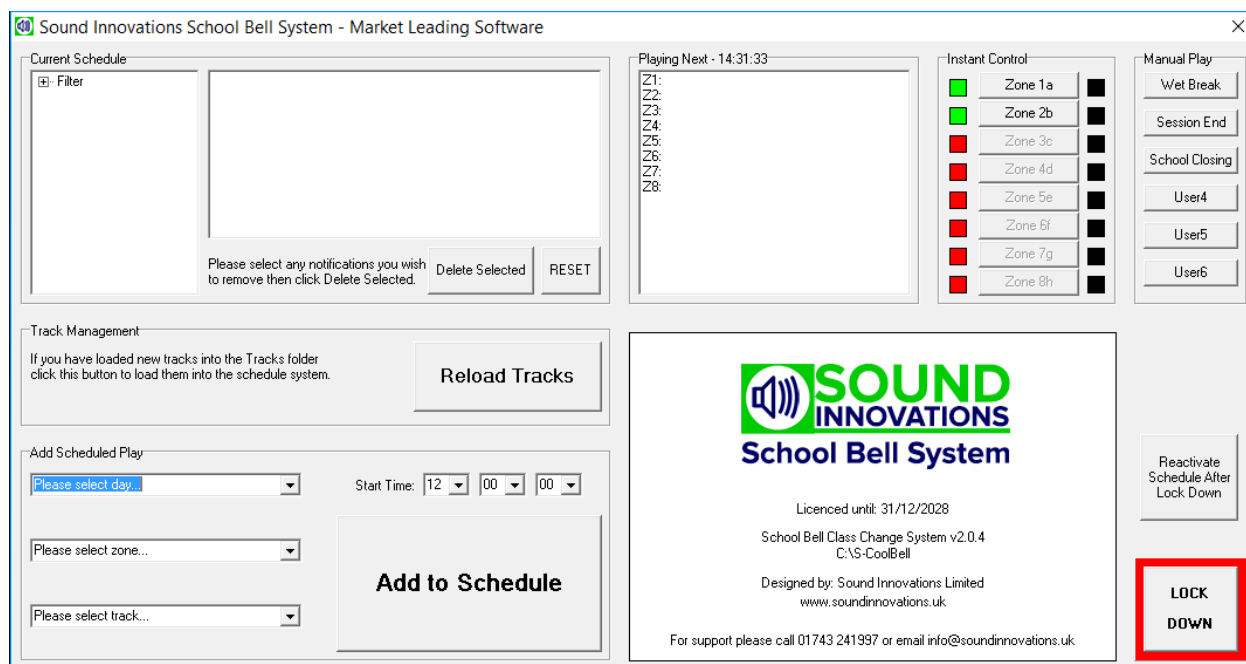# School Bell System Manual
School Bell Software v2.0.4

www.soundinnovations.co.uk & www.soundinnovations.uk

www.classchangetechnolgy.uk

Tel: 01743 241997

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Welcome to your Sound Innovations School Bell System, this has been designed to be as easy as possible to use so if you are unsure about anything please contact Sound Innovations on 01743 241997 for technical assistance.

Maintenance

There are no user serviceable parts within the system and we recommend that you get your system serviced annually. To book a service please call Sound Innovations on 01743 241997.

System Overview and Parts (Parts below may vary depending on your individual specification)

PC Monitor

School Bell Software

School Bell PC
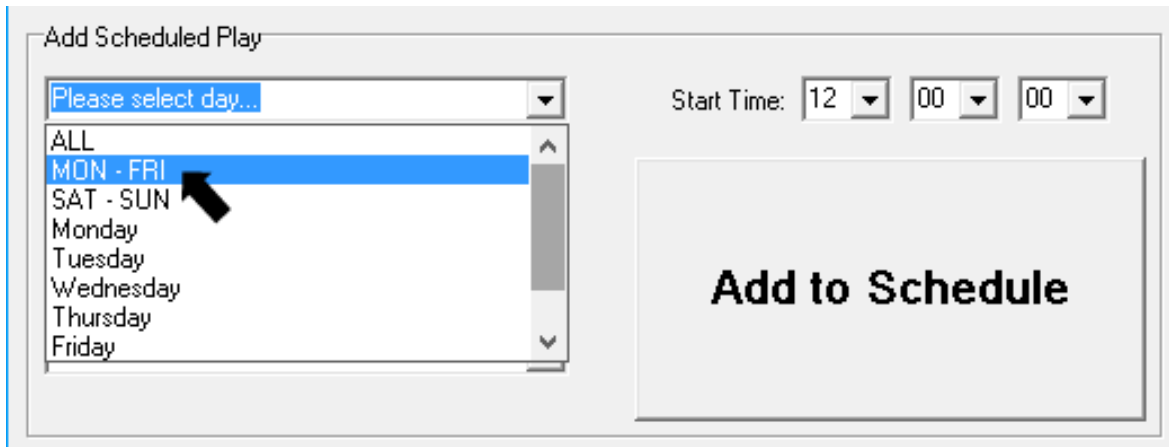
Zone Mixer

Media Player

Zone Amplifier
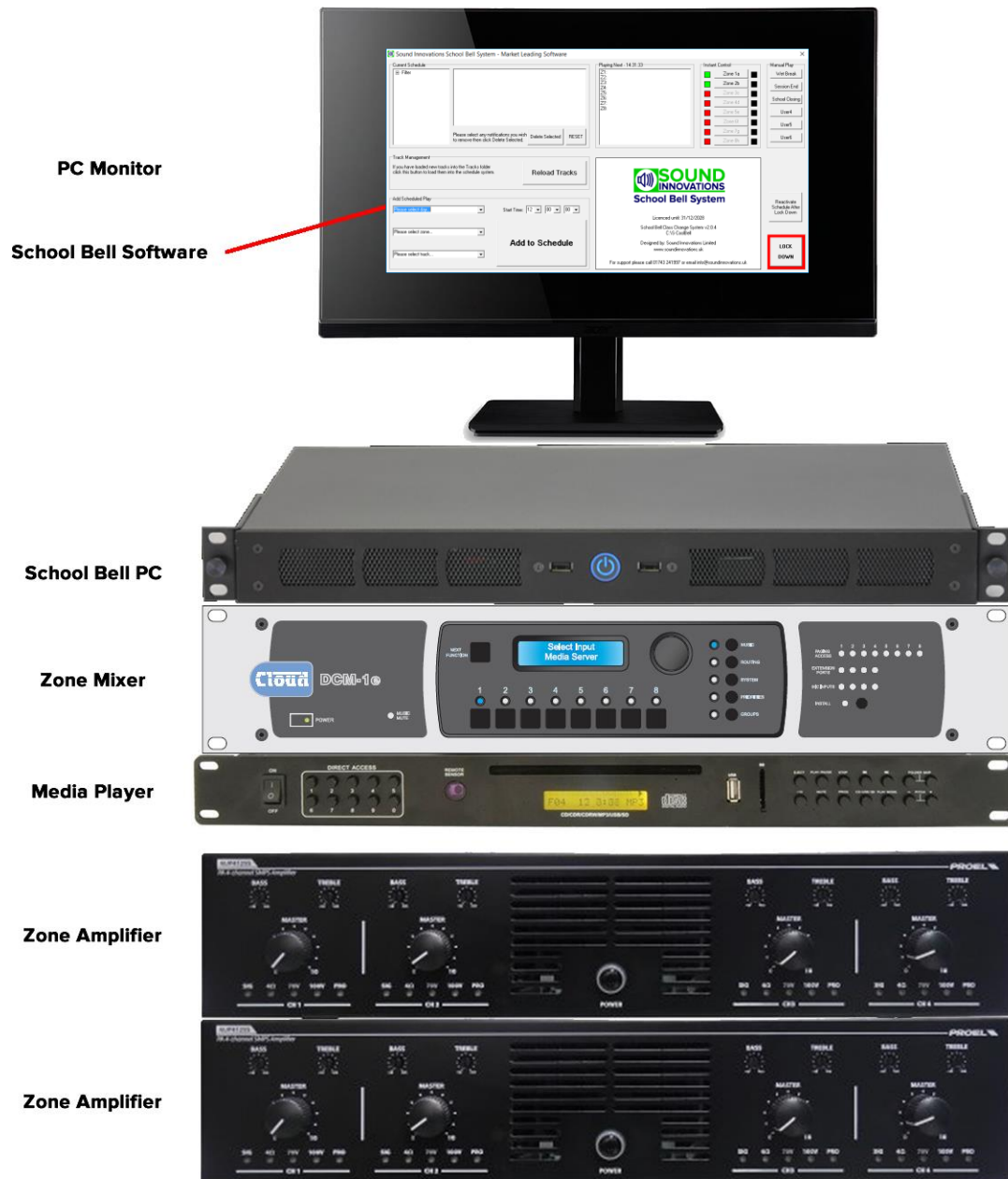
Zone Amplifier

Note: There be more Zone Amplifiers depending on the size of your system

How to Set a Session Change Notification

First of all, make sure you have all the session change times with you, also check for variations in other zones/areas of the school.
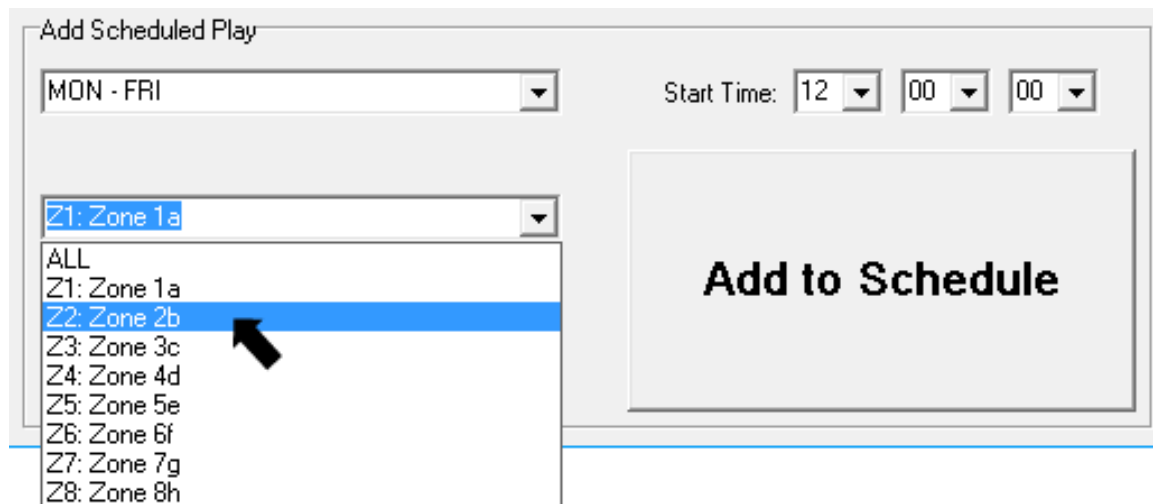
Then follow this process:

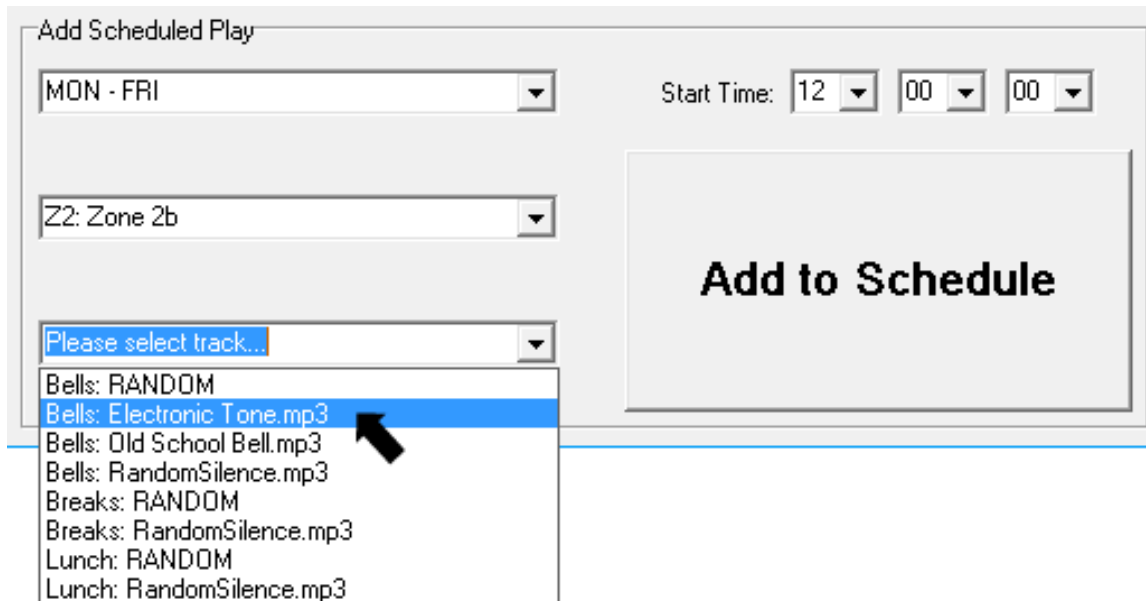1. Select either:- ALL for every day, MON-FRI, SAT-SUN or individual days

2. Select the Zone(s) you want the session change notification to happen, or ALL for site wide notification.
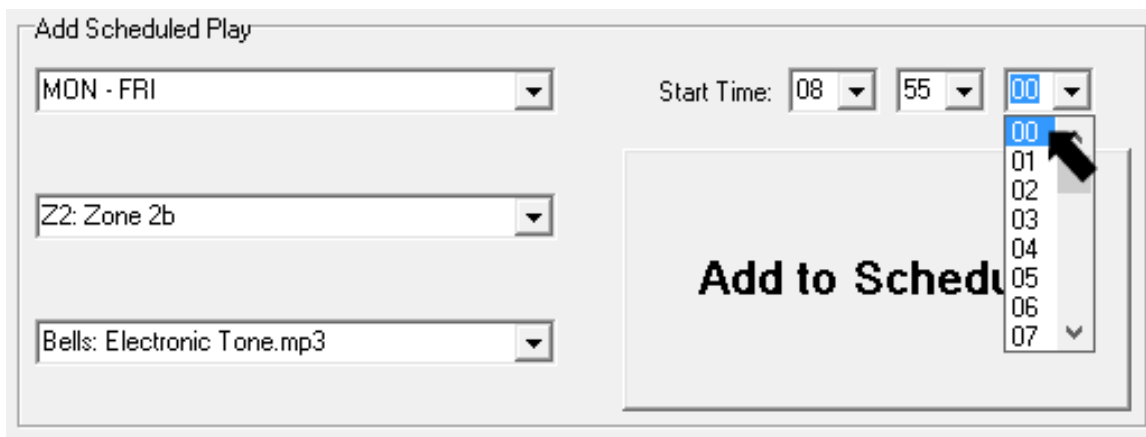
3. Select the track / sound you would like to play. There will be some pre-programmed into your system (see add track section for how to add your own).

4. Choose the time you would like the track to sound by selecting from the 3 dropdown menus using 24 Hr Clock, the order is: Hour > Minute > Seconds. The example below shows 08.55 exactly.

Then Click Add to Schedule

You will have added the notification to the schedule, and the below example shows you have added

Day: Monday-Friday

Zone: Zone 2

Track: Electronic Tone

Time: 08:55:00

In this example the Current Schedule Window shows the entire schedule and the Playing next will display the notifications set to play next in each zone.
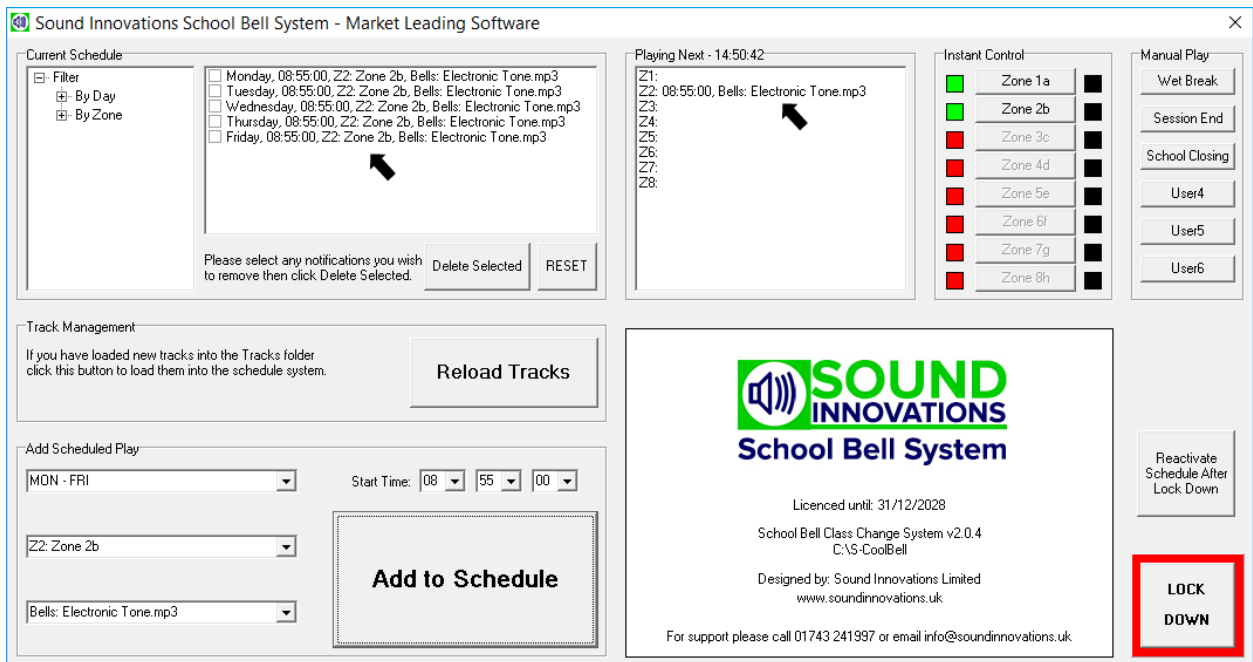
To add further scheduled session change times into the School Bell System, please follow the previous instructions.

Adding Tracks to your School Bell System.

Note: All tracks should be in standard .mp3 format. If you have tracks in itunes, right click the track and choose the option 'Create MP3 Version'

1. Get your .mp3 track on a memory stick from whatever source you have used.
2. Plug the USB stick/drive into the School Bell PC USB slot on the front of the PC
3. Open the USB Drive in windows file explorer (this often happens automatically or you are prompted). If this is the first time using the drive in the PC this may take a few moments longer, be patient!
4. Choose the Track or Tracks you want to copy onto the PC by using shift to select them all or Ctrl to select individual tracks.
5. Right Click and choose Copy or Key Ctrl+C
6. Now go to C: Drive on the School Bell PC (There will be a shortcut to this on your Desktop)
7. Open the folder called 'Tracks'
8. You can now make a new folder for your personal tracks (DO NOT place a Folder in another folder)
9. Paste the Tracks into the desired folder.
10. Now click the 'Reload Tracks' button on the School Bell Software
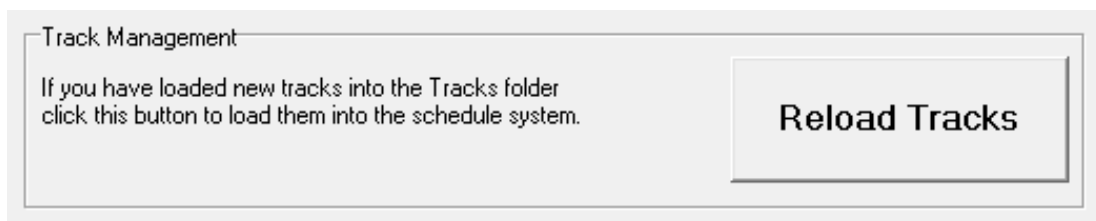
11. The tracks will now appear in the dropdown menu with the Folder name first and the track name second.
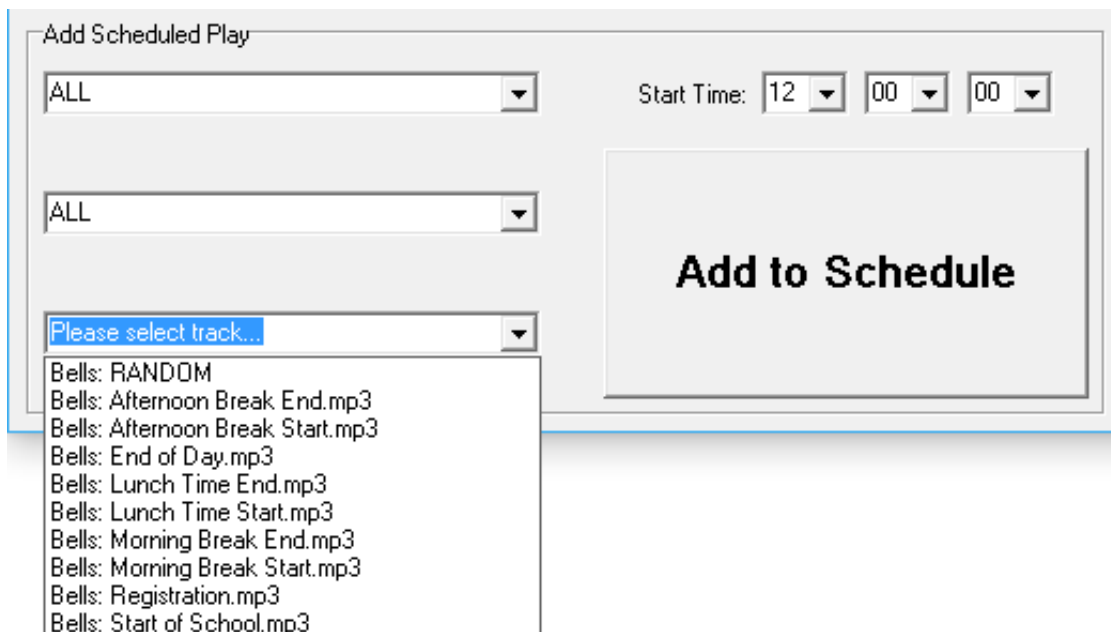
When selecting tracks, YOU MUST NOT!

When using the "Please select track" drop down menu **do not** choose "Random" if you have only one track in that folder. (Random needs more than one track to enable a random choice).

Do not choose from the "Please select track" drop down menu the "File:Random" as a default if there are no tracks in the folder. (You cannot expect a PC to make a random choice from a folder with no track in it).

Both of the above scenarios will throw up a continuous error message as the program will try to make a random choice with one track, this is not random. If this happens you will either have to restart the PC or use the task manager to shut down the program.

Solutions to the above:

If you have selected Random and there is only one track in the folder, make another copy of that track in the folder.

If you have selected Random and the destination folder has no track in it, put at least two tracks in it.

Instant Control

Muting a Zone.

If you have exams in the School Hall or have a production on when a session change notification is scheduled to sound, you can stop this happening by muting the zone.

Simply click the green square next to the zone you would like to mute and the Green square will turn Red. Remember to unmute the zone once the event or exam has finished to resume normal service.

Zone 2 is now muted

Playing a .mp3 into any zone using instant control

To play an .mp3 into any of the zones:

> Press the Zone button you wish to play a .mp3 into

> Windows file explorer will open

> Choose the track you wish to play from the School Bell PC

> Track will now play on a Loop (Will continuously play again and again….)

> Press the Black STOP square next to the zone to stop playback.

Deleting a scheduled notification/track

If you need to delete a Scheduled notification or track the top left window of the School Bell Software allows you to find notifications by filtering by Day or Zone, once you have located the notification simply put a tick in the box to the left of the scheduled notification and click the 'Delete Selected' button.
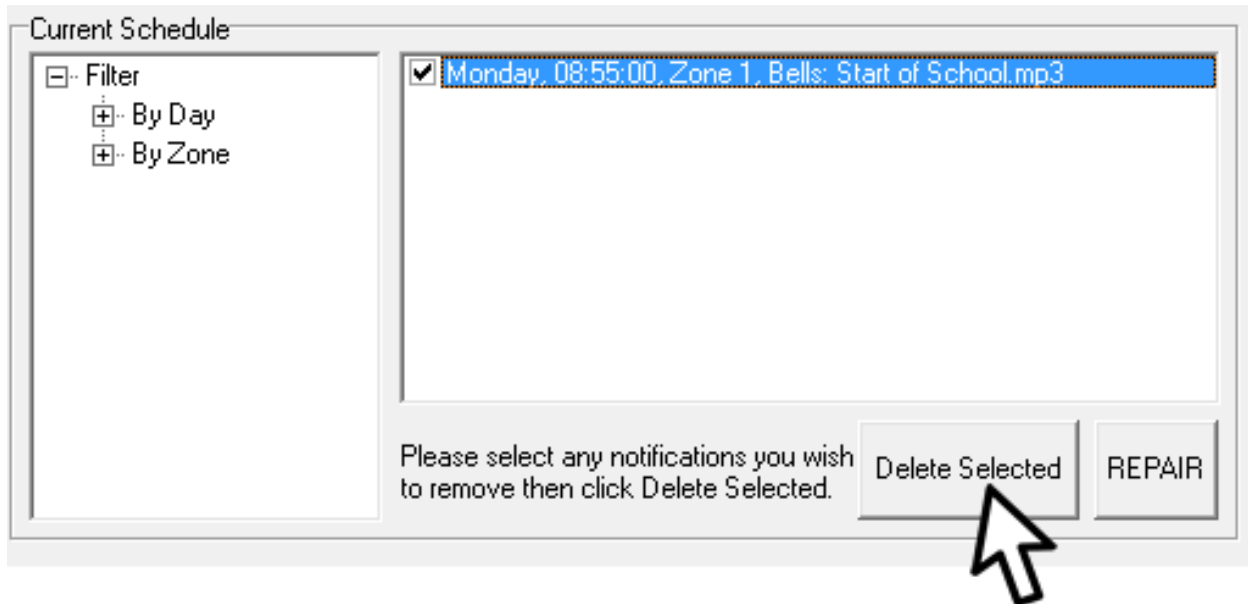
School Management Messages (Manual Play)

These messages play at a click through the whole system into all zones. Any of the messages User1-User6 can be customized by the school to play by simply replacing the .mp3 in the system. In the example below we have added Wet Break, Session End & School Closing. Wet break as summer lasts about I week in June so this button will get plenty of use! Session End gives a 5 minute warning for people using facilities at the School that their session will shortly be ending and School Closing for end of day to help facilities managers to notify all staff the school is being locked up - this feature also comes in very handy for parent's evenings when it's really time for them to leave!
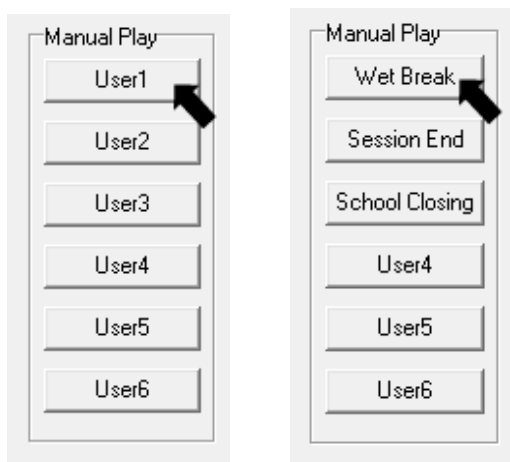
Customize your Manual Play Messages

To change the message simply make a new message and save it as a .mp3 file.

Then go to C Drive > S-CoolBell

You will see six .mp3 files; User1-User6

Record or create your announcement as an .mp3 file and name it User1-User6 depending on which button you want to use to activate the sound.

To rename the button, in the same location you will see a file called 'userbuttons' – click into this file and rename as appropriate.

Lock Down Message

This cannot be pressed by accident, like all panic buttons this is a two-stage button, but can still be activated in a breath should the need arise.

The LOCK DOWN button is located in the bottom right hand corner of the software screen. It is out of the way of the other buttons so it cannot be pressed by accident.

To activate your Lock Down Alert simply press the button, it will then take you to a confirmation screen.

To start the Lock Down alert through your Sound Innovations School Bell PA system now click the "ENTER LOCK DOWN" button.

Our examples below show three lockdown scenarios/options.
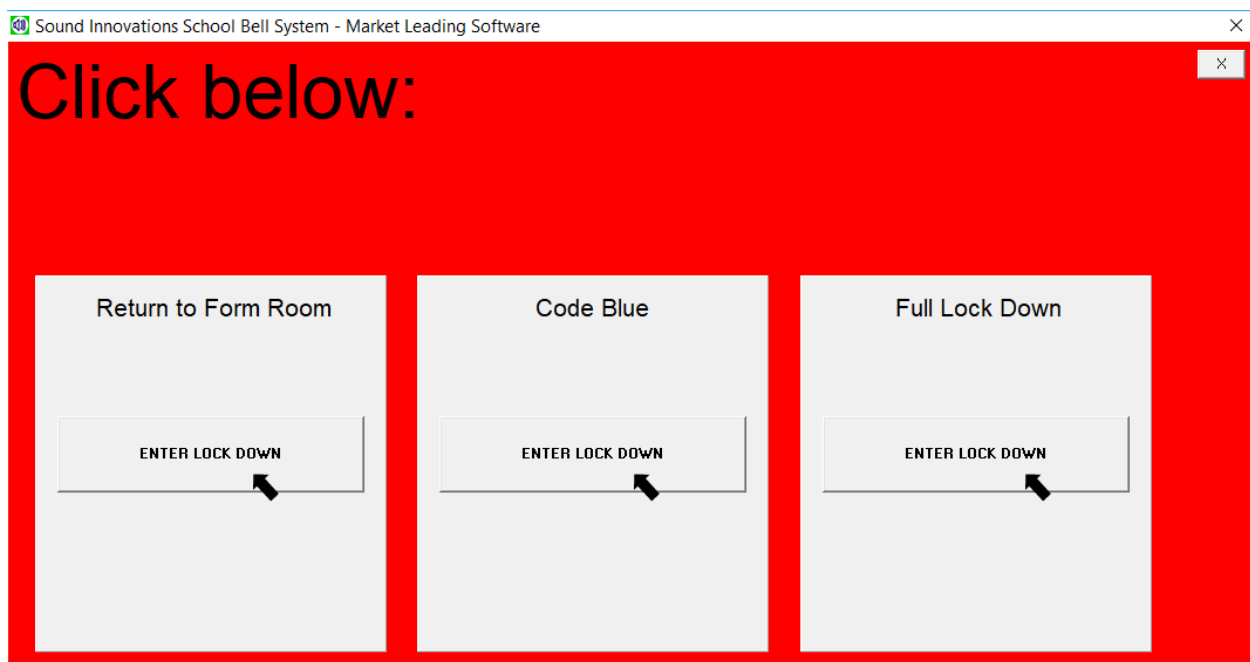
Once you click ENTER LOCK DOWN your chosen lockdown message will play through the system.

Once you have clicked the lockdown of your choice, to stop the Lock Down alert message playing simply click the CANCEL LOCK DOWN button below your lockdown option on the screen and the message will stop playing.
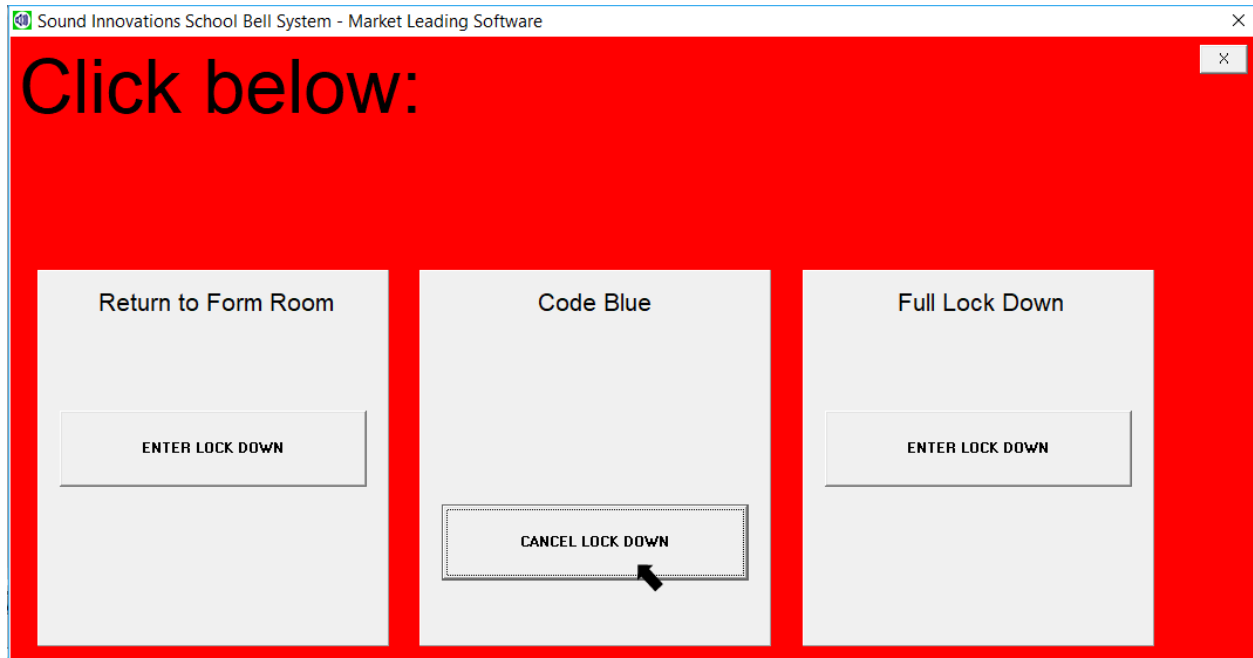
Returning to Normal Operation after a Lockdown

After a lockdown scenario, you may not want standard session changes and scheduled announcements immediately returning to normal so to reactivate the Schedule after a Lockdown, click the button 'Reactivate Schedule After Lock Down'

Customizing the Lock Down Alert:

To customize your lockdown alert to suit your own school's emergency plan, create a new alert and save this as an .mp3 file (see box below).

We recommend you back up the existing file before deleting it so if your new .mp3 file is corrupt or not the correct format you have something in the system ready to use.

Sound Innovations can create custom messages and alerts for you should you not have the facilities or software to create your own.

Customize your Lock Down Alerts

To change the alert simply make a new message and save it as an .mp3 file.

Then go to C Drive > S-CoolBell

You will see three .mp3 files; LockDownLevel1, LockDownLevel2 and LockDownLevel3

Record or create your announcement as an .mp3 file and name it LockDownLevel1, 2 or 3 depending on which lockdown alert you want to use to activate the announcement.

To rename the button, in the same location you will see a file called 'lockdownnames' – click into this file and rename as appropriate.

Things you should do:

You should test your system regularly, should windows have decided to glitch (we know windows never does that!) simply hit the Repair Button on the screen. We also recommend you periodically restart the PC as you would any PC. The software will automatically start once the PC has booted up.

PA Announcer and Safeguarding

Your system comes as standard with a Zoned PA announcer. This has many functions including safeguarding announcements and relaying of general information. These can be routed to a specific zone, combination of zones or the whole site.

Should you need to relay a message into the whole school or a specific zone, for example if you need to locate a pupil that has not returned to class after a break or is missing, rather than searching the school an immediate call can be put out to ask for information of their whereabouts.

In our experience, schools have used an 'Amber Alert' for a pupil and all teachers understand to gather information from all pupils and return it to the reception or office immediately. If no information is received within a given time, the alert can be escalated for the pupil and appropriate action taken.

Quick User Guide

Use the 8 buttons on the left to choose where you would like to speak to.

If you want to speak choose the zone or zones and then hold down the TALK/SEND button and you will hear the message announcement tone (Bing bong!) and then speak, release the Talk/Send Button when you have finished speaking

If at any point before you press the talk/send button you can repress any zone button to cancel or select another zone.

To speak to the whole site, simply press and hold "Call All".

Enhanced PA Announcer and Safeguarding (optional extra)

Your enhanced system comes with a Zoned PA announcer - this has additional functions including safeguarding announcements, relaying of general information & automated messages. These can be routed to a specific zone, combination of zones or the whole site. The system will come programmed with a standard lockdown announcement that can be changed to suit the emergency plan in place and other announcements can include; Wet Break, School Closing, Session ending in the hall (if leased out to groups). The system can have up to 8 automated announcements/messages and these can be anything you choose as they are standard .mp3 files.

Should you need to relay a message into the whole school or a specific zone, for example if you need to locate a pupil that has not returned to class after a break or is missing, rather than searching the school an immediate call can be put out to ask for information of their whereabouts.

In our experience, schools have used an 'Amber Alert' for a pupil and all teachers understand to gather information from all pupils and return it to the reception or office immediately. If no information is received within a given time, the alert can be escalated for the pupil and appropriate action taken.

Enhanced Quick User Guide

Use the 8 buttons on the left to choose where you would like to speak or send a message to.

If you want to speak choose the zone or zones and then hold down the TALK/SEND button and you will hear the message announcement tone (Bing bong!) and then speak, release the Talk/Send Button when you have finished speaking

If you want to send a message to a zone or combination of zones, select this on the 8 buttons on the left, then press the message in the middle 8 buttons and press the Talk/Send Button.

If at any point before you press the talk/send button you can repress any zone or message button to cancel or select another zone or message.

To speak to the whole site, simply press and hold "Call All". To send a message to the whole site, press the message button then "Call All"

Lockdown Alert on the PA Announcer

Press Lockdown & Call All this message will be set as standard for 20 minutes, this can be altered to suit your emergency plan.

How to change the messages in your enhanced PA announcer

Disconnect the cables at the back of the enhanced PA announcer, noting where they are plugged in

>Turn the microphone over and you will see a small hatch secured by 2 small hex bolts.

>Undo the 2 hex bolts, and you will see a small SD Card

>Push the SD card into its holder gently to release it.

>Plug this into your PC

If you do not already have the following files on the SD Card, there are no messages currently stored in your system.

M_1.mp3
M_2.mp3
M_3.mp3
M_4.mp3
M_5.mp3
M_6.mp3
M_7.mp3
M_8.mp3

While the SD Card is plugged into your PC you can click on the .mp3 files and your default media player will play them back to you.

The above file names M_1 to M_8 correspond with the button numbers on the middle Message section on the PA announcer below the microphone.

To put your new announcement/message into the PA announcer simply rename your new announcement to correspond with the button you wish to activate it. M_1 to M_8 and delete the existing file you would like to replace.

Once you are sure you have put your new message in to the SD card, with the correct file name, place the SD Card back into the location on the base of the PA Announcer and then plug the connections back in.

To test your new announcement, press the message button you have just programmed and then press the CALL ALL Button this broadcasts the message across the whole school

Please note: The messages on the enhanced PA announcer and separate from the computer messages, if you want them to correspond on the PC and the enhanced PA announcer you must update both pieces of hardware.

System Volume

To alter the system volume this can be done in two ways. For minor adjustments:

Press the 'next function' button on the DCM1

This will display the volume for that individual zone:

Alter this level to suit your system needs. You will need to press the individual zone buttons to alter each zones volume level.

The second way to alter system volumes for each zone is by adjusting the volume control on the system amplification.

There may be more than one volume control for each zone.

Option: Background Music Player

If you would like to be able to play background music within the zones at the school or college, you can opt for a media player that will enable you to playback music from CD, USB or another device via the AUX input. (We can also supply a player with Bluetooth connectivity).

How to play background music through your system

Place the media into your media player and select the source via the source selection button (CD, USB or AUX).

**Source Selection
CD, USB, AUX**

On the Cloud DCM1, press the zone button you wish to play the music in:

Then toggle using the toggle button to the right of the display to media player:

Background music will now be playing in Zone 1. Please repeat the above steps to introduce music into other zones if required. Each zone is controlled individually, there is not an option to add background music to all zones in one go.

To turn off background music, select the zone, then toggle from media player back to the zone label.

If you do happen to leave the system on background music setting, your session change notifications, instant messages and lockdown will still sound through the system.

Additional Training Sessions on how to use and get the best of the School Bell System can be booked with Sound Innovations.

Please Call 01743 241997 or email info@soundinnovations.uk