



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 District Admin users.

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

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GENERAL SCHEDULING OVERVIEW

Phoenix Bell & Intercom is a powerful scheduling software application. While creating daily schedules is simple, understanding all the capabilities of the systems allows the school to take full advantage of the software. Based on a schedule, Phoenix Bell & Intercom can send bell audio file 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



Phoenix Bell & Intercom - 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 audio file 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 st Grade Recess Start	First Grade	Ballgame1.wav
10:20 AM	1 st Grade Recess Line up	All Exterior	Schoolbell2.wav
10:20 AM	2 nd Grade Recess Start	Second Grade	Ballgame1.wav
10:40 AM	2 nd Grade Recess Line up	All Exterior	Schoolbell2.wav
10:40 AM	3 rd Grade Recess Start	Third Grade	Ballgame1.wav
11:00 AM	3 rd 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, Phoenix Bell & Intercom 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 sets which bell schedule will play 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

Methods used in this document.

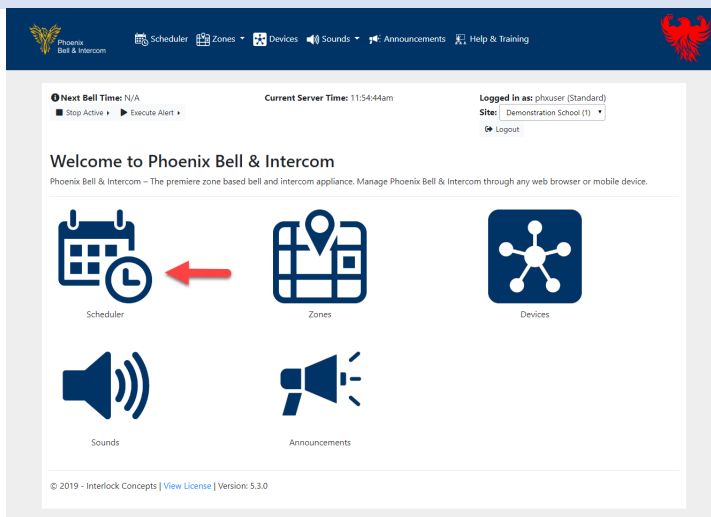
Any item to be clicked or selected will be shown in **bold**.

Item on the image will have a red arrow pointing towards the item

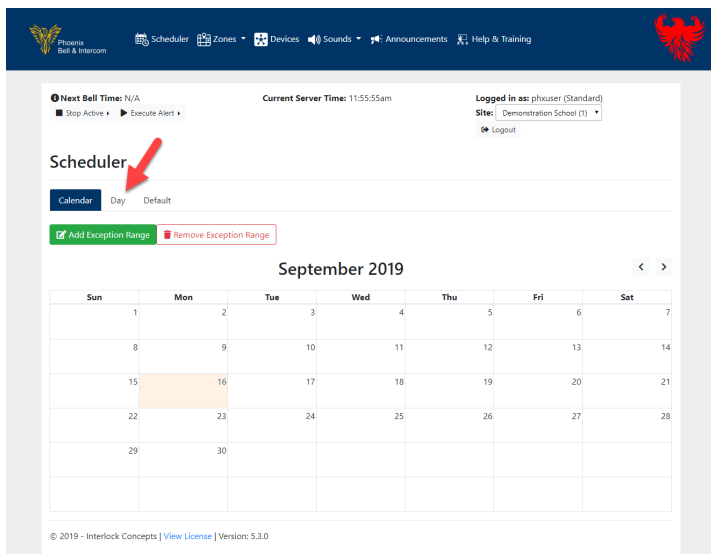
Any field will be highlighted in yellow. The field name will be ***bold italic***

CREATING A DAY SCHEDULE

1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



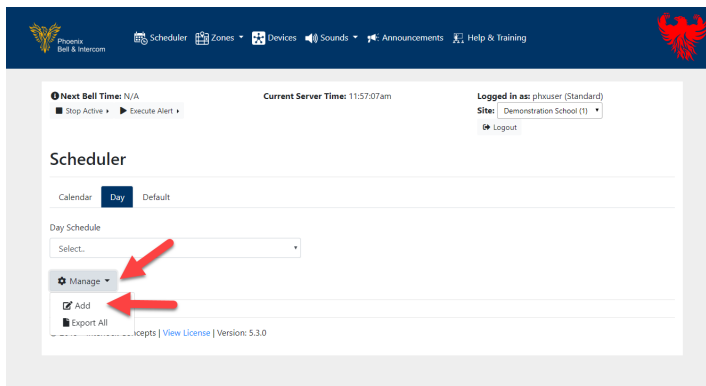
3. Select the **Day** tab.



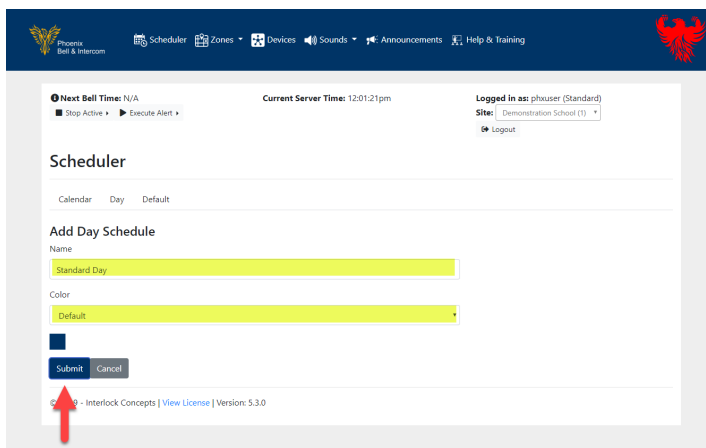


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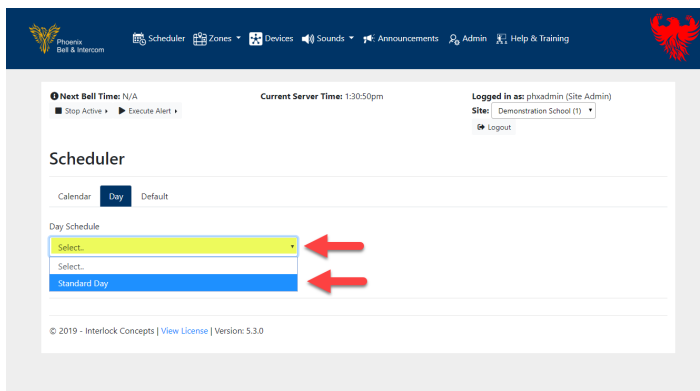
4. Click the **Manage** button.
5. Click **Add**.



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.

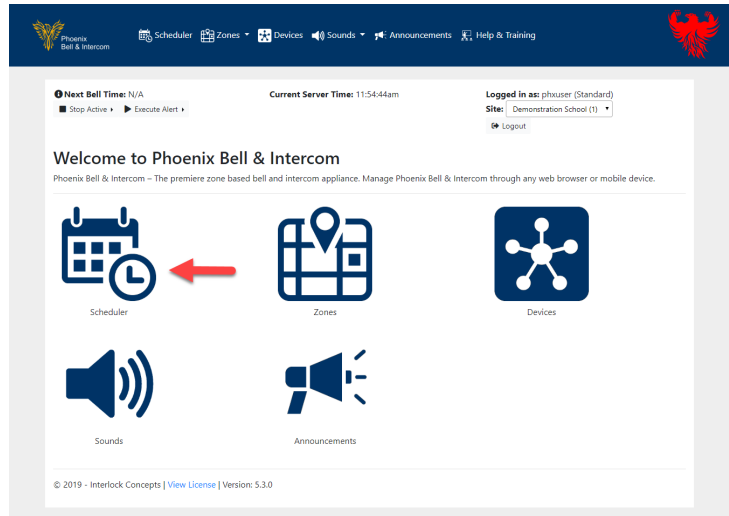




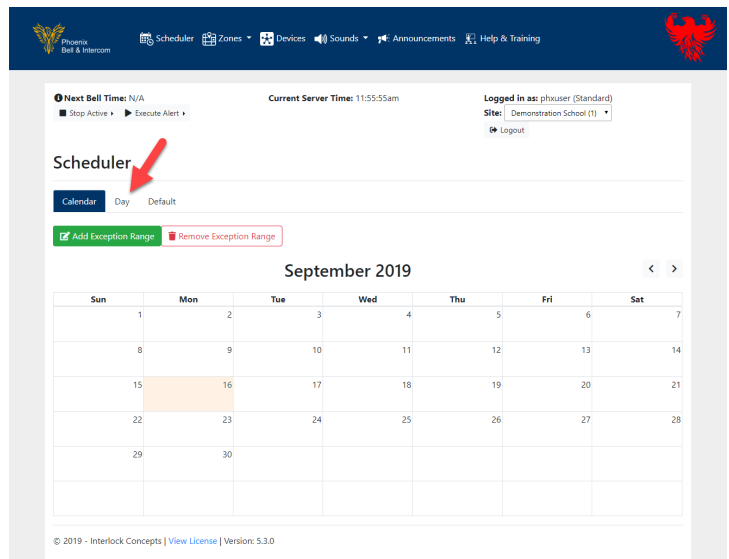
COPY A DAY SCHEDULE

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 Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



3. Select the **Day** tab.





Phoenix Bell & Intercom - Schedule

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

The screenshot shows the Phoenix Bell & Intercom Scheduler interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a search bar, and various menu items: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the interface displays the current status: Next Bell Time: N/A, Current Server Time: 12:05:21pm, and Logged in as: phxadmin (Site Admin). The main content area is titled 'Scheduler' and has tabs for 'Calendar', 'Day', and 'Default'. Under the 'Day Schedule' section, a dropdown menu is open, showing 'Standard Day' selected. To the right of this dropdown is a 'Manage' button. A second dropdown menu is open from the 'Manage' button, showing options: Add, Export All, Edit, Copy, and Delete. The 'Copy' option is highlighted. Below the dropdown menus is a table with columns: Description, Zone, Sound/Playlist, and Manage. The footer of the interface shows the copyright information: © 2019 - Interlock Concepts | View License | Version: 5.3.0.

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

The screenshot shows the Phoenix Bell & Intercom Scheduler interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a search bar, and various menu items: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the interface displays the current status: Next Bell Time: N/A, Current Server Time: 12:09:17pm, and Logged in as: phxadmin (Site Admin). The main content area is titled 'Scheduler' and has tabs for 'Calendar', 'Day', and 'Default'. Under the 'Copy Day Schedule' section, there is a 'Name' field with a text input area. Below the 'Name' field are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted. The footer of the interface shows the copyright information: © 2019 - Interlock Concepts | View License | Version: 5.3.0.

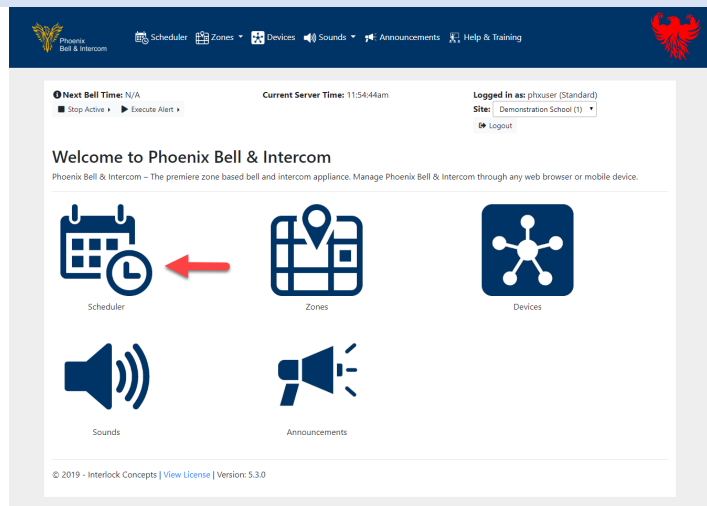
9. Click the **Day** Schedule field to view the newly copied schedule.

The screenshot shows the Phoenix Bell & Intercom Scheduler interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a search bar, and various menu items: Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the interface displays the current status: Next Bell Time: Sep 19th 3:00:00pm, Current Server Time: 2:21:22pm, and Logged in as: phusser (Standard). The main content area is titled 'Scheduler' and has tabs for 'Calendar', 'Day', and 'Default'. Under the 'Day Schedule' section, a dropdown menu is open, showing 'Modified Standard Day' selected. Below the dropdown menu is a table with columns: Schedule Time, Description, Zone, Sound/Playlist, and Manage. The footer of the interface shows the copyright information: © 2019 - Interlock Concepts | View License | Version: 5.3.1.

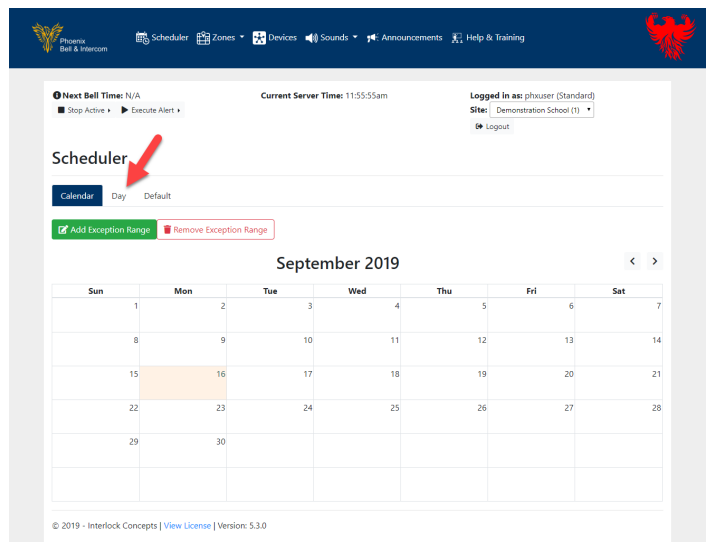


RENAME A DAY SCHEDULE

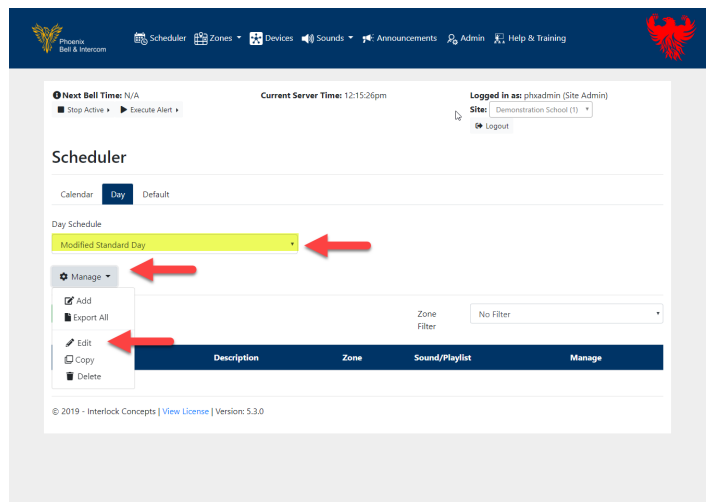
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



3. Select the **Day** tab.



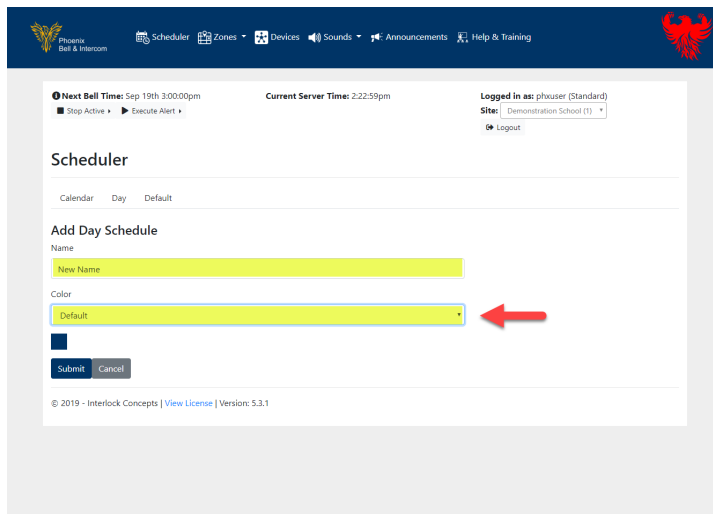
4. Select the schedule to copy in the **Day** Schedule field
5. Click the **Manage** button.
6. Click **Edit**.



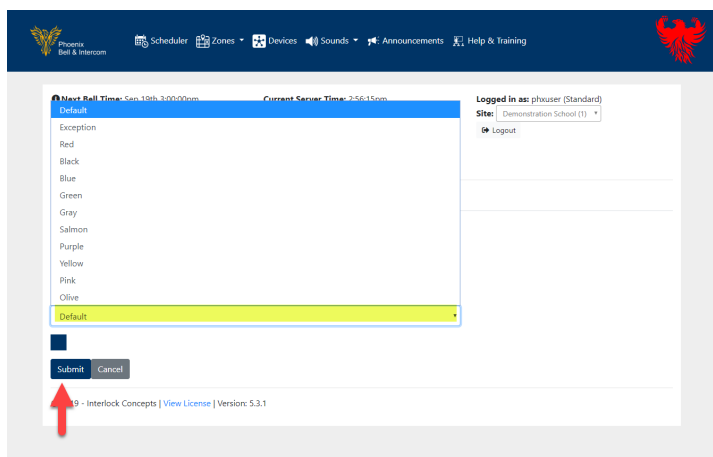


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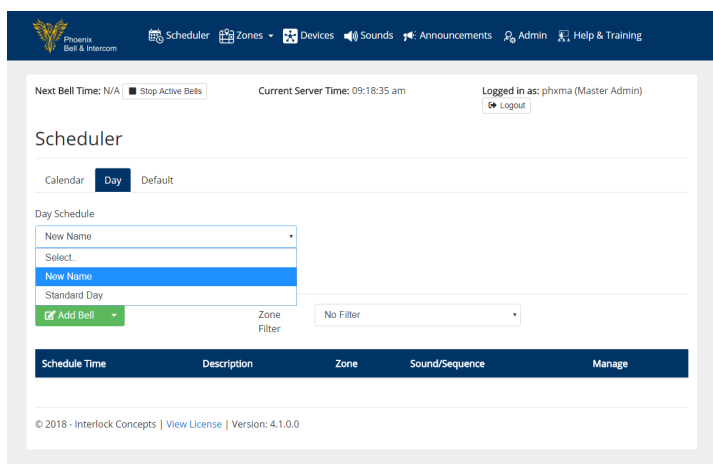
- 7. Type the new name of the schedule in the **Name** field.



- 8. Click the **Color** field to set the calendar color.
- 9. Click the **Submit** button.



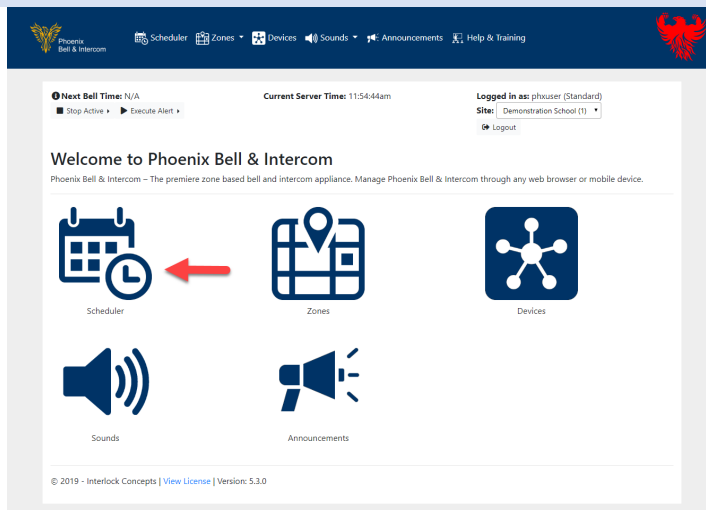
- 10. Click the **Day** Schedule field to view the newly copied schedule.



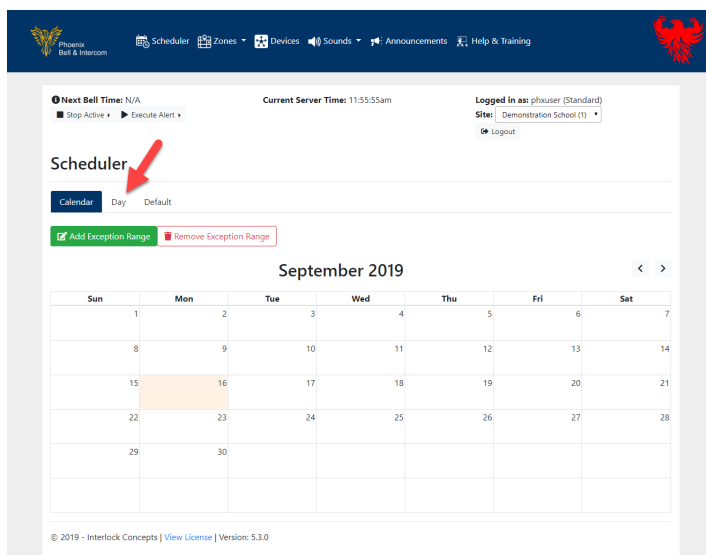


DELETE A DAY SCHEDULE

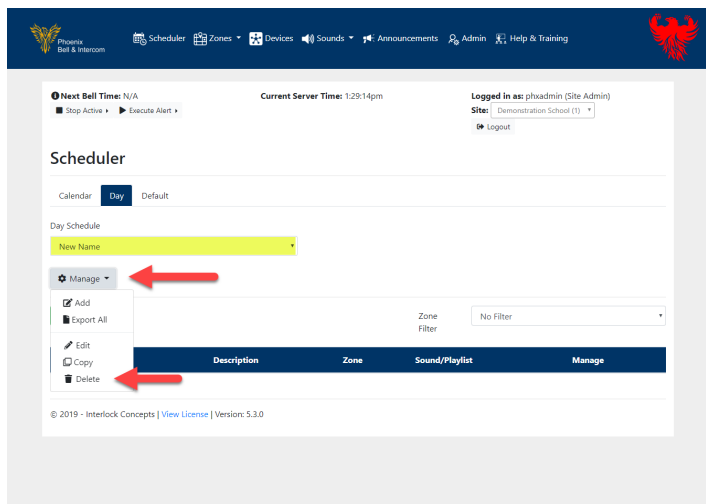
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



3. Select the **Day** tab.



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





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

Phoenix Bell & Intercom Scheduler Zones Devices Sounds Announcements Admin Help & Training

Next Bell Time: N/A Current Server Time: 1:30:50pm Logged in as: phxadmin (Site Admin)
Stop Active Execute Alert Site: Demonstration School (1) Logout

Scheduler

Calendar Day Default

Day Schedule

Select...
Select...
Standard Day

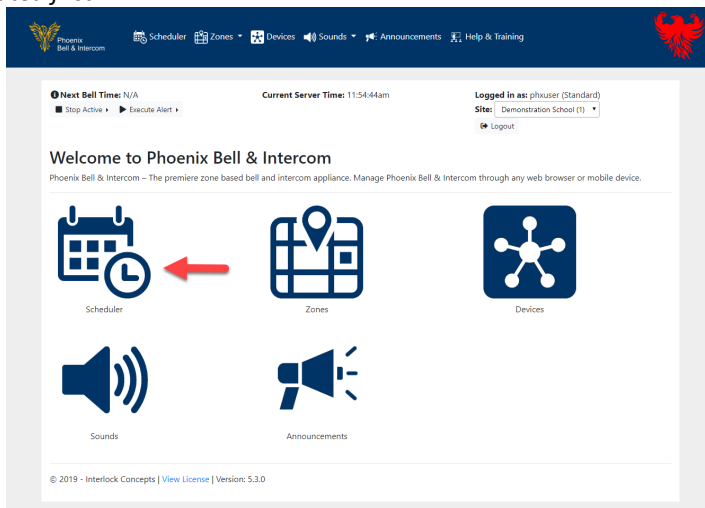
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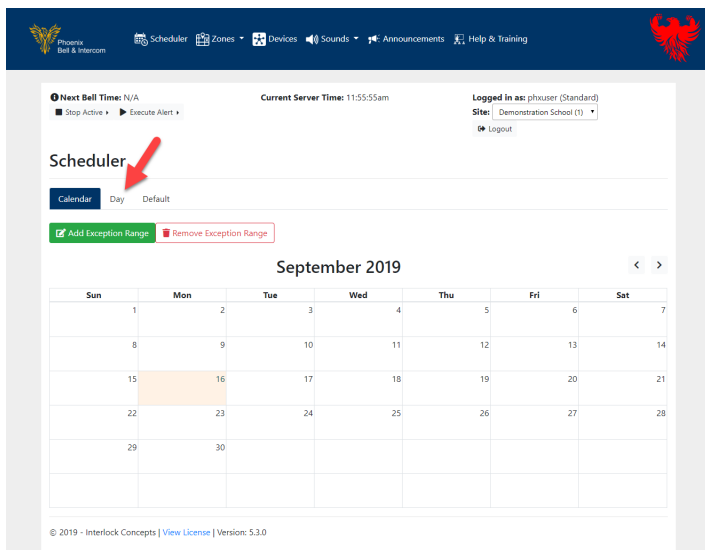
ADDING A BELL TO A DAY SCHEDULE

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

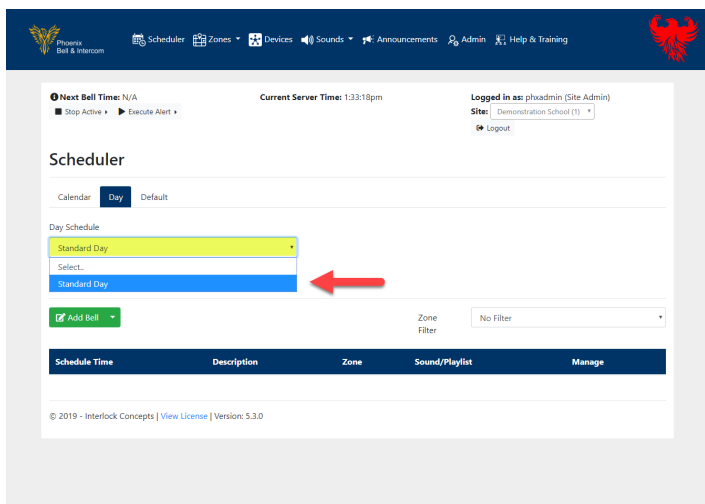
- 1. Log into Phoenix Bell & Intercom.
- 2. Click the **Scheduler** icon.



- 3. Select the **Day** tab.



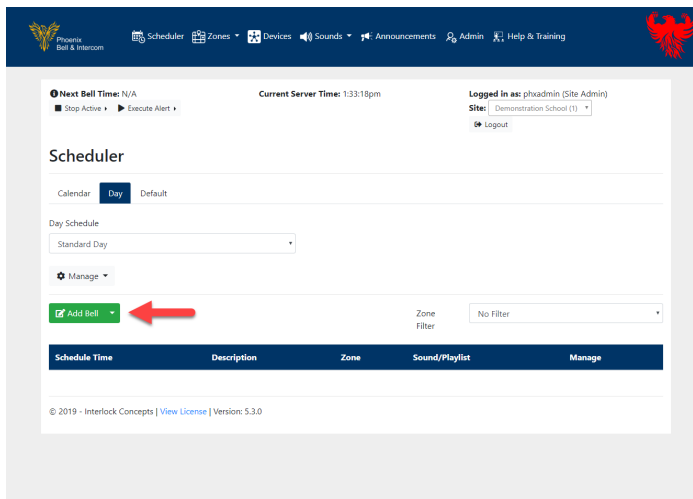
- 4. Select the schedule to Add a Bell in the **Day Schedule** field.
Note: It is important to verify the correct bell schedule is chosen in this step.



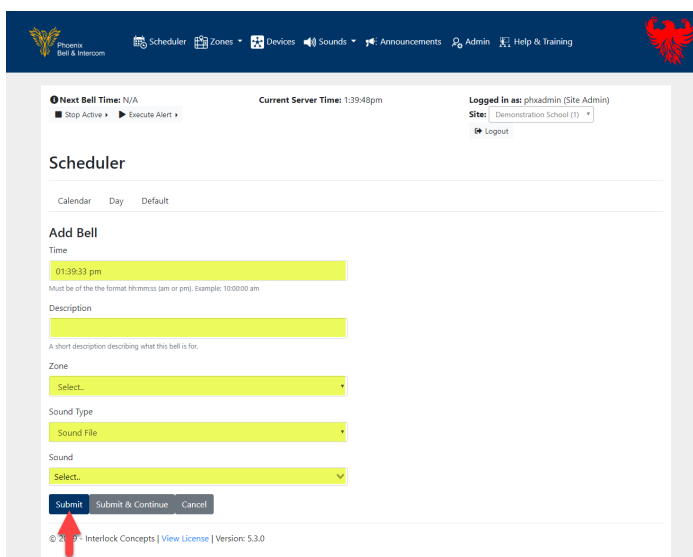


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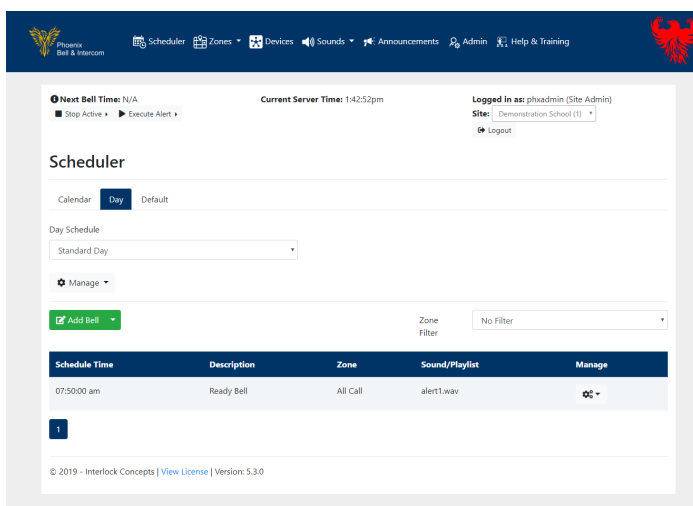
5. Click the **Add Bell** button.



6. Type the time the bell will play in the **Time** field.
Note: Time may be typed.
7. Type a description of the bell in the **Description** field.
8. Click the **Zone** field, select the Zone where the bell will play.
9. Click the **Sound** field, select the sound to play.
10. Click the **Submit** button.



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

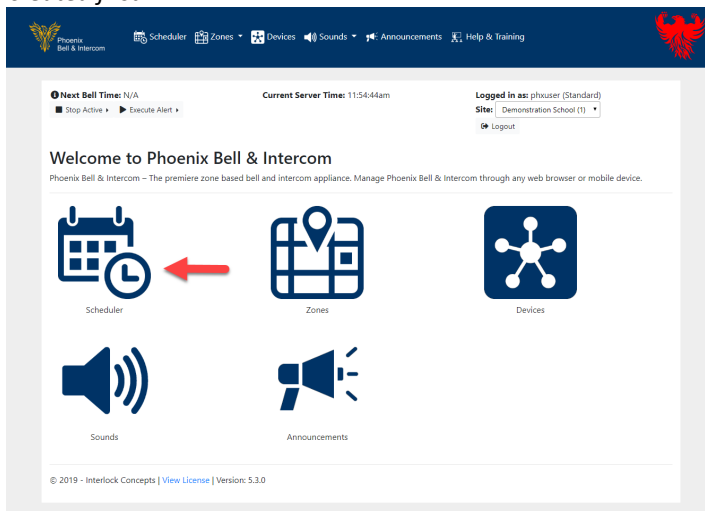




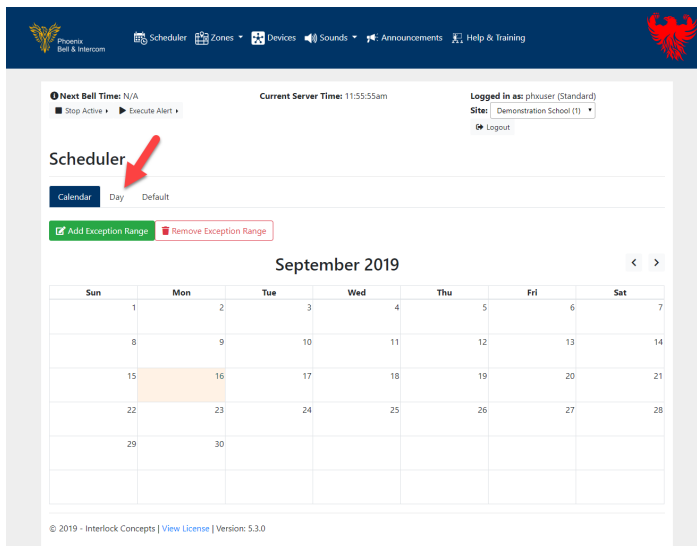
ADDING A BELL AT AN INTERVAL

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

1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.

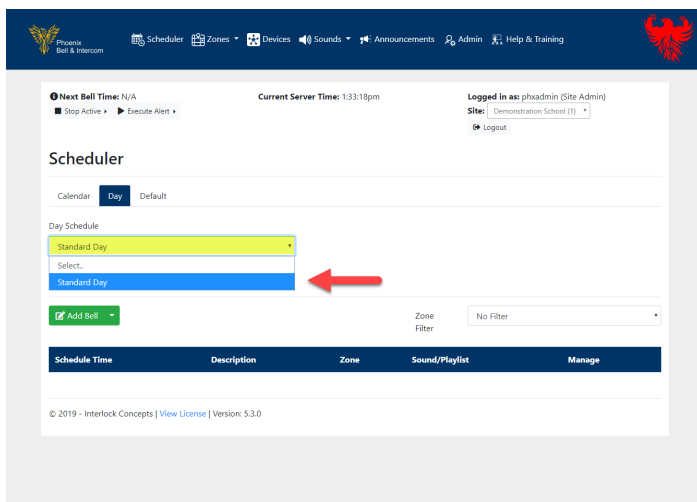


3. Select the **Day** tab.



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

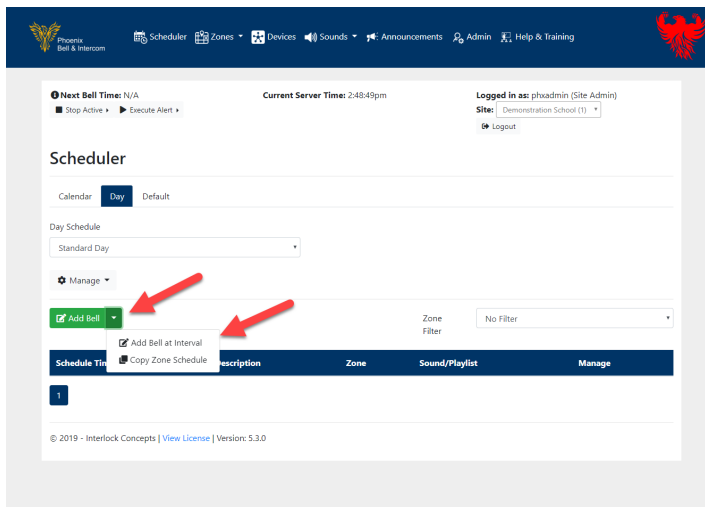
Note: It is important to verify the correct bell schedule is chosen in this step.



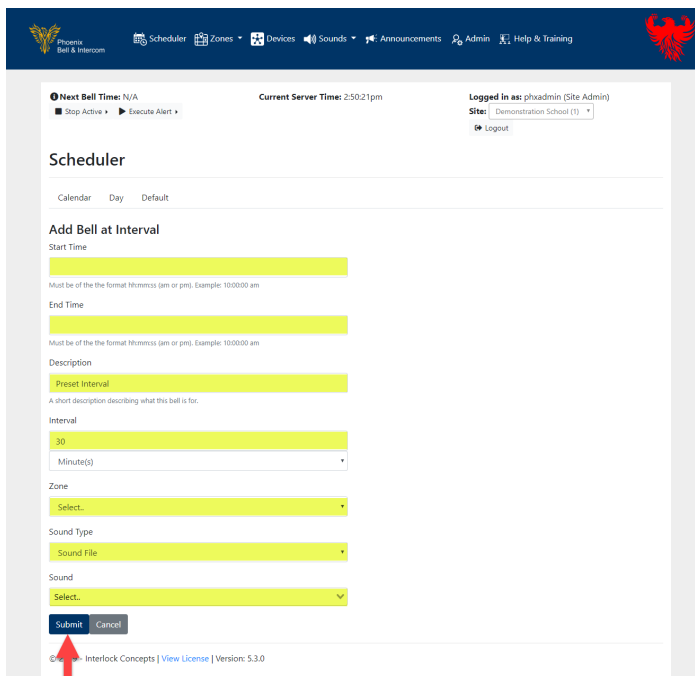


Phoenix Bell & Intercom - Schedule

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



- Type the time the first bell in the interval will play in the **Start Time** field.
- Type the time the last bell in the interval will play in the **End Time** field.
- Type a description in the **Description** field
- Type the number of minutes or seconds in the **Interval** field.
- Select Minutes or Seconds in the lower **Interval** field (Default is minutes).
- Click the **Zone** field, select the Zone where the bell will play.
- Click the **Sound Type** field and choose Sound File.
- Click the **Sound** field, select the sound to play.
- Click the **Submit** button.





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- 16. The browser will refresh showing the newly added bells.

Phoenix Bell & Intercom Scheduler Zones Devices Sounds Announcements Admin Help & Training

Next Bell Time: N/A Current Server Time: 2:54:03pm Logged in as: phxadmin (Site Admin)
Site: Demonstration School (1) Logout

Scheduler

Calendar Day Default

Day Schedule
Standard Day

Manage

Add Bell Zone Filter: No Filter

Schedule Time	Description	Zone	Sound/Playlist	Manage
07:00:00 am	Hourly	All Call	arpeggio.wav	🔊 -
08:00:00 am	Hourly	All Call	arpeggio.wav	🔊 -
09:00:00 am	Hourly	All Call	arpeggio.wav	🔊 -
10:00:00 am	Hourly	All Call	arpeggio.wav	🔊 -
11:00:00 am	Hourly	All Call	arpeggio.wav	🔊 -
12:00:00 pm	Hourly	All Call	arpeggio.wav	🔊 -
01:00:00 pm	Hourly	All Call	arpeggio.wav	🔊 -
02:00:00 pm	Hourly	All Call	arpeggio.wav	🔊 -
03:00:00 pm	Hourly	All Call	arpeggio.wav	🔊 -

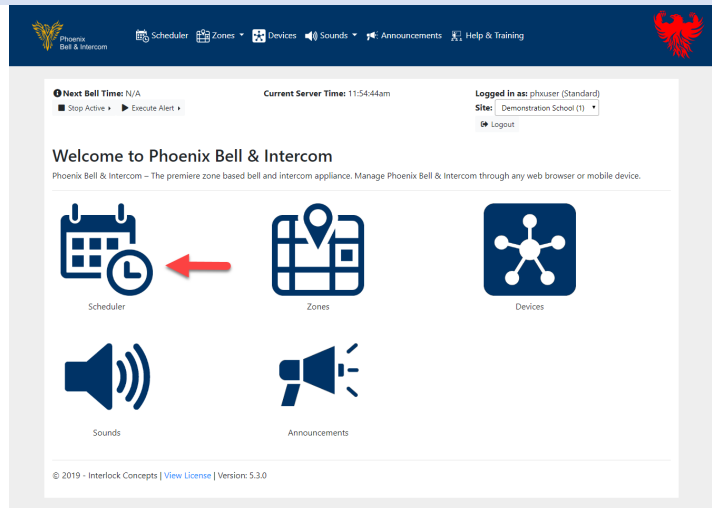
1

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DEFAULT SCHEDULE

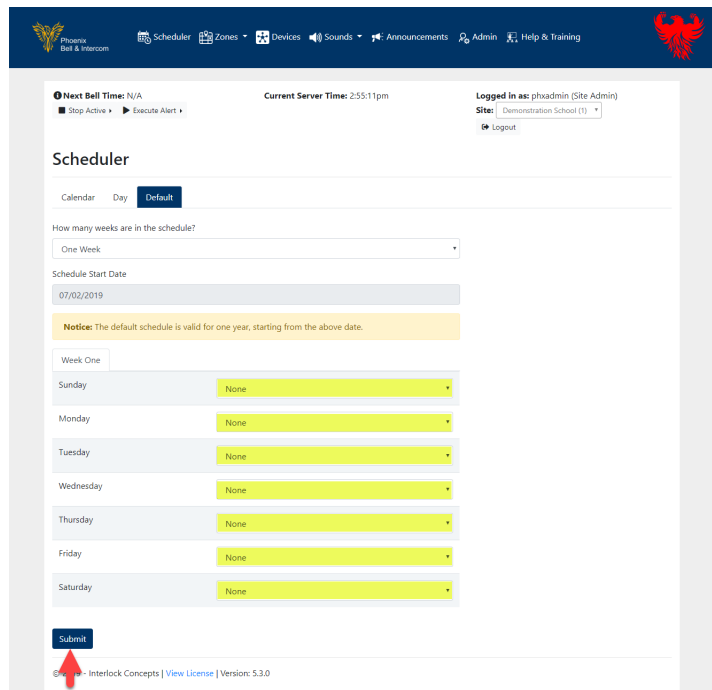
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



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





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

The screenshot displays the Phoenix Bell & Intercom Scheduler interface. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. The main content area shows the Scheduler interface with tabs for Calendar, Day, and Default. Below the tabs are buttons for 'Add Exception Range' and 'Remove Exception Range'. The main display is a calendar for September 2019, showing days of the week and dates. The calendar cells contain labels such as 'Standard Day' and 'Early Release'. The interface also displays system information like 'Next Bell Time', 'Current Server Time', and 'Logged in as'.

Next Bell Time: Sep 17th 7:00:00am
Current Server Time: 3:12:48pm
Logged in as: phxadmin (Site Admin)
Site: Demonstration School (1)
Logout

Scheduler

Calendar Day Default

Add Exception Range Remove Exception Range

September 2019

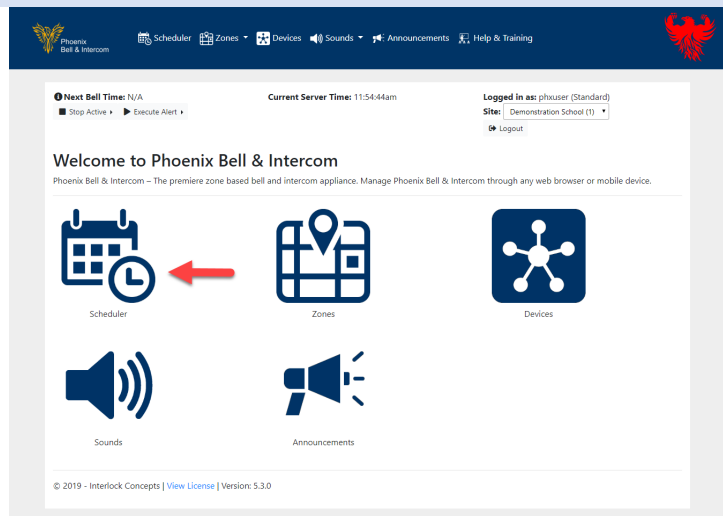
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Standard Day	2 Standard Day	3 Standard Day	4 Early Release	5 Standard Day	6 Standard Day	7
8 Standard Day	9 Standard Day	10 Standard Day	11 Early Release	12 Standard Day	13 Standard Day	14
15 Standard Day	16 Standard Day	17 Standard Day	18 Early Release	19 Standard Day	20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

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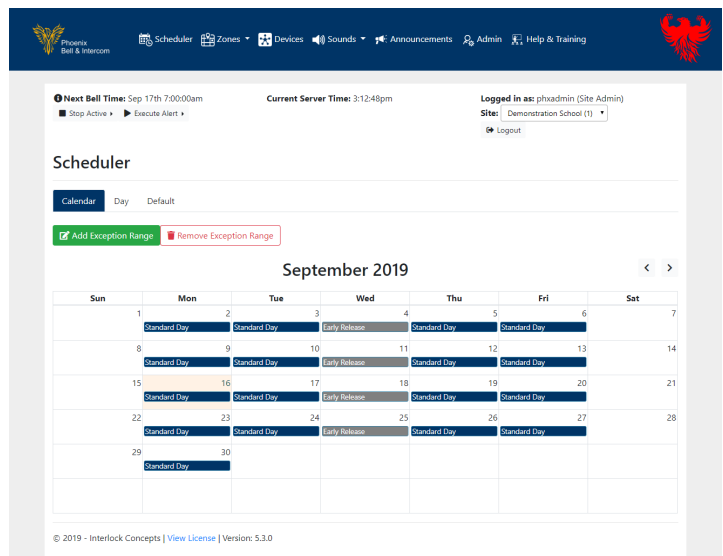


CALENDAR VIEW & SETTING AN EXCEPTION

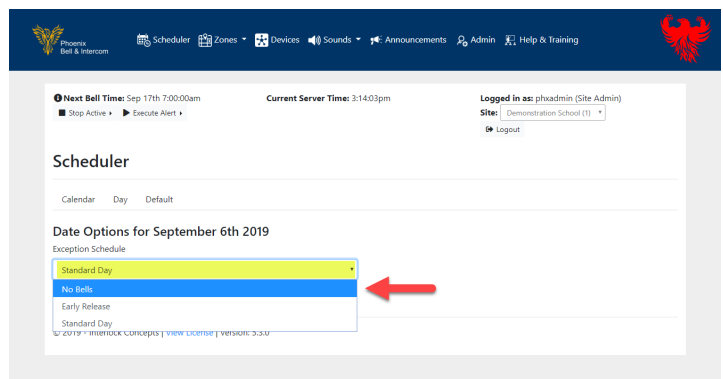
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



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.





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- Click the **Submit** button.

Phoenix Bell & Intercom Scheduler Zones Devices Sounds Announcements Admin Help & Training

Next Bell Time: Sep 17th 7:00:00am
Current Server Time: 3:15:21pm
Logged in as: phxadmin (Site Admin)
Site: Demonstration School (1)
Logout

Scheduler

Calendar Day Default

Date Options for September 6th 2019

Exception Schedule
No Bells

Submit Cancel

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- The browser will refresh showing the newly added exception.

Phoenix Bell & Intercom Scheduler Zones Devices Sounds Announcements Admin Help & Training

Next Bell Time: Sep 17th 7:00:00am
Current Server Time: 3:17:06pm
Logged in as: phxadmin (Site Admin)
Site: Demonstration School (1)
Logout

Scheduler

Calendar Day Default

Add Exception Range Remove Exception Range

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Standard Day	2 Standard Day	3 Standard Day	4 Early Release	5 Standard Day	6 Exception (No Bells)	7
8 Standard Day	9 Standard Day	10 Standard Day	11 Early Release	12 Standard Day	13 Standard Day	14
15 Standard Day	16 Standard Day	17 Standard Day	18 Early Release	19 Standard Day	20 Standard Day	21
22 Standard Day	23 Standard Day	24 Standard Day	25 Early Release	26 Standard Day	27 Standard Day	28
29 Standard Day	30 Standard Day					

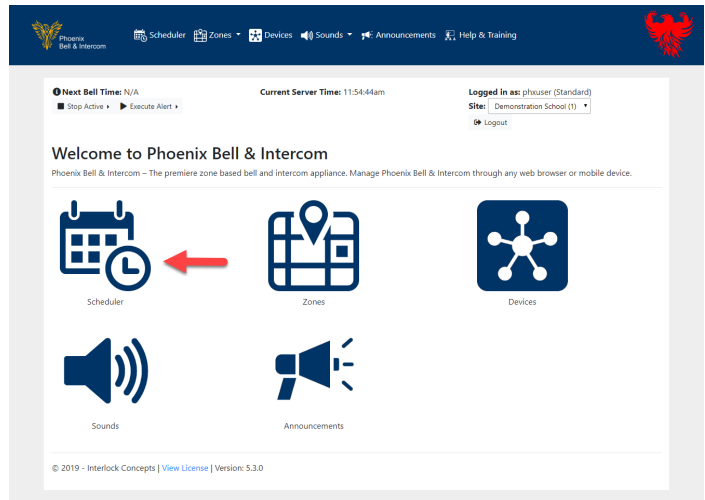
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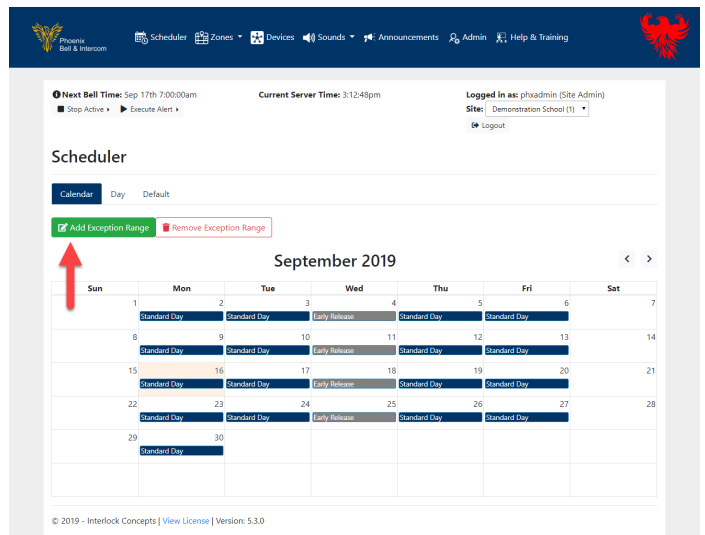
CALENDAR VIEW & SETTING AN EXCEPTION RANGE

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

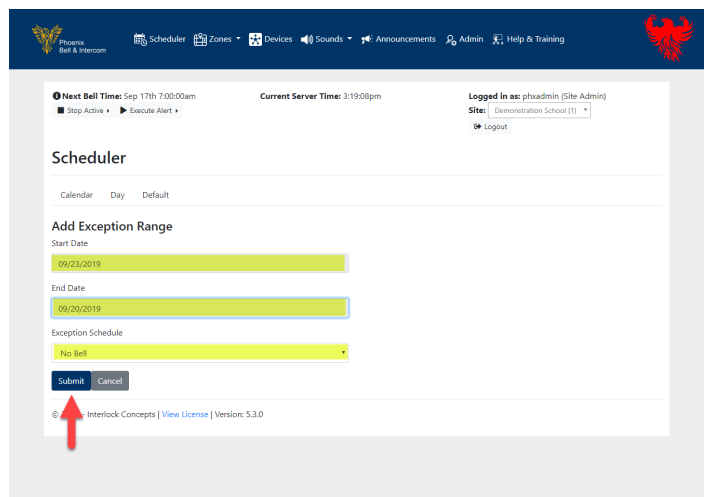
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



3. Click the **Add 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 **Exception Schedule** field, choose the schedule to play.
Note: Default is "No Bell"
7. Click the **Submit** button.





Phoenix Bell & Intercom - Schedule

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

The screenshot shows the Phoenix Bell & Intercom Scheduler interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a menu with items like Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training, and a red phoenix logo. Below the navigation bar, the interface displays the following information:

- Next Bell Time:** Sep 17th 7:00:00am
- Current Server Time:** 3:20:47pm
- Logged in as:** phxadmin (Site Admin)
- Site:** Demonstration School (1)
- Logout** button

The main section is titled "Scheduler" and includes a "Calendar" tab and a "Day" tab. Below these tabs are two buttons: "Add Exception Range" (highlighted in green) and "Remove Exception Range" (highlighted in red). The calendar for September 2019 is displayed, showing days of the week and dates. The calendar cells are color-coded to represent different bell schedules:

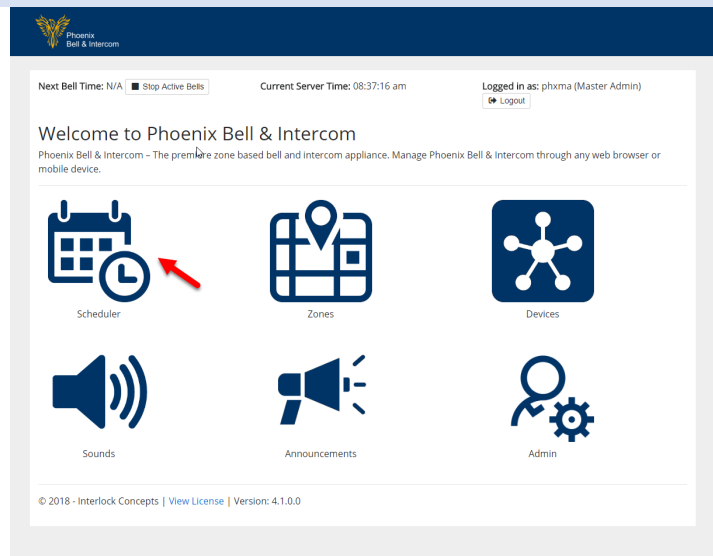
- Standard Day (Blue)
- Early Release (Grey)
- Exception (No Bell) (Red)
- Exception (No Bell) (Orange)

Red arrows point to the "Add Exception Range" button and the "Exception (No Bell)" cells for September 1st, 8th, 15th, 16th, 17th, 18th, 19th, and 20th. The footer of the interface reads "© 2019 - Interlock Concepts | View License | Version 5.3.0".

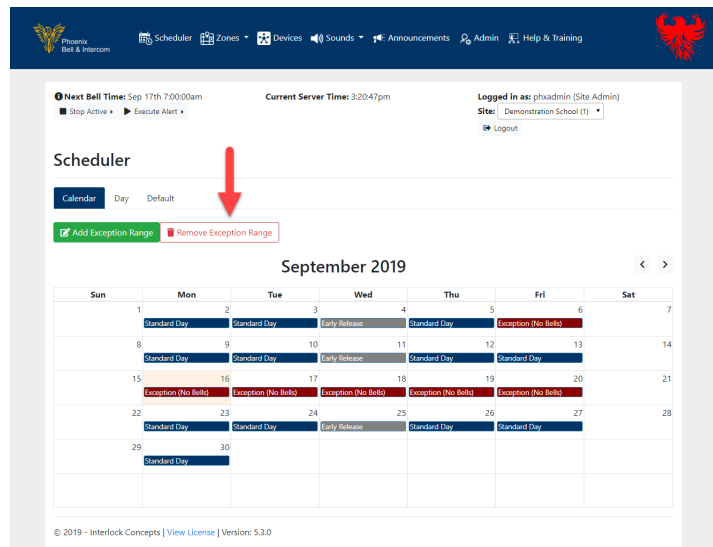


REMOVE EXCEPTION RANGE

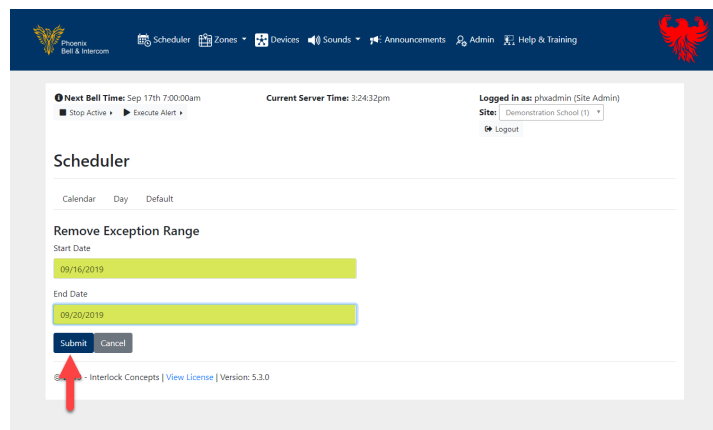
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.



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 shows 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 the navigation bar, the interface displays the following information:

- Next Bell Time:** Sep 17th 7:00:00am
- Current Server Time:** 3:17:06pm
- Logged in as:** phoadmin (Site Admin)
- Site:** Demonstration School (1)
- Logout** button

The main section is titled 'Scheduler' and includes tabs for 'Calendar', 'Day', and 'Default'. Below the tabs are two buttons: 'Add Exception Range' (green) and 'Remove Exception Range' (red). The calendar view shows the month of September 2019. The days are color-coded: Standard Day (blue), Early Release (grey), and Exception (No Bells) (red). The exception on Friday, September 6th, is highlighted in red.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Standard Day	2 Standard Day	3 Early Release	4 Standard Day	5 Standard Day	6 Exception (No Bells)
8 Standard Day	9 Standard Day	10 Early Release	11 Standard Day	12 Standard Day	13 Standard Day	14 Standard Day
15 Standard Day	16 Standard Day	17 Early Release	18 Standard Day	19 Standard Day	20 Standard Day	21 Standard Day
22 Standard Day	23 Standard Day	24 Early Release	25 Standard Day	26 Standard Day	27 Standard Day	28 Standard Day
29 Standard Day	30 Standard Day					

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