56 am, and the user is logged in as phxma (Master Admin).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
8	9	10	11	12	13	14
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
15	16	17	18	19	20	21
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
22	23	24	25	26	27	28
Exception	Exception	Exception	Exception	Exception		
29	30	31				
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
5	6	7	8	9	10	11
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		



## PBI Schedule

9. NOTE: If “No Bells” are selected as the exception, the dates will show blank. See example right.

The screenshot displays the PBI Scheduler interface. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the status shows 'Next Bell Time: N/A', 'Current Server Time: 05:54:28 am', and 'Logged in as: phuma (Master Admin)'. The main area is titled 'Scheduler' and has tabs for 'Calendar', 'Day', and 'Default'. There are two buttons: 'Add Exception Range' (green) and 'Remove Exception Range' (red). Below these is a calendar for July 2018. The calendar shows days with colored bars indicating different bell schedules: 'Standard Day' (blue), 'Early Release' (red), 'Standard Day' (green), 'Thursday Block' (yellow), and 'Standard Day' (dark blue). The days are arranged in a grid from Sunday to Saturday.

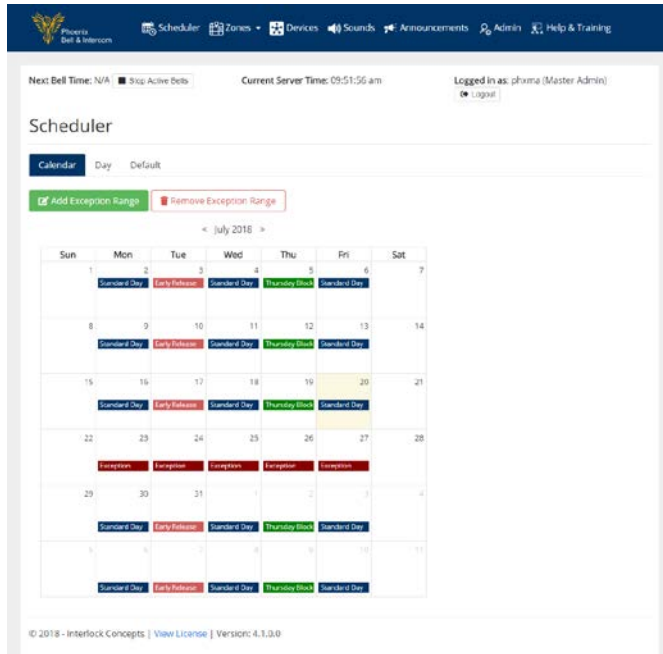
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
8	9	10	11	12	13	14
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
15	16	17	18	19	20	21
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
22	23	24	25	26	27	28
29	30	31	1	2	3	4
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		
5	6	7	8	9	10	11
Standard Day	Early Release	Standard Day	Thursday Block	Standard Day		

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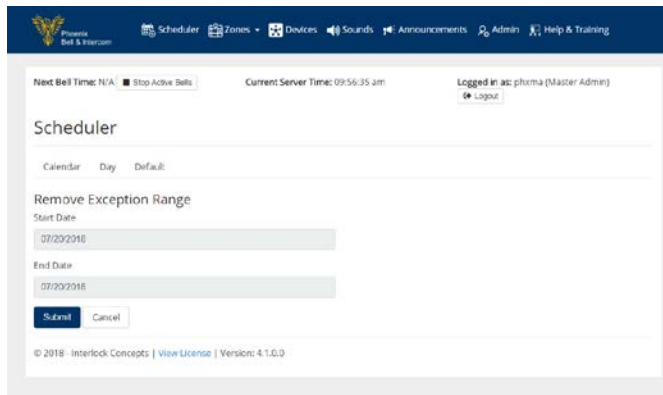


REMOVE EXCEPTION RANGE

1. Log into PBI
2. Click **Scheduler** on the Home Screen
3. Click the **Remove Exception Range** button



4. Type the starting date of the exception range in the **Start Date** field
5. Type the ending date of the exception range in the **End Date** field
6. Click the **Submit** button







7. The browser will refresh showing the newly removed exception range

The screenshot displays the 'Scheduler' interface for Phoenix Bell & Intercom. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below this, the current server time is 09:42:27 am, and the user is logged in as 'phemia (Master Admin)'. The main section is titled 'Scheduler' and has tabs for 'Calendar', 'Day', and 'Default'. There are two buttons: 'Add Exception Range' (green) and 'Remove Exception Range' (red). The calendar shows the month of July 2018 with days of the week (Sun to Sat) and dates (1 to 31). Each date cell contains a label for the day type, such as 'Standard Day', 'Early Release', 'Standard Day', 'Thursday Block', or 'Standard Day'. The 'Remove Exception Range' button is highlighted with a red border, indicating the action being performed.