



SCHEDULE

Phoenix Bell, Paging & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell, Paging & 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, Paging & Intercom system.

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GENERAL SCHEDULING OVERVIEW

PBPI 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, PBPI 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



- 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 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, PBPI 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:

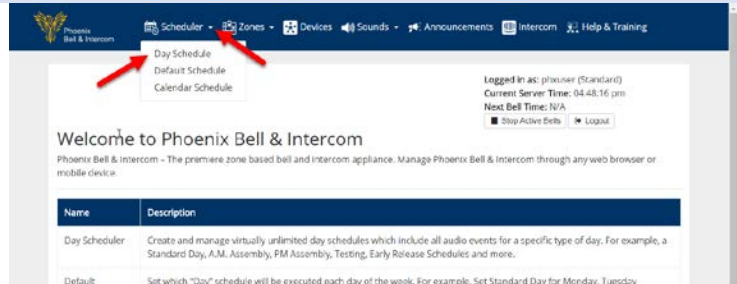
- Start time for each bell
- Description of each bell
- Zone where the bells to be played
- Sound file to be played
- Exception days (Early Release, Holidays, Assemblies, etc.)
- Exception ranges (Fall, Spring, Summer breaks)



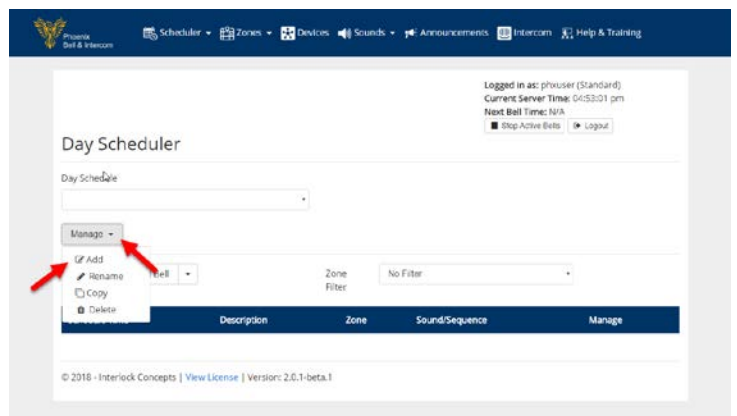
INSTRUCTIONS

CREATING A DAY SCHEDULE

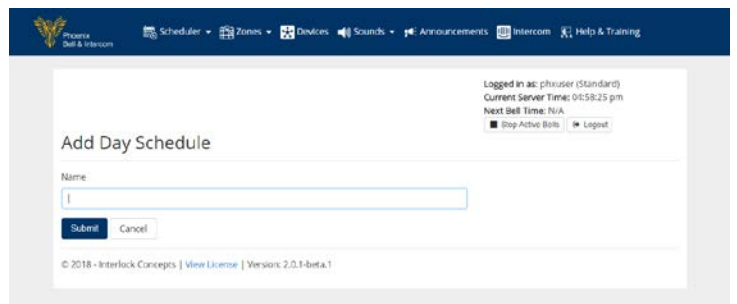
1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Day Schedule**



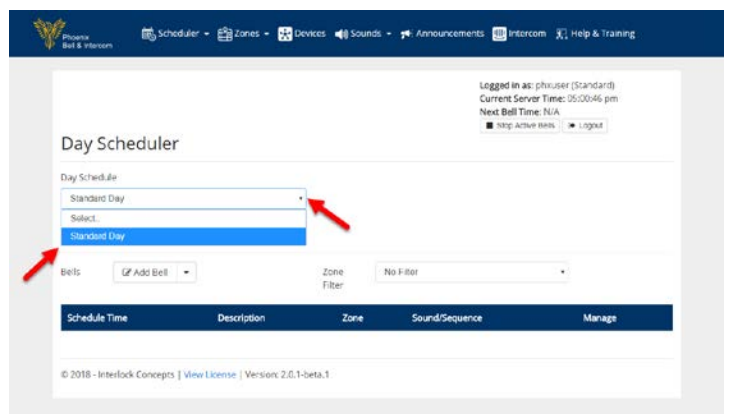
4. Click the **Manage** button
5. Click **Add**



6. Type the name of the schedule in the **Name** field



7. Click the Day Schedule field to view the newly added schedule

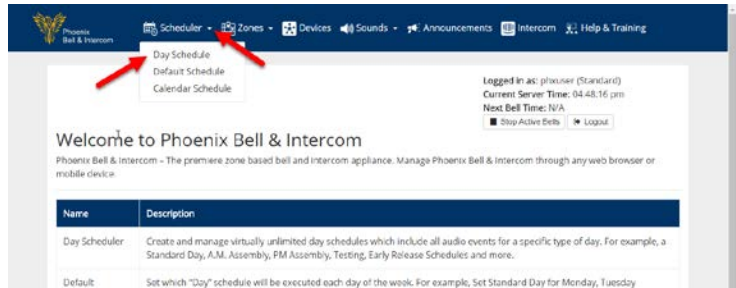




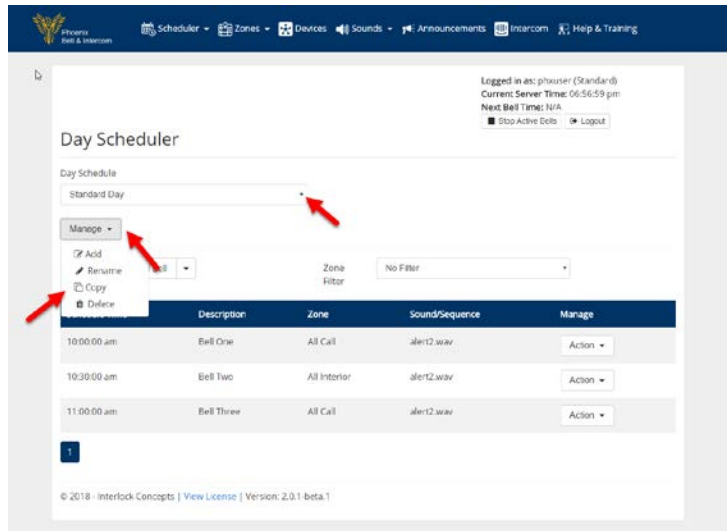
COPY A DAY SCHEDULE

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

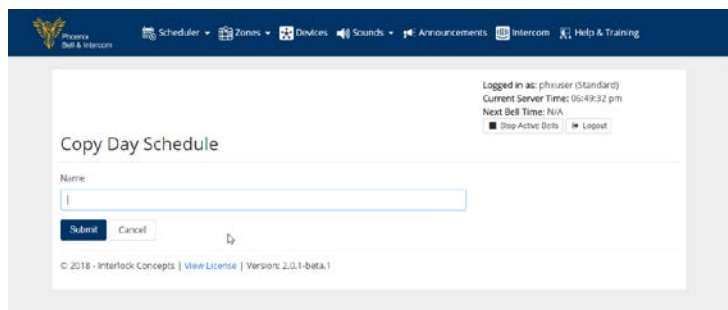
1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Day Schedule**



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



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





PBPI Schedule

- Click the Day Schedule field to view the newly copied schedule

The screenshot shows the 'Day Scheduler' interface. At the top, there's a navigation bar with 'Scheduler', 'Zones', 'Devices', 'Sounds', 'Announcements', 'Intercom', and 'Help & Training'. The user is logged in as 'phouser (Standard)'. The 'Day Schedule' dropdown menu is open, showing options: 'Standard Day', 'Select', 'Modified Standard Day' (highlighted), and 'Standard Day'. Below the dropdown, there are buttons for 'Add Bell' and 'Zone Filter'. A table lists three bell schedules:

Schedule Time	Description	Zone	Sound/Sequence	Manage
10:00:00 am	Bell One	All Call	alert2.wav	Action
10:30:00 am	Bell Two	All Interior	alert2.wav	Action
11:00:00 am	Bell Three	All Call	alert2.wav	Action

RENAME A DAY SCHEDULE

- Log into PBPI
- Click **Scheduler** in the menu
- Click **Day Schedule**

The screenshot shows the main interface of Phoenix Bell & Intercom. The 'Scheduler' menu item is highlighted in red. A dropdown menu is open under 'Scheduler', with 'Day Schedule' highlighted in red. The user is logged in as 'phouser (Standard)'. The interface includes a welcome message and a table with the following content:

Name	Description
Day Scheduler	Create and manage virtually unlimited day schedules which include all audio events for a specific type of day. For example, a Standard Day, A.M. Assembly, P.M. Assembly, Testing, Early Release Schedules and more.
Default	Set which "Day" schedule will be executed each day of the week. For example, Set Standard Day for Monday, Tuesday

- Select the schedule to copy in the **Day Schedule** field
- Click the **Manage** button
- Click **Rename**

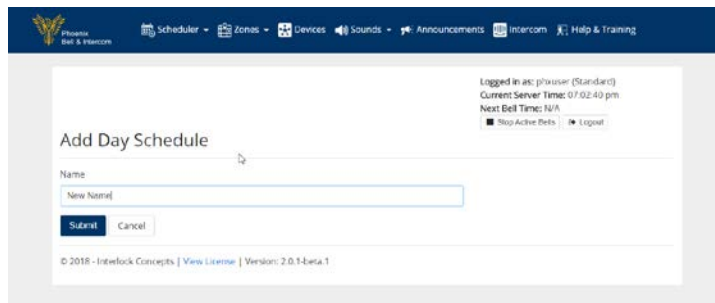
The screenshot shows the 'Day Scheduler' interface. The 'Day Schedule' dropdown is set to 'Modified Standard Day'. The 'Manage' dropdown menu is open, showing options: 'Add', 'Rename' (highlighted in red), 'Copy', and 'Delete'. Below the dropdown, there are buttons for 'Add Bell' and 'Zone Filter'. A table lists three bell schedules:

Name	Description	Zone	Sound/Sequence	Manage
10:00:00 am	Bell One	All Call	alert2.wav	Action
10:30:00 am	Bell Two	All Interior	alert2.wav	Action
11:00:00 am	Bell Three	All Call	alert2.wav	Action

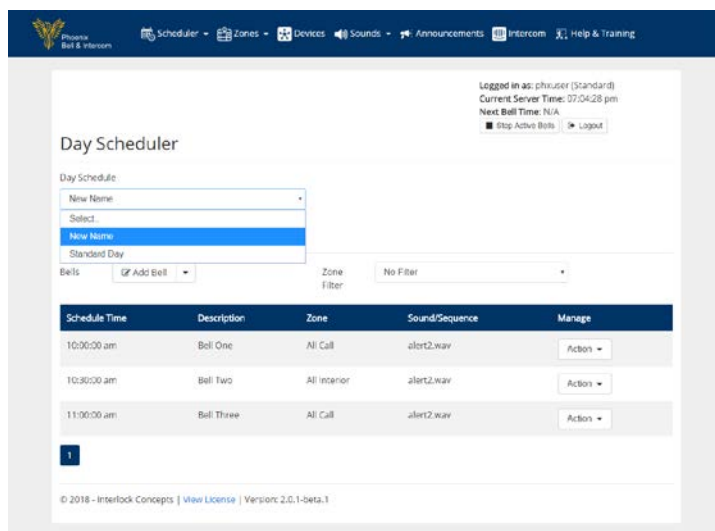


PBPI Schedule

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

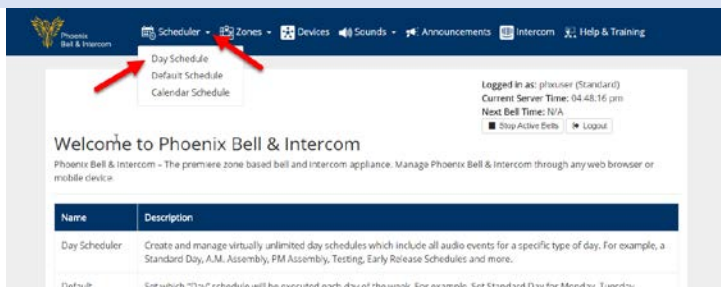


9. Click the Day Schedule field to view the newly copied schedule



DELETE A DAY SCHEDULE

1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Day Schedule**





PBPI Schedule

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

The screenshot shows the 'Day Scheduler' interface. At the top, there's a navigation bar with 'Scheduler', 'Zones', 'Devices', 'Sounds', 'Announcements', 'Intercom', and 'Help & Training'. The main content area has a 'Day Schedule' dropdown menu set to 'Early Release'. Below it is a 'Manage' dropdown menu with options: 'Add', 'Rename', 'Copy', and 'Delete'. The 'Delete' option is highlighted. Below the menu is a table with columns: 'Description', 'Zone', 'Sound/Sequence', and 'Manage'. The table contains three rows: 'Bell One' (All Call, alert2.wav), 'Bell Two' (All Interior, alert2.wav), and 'Bell Three' (All Call, alert2.wav). Each row has an 'Action' button.

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

The screenshot shows the 'Day Scheduler' interface. The 'Day Schedule' dropdown menu is open, showing 'Standard Day' selected. Below the menu is a 'Bells' section with an 'Add Bell' button. The table below has columns: 'Schedule Time', 'Description', 'Zone', 'Sound/Sequence', and 'Manage'. The table is currently empty.

ADDING A BELL TO A DAY SCHEDULE

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

1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Day Schedule**

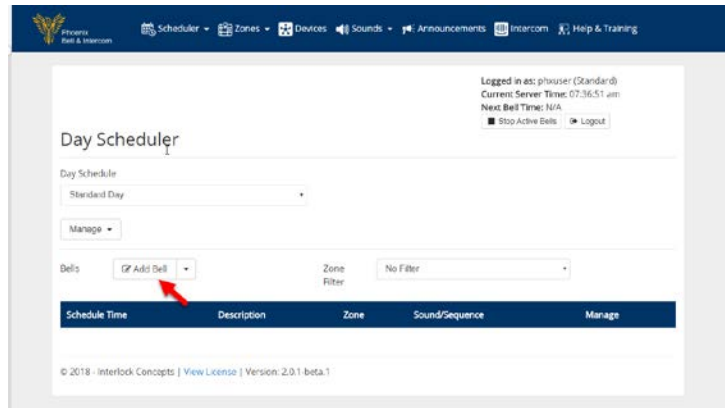
The screenshot shows the Phoenix Bell & Intercom dashboard. The 'Scheduler' menu is highlighted in the top navigation bar. Below it, a dropdown menu shows 'Day Schedule', 'Default Schedule', and 'Calendar Schedule'. The 'Day Schedule' option is selected. The main content area has a 'Welcome to Phoenix Bell & Intercom' message and a table with columns: 'Name' and 'Description'. The table contains two rows: 'Day Scheduler' and 'Default'.

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.

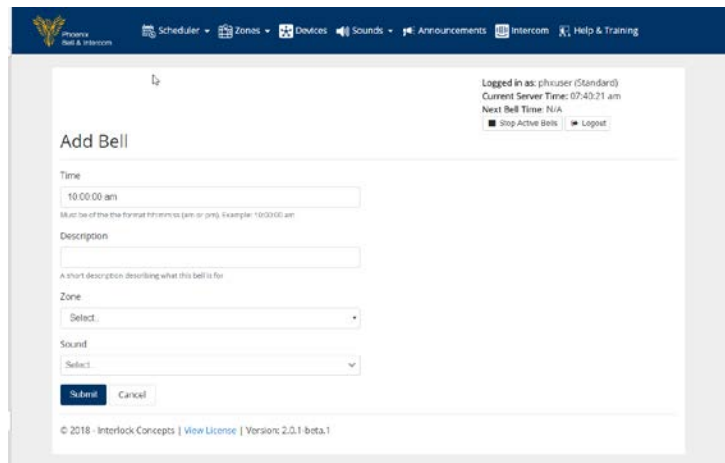
The screenshot shows the 'Day Scheduler' interface. The 'Day Schedule' dropdown menu is open, showing 'Standard Day' selected. Below the menu is a 'Bells' section with an 'Add Bell' button. The table below has columns: 'Schedule Time', 'Description', 'Zone', 'Sound/Sequence', and 'Manage'. The table is currently empty.



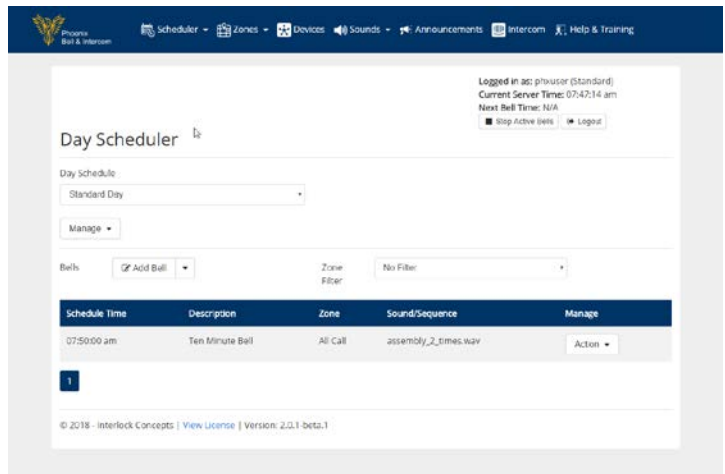
- Click the Add Bell button



- Type the time the bell will play in the **Time** field
Note: Time may be typed
- Optional – 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 browser will refresh showing the newly added bell
- Repeat this process until all bells for the selected schedule have been added

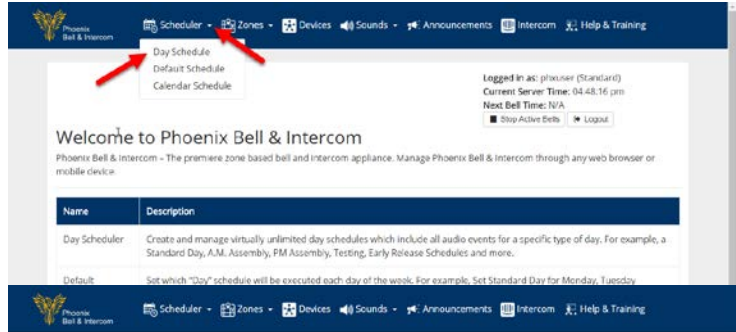




ADDING A BELL AT AN INTERVAL

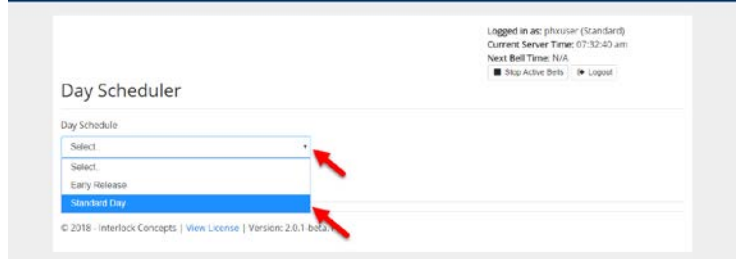
Note: Adding a bell does require a Day Schedule to be created first.

1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Day Schedule**

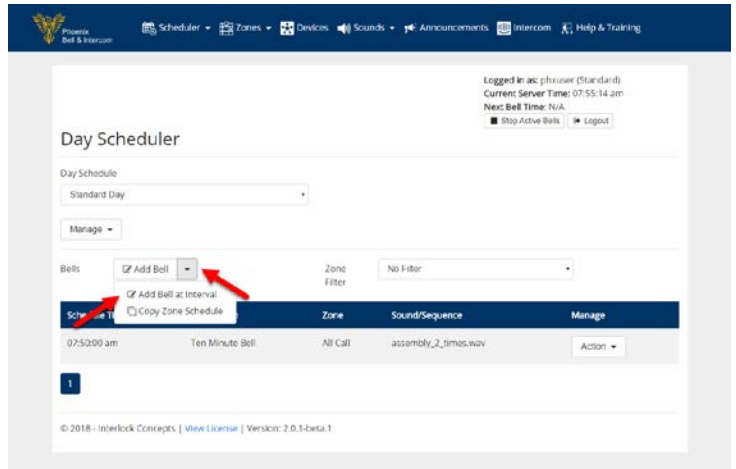


4. Select the schedule to Add a Bell in the **Day Schedule** field

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



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





PBPI Schedule

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. Optional – 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

The screenshot shows the 'Add Bell at Interval' form in a web browser. The form includes the following fields and options:

- Start Time:** Input field with '08:00:00 am' entered. Below it, a note says 'Must be of the format hh:mm:ss (am or pm). Example: 10:00:00 am'.
- End Time:** Input field with '10:00:00 am' entered. Below it, a note says 'Must be of the format hh:mm:ss (am or pm). Example: 10:00:00 am'.
- Description:** Text input field with 'Preset Interval' entered. Below it, a note says 'A short description describing what this bell is for'.
- Interval:** Input field with '30' entered.
- Unit:** A dropdown menu currently showing 'Minutes'.
- Zone:** A dropdown menu currently showing 'Select...'.
- Sound:** A dropdown menu currently showing 'Select...'.
- Buttons:** 'Submit' and 'Cancel' buttons.

At the top right, the user is logged in as 'pbvossler (Standard)', the current server time is '08:06:24 am', and the next bell time is 'N/A'. There are also links for 'Stop Active Bells' and 'Logout'.

15. The browser will refresh showing the newly added bells

The screenshot shows the 'Day Scheduler' page. At the top, it says 'Day Scheduler' and 'Standard Day' is selected. There are 'Manage' and 'Add Bell' buttons. Below is a table of scheduled bells:

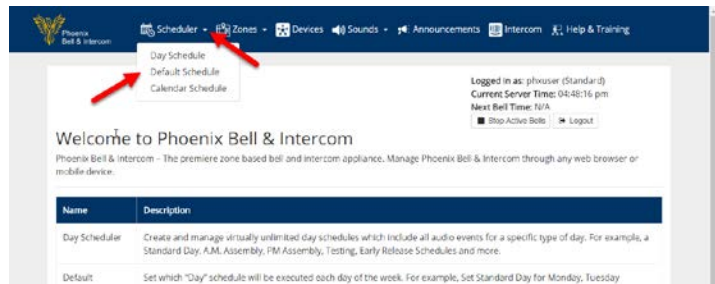
Schedule Time	Description	Zone	Sound/Sequence	Manage
07:50:00 am	Ten Minute Bell	All Call	assembly_2_times.wav	Action
08:00:00 am	Preset Interval	All interior	alert2.wav	Action
09:00:00 am	Preset Interval	All interior	alert2.wav	Action
10:00:00 am	Preset Interval	All interior	alert2.wav	Action
11:00:00 am	Preset Interval	All interior	alert2.wav	Action
12:00:00 pm	Preset Interval	All interior	alert2.wav	Action
01:00:00 pm	Preset Interval	All interior	alert2.wav	Action
02:00:00 pm	Preset Interval	All interior	alert2.wav	Action

At the bottom left, there is a '1' in a blue box, indicating one bell is selected. At the bottom right, there is a 'View License' link and the version number '2.0.1-beta.1'.



DEFAULT SCHEDULE

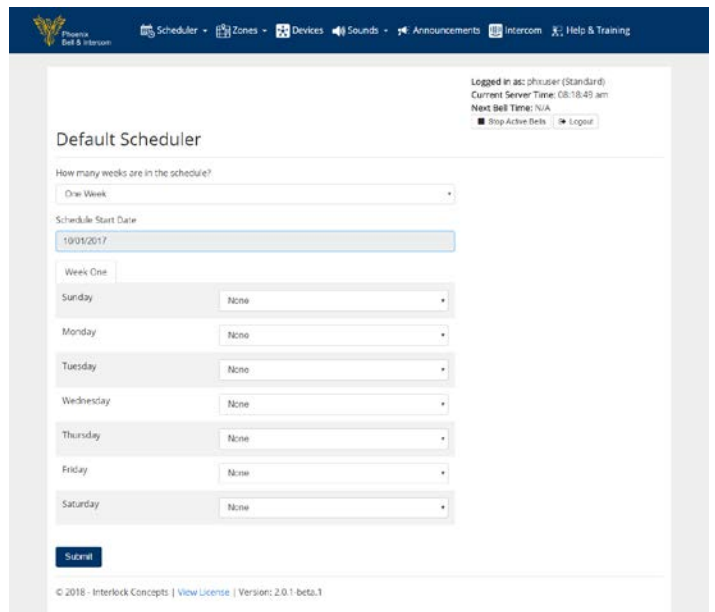
1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Default Schedule**



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.

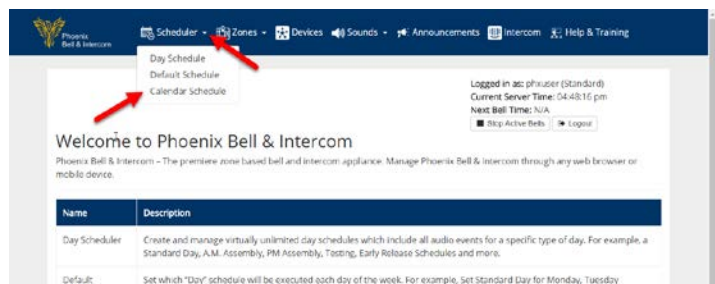
*Note: Exceptions e.g. Holidays, Vacations may be added **after** the Default schedule is set.*

6. Click the **Submit** button



CALENDAR VIEW & SETTING AN EXCEPTION

1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Calendar Schedule**





PBPI Schedule

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

Calendar Scheduler

Logged in as: phuser (Standard)
Current Server Time: 08:37:10 am
Next Bell Time: N/A
■ Stop Active Bells ■ Logout

☑ Add Exception Range ❌ Remove Exception Range To Default Schedule

< April 2018 >

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

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

Date Options for April 26th 2018

Logged in as: phuser (Standard)
Current Server Time: 08:47:18 am
Next Bell Time: N/A
■ Stop Active Bells ■ Logout

Exception Schedule

- Standard Day
- No Bells
- AM Assembly
- Conference Day
- Early Release
- Standard Day
- Standardized Test Day

7. Click the **Submit** button

Date Options for April 26th 2018

Logged in as: phuser (Standard)
Current Server Time: 08:48:57 am
Next Bell Time: N/A
■ Stop Active Bells ■ Logout

Exception Schedule

AM Assembly

Submit Cancel

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PBPI Schedule

- The browser will refresh showing the newly added exception

The screenshot shows the 'Calendar Scheduler' interface. At the top, there are navigation links: Scheduler, Zones, Devices, Sounds, Announcements, Intercom, and Help & Training. The user is logged in as 'phouser (Standard)' with a current server time of 08:50:01 am and a next bell time of N/A. Below the navigation, there are buttons for 'Add Exception Range', 'Remove Exception Range', and 'To Default Schedule'. The main area is a calendar for April 2018. The calendar shows days of the week (Sun to Sat) and dates. Each date has a corresponding schedule type: 'Standard Day', 'Early Release', or 'Exception'. A red arrow points to the 'Exception' label for the date 26th of April.

CALENDAR VIEW & SETTING AN EXCEPTION RANGE

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

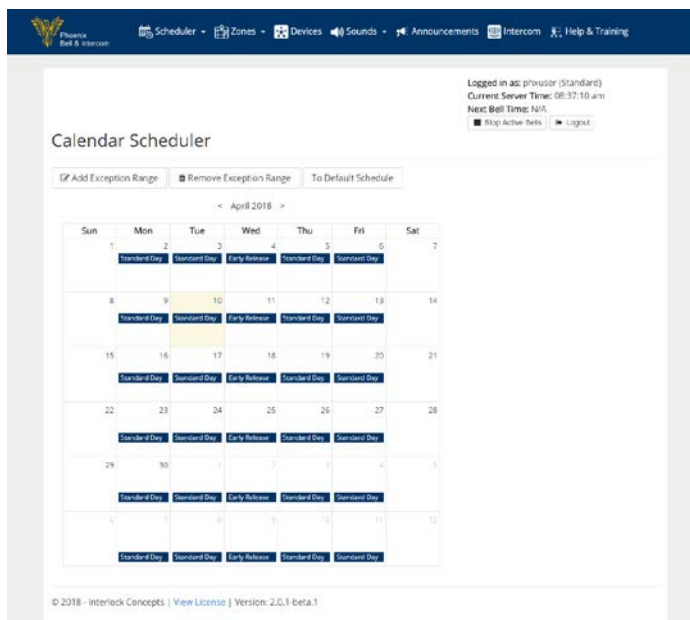
- Log into PBPI
- Click **Scheduler** in the menu
- Click **Calendar Schedule**

The screenshot shows the PBPI Scheduler menu. The 'Scheduler' menu item is highlighted with a red arrow. Below it, a dropdown menu is visible with three options: 'Day Schedule', 'Default Schedule', and 'Calendar Schedule'. A second red arrow points to 'Calendar Schedule'. The main content area below the menu shows a 'Welcome to Phoenix Bell & Intercom' message and a table with columns 'Name' and 'Description'. The table contains one entry: 'Day Scheduler' with a description: 'Create and manage virtually unlimited day schedules which include all audio events for a specific type of day. For example, a Standard Day, A.M. Assembly, PM Assembly, Testing, Early Release Schedules and more.' Below the table, there is a 'Default:' section with the text: 'Set which "Day" schedule will be executed each day of the week. For example, Set Standard Day for Monday, Tuesday'.

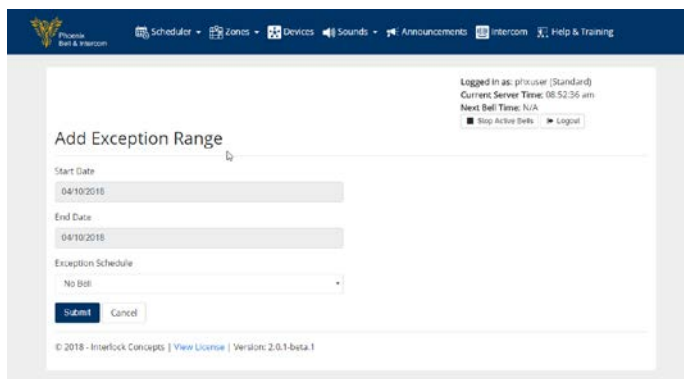


PBPI Schedule

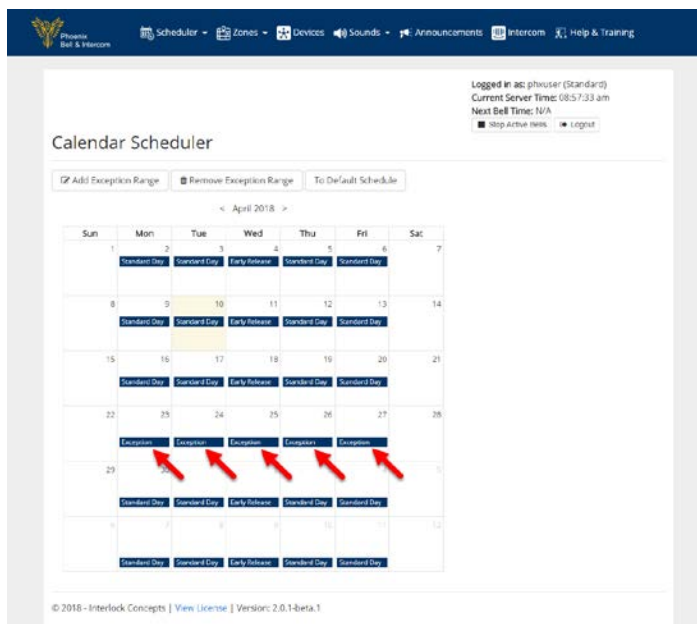
4. Click the **Add Exception Range** button



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



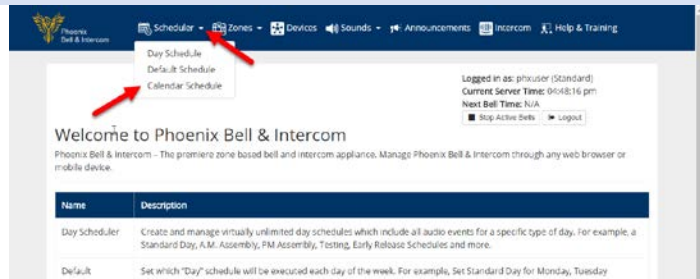
9. The browser will refresh showing the newly added exception range



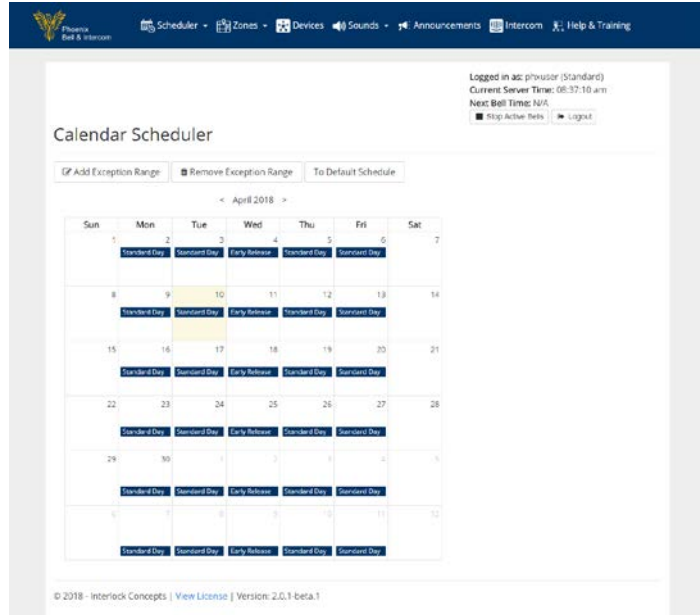


REMOVE EXCEPTION RANGE

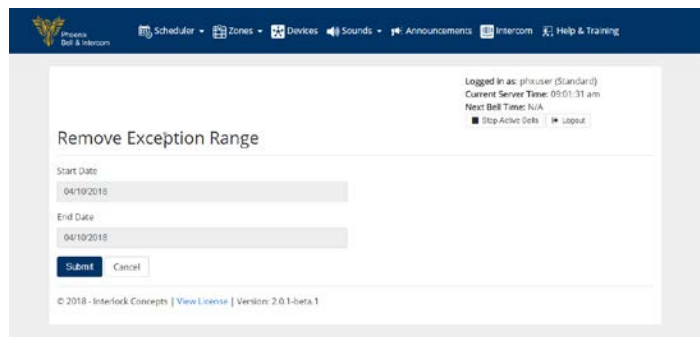
1. Log into PBPI
2. Click **Scheduler** in the menu
3. Click **Calendar Schedule**



4. Click the **Remove Exception Range** button



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





PBPI Schedule

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

The screenshot displays the 'Calendar Scheduler' interface. At the top, there is a navigation bar with the Phoenix Bell & Intron logo and several menu items: Scheduler, Zones, Devices, Sounds, Announcements, Intercom, and Help & Training. On the right side, it shows the user is logged in as 'phouser (Standard)', the current server time is '09:03:39 am', and the next bell time is 'N/A'. Below this, there are buttons for 'Add Exception Range', 'Remove Exception Range', and 'To Default Schedule'. The main area is a calendar for April 2018, with days of the week as columns and dates as rows. Each date cell contains a label for the day type, such as 'Standard Day' or 'Early Release'. A yellow highlight is visible on the 9th of the month. At the bottom of the interface, there is a copyright notice: '© 2018 - Interlock Concepts | View License | Version: 2.0.1-beta.1'.