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.

CONTENTS

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

- 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	1st Grade Recess Start	First Grade	Ballgame1.wav
10:20 AM	1st Grade Recess Line up	All Exterior	Schoolbell2.wav
10:20 AM	2nd Grade Recess Start	Second Grade	Ballgame1.wav
10:40 AM	2nd Grade Recess Line up	All Exterior	Schoolbell2.wav
10:40 AM	3rd Grade Recess Start	Third Grade	Ballgame1.wav
11:00 AM	3rd 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
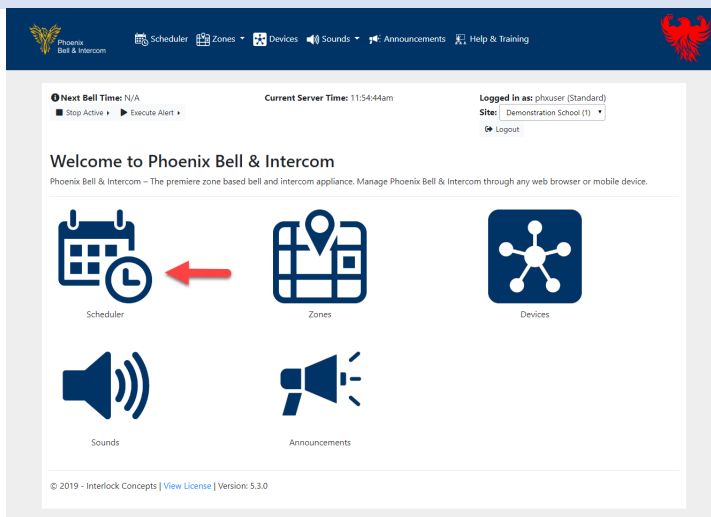
Methods used in this document.

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

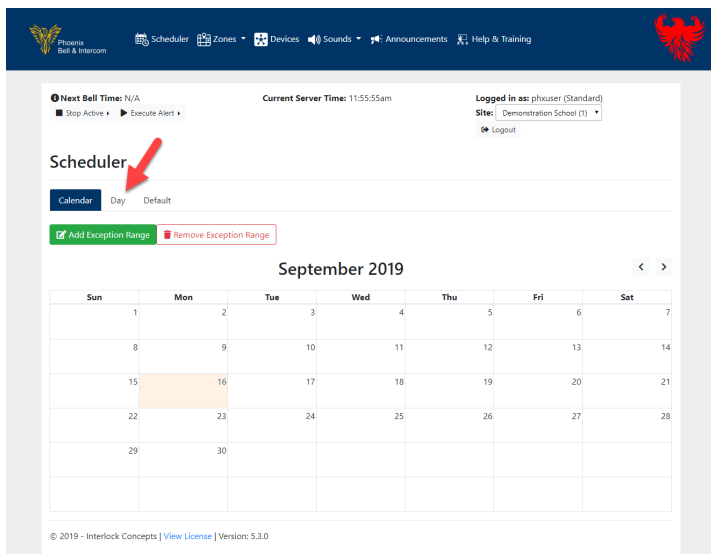Item on the image will have a red arrow pointing towards the item

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

CREATING A DAY SCHEDULE

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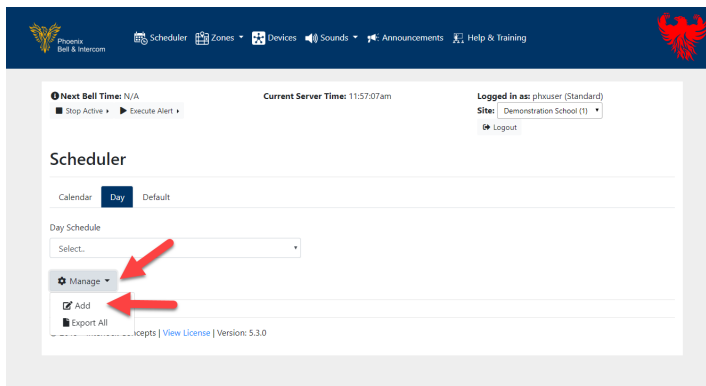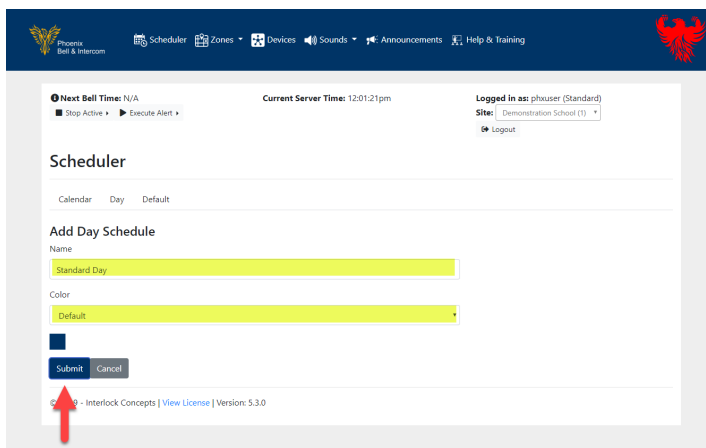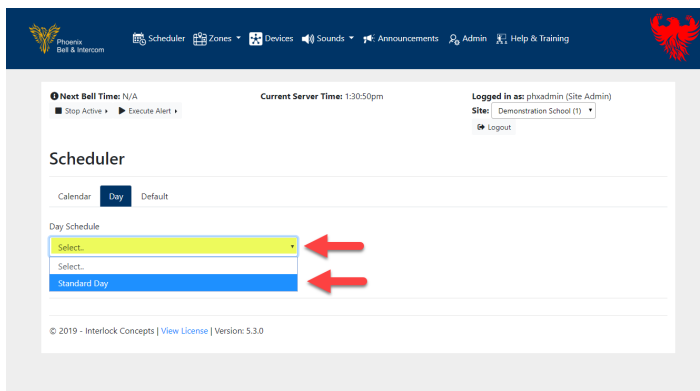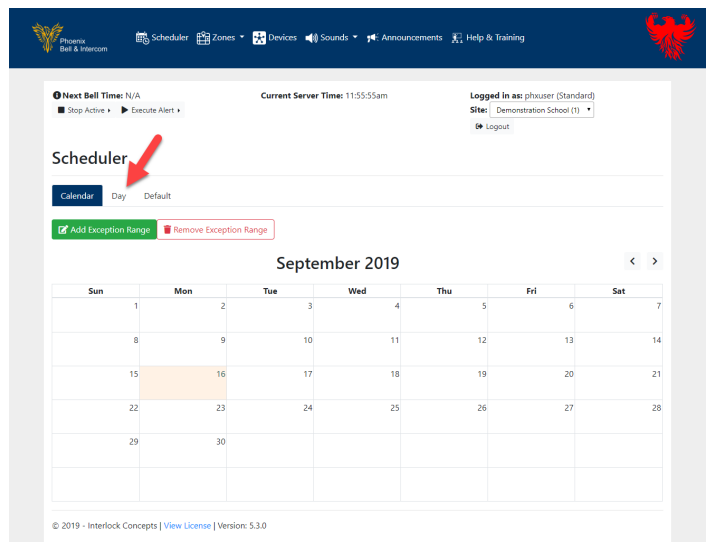2. Click the **Scheduler** icon.

3. Select the **Day** tab.

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.
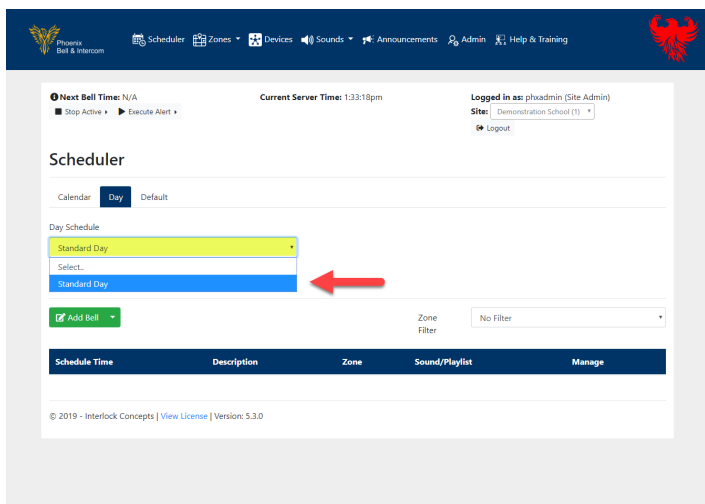
1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.
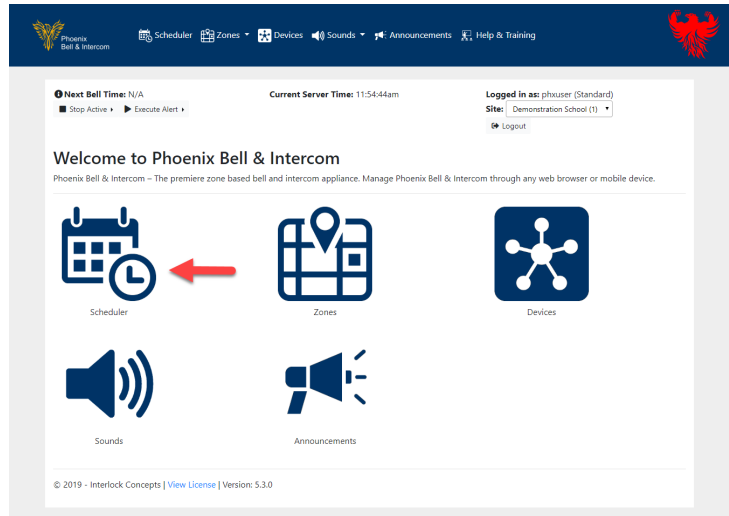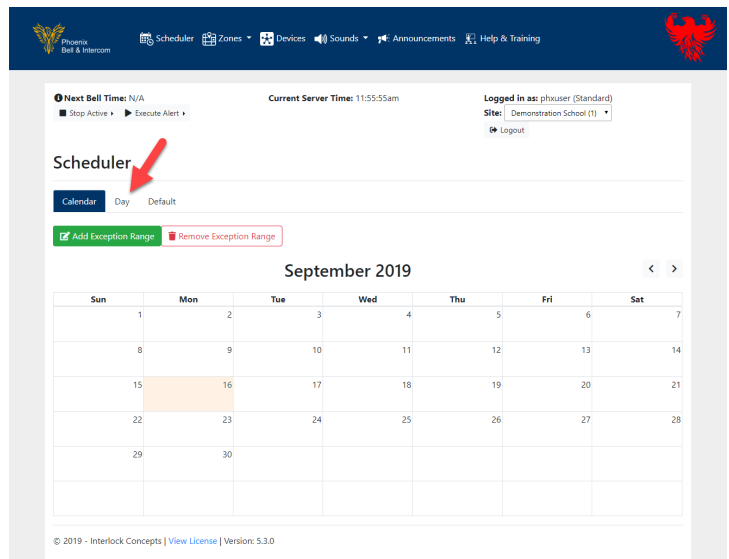
3. Select the **Day** tab.

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

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

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

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.*

7. Type the new name of the schedule in the **Name** field.
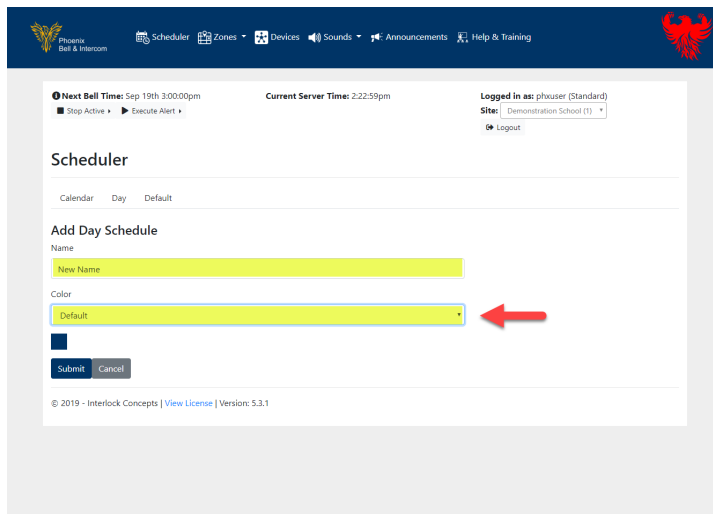
8. Click the *Color* field to set the calendar color.
9. Click the *Submit* button.
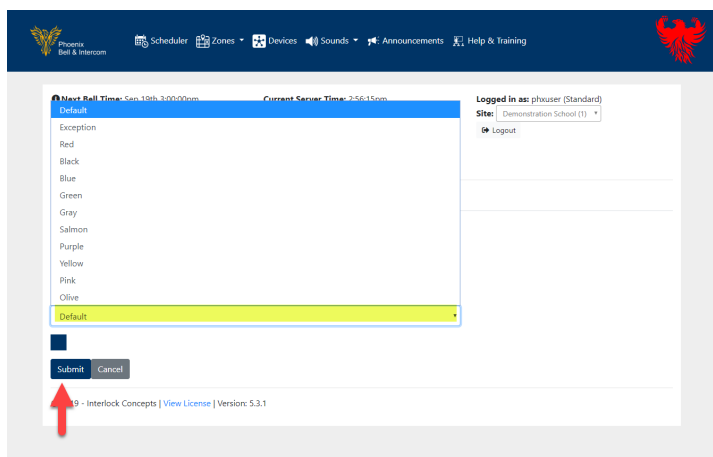
10. Click the **Day** Schedule field to view the newly copied schedule.
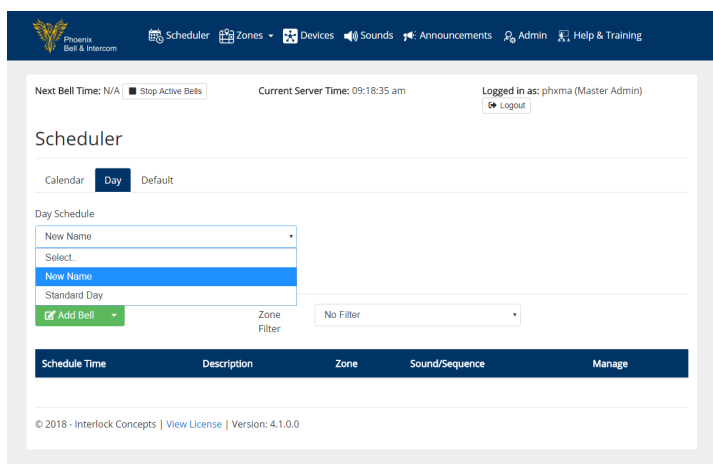
DELETE A DAY SCHEDULE

1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.
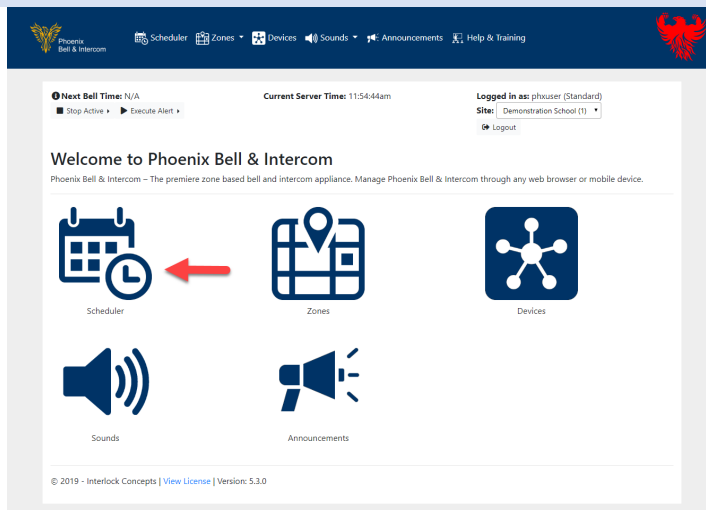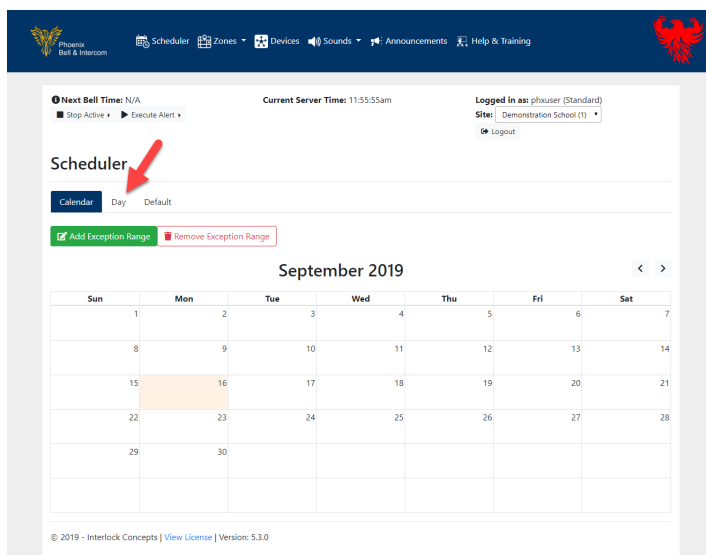
3. Select the **Day** tab.

4. Select the schedule to copy in the *Day Schedule* field.
5. Click the *Manage* button.
6. Click *Delete.*
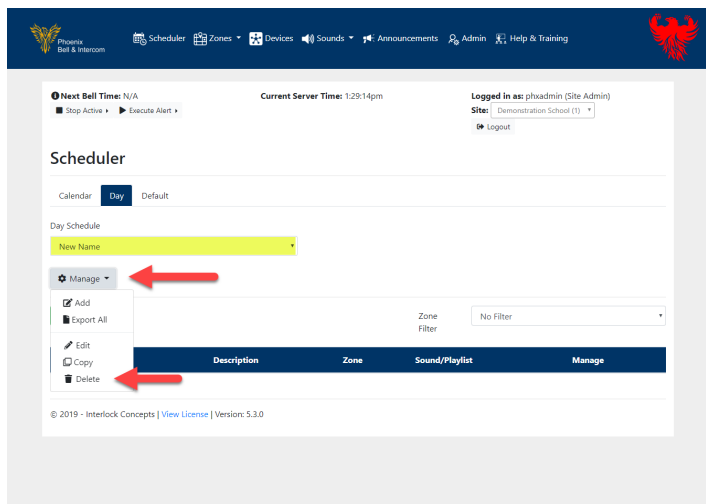
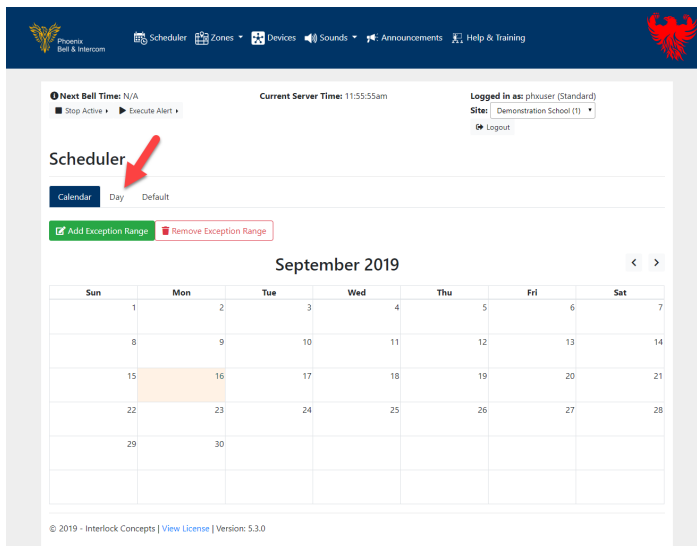7. Click the *Day Schedule* field to view the schedule has been deleted.

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.
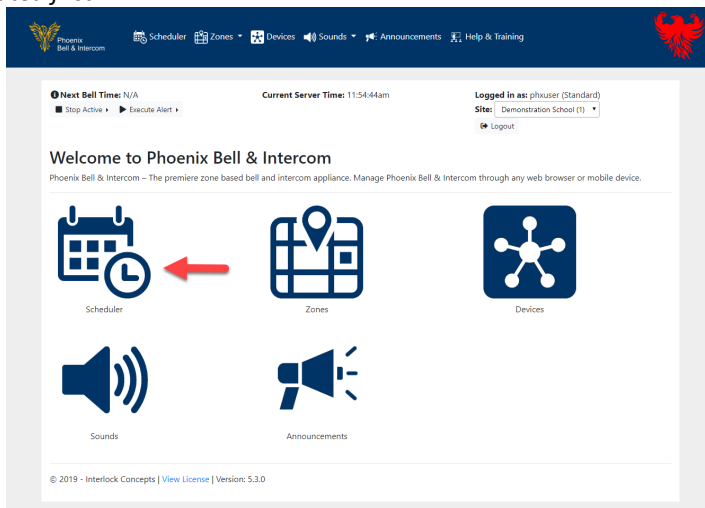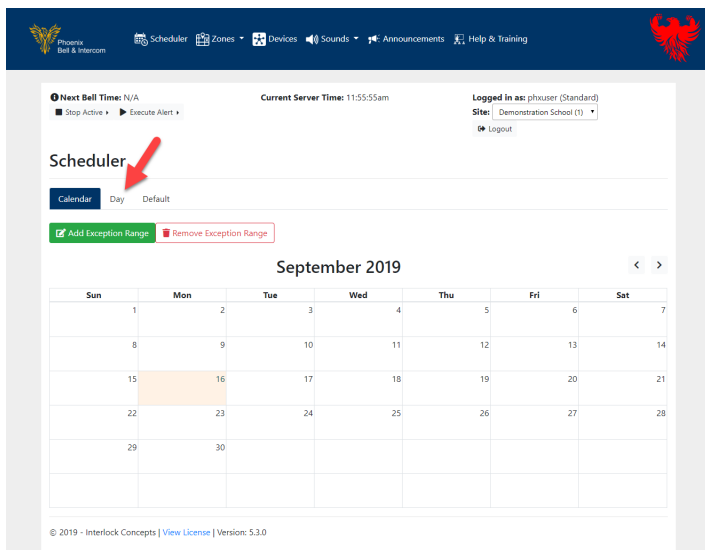
3. Select the *Day* tab.

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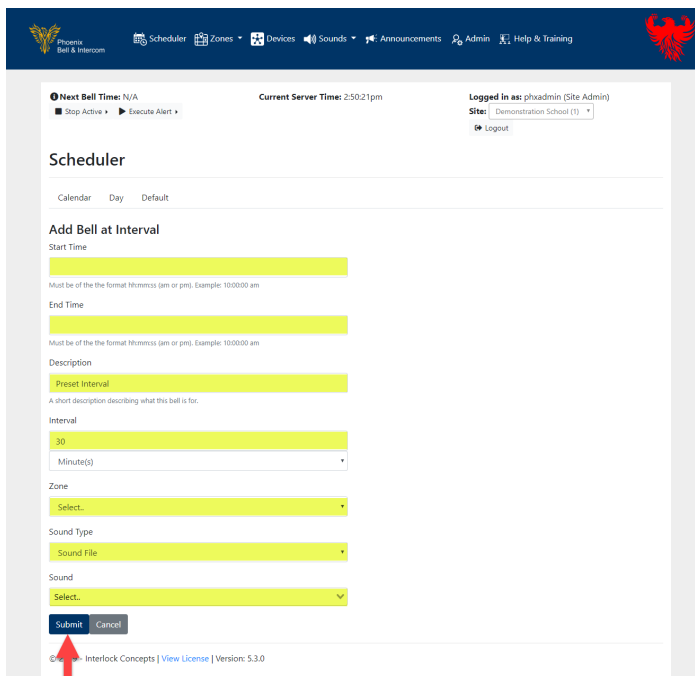   *Note: It is important to verify the correct bell schedule is chosen in this step.*

5. Click the **Add Bell** button.
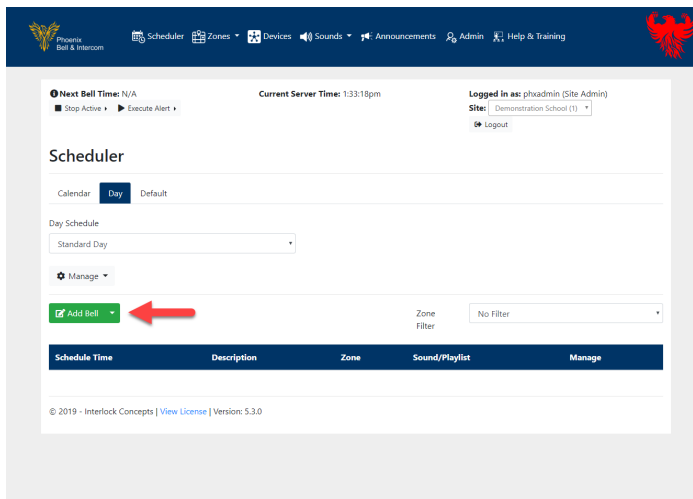
6. Type the time the bell will play in the *Time* field.
    Note: Time may be typed.
7. Type a description of the bell in the *Description* field.
8. Click the *Zone* field, select the Zone where the bell will play.
9. Click the *Sound* field, select the sound to play.
10. Click the **Submit** button.
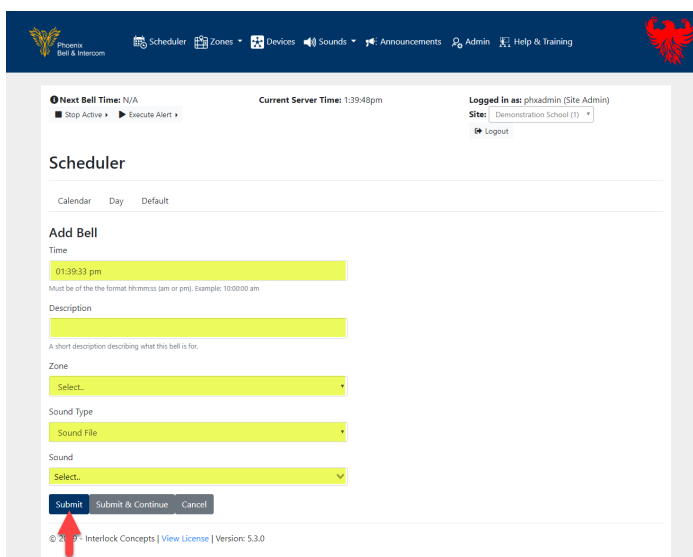
11. The browser will refresh showing the newly added bell.
12. Repeat this process until all bells for the selected schedule have been added.
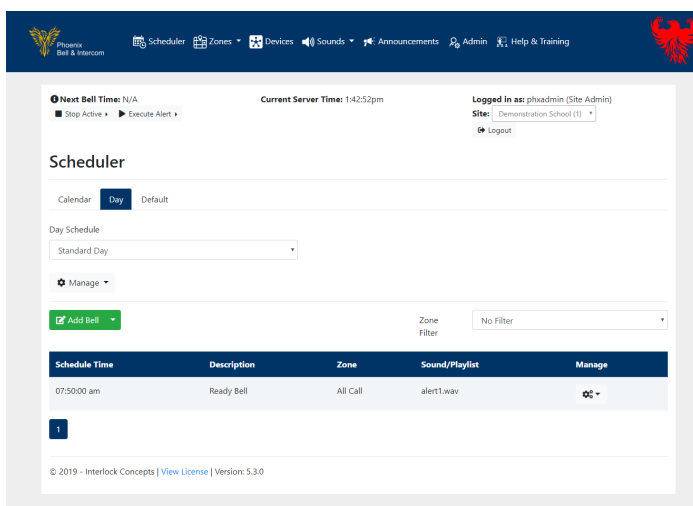
ADDING A BELL AT AN INTERVAL

Note: Adding a bell does require a Day Schedule to be created first.
1.   Log into Phoenix Bell & Intercom.
2.   Click the **Scheduler** icon.
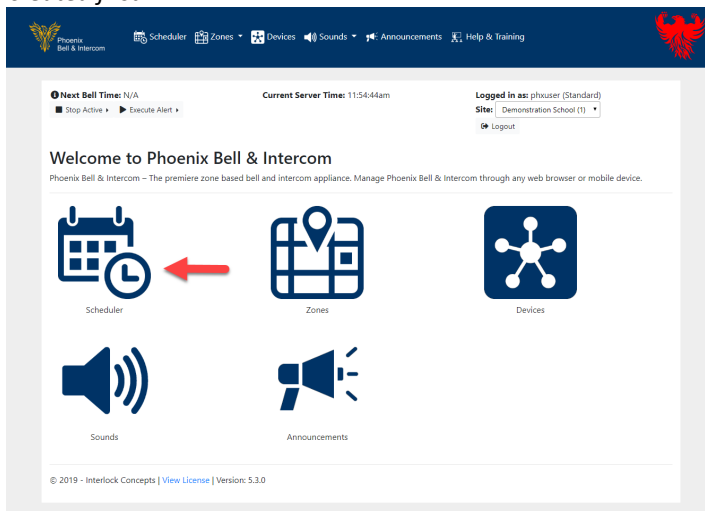
3.   Select the **Day** tab.

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.
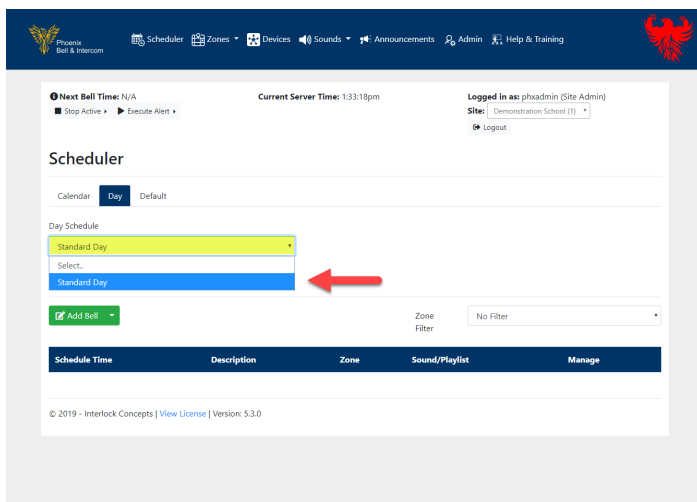
5. Click the downward arrow adjacent to the **Add Bell button**.
6. Select **Add Bell at Interval.**
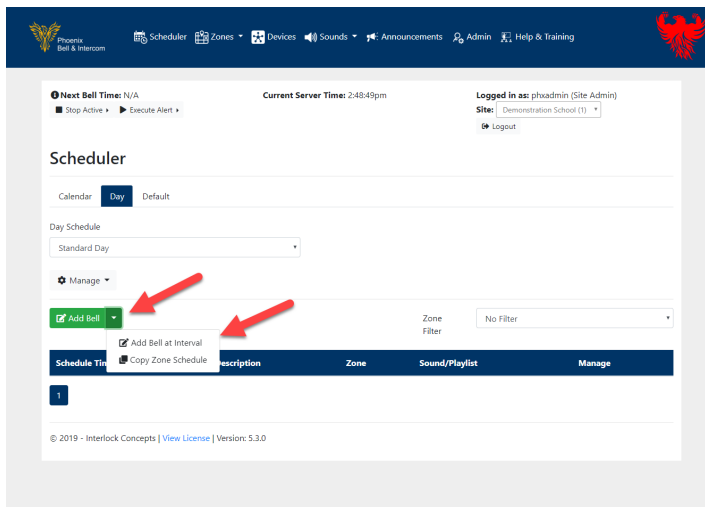
7. Type the time the first bell in the interval will play in the *Start Time* field.
8. Type the time the last bell in the interval will play in the *End Time* field.
9. Type a description in the *Description* field
10. Type the number of minutes or seconds in the *Interval* field.
11. Select Minutes 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 Type* field and choose Sound File.
14. Click the *Sound* field, select the sound to play.
15. Click the **Submit** button.

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

DEFAULT SCHEDULE

1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.
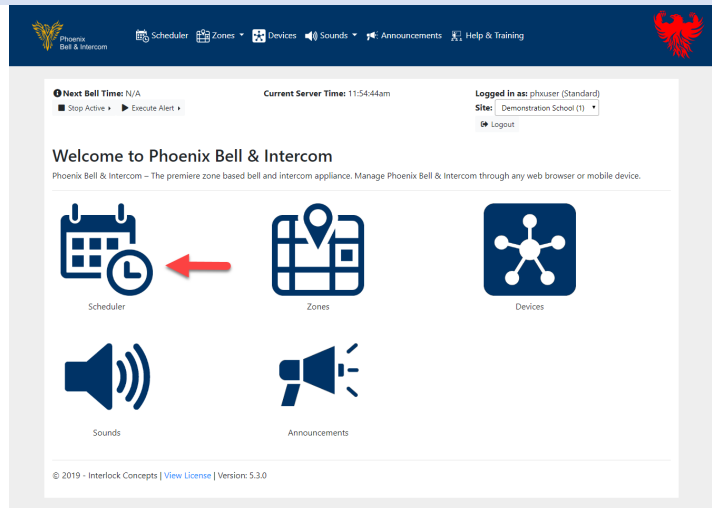
3. Click the **Default** tab.
4. Choose a Start Date clicking the *Schedule Start Date* field (Use the calendar)
5. Choose the default schedule by clicking the drop arrow adjacent to each day of the week.

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

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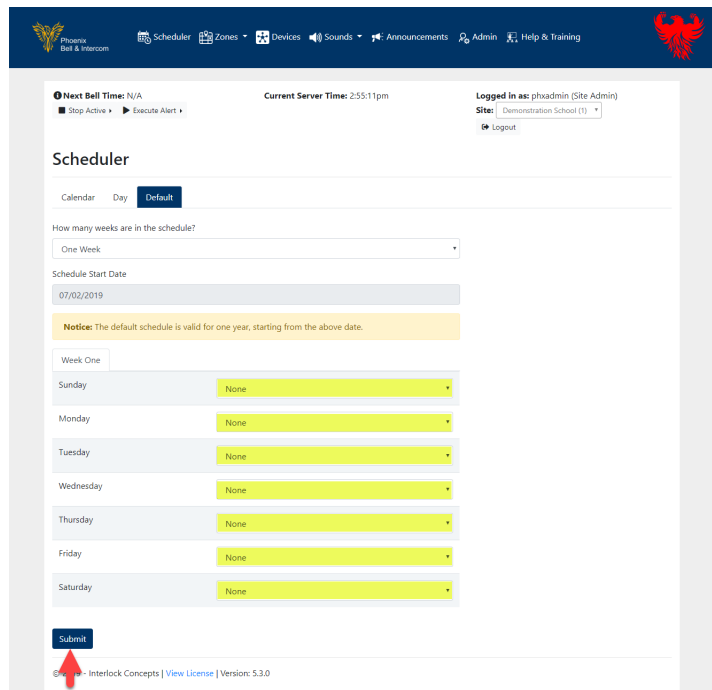
7. Click the **Calendar** tab to view the default schedule in the calendar

CALENDAR VIEW & SETTING AN EXCEPTION

1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.
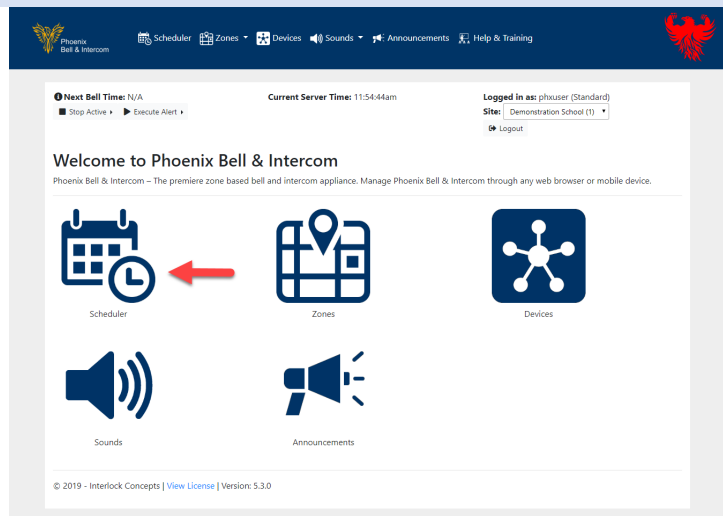
3. Click in a "**Blank**" area of the date to be modified.
4. The Date Options for <date> will display.

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

6. Click the **Submit** button.

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

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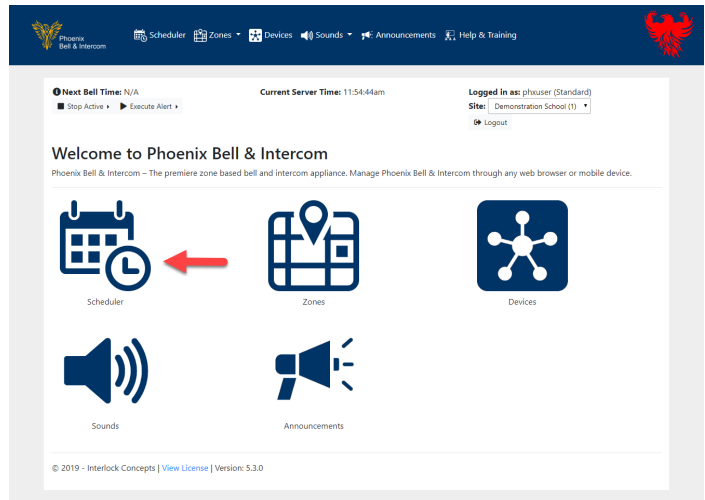
3. Click the **Add Exception Range** button
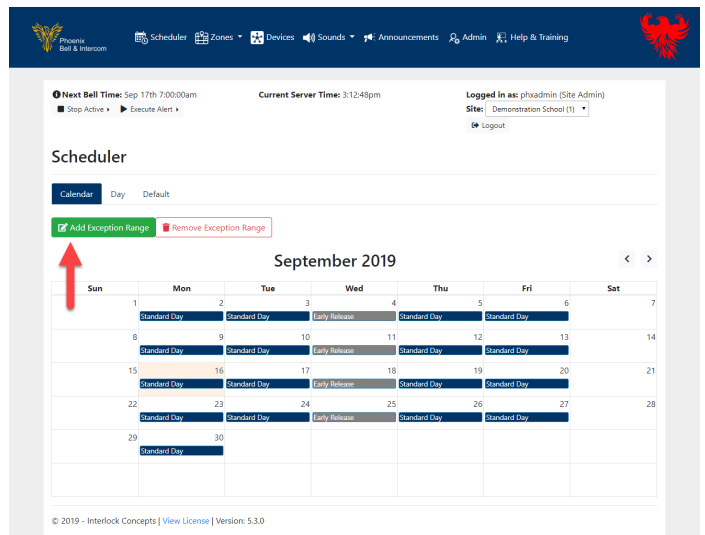
4. Type the starting date of the exception range in the *Start Date* field.
5. Type the ending date of the exception range in the *End Date* field.
6. Click the *Exception Schedule* field, choose the schedule to play.
   Note: Default is "No Bell"
7. Click the **Submit** button.

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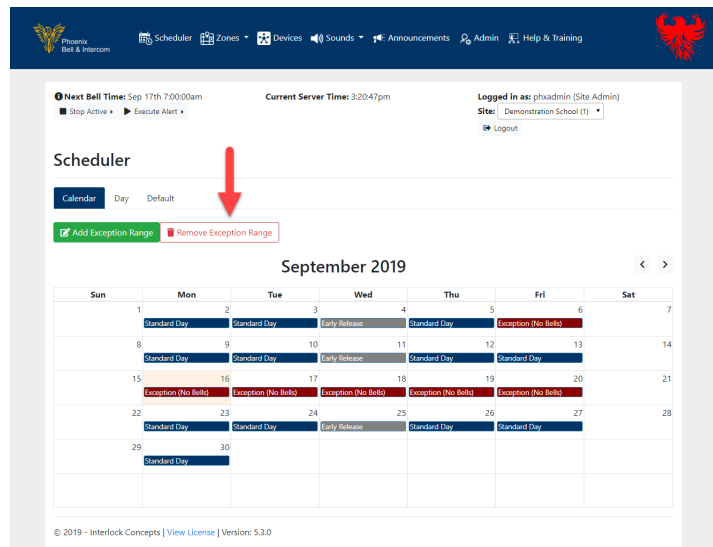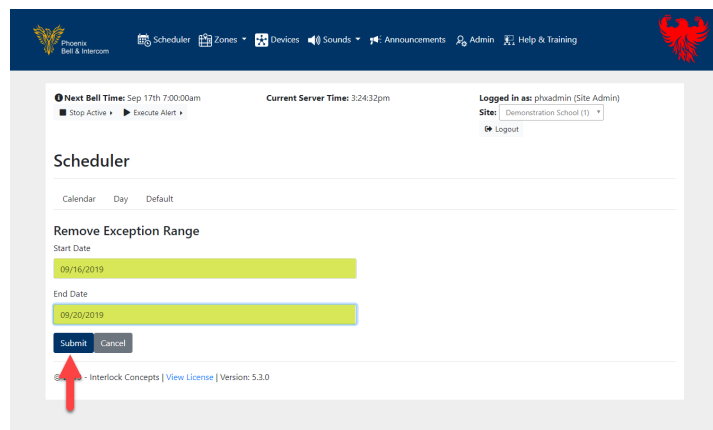
REMOVE EXCEPTION RANGE

1. Log into Phoenix Bell & Intercom.
2. Click the **Scheduler** icon.
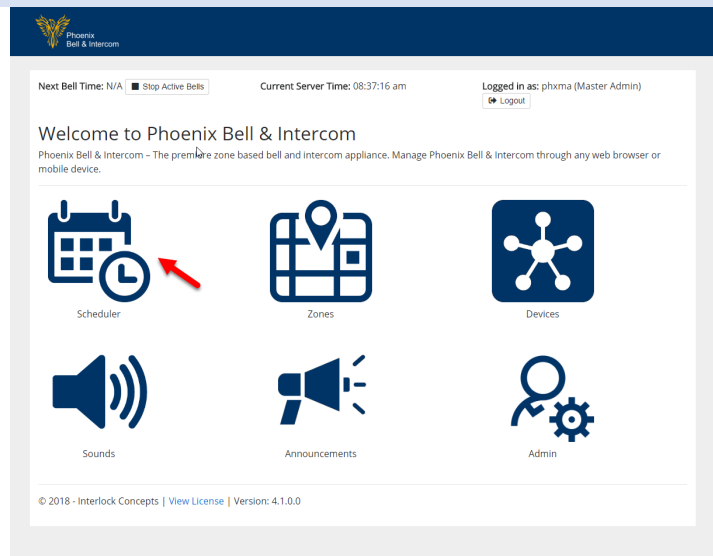
3. Click the **Remove Exception Range** button.

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.