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Bell Scheduling with IPClockWise

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BELL SCHEDULE PROCEDURES

Create and manage multiple bell schedules using the IPClockWise interface. Below are the basic steps to follow when creating a bell schedule:

1. In the **Endpoints** tab, create groups of endpoints for each zone and/or school that will ring the bells. For example, “Elementary”, “Elementary Outdoor”, “Middle School”, etc. Add all applicable devices to the groups.
2. In the **Events** tab, add an event for the first bell.
 - a. In the *Label* row, enter a descriptive Name, such as “08:15 Elementary”, or “Elementary End of 1st Period Bell”, etc.
 - b. Type in a *Category* that describes the bell schedule, such as “Elementary – Normal”, or “Elementary – Early Release”, etc.
 - c. In the *Audio* section, add a bell tone as the WAV file. If you don’t have your own custom audio file, Sound Libraries are available for download from the AND Customer Portal website (<https://www.anetd.com/portal>). Include text and/or timers if desired. *Note: you can use timers to countdown the passing period.*
 - d. In the “When” frequency section, select “WeekDay” to set up a Monday-Friday schedule. Add or remove days of the week as needed. Select “Once” in the next drop-down box.
 - e. Set the time of the bell (for example, “8:15:00 AM”).
 - f. Checkmark the groups to receive the bell, for example, “Elementary” and “Elementary Outdoor.”
 - g. Click the *OK* button to save the new bell.
3. Right-click on this first bell event in the list and choose “Duplicate and Edit” to quickly create a copy and open up the new event copy for editing.
4. Repeat step three for each additional bell, being careful to change the label, time and any other options unique to the next bell.
5. After adding all bells, disable the non-active bell schedules (e.g., early release or holiday schedules). From the **Events** tab, right-click on one of the bells from the non-active schedule in the list of events, and select “Disable Category.” Repeat for each category to disable.

In the future, you can come back to the Events tab to disable the active bells and enable the alternate schedule using the same context menu options. Double-click or right-click and Edit any existing bell events in the list to make changes.

6. (**Optional**) Set up the bell schedules to automatically change based on specific dates.
 - a. In the **Events** tab, add an event and add a label (e.g. Disable ES Normal Bells) then click on the Enable Categories tab within the event.
 - b. Select “Disable” then select the *Target Category* that corresponds to the bell schedule to disable (e.g. “Elementary – Normal”).
 - c. In the “When” frequency section, select OneTime and then choose the date and time to disable the schedule. Click *OK* to save the event. *Note: You will get a pop-up notification that no endpoints are selected. Since they are not needed for this event, click OK to save.*
 - d. Create a duplicate event but this time select “Enable” with the *Target Category* changed to the bell schedule to enable (e.g., “Elementary – Early Release”). Be sure to change the Label to match the expected result of the event. Click *OK* to save the event. *Note: You will get a pop-up notification that no endpoints are selected. Since they are not needed for this event, click OK to save.*

The bell schedule will now change on the day and time selected, based on the settings chosen. Make sure to add a pair of events for each schedule transition. One to disable the active bells and another to enable the new bell schedule.