



# **Software User Manual**

V3.0

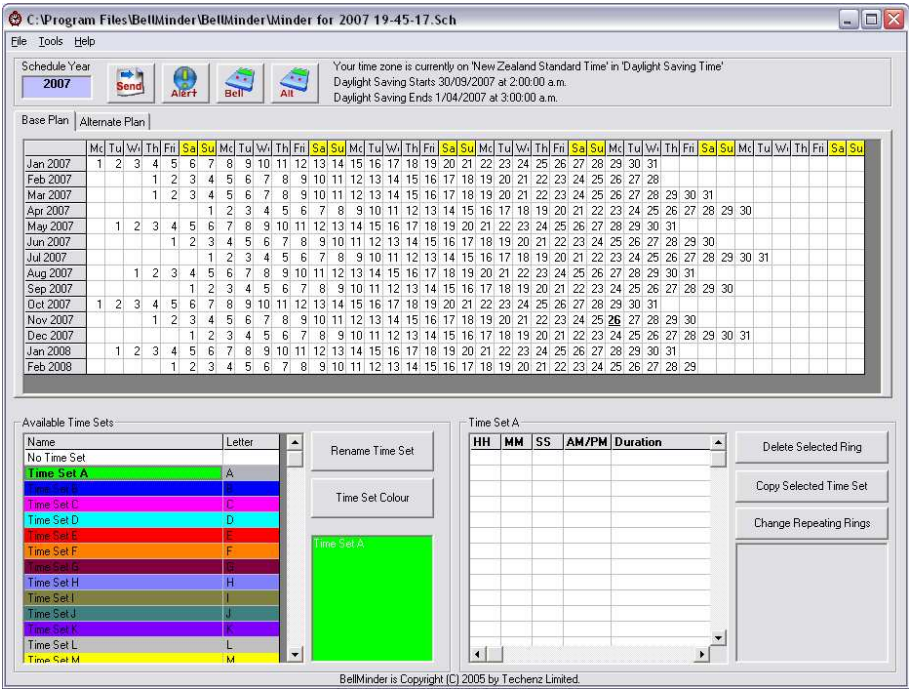
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# 1. Navigating Around the System

BellMinder has one Main screen that contains several different parts to it. Different extra options are available in the toolbar and using the buttons. The different areas and uses of the BellMinder software system are given below.

| Item        | Description  |
|-------------|--|
| Main Screen | The Main screen for BellMinder is shown below. The screen consists of buttons, a planner, an alternative plan tab, time sets and bell timing sections. The main menu is also available containing extra options and tools. |



|                          |   |
|--------------------------|---|
| Schedule Planner Section | The planner section consists of two year planners each containing 14 months. Each planner is on a separate tab. The Base plan is the main year plan and the Alternate plan is the optional year plan that can be implemented only when required. Dates can be selected and deselected with different time sets using the mouse. The dates will become highlighted in the corresponding colour of the time set selected. |
|--------------------------|---|

|          | Base Plan |    |    |    |    |    |    | Alternate Plan |    |    |    |    |    |    |
|----------|-----------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
|          | Mo        | Tu | We | Th | Fr | Sa | Su | Mo             | Tu | We | Th | Fr | Sa | Su |
| Jan 2006 |           |    |    |    |    | 1  | 2  | 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| Feb 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Mar 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Apr 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| May 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Jun 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Jul 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Aug 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Sep 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Oct 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Nov 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Dec 2006 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Jan 2007 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |
| Feb 2007 |           |    |    |    |    |    |    |                |    |    |    |    |    |    |

**Time Sets Section** There are 15 time sets available for use within the schedule. Time sets can be applied to one or several days. They determine the time of the bell ring. The purpose of time sets is to simplify the use of different timing of the bell. For example exam dates will have different bell times to normal days.

Available Time Sets

| Name        | Letter |
|-------------|--------|
| No Time Set |        |
| Time Set A  | A      |
| Time Set B  | B      |
| Time Set C  | C      |
| Time Set D  | D      |
| Time Set E  | E      |
| Time Set F  | F      |
| Time Set G  | G      |
| Time Set H  | H      |
| Time Set I  | I      |
| Time Set J  | J      |

Rename Time Set

Time Set Colour

**Ring Times Section** The ring times section show the times contained in each corresponding time set. When you click on a time set this section will show the corresponding times associated with the time set and the ring duration of the bell. Times are entered into this section using a 24 hour clock format.

Time Set A

| HH | MM | SS | AM/PM | Duration |
|----|----|----|-------|----------|
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |

Delete Selected Ring








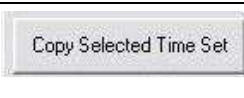
Copy Selected Time Set

Change Repeating Rings

**Buttons** Buttons are used in the software to induce an action. There are several buttons in the software system. The buttons and

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descriptions of what they do are shown in the table below.

| Button  | Description  |
|---|--|
|    | The Send button is used to send Schedule plans to the Bell to program the bell rings.  |
|    | The Alert button is used to activate the emergency bell.   |
|    | The Bell button is used to ring the bell manually. The bell will ring for as long as the Bell button is held down using the mouse.                       |
|    | The Alt button is used to toggle between the Base plan and Alternate plan.   |
|    | The Rename Time Set button is used to enter a name or rename the selected time set.  |
|  | The Time Set Colour button is used to change the default colour of the selected time set.  |
|  | The Delete Selected Ring button is used to delete a ring time that is selected.  |
|  | The Copy Selected Time Set button is used to select a time set and copy it to a new time set. This saves time if only minor alterations need to be done. |

---

## 2. Creating a New Time Set

A time set is created before applying the time set to a schedule. A time set contains the times the bell will ring and the duration of the ring. The purpose of having several time sets is to enable the schedule to contain special events that will have different times the bell should ring.

| Step | Action   |
|------|--|
| 1.   | Click on Time Set A in the Available Time Sets section.  |
| 2.   | Click the Rename Time Set button.  |
| 3.   | Enter a Name into the textbox. A good starting point would be to create a Monday to Friday time set. |

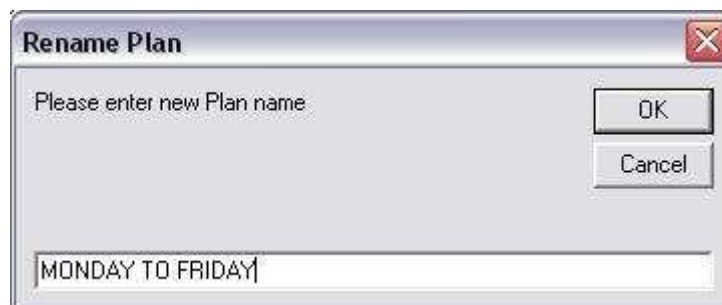


Figure 1 Rename Plan screen

- Click the OK button. The Ring time section will now display the corresponding name as shown below.

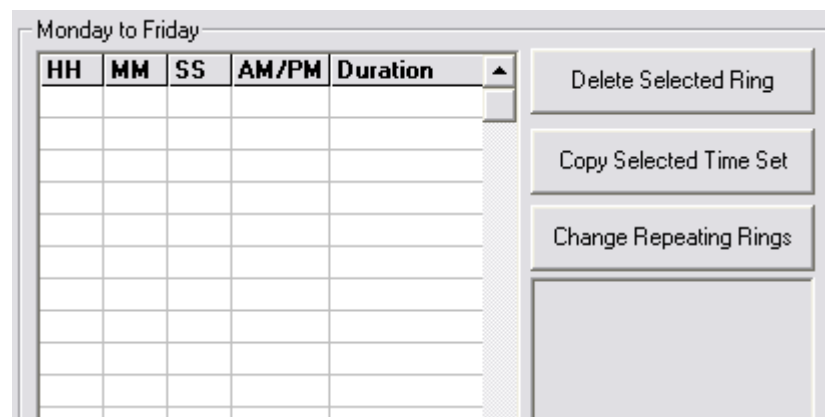


Figure 2 New Time Set

- Enter the time of the bell ring by typing the hour in the HH column, the minutes in the MM column and the seconds in the SS column.

**Note:**

- All times should be entered in 24 hour time format.

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2. The AM/PM column is generated automatically by the system.

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6. Enter the duration of the ring in the Duration cell. Other rings can also be selected, like the Parent Interview ring.

| HH | MM | SS | AM/PM | Duration         |
|----|----|----|-------|------------------|
| 13 | 00 | 00 | P.M.  | 5 Seconds        |
| 14 | 30 | 00 | P.M.  | 5 Seconds        |
| 15 | 00 | 00 | P.M.  | Parent Interview |
| 18 | 00 | 00 | P.M.  | Parent Interview |

**Note:**

Bell duration can be set between 1 - 252 seconds.

---

7. Continue entering bell times for the time set until you have completed the entire days bell times.

| HH | MM | SS | AM/PM | Duration         |
|----|----|----|-------|------------------|
| 08 | 55 | 00 | A.M.  | 5 Seconds        |
| 09 | 00 | 00 | A.M.  | 5 Seconds        |
| 10 | 15 | 00 | A.M.  | 5 Seconds        |
| 10 | 30 | 00 | A.M.  | 5 Seconds        |
| 12 | 00 | 00 | P.M.  | 5 Seconds        |
| 12 | 15 | 00 | P.M.  | 5 Seconds        |
| 13 | 00 | 00 | P.M.  | 5 Seconds        |
| 14 | 30 | 00 | P.M.  | 5 Seconds        |
| 15 | 00 | 00 | P.M.  | Parent Interview |
| 18 | 00 | 00 | P.M.  | Off              |

Figure 3 Completed Time Set

**Note:**

1. The Ring time set display will show the times the bell will ring in order of time even if they are not entered in order.
  2. The Ring time set section will automatically show whether the time is AM or PM, morning and afternoon times are shown in different colours.
  3. After the Parent Interview the "Off" is used to stop the repeating ring.
- 

8. Continue entering time sets for special events such as parent teacher interviews by clicking on the next time set (Time Set B) and following Steps 2 – 8.
-

### 3. Applying a Time Set to the Schedule Planner

The Schedule planner consists of 14 months, from January of the beginning year to February of the following year. This allows you to program the bell rings of the first few weeks of school in advance before preparing a whole new year. In the 14<sup>th</sup> month the BellMinder will beep to remind you that the schedule is close to running out.

---

| Step | Action |
|------|--------|
|------|--------|

---

1. Select the desired time set from the Time Set section.

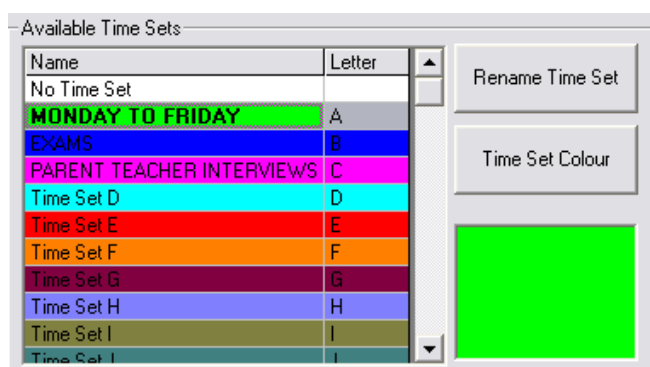


Figure 4 Available Time Sets

2. Click on the days you would like the time set to apply to on the planner.

**Note:**

1. Whole rows and columns can be selected with the time set by clicking on the month row title or the day column title.



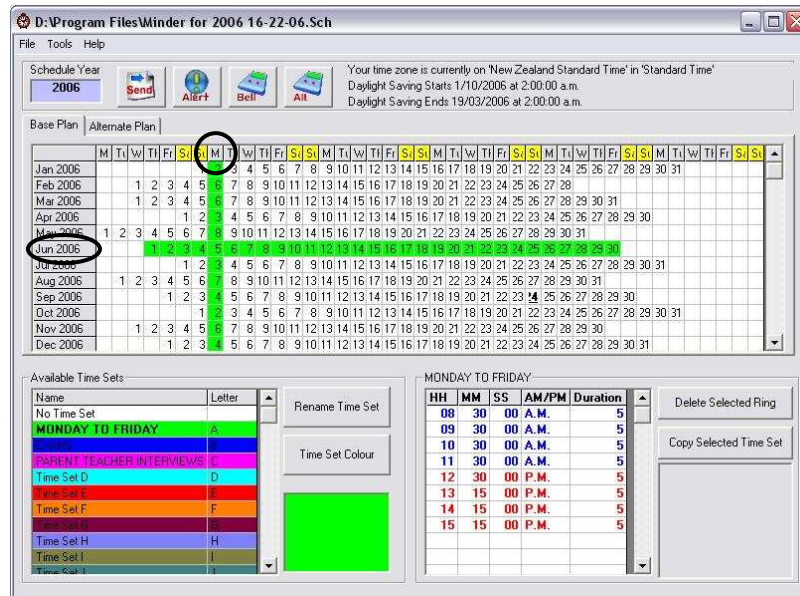


Figure 5 Selecting Rows and Columns

2. The entire planner can be selected by clicking the top left corner button. By clicking on the main time set and applying it to the entire year this will save time and other time sets can be then be applied over the selection.

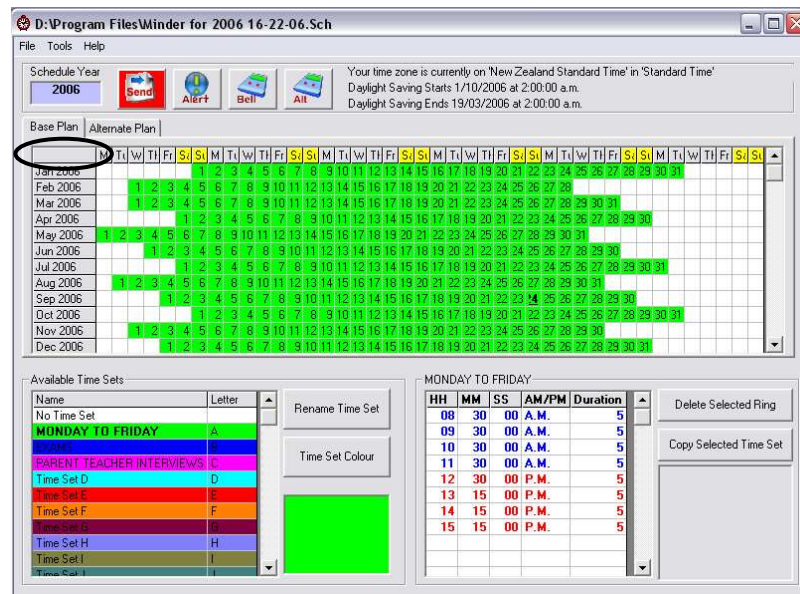


Figure 6 Selecting the Whole Planner

3. A Time set can also be dragged along the dates to select them by clicking the first date and holding down the left mouse button and dragging the selection over the required dates. Release the mouse to select the dates.
4. The planner can be cleared in the same ways by clicking No Time Set from the Available Time Sets section and selecting the days you wish to clear.

- 
3. Click on the next time set you wish to apply from the Time set section and click on the days you want the time set to apply to. The same process in Step 2 Notes can be used for each time set.

**Note:**

Once there are several time sets on the planner you do not have to keep clicking the Time set section to select the required time set. Instead you can right click the desired time set applied to the planner, the time set will automatically adapt and you can continue clicking on the dates you require with the new time set.

---

## 4. Creating a Schedule for the Year

The following steps show the most efficient way of creating a year schedule. The time set names may be different for but the same principle is used.

---

| Step | Action |
|------|--------|
|------|--------|

---

1. Select the Monday to Friday time set from the Time set section.

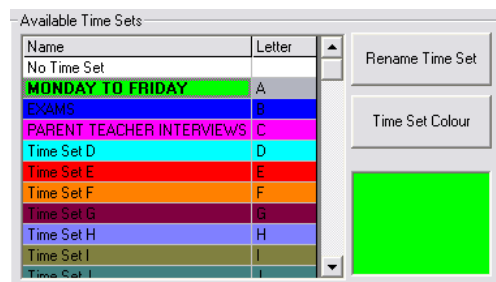


Figure 7 Available Time Sets Section

2. Click on the top left hand corner button to select the entire year.

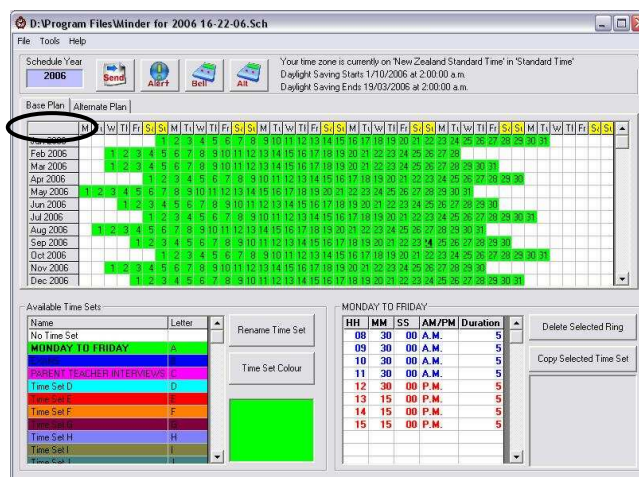


Figure 8 Selecting the Entire Year

3. Click No Time Set in the Available Time Sets section.

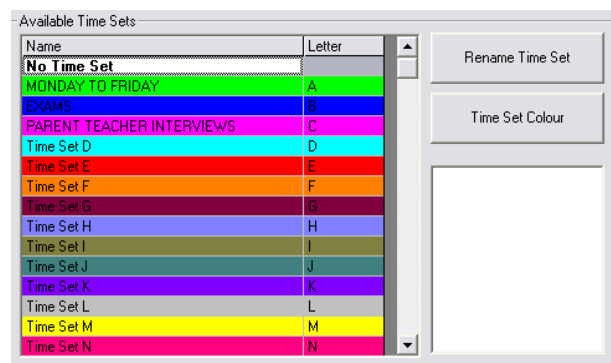


Figure 9 Available Time Sets Section

4. Select the weekend days by holding down the left mouse button, dragging across each weekend and releasing to apply.

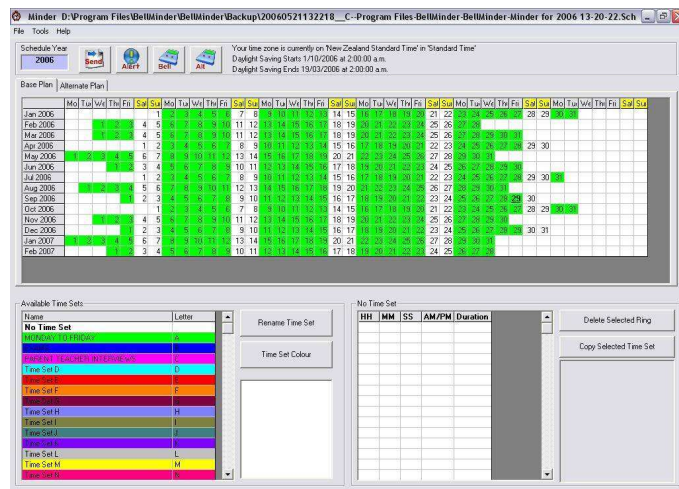


Figure 10 Selecting Weekends

5. Select the school holidays and public holidays by clicking on each date required.

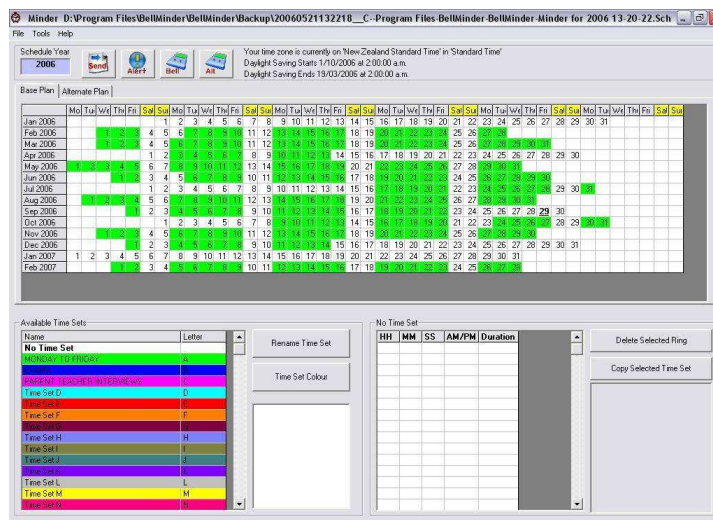


Figure 11 Selecting School Holidays

6. Select the Exams time set from the Available Time Sets.

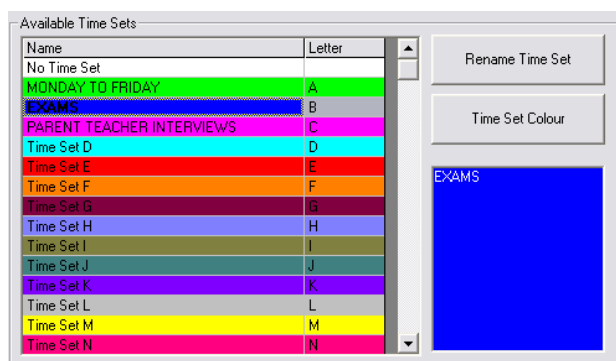


Figure 12 Available Time Sets Section

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7. Select the dates you require exams to be held.

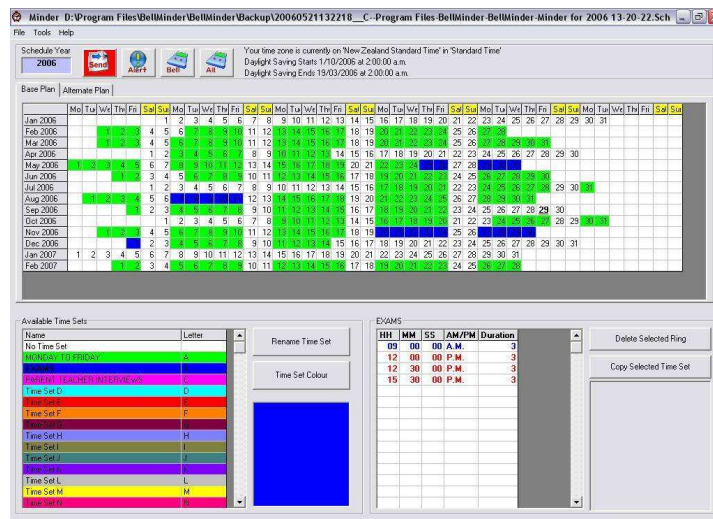


Figure 13 Selecting Exam Dates

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8. Repeat Step 6 and 7 for other time sets that represent special events in your school year.

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## 5. Uploading the Schedule to the BellMinder Controller

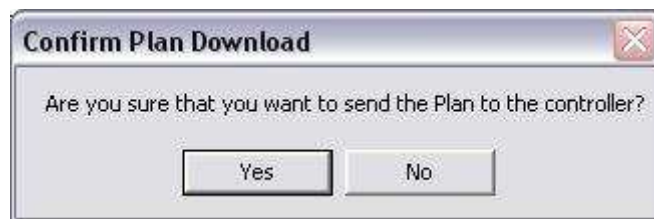
The Send button will flash red when the schedule has changed and has not been sent to the BellMinder controller for updating.

---

| Step | Action |
|------|--------|
|------|--------|

---

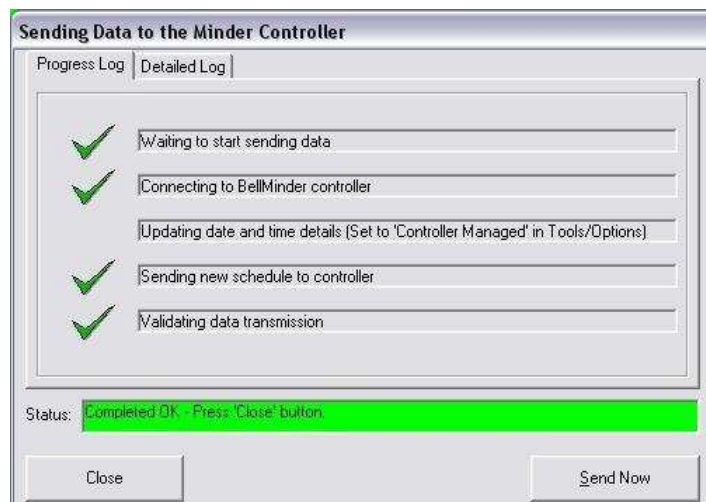
- |    |                        |
|----|------------------------|
| 1. | Click the Send button. |
| 2. | Click the Yes button.  |
- 



**Figure 14 Confirm Plan Download Dialog**

- 
- |    |  |
|----|--|
| 3. | The controller will beep twice to notify that the schedule was sent without error. |
|----|--|

Click the Close button.



**Figure 15 Sending Data to the Minder Controller Dialog**

---



# 6. Printing the Schedule

The bell schedule can be printed and pinned up on a notice board for reference.

| Step | Action |
|------|--------|
|------|--------|

- |    |   |
|----|---|
| 1. | Click File and select Print plan.   |
| 2. | The first page shown below displays the 14 month schedule base plan and alternate plan of time sets allocated. The first letter below each allocated date is the base plan time set key and the second letter is the alternate plan time set key. |

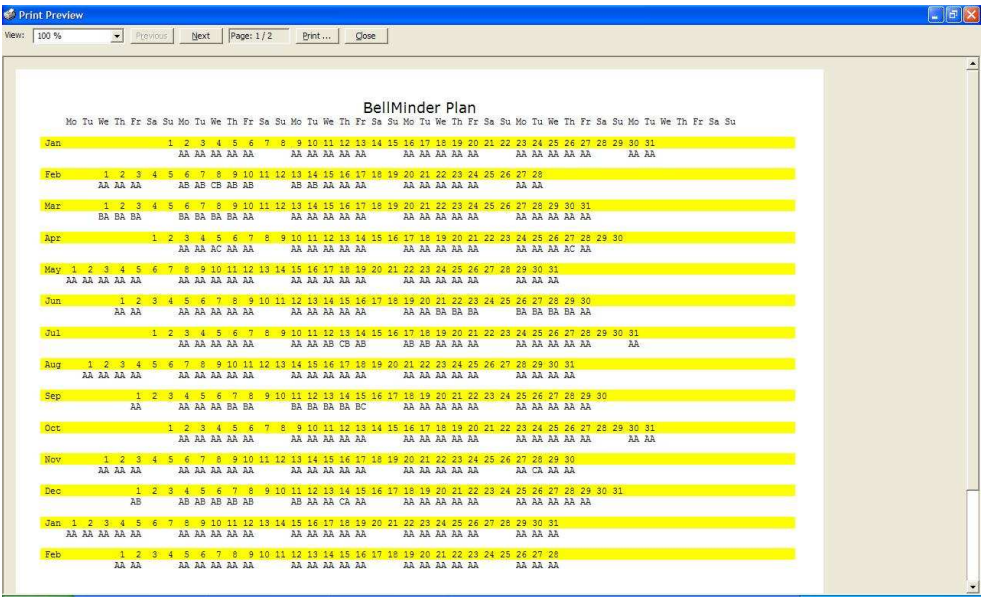


Figure 16 Print Preview Screen

- |    |   |
|----|---|
| 3. | Click the Next button to display page two of the print preview. |
|----|---|

This page shown below displays the time sets and the corresponding times allocated for each set.

The time sets are identified by the displayed letter which corresponds to the allocated time set letter on the plan in page two. The number beside each time in the time set represents the number of seconds the bell will ring for at the corresponding time.

00 %

Previous

Next

Page: 2 / 2

Print ...

Close

BellMinder Plan Times

| A                | B             | C             | D                | E          | F          | G          |
|------------------|---------------|---------------|------------------|------------|------------|------------|
| MONDAY TO FRIDAY | EXAMS         | SPORTS DAYS   | ARENT INTERVIEWS | Time Set E | Time Set F | Time Set G |
| 08:55:00 AM 5    | 08:55:00 AM 5 | 08:55:00 AM 5 | 08:55:00 AM 5    |            |            |            |
| 09:00:00 AM 5    | 09:00:00 AM 5 | 09:00:00 AM 5 | 09:00:00 AM 5    |            |            |            |
| 10:40:00 AM 5    | 10:40:00 AM 5 | 12:30:00 AM 5 | 10:40:00 AM 5    |            |            |            |
| 11:00:00 AM 5    | 12:30:00 AM 5 | 12:45:00 AM 5 | 11:00:00 AM 5    |            |            |            |
| 12:30:00 AM 5    | 12:45:00 AM 5 | 15:00:00 AM 5 | 12:30:00 AM 5    |            |            |            |
| 12:45:00 AM 5    | 15:00:00 AM 5 |               | 12:45:00 AM 5    |            |            |            |
| 13:30:00 AM 5    |               |               | 13:30:00 AM 5    |            |            |            |
| 15:00:00 AM 5    |               |               | 15:00:00 AM 5    |            |            |            |
|                  |               |               | 16:00:00 AM 254  |            |            |            |
| I                | J             | K             | L                | M          | N          | O          |
| Time Set I       | Time Set J    | Time Set K    | Time Set L       | Time Set M | Time Set N | Time Set O |

Figure 17 Page 2 of the Preview Screen

4. Click the Print button to print the two page plan.
5. Configure the Print Options screen as required and click the Print button.

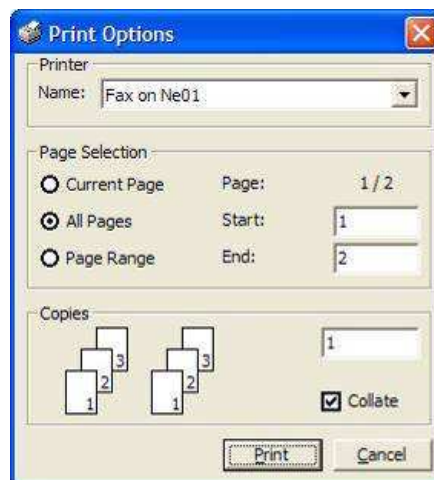


Figure 18 Print Options Dialog



## 7. Saving the Schedule

The bell schedule can be saved using the following steps.

| Step | Action   |
|------|--|
| 1.   | Click File from the main menu and select Save Plan As.                   |
| 2.   | Select the file you wish to save the plan under from the Save As screen. |

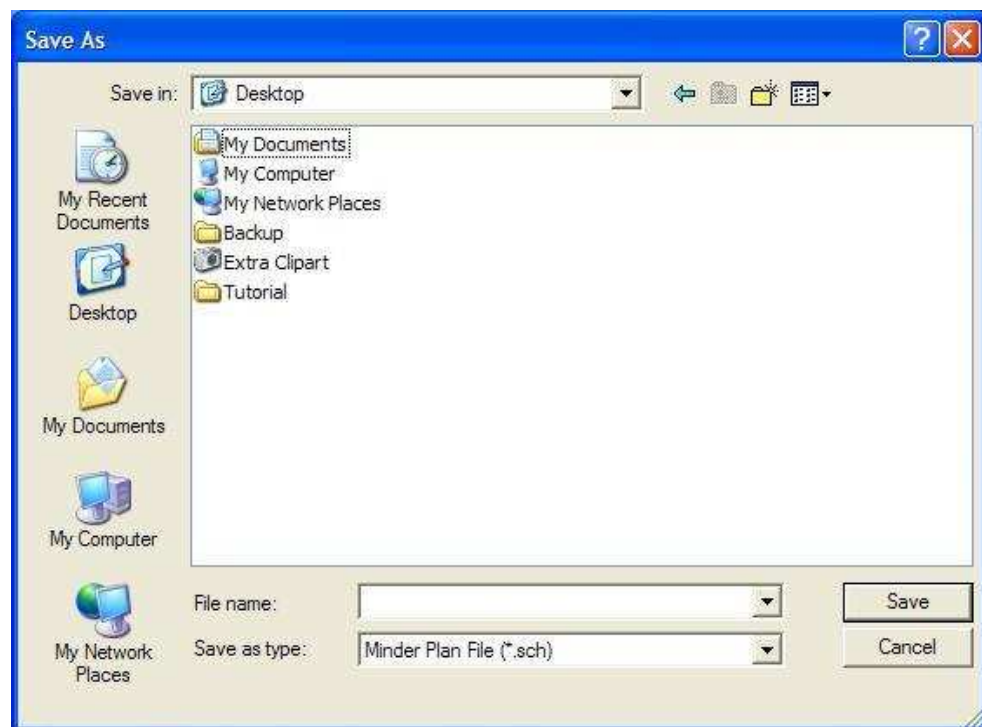


Figure 19 Save As Dialog

- |    |  |
|----|--|
| 3. | Type a name for the plan in the File name textbox and click the Save button. |
|----|--|

## 8. Understanding the BellMinder Controller Display

The BellMinder controller display shows information about the bell and the time plan. The following steps will assist your understanding of the BellMinder controller display screen.

---

| Step | Action |
|------|--------|
|------|--------|

---

- |    |   |
|----|---|
| 1. | The top line of the controller display shows the current time on the left hand side and the current time set. |
|----|---|

The time may be displayed in 12 or 24 hour time, if the time has an am or pm at the end of it then it is in 12 hour time.

The time set display show the current time set with a letter as the key. The first letter is the base plan time set and the second letter is the alternate plan time set, a hyphen indicates no time set as been allocated.

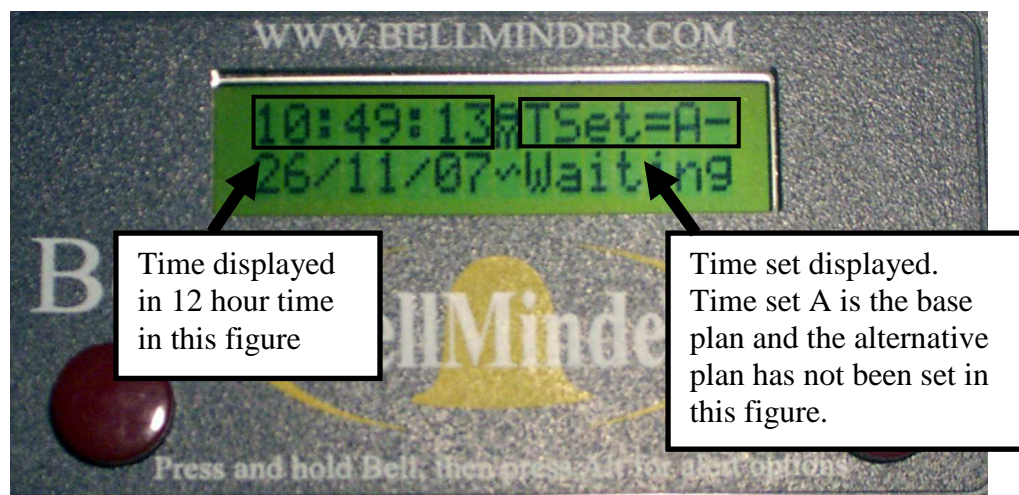


Figure 20 BellMinder Controller Screen

**Note:**

If Not Set is displayed instead of the time sets then no time set has been sent to the controller.

- 
- |    |   |
|----|---|
| 2. | The second line on the controller display shows the date at the left, the power mode in the centre and the bell status to the right of the display. |
|----|---|

The **date can be displayed in American format** if necessary.

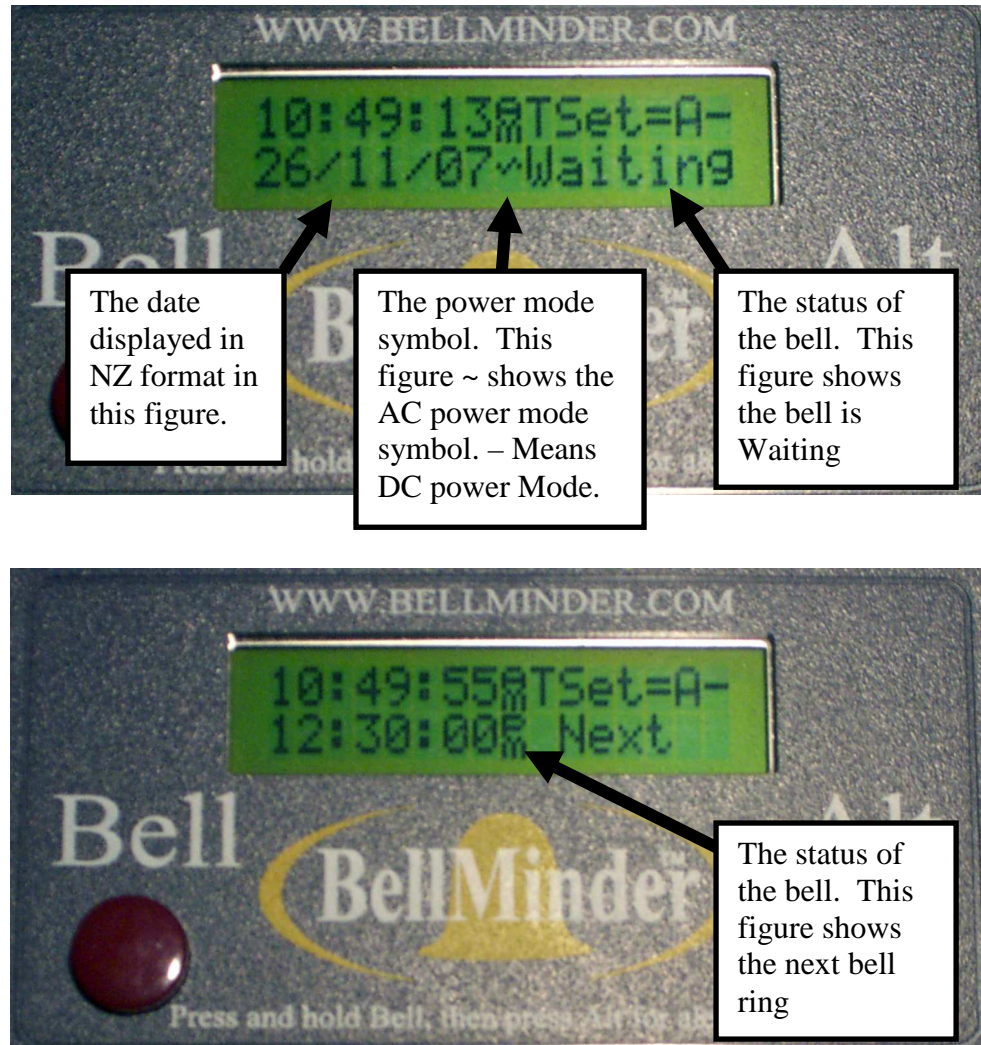
The power mode symbol ~ indicates the controller is running on AC power and the symbol – indicates the controller is running on DC

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---

mains.

The status of the bell can be either on or off, if the bell status is on then this means that the bell is ringing.



**Figure 21 BellMinder Controller Screen**

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## 9. Deleting Individual Times

The following steps will show you how to delete time sets in the plan.

---

| Step | Action |
|------|--------|
|------|--------|

---

1. Select the time set you wish to alter from the available time sets.

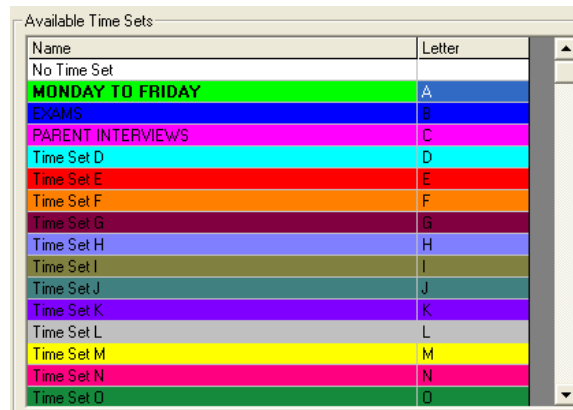


Figure 22 Available Time Sets Section

2. Select the individual time you wish to delete from the time list by clicking any of the cells in the time you wish to delete.

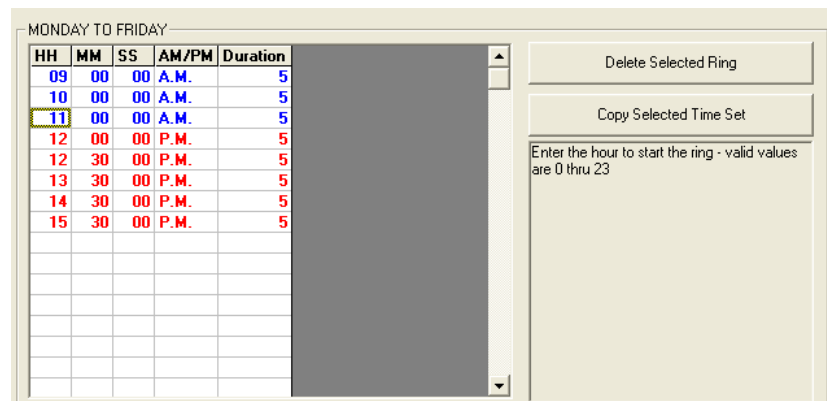


Figure 23 Time Sets Times Section

3. Click the Delete Selected Ring button.
4. Click the Yes button in the Confirm Time Delete dialog box.

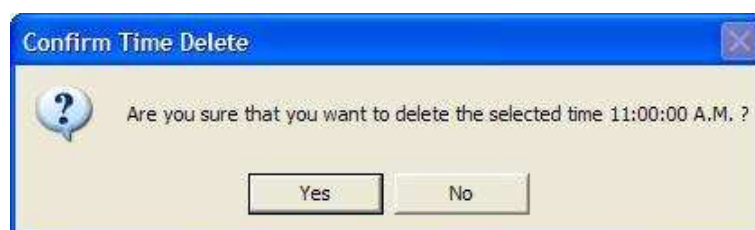


Figure 24 Confirm Time Delete Dialog

# 10. Copying Time Sets

The following steps will show you how to copy time set times in the plan to a new time set.

| Step | Action |
|------|--------|
|------|--------|

- |    |  |
|----|--|
| 1. | Select the time set you wish to copy from the available time sets. |
|----|--|

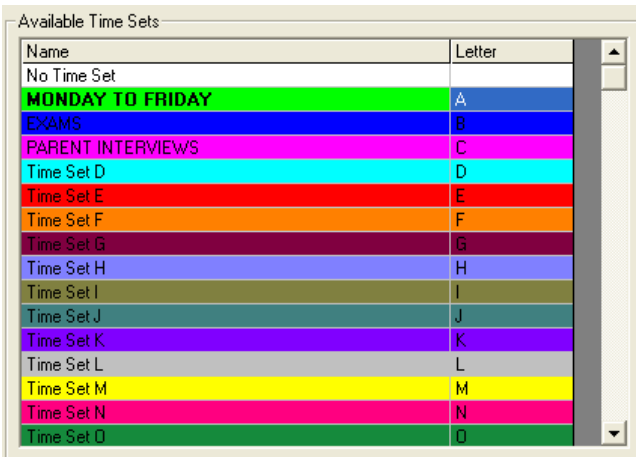


Figure 25 Available Time Sets Section

- |    |   |
|----|---|
| 2. | Click the Copy Selected Time Set button from the time set times area. |
|----|---|

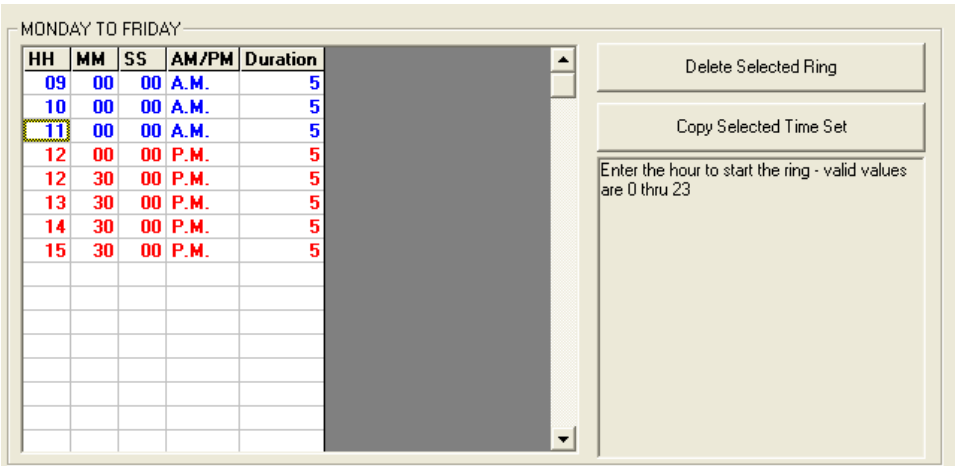


Figure 26 Time Set Times Section

- |    |  |
|----|--|
| 3. | Select the destination time set you want the times of this time set to be copied to by clicking the Copy To Schedule dropdown box and clicking the desired time set. |
|----|--|



Figure 27 Copy Schedule Times Dialog

4. Click the Copy Now button in the Copy Schedule Times dialog box.



Figure 28 Copy Schedule Times Dialog

5. Select the time set the times where copied to from the Available times sets area. The times will be present in the time set times area.

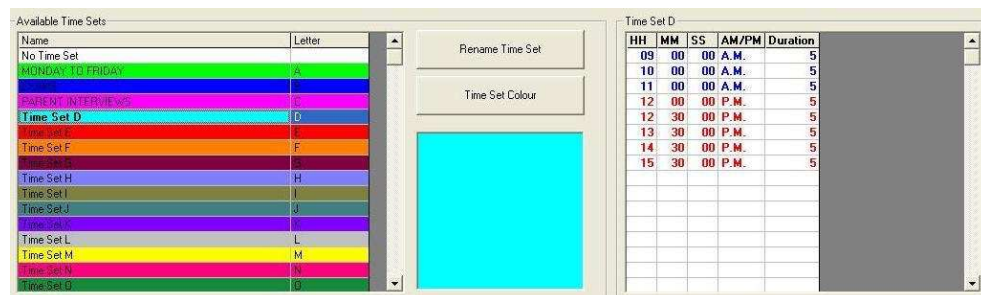
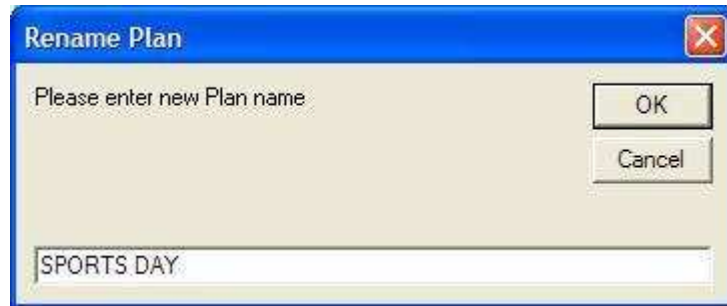


Figure 29 Time Sets Section

6. Click the Rename Time Set button.
7. Enter a time set name in the text box and click the OK button.

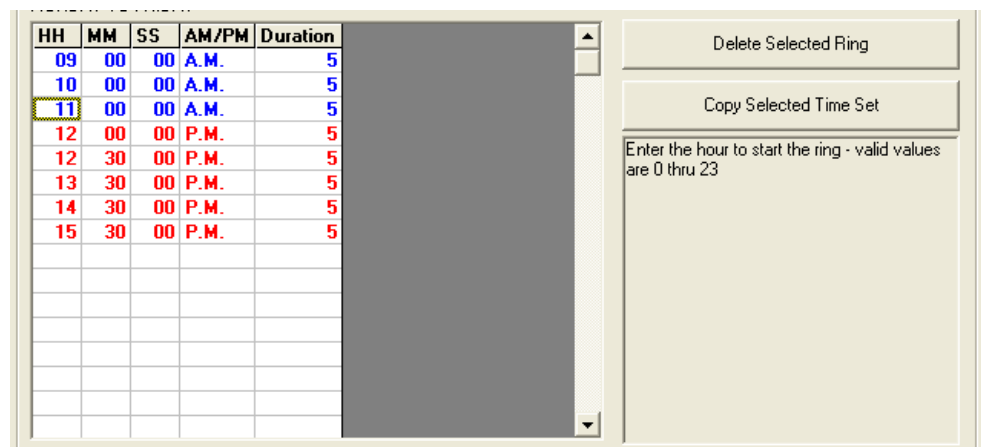




A dialog box titled "Rename Plan" with a blue header bar and a red close button. The main area is light beige and contains the text "Please enter new Plan name" at the top. Below this is a large text input field. At the bottom of the input field, the text "SPORTS DAY" is visible. To the right of the input field are two buttons: "OK" and "Cancel".

Figure 30 Rename Plan Dialog

8. Alter the times of the new time set if necessary by overtyping the incorrect time in the time set times section.



A screenshot of a software interface showing a table of time sets and a control panel on the right.

| HH | MM | SS | AM/PM | Duration |
|----|----|----|-------|----------|
| 09 | 00 | 00 | A.M.  | 5        |
| 10 | 00 | 00 | A.M.  | 5        |
| 11 | 00 | 00 | A.M.  | 5        |
| 12 | 00 | 00 | P.M.  | 5        |
| 12 | 30 | 00 | P.M.  | 5        |
| 13 | 30 | 00 | P.M.  | 5        |
| 14 | 30 | 00 | P.M.  | 5        |
| 15 | 30 | 00 | P.M.  | 5        |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |
|    |    |    |       |          |

Delete Selected Ring

Copy Selected Time Set

Enter the hour to start the ring - valid values are 0 thru 23

Figure 31 Time Set Times Section

# 11. Creating an Alternate Plan

The following steps will show you how to an alternate plan.

| Step | Action |
|------|--------|
|------|--------|

- |    |   |
|----|---|
| 1. | Click the Alternate plan tab to view the alternate plan calendar. |
|----|---|

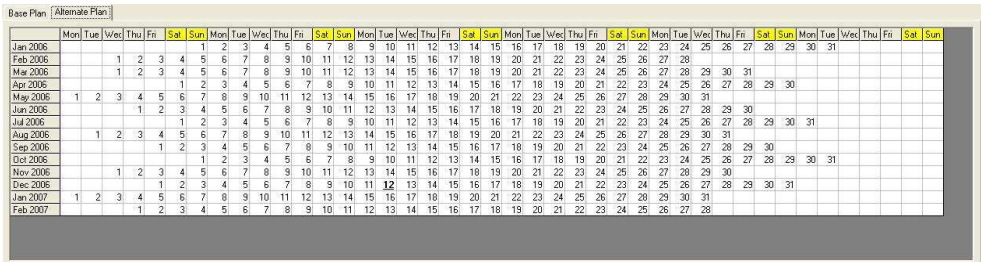


Figure 32 Alternate Plan Tab

- |    |  |
|----|--|
| 2. | Select a Time Set to alter from the Available Time Sets section. |
|----|--|

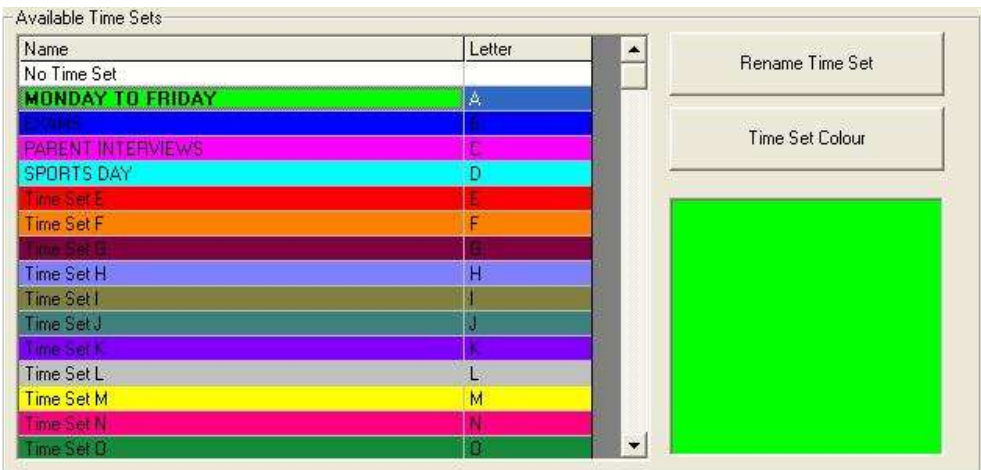


Figure 33 Available Time Sets Section

- |    |  |
|----|--|
| 3. | Click the Copy Selected Time Set button. |
|----|--|

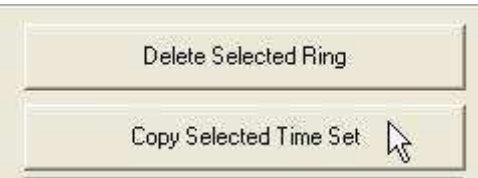


Figure 34 Time Set Buttons

- |    |  |
|----|--|
| 4. | Select the Time Set to Copy to from the Copy To Schedule dropdown box. |
|----|--|





Figure 35 Copy Schedule Times Dialog

5. Click the Copy Now button.
6. Select the Copied Time Set from the Available Time Sets.

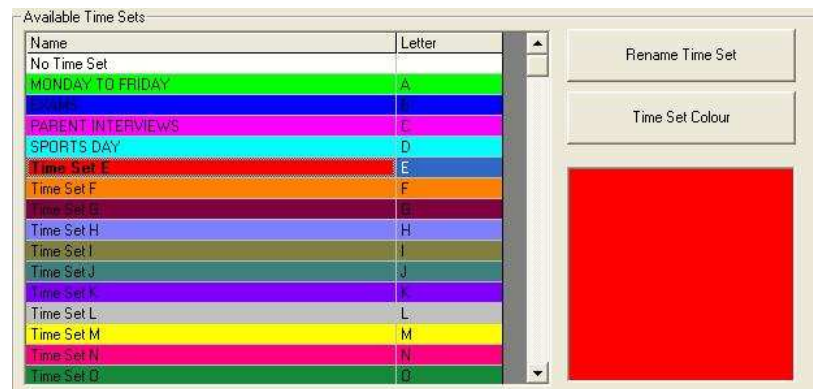


Figure 36 Available Time Sets Section

7. Click the Rename Time Set button.

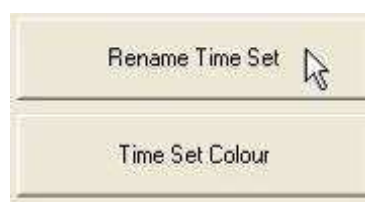


Figure 37 Time Set Buttons

8. Enter a new name for the time set into the textbox provided.

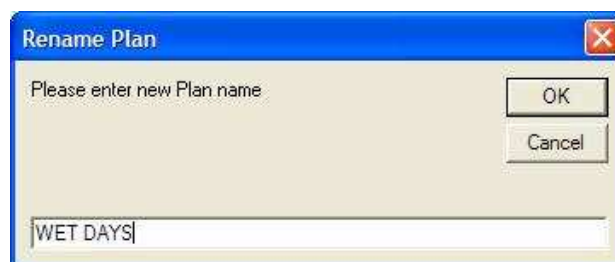


Figure 38 Rename Plan Dialog

9. Click the OK button.
10. Alter the copied Time set times by overtyping and deleting the required bell times.
11. Apply the Time Set to the Alternate Plan by clicking the top left hand square.

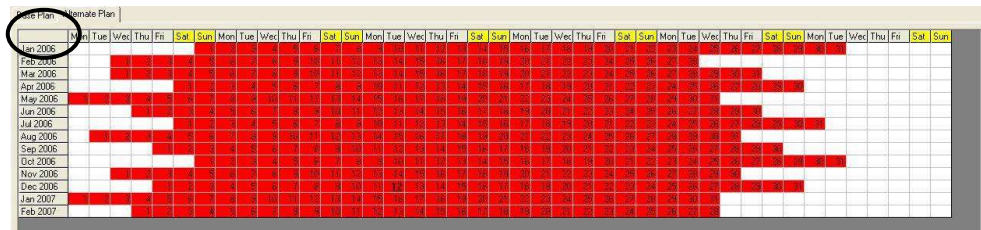


Figure 39 Select Entire Alternate Plan

**Note:**

The Time set can also be applied to single days.

12. Click the Send button to send the Time set to the controller.

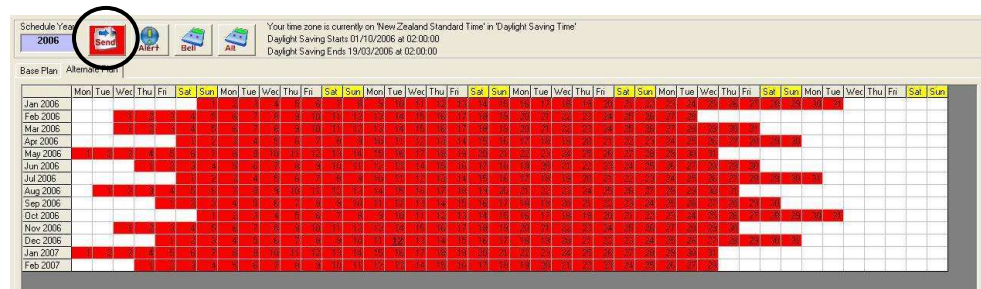


Figure 40 Send Button

13. Activate the Alternate plan by clicking the Alt button.

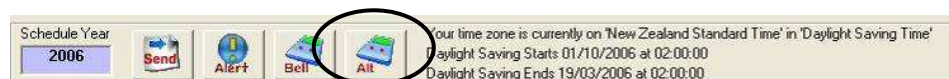


Figure 41 Alt Button

This can also be done by pressing the Alt button on the controller.

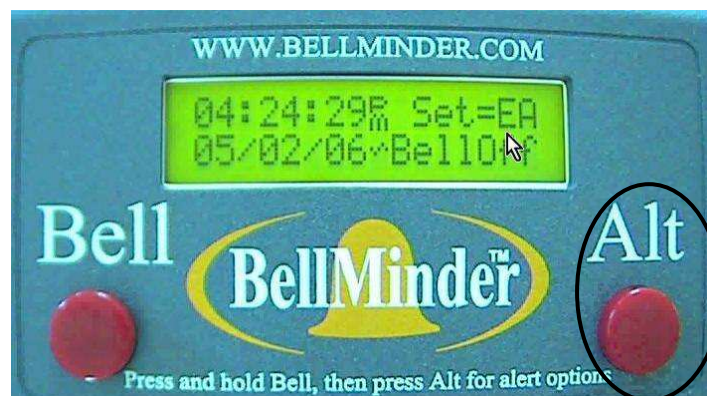


Figure 42 Controller Alt Button

---

**Note:**

The E or your alternate plan time set will be the first letter and the base plan time set will be the second letter.

Press the Alt button to switch back to the base plan.

The Base plan will automatically be reactivated at the end of the day.

---

14. Click the Yes button.



**Figure 43 Confirm Toggle Plan Dialog**

---

## 12. Using the BellMinder Alert Features

### 12.1 From the Planner

The following steps will show you how to use the alert features.

| Step | Action |
|------|--------|
|------|--------|

- |    |                         |
|----|-------------------------|
| 1. | Click the Alert button. |
|----|-------------------------|

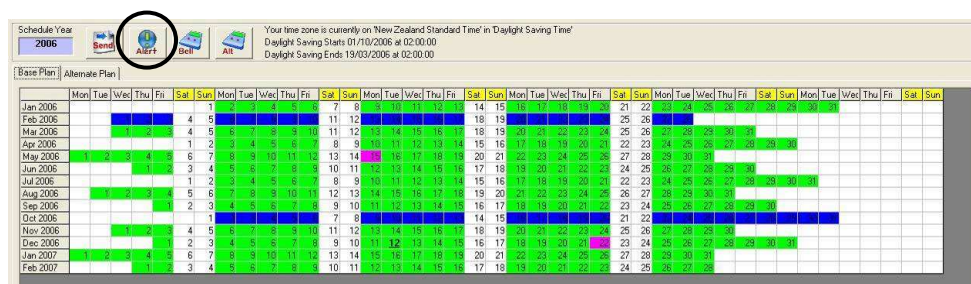


Figure 44 Alert Button

- |    |  |
|----|--|
| 2. | Click the button of the Alert ring you wish to activate. |
|----|--|

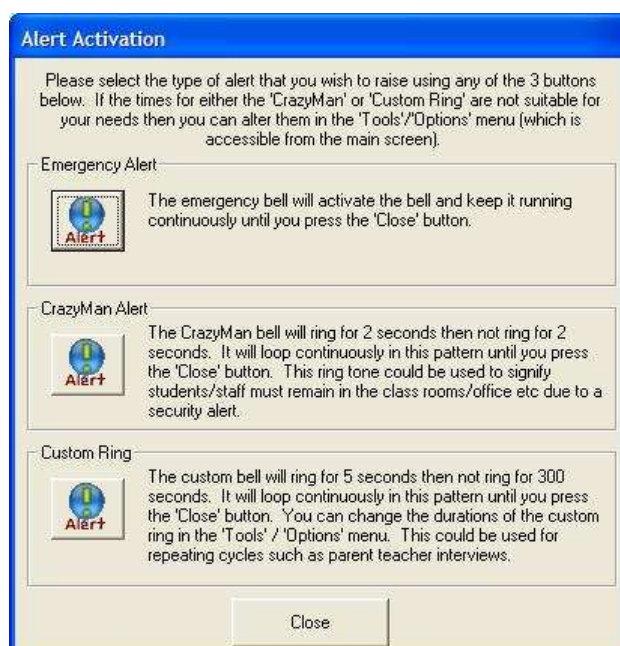


Figure 45 Alert Activation Dialog

**Note:**

The descriptions of the alert rings are displayed on this screen.

- |    |   |
|----|---|
| 3. | Click the Close button on the Alert Activation screen to stop the alert bell ringing. This can also be done by pressing any button on the controller. |
|----|---|



## 12.2 From the Controller

The following steps will show you how to use the alert features.

| Step | Action  |
|------|---|
| 1.   | Press and hold the Bell button to ring the bell continuously and release the button to stop the bell ringing. |



Figure 46 Controller Bell Button

- |    |   |
|----|---|
| 2. | Press and hold the Bell button and Press and release the Alt button repetitively to scroll through the alert rings. |
|----|---|



Figure 47 Alert Rings

- |    |   |
|----|---|
| 3. | Release both buttons when the required alert is displayed on the controller screen. |
| 4. | Press any button on the controller to cancel and stop the alert ring.               |

# 12.3 Automatically from the Planner

The following steps will show you how to use the alert features automatically from the time set times.

| Step | Action |
|------|--------|
|------|--------|

- |    |  |
|----|--|
| 1. | Select the Parent Interviews time set and enter a new time for the alert bell to ring. |
|----|--|



Figure 48 Available Time Sets Section

**Note:**

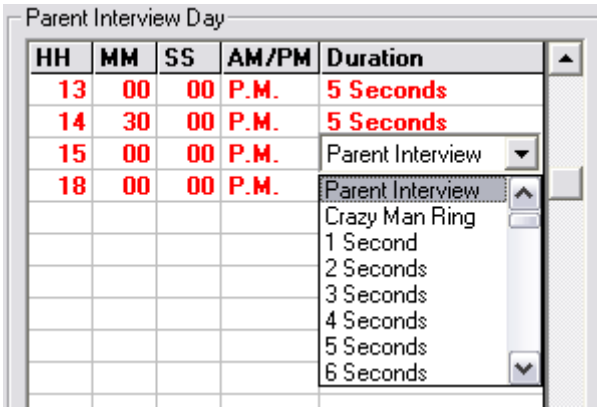


Figure 49 Time Set Times Section

- |    |  |
|----|--|
| 2. | Enter a new time for the alert ring to deactivate in the time set section. A duration of “Off” should be entered, which indicates the bell deactivation. |
|----|--|

---

Parent Interview Day

| HH | MM | SS | AM/PM | Duration         |  |
|----|----|----|-------|------------------|--|
| 08 | 55 | 00 | A.M.  | 5 Seconds        |  |
| 09 | 00 | 00 | A.M.  | 5 Seconds        |  |
| 10 | 15 | 00 | A.M.  | 5 Seconds        |  |
| 10 | 30 | 00 | A.M.  | 5 Seconds        |  |
| 12 | 00 | 00 | P.M.  | 5 Seconds        |  |
| 12 | 15 | 00 | P.M.  | 5 Seconds        |  |
| 13 | 00 | 00 | P.M.  | 5 Seconds        |  |
| 14 | 30 | 00 | P.M.  | 5 Seconds        |  |
| 15 | 00 | 00 | P.M.  | Parent Interview |  |
| 18 | 00 | 00 | P.M.  | Off              |  |
|    |    |    |       |                  |  |
|    |    |    |       |                  |  |

Delete Selected Ring

Copy Selected Time Set

Change Repeating Rings

Figure 50 Time Set Times Section

**Note:**

The alert can also be deactivated by pressing any button on the controller or clicking the bell button on the planner interface.

---

# 13. Using the Tools Options Menu

The following steps will show you how to use the tools menu.

| Step | Action |
|------|--------|
|------|--------|

- |    |  |
|----|--|
| 1. | Click Tools from the Main Menu and select Options. |
|----|--|

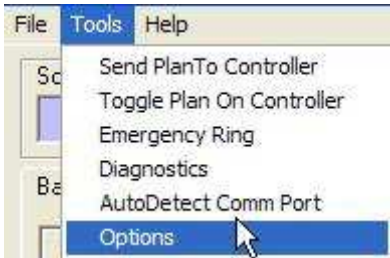


Figure 51 Tools Menu

- |    |   |
|----|---|
| 2. | The COMM port can be manually set in this screen by entering the port number into the Controller Comm Port textbox. |
|----|---|

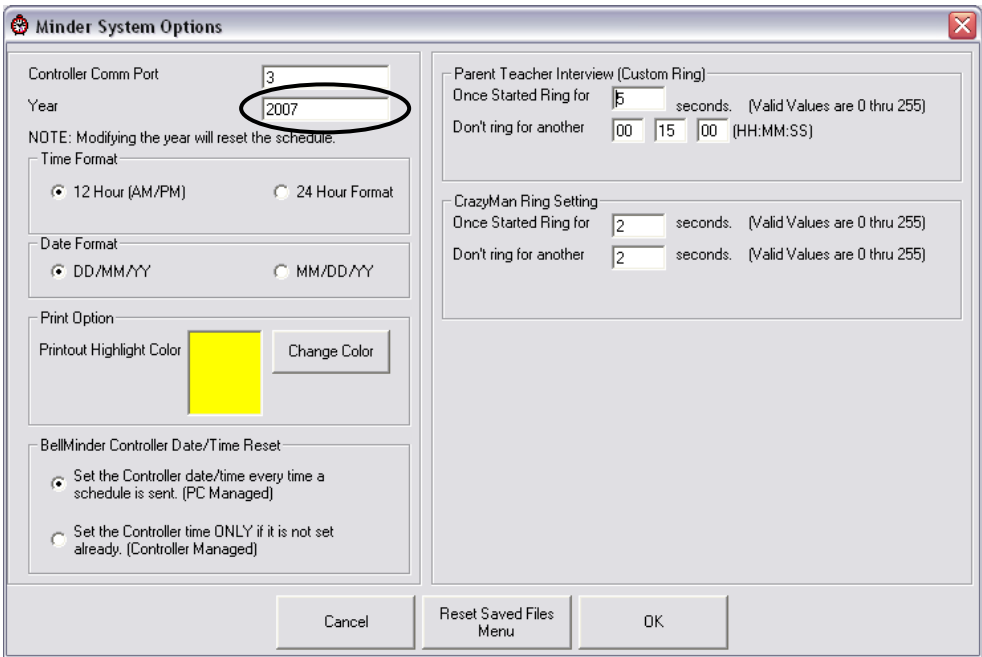
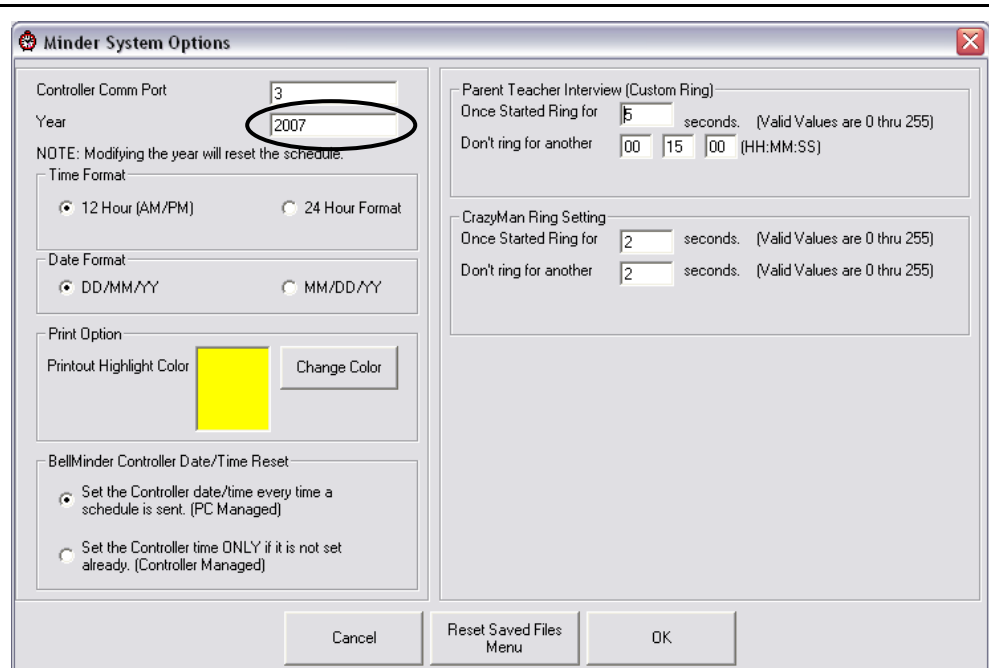


Figure 52 Minder System Options Screen

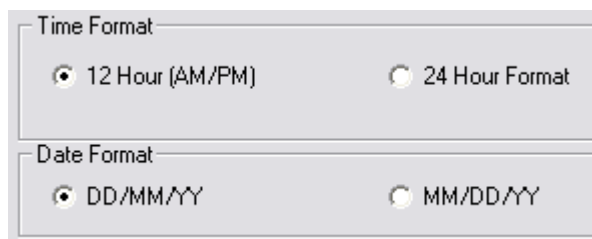
- |    |   |
|----|---|
| 3. | The year can be altered by typing the required year in the Year textbox. This is useful if you would like to create a plan for a year in advance. |
|----|---|





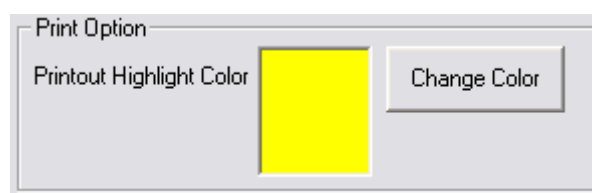
**Figure 53 Minder System Options Screen**

4. Change the format of the display on the controller by clicking the corresponding radio buttons for Time format and Date format.



**Figure 54 Time and Date Format**

5. Click the Change Colour button to change the printout colour of the planner.



**Figure 55 Print Option Section**

6. To alter the controller time management settings click the corresponding radio buttons.

---



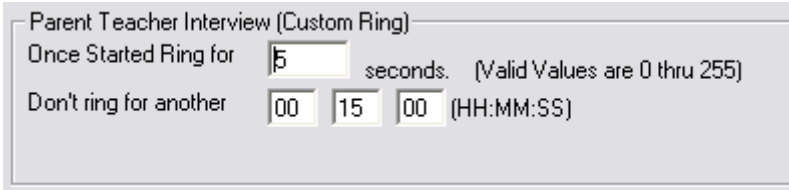
BellMinder Controller Date/Time Reset

☒ Set the Controller date/time every time a schedule is sent. (PC Managed)

☐ Set the Controller time ONLY if it is not set already. (Controller Managed)

**Figure 56 Reset Options**

- 
7. The Parent Teacher Interview ring settings can be altered by entering values in the two textboxes to change the ring and stop times.



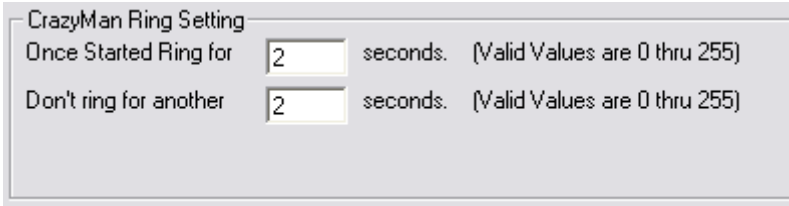
Parent Teacher Interview (Custom Ring)

Once Started Ring for 5 seconds. (Valid Values are 0 thru 255)

Don't ring for another 00 15 00 (HH:MM:SS)

**Figure 57 Custom Ring Settings Options**

- 
8. The CrazyMan ring can be altered by entering values in the two textboxes of once started and don't ring for times.



CrazyMan Ring Setting

Once Started Ring for 2 seconds. (Valid Values are 0 thru 255)

Don't ring for another 2 seconds. (Valid Values are 0 thru 255)

**Figure 58 CrazyMan Ring Setting Options**

- 
9. Click the Send button to send the new information to the controller.
-

## 14. Disabling and Enabling the Bell from the Controller

The Disable Enable switch will electrically disconnect and connect the controller from the school bell circuitry. This could be used for testing purposes like testing new rings or alerts without actually ringing the school bell. This could also be useful to disable the bell when a disaster occurs or it is not appropriate for the bell to ring. When the BellMinder switch is set to "Disable" the red LED light will come on, plus the BellMinder will flash on the screen "Disabled". When in this mode if the Bell was activated the internal Beeper will sound. This will allow you to test the Schedules without activating the Bells.

---

| Step | Action  |
|------|---|
| 1.   | Push the Disable switch to disconnect the controller from the bell. |

---



Figure 59 Disable Switch

---

## 15. How to get the Most Accurate Time

The BellMinder synchronises the time using the computer clock time during the upload of the schedule. If the computer does not keep good time then it is good to load an Atomic clock synchronising program. The BellMinder install CD has a freeware, windows based, Atomic clock synchronising program. This requires internet access to synchronise the computer clock with accurate Atomic clock time servers located on the internet. Other computers may already synchronise their time with a central server on the local network. The BellMinder controller, if permanently connected without interruption to mains power, is accurate to within a few seconds per year.

The BellMinder clock runs most accurately if the unit is running on AC mains power. Most power companies will adjust the mains power frequently to an Atomic clock reference; this gives accurate timing to clocks using the AC mains power. If you intend to power the BellMinder using DC power, then the BellMinder time will need to be updated monthly, by using the atomic clock and upload the plan. If the unit is reset with the power off, it will assume that DC power is used. The power status symbol will show a hyphen. If it is not intended to run on DC power, ensure that the AC power is attached, reset the controller and resend the plan.

## 16. Issues that can occur with the Time in Schools

When BellMinder replaces a “Manual Bell Ringing System”, an issue may arise from school staff.

Staff may become conscious of the time and remark that the timing of the school bell is incorrect. This is because the staff may have different times and they may think they have the correct time.

The BellMinder clock when running on AC mains power is very accurate and can be more accurate than watches, cell phones and computer quartz clocks. Quartz clocks are not accurate over a year and require small adjustments to stay in time.

The procedure to solve the problem:

1. Use an atomic clock program to synchronise the computers clock, this will negate the incorrect time arguments.
2. Set the atomic clock program to the “Auto synchronise daily” option.
3. Set the BellMinder to “PC managed time” in the tools options menu.
4. Upload the time to BellMinder, by sending a plan.
5. Set the staff room clock to the BellMinder time.
6. Inform the school staff that BellMinder times are very accurate and they should adjust their watches etc...

## 17. Using the Atomic Clock Synchronising Program

The following steps will show you how to the atomic clock synchronising program.

The install program is on the BellMinder install CD called atomic.exe.

| Step | Action  |
|------|---|
| 1.   | Run the program by double clicking the .exe file. |
| 2.   | Follow the default setup options.                 |
| 3.   | Click the Ping Now button.                        |



Figure 60 Atomic Clock

4. Click the OK button.

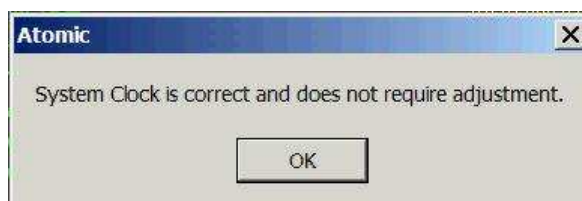


Figure 61 Atomic Dialog

5. This will manually synchronise with the atomic clock server. Current time zone information is shown.

- 
6. Click File and set to Auto Start with Windows, set to Start Minimised, set to Auto Synchronise Daily. This will ensure reliable time is available.

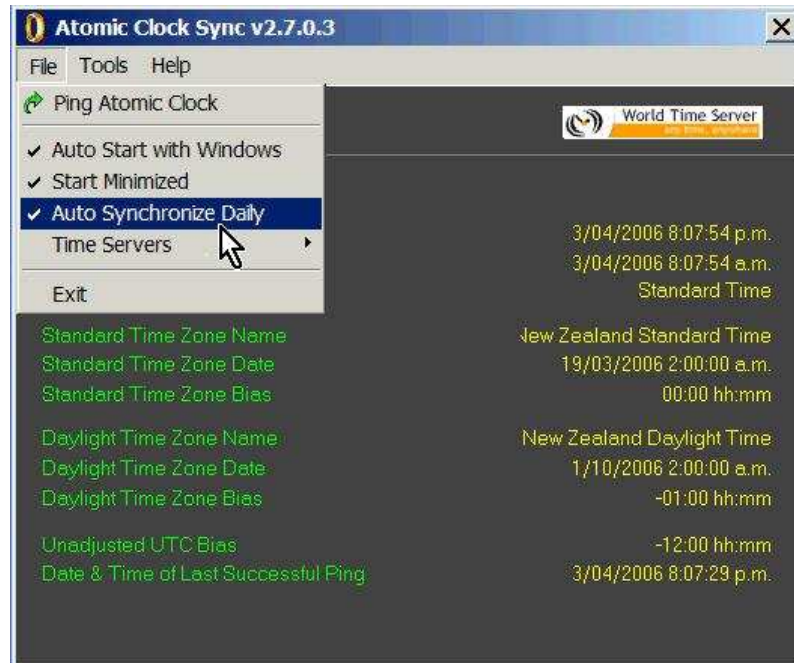


Figure 62 File Menu

- 
7. Click File, select Time Servers and click the address 132.163.4.102.

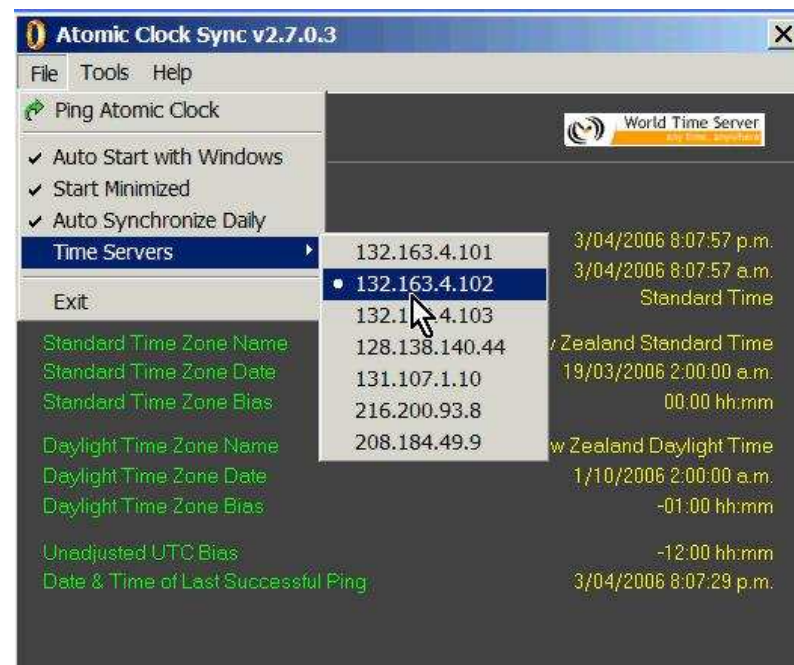


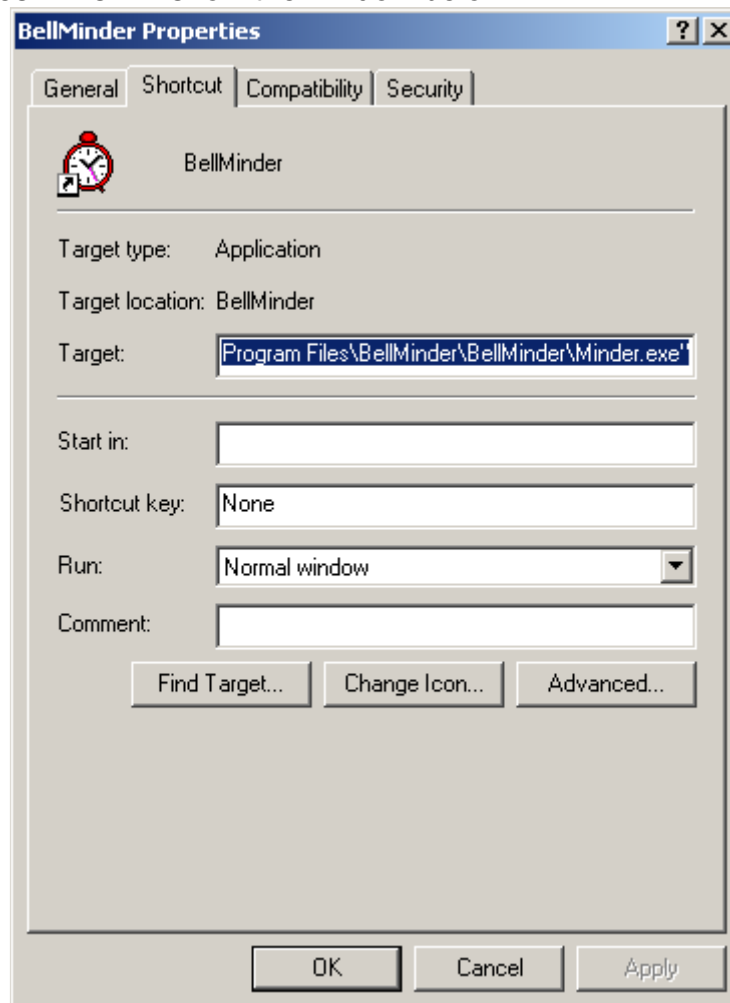
Figure 63 Time Servers Selection

## 18. Running Multiple BellMinders from One PC

---

The BellMinder software is capable of running multiple bellminders from the one PC. This is achieved by specifying the Comm port that is to be used from within a shortcut. Below is the steps required to make this work on a windows xp machine – the process is pretty much the same on all other variants of windows. Firstly navigate to the bellminder shortcut that should be on your desktop – if there is not one there then create a new shortcut and point it to the bellminder software – the default install target is "C:\Program Files\BellMinder\BellMinder\Minder.exe"

Once the shortcut is located right mouse click on it and select properties. This will show the window below



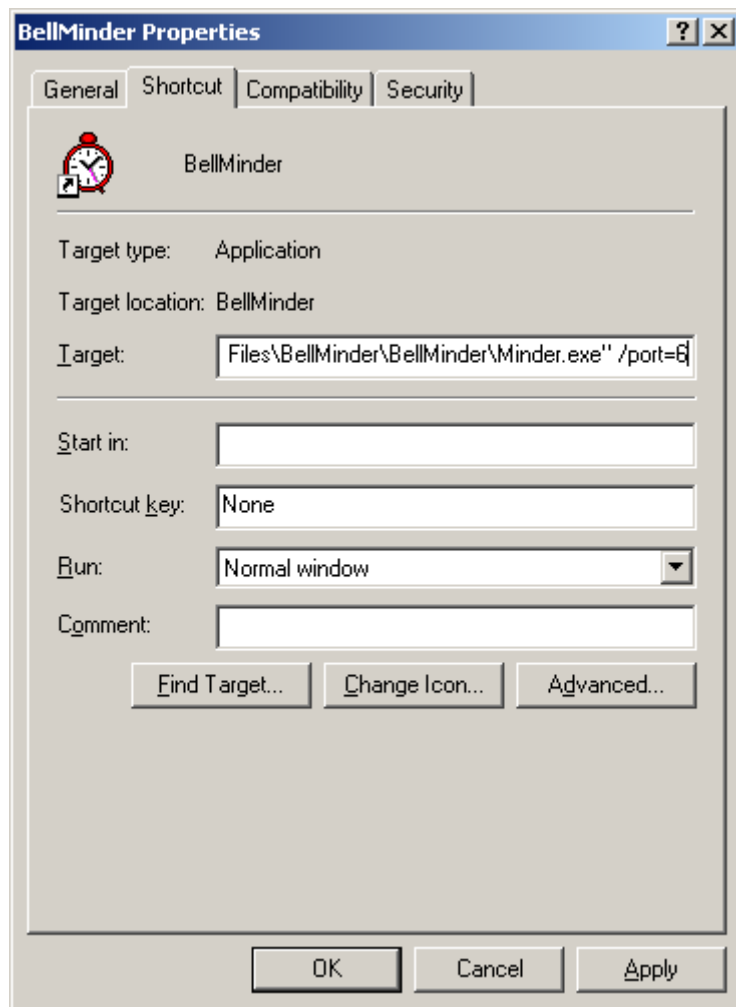


---

You need to edit the 'target' line and add the following to the end “ /port=6”

NOTE: This is telling this shortcut to use com6 for communications, you need to specify the correct com port number based on what com port the bellminder is connected to (you can check what comports exist by looking at device manager). Once you have added the /port =6 option you can press “OK” to save the new configuration. If you want to add another bellminder on say COM5 then you would create another shortcut (using the same process) and then modify the target to be /port=5. You can do this for as many bellminders as you like...its only limited by the number of com ports.

Recommended practice is to rename the bellminder shortcut to be meaningful – e.g. “Senior School” and “Junior School” would be better names than having 2 shortcuts with almost the same name.



**Figure 64 File Menu**

---

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Specifications and descriptions can change without notice.

## 20. Limited Warranty

Techenz Ltd warrants the BellMinder appliance (the product) for one year from the date of purchase against defects in materials and workmanship. If there is a defect in the hardware, Techenz Ltd will repair, replace or refund (Techenz Ltd discretion) the Product, provided that it is returned to Techenz Ltd with transportation prepaid. A Return Materials Authorisation (RMA) number must be included with the product or the product will be refused. The RMA number can be obtained by calling or emailing Techenz Ltd support.

Phone:       New Zealand (64) 9 274 9008  
              New Zealand free dial 0800 BELLMINDER (235 564)  
              Australia free dial 1809 14657  
Fax:         New Zealand (64) 9 299 2294  
Email:       support@techenz.com

This warranty does not apply if the product has been damaged by accident, abuse, misuse, misapplication or has been modified without written permission of Techenz Ltd.

In no event shall Techenz Ltd or its suppliers be liable for damages whatsoever (including without limitation, damages from misapplication of the product, damages for loss of profits, business interruption, loss of information, or other pecuniary loss) arising out of the use of or inability to use the product.

By using the product, you agree to these limitations of liability.

### 20.1 Acquiring Software Upgrades

Software upgrades will be made available at [www.techenz.com](http://www.techenz.com).

Upgrades will resolve any issues that arise and extend the functionality of the system.

Bug fixes for any major bug will be available as a free download. Upgrades to increase functionality may incur an upgrade charge if you choose to upgrade.