



**ADVANCED**  
NETWORK DEVICES

## Bell Scheduling with IPClockWise

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3820 NORTH VENTURA DR.

ARLINGTON HEIGHTS, IL 60004

U.S.A

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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. Click the *Add New Endpoint* button, then select *Add Group Endpoint*. Enter a group name, e.g., “Elementary”, “Elementary Outdoor”, “Middle School”, etc. Check all applicable devices in the table below, then click *OK* to save the group. Repeat for each group you wish to create.
2. In the **Notifications** tab, click *Add a Notification* for the first bell.
  - a. In the *Label* section, enter a descriptive *Name*, such as “08:15 Elementary”, or “Elementary End of 1<sup>st</sup> 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 *When* 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.
  - d. Enter the time of the bell. For example, “8:15:00 AM”.
  - e. In the *Actions* 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.*
  - f. In the *Output Devices* section, 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 notification in the Notification list and choose “Duplicate and Edit” to quickly create a copy and open up the new notification copy for editing per step 2.
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 **Notifications** tab, right-click on one of the bells from the non-active schedule in the list of notifications, and select “Disable Category.” Repeat for each category to disable.

In the future, you can come back to the Notifications 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 notifications in the list to make changes.

6. (**Optional**) Set up the bell schedules to automatically change based on specific dates.
  - a. In the **Notifications** tab, add a notification and add a label (e.g., “Disable ES Normal Bells”).
  - b. In the *When* section, select *One Time* or *Yearly-Once* and then choose the date and time to disable the schedule.
  - c. Select the *Enable Categories* tab within the *Actions* section. Select “Disable” then select the *Target Category* that corresponds to the bell schedule to disable (e.g., “Elementary – Normal”).
  - d. Click *OK* to save the notification. *Note: You will get a pop-up notification that no endpoints are selected. Since they are not needed for this notification, click OK to save.*
  - e. Duplicate this notification 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 notification (e.g., “Enable ES Early Release”). Click *OK* to save the notification. *Note: You will get a pop-up notification that no endpoints are selected. Since they are not needed for this notification, 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 notifications for each schedule transition. One to disable the active bells and another to enable the new bell schedule.