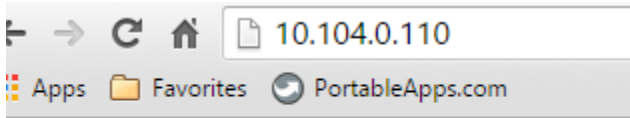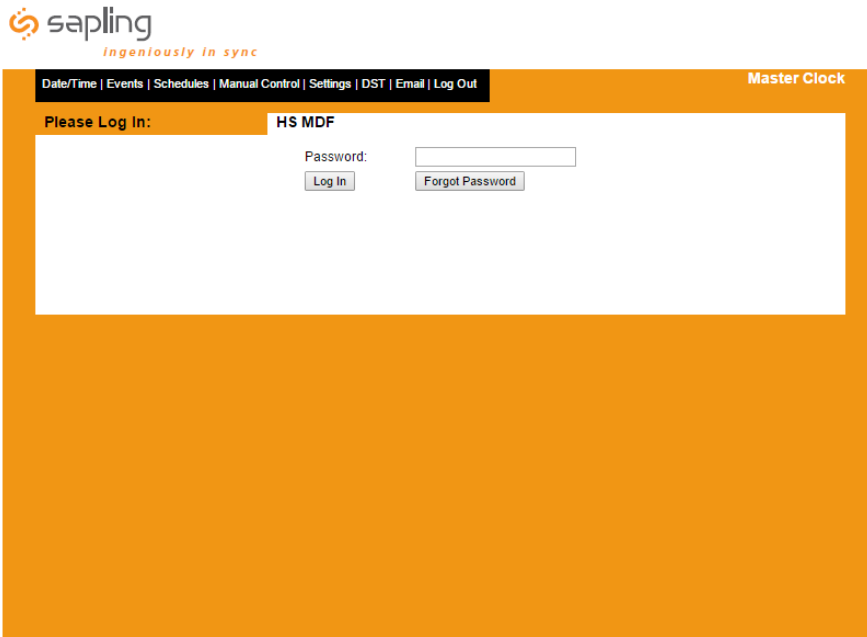# Bell Walkthrough for High School

Getting Started

To get started, open Chrome and type in the address 10.104.0.110 where you would normally type in a web address.
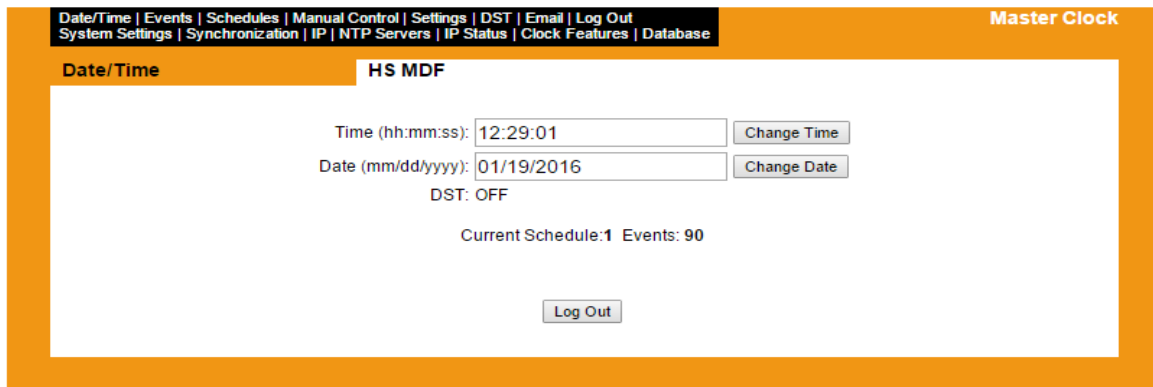

You will be presented with a webpage that looks like this:

Enter the password and press enter. Login information can be requested by emailing Tech Support.
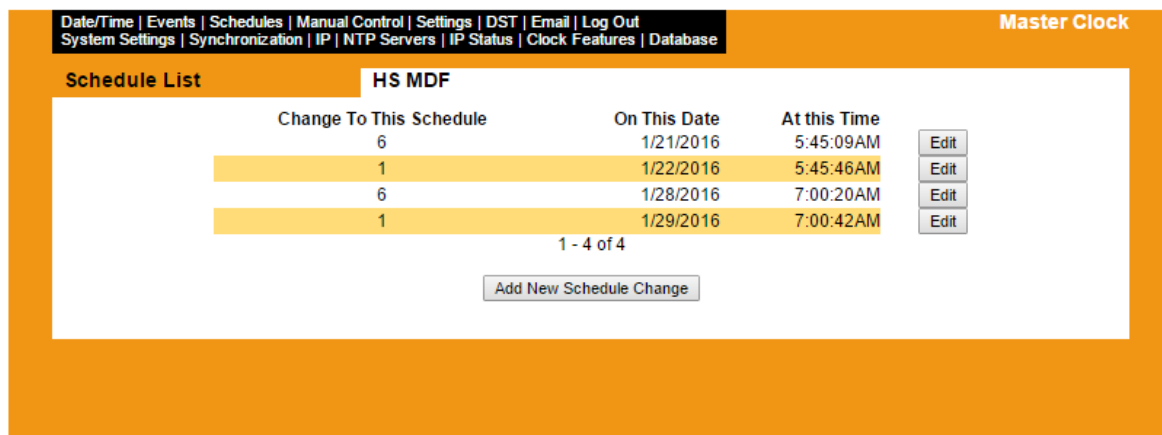
Once you are logged in, the window will look like this:

To Change to a Different Schedule

To change to a different schedule, click on the black menu where it says "Schedules"

You will then be shown this menu:

In this example, we have already set 4 schedule changes. Schedule 6 is set to change at 5:45 A.M. on January 21st; the next is changing back to schedule 1 at 5:45 A.M. the following day; followed by a change back to schedule 6 on January 28th at 7 A.M.; and lastly, a change back to schedule 1 on January 29th at 7 A.M.

To Add a Schedule Change

To add a schedule change, click on the button that says "Add New Schedule Change":

You will be taken to the following window:

In the "Schedule" section, you will input which schedule you would like to change to.
The "Date" section is the day the change will occur.

The "Time" section is the time the change will occur.

After inputting your options, you will click on the "Submit" button.

If your schedule change occurs in the past, for example, the current time is 12:45 and 30 seconds (12:45:30) and your change was set for 12:45:15, an error will cause the system to not accept the change.

To Delete a Schedule Change

To delete a change in the schedule, click on the "Edit" button next to a schedule change:

Then you can click on the "Erase" button at the bottom of the page to delete that change.

From the home page, you can see what schedule you are currently on:

In this example, we can see we are currently on Schedule 1.

To See When Bells Will Ring and On What Schedule

To see when bells will ring and on what schedule, click on the "Events" menu:

From here, you will be taken to a window that looks like this:

On this window, you can see every schedule by clicking the "Back" or "Next" buttons at the bottom. To see a specific schedule, click on the drop down menu where it says "Go To Events" For Schedule and use the drop down menu to select the schedule you would like to see.

To Add a New Bell

To add a new bell, click on the button that says "Add New Event"

You will be taken to a new window that will let you input when and where you would like a bell to go off.

In this window it is important to set what schedule you would like the new bell to be on, the days, times and zones. The zones represent the different tones, not the section of the school that the tone will sound off in. When selecting the zone, the length the bell plays for is in the drop down. Most bells are between 3 and 5 seconds. If the option "On" is selected, the bells will not turn themselves off. When finished, clicking "Submit and Finish" will return you to the "Events" overview, while clicking on "Submit and Continue" will let you put another bell into the system.

To Remove a Bell

To remove a bell, click on the "Edit" button next to the bell in the Events overview screen.

Once there, clicking the "Erase" button will remove the bell from the schedule.