



AUTOBELL SCHOOL

USER MANUAL

VERSION 2.0

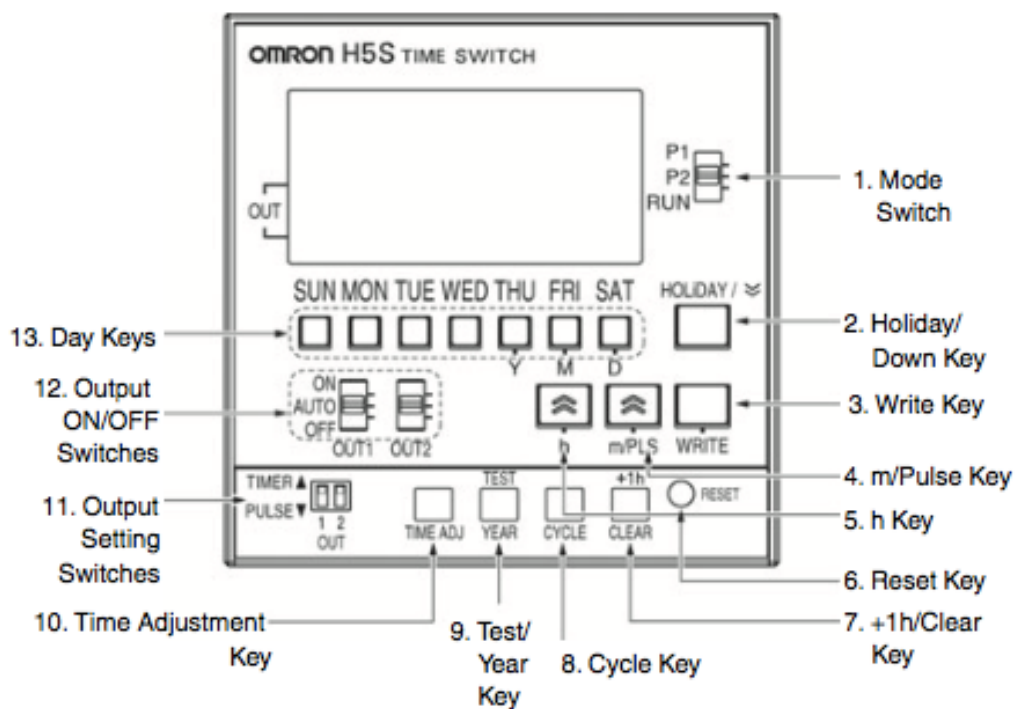
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## OPERATING INSTRUCTIONS



## OMRON PROGRAMMER



### IMPORTANT

The instructions presented in this manual reference the buttons/switches in the diagram of the Omron programmer above including the numbers assigned to each

Please pay close attention to this diagram and each of these references when following the instructions that follow

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## OPERATION MODES

### NORMAL DAY MODE

This is the mode for your weekly bell timetable (Monday-Friday)

When turned ON your weekly bells will ring as per the programmed timetable

If you would like to view the programmed times for the NORMAL DAY mode, please refer to [PAGE 7](#)

IMPORTANT : Remember to ensure your NORMAL DAY mode is turned OFF during the school holidays

### INTERVIEWS MODE

To be used for Parent/Teacher interview days

#### Activate INTERVIEWS mode :

1. Turn your NORMAL DAY switch OFF then turn your INTERVIEW mode switch ON
2. After your final interview bell rings, switch your INTERVIEW mode OFF and your NORMAL DAY switch ON

When turned ON your bells will ring as per your programmed Interview times

If you would like to view the programmed times for the INTERVIEWS mode, please refer to [PAGE 11](#)

PLEASE NOTE : The main screen will only ever show the next NORMAL DAY bell time even when the NORMAL DAY mode is turned OFF and the INTERVIEWS mode is turned ON.

### EVACUATION MODE

Alert mode for the event of an Evacuation procedure.

When activated your school bells will ring continuously until the EVACUATION switch is turned OFF

#### Activate EVACUATION mode :

1. Turn the EVACUATION switch to ON (your bells will ring continuously)
2. Once the Evacuation procedure is over turn the EVACUATION switch to OFF

PLEASE NOTE : the current mode will be overridden when the EVACUATION mode is activated

## LOCKDOWN MODE

Alert mode for the event of a Lockdown procedure.

When activated your school bells will ring in a continuous ON/OFF pattern of ON for 3 seconds, OFF for 3 seconds.

Please note some custom orders may have their LOCKDOWN mode programmed for a different ON/OFF ring pattern, eg – 5 seconds ON, 5 seconds OFF.

### **Activate LOCKDOWN mode :**

1. Turn the LOCKDOWN switch to ON (your bells will ring continuously ON/OFF)
2. Once the Lockdown procedure is over, turn the LOCKDOWN switch to OFF

PLEASE NOTE : the current mode will be overridden when the LOCKDOWN mode is activated

## RING BELL

Manual push button for ringing your school bells

RING BELL button can be pressed at any time to ring all school bells

This will override the NORMAL DAY and INTERVIEWS modes

## ADJUSTING THE DISPLAY TIME

### ADJUSTING THE DISPLAY TIME

IMPORTANT – This will only adjust the display time. In order to adjust the NORMAL DAY or INTERVIEWS bell ringing times please refer to the contents page

#### INSTRUCTIONS

- 1 Open the LATCH below the screen
- 2 PRESS and HOLD the **TIME ADJ (10)** button until the small clock icon appears on the screen
- 3 Release the **TIME ADJ (10)** button. You are now in the mode to adjust the Hour/Minute/Day
- 4 Choose the desired HOUR time by pressing the **H (5)** button.  
IMPORTANT : Ensure you select the correct AM/PM or 24 hour time. To switch between AM/PM/24 Hour formats refer to the next section
- 5 Choose the desired MINUTE time by pressing the **M (4)** button
- 6 Choose the desired DAY of the week by pressing the correct **DAY KEY (13)** button
- 7 Once you are happy with the selected HOUR/MINUTE/DAY press the **WRITE (3)** button to save these changes
- 8 Close the LATCH. Your display time has now been adjusted

### SWITCHING BETWEEN 12 HOUR AND 24 HOUR DISPLAY

We recommend that you set your AutoBell in the 24-hour display format. It is easier to make mistakes when reprogramming the NORMAL DAY or INTERVIEWS modes when reprogramming in the AM/PM format

#### INSTRUCTIONS

- 1 Ensure that the **MODE SWITCH (1)** is on the RUN mode
- 2 Press the **H (5)** button for 2 seconds or more  
This will switch the current time between the 12-hour (am/pm) and 24-hour display

### DAYLIGHT SAVINGS CHANGE OVER

#### INSTRUCTIONS

- 1 Open the LATCH below the screen
- 2 PRESS and HOLD the **TIME ADJ (10)** button until the small clock icon appears on the screen
- 3 Release the **TIME ADJ (10)** button. You are now in the mode to adjust the Hour/Minute/Day
- 4 Choose the desired HOUR time by pressing the **H (5)** button.  
IMPORTANT : Ensure you select the correct AM/PM or 24 hour time. To switch between AM/PM/24 Hour formats refer to the above section
- 5 Once you are happy with the selected HOUR press the **WRITE (3)** button to save these changes
- 6 Close the LATCH. Your display time has now been adjusted for Daylight Savings

## NORMAL DAY MODE

### HOW TO CHECK YOUR NORMAL DAY BELL TIMES

#### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P1** position
- 2 Your first NORMAL DAY bell time will be displayed on the screen
- 3 Press the **WRITE (3)** button once and it will then show you the number of seconds in which this bell time is set to ring for
- 4 Press the **WRITE (3)** button again and it will take you to the next bell time
- 5 You can continue scrolling through your programmed bell times by pressing the **WRITE (3)** button
- 6 Once you have been through all of your programmed bell times you will reach a screen of horizontal flashing lines. This is giving you the option to programme in a new bell time
- 7 From here you can either programme in a new bell time with **the H (5)** and **M (4)** buttons or you can press the **WRITE** button again to go back to your first programmed time
- 8 Once you have finished scrolling through your times, move the **MODE SWITCH (1)** back to the RUN position

### HOW TO DELETE AN INDIVIDUAL NORMAL DAY BELL TIME

#### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P1** position
- 2 Your first NORMAL DAY bell time will be displayed on the screen
- 3 If you would like to delete this bell time then open the LATCH under the screen
- 4 PRESS and HOLD the **CLEAR (7)** button until 'STEP' appears on the screen  
IMPORTANT : If 'ALL' is displayed on the screen instead of 'STEP' do not press WRITE. This will delete ALL of your NORMAL DAY bell times rather than just the selected individual time
- 5 Press the **WRITE (3)** button to delete the selected bell time
- 6 Your selected NORMAL DAY bell time has been deleted. Move the **MODE SWITCH (1)** back to the RUN position

### HOW TO ADD AN INDIVIDUAL NORMAL DAY BELL TIME

#### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P1** position
- 2 Your first NORMAL DAY bell time will be displayed on the screen
- 3 Now PRESS the WRITE button and you will now see how many seconds the duration for your first NORMAL DAY bell time is set for.
- 4 PRESS the WRITE button again and you will now see your second NORMAL DAY bell time.
- 5 Continue pressing the WRITE button until you have scrolled through all of your programmed bell times and have reached the end. This will be indicated by flashing horizontal lines
- 6 When you see the flashing horizontal lines

## HOW TO DELETE ALL NORMAL DAY BELL TIMES

### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P1** position
- 2 Your first NORMAL DAY bell time will be displayed on the screen
- 3 Open the LATCH under the screen
- 4 PRESS and HOLD the **CLEAR (7)** button until 'ALL' appears on the screen
- 5 Press the **WRITE (3)** button to delete all programmed times for your NORMAL DAY
- 6 Your NORMAL DAY bell times have now been deleted. Move the **MODE SWITCH (1)** back to the RUN position



## CHANGE AN INDIVIDUAL NORMAL DAY BELL TIME

### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P1** position
- 2 Your first **NORMAL DAY** bell time will be displayed on the screen
- 3 If you would like to change this time, you can do so by pressing the **H (5)** and **M (4)** buttons to reach the desired time. Also ensure the correct days are selected using the **DAY KEYS (13)**  
NOTE – A black line over the day means the bell time is set to ring on these days. You can press the **DAY KEYS (13)** to select and deselect days  
If you would like to change another time then continue pressing the **WRITE (3)** button until you reach the time you would like to change
- 4 Once you have selected the desired time using the **H (5)** and **M (4)** buttons, press the **WRITE (3)** button to save the new time
- 5 You will now see a number or flashing lines on the screen. This is where you enter the number of seconds you would like the bell to ring for on this time
- 6 Press **M (4)** button to select the number of seconds you would like the bell to ring for. You can use the **HOLIDAY/DOWN (2)** button to go backwards  
NOTE – Most schools have their **NORMAL DAY** bell times set for 4 seconds ring duration
- 7 Press the **WRITE (3)** button once you have chosen the number of seconds for the ring duration
- 8 You have now changed a single bell time. You can now scroll through the rest of your bell times by pressing the **WRITE (3)** button. You can change any of the others bell times using the same method as above (Steps 3 -7)
- 9 **IMPORTANT** – Once you have finished programming your bell times, move the **MODE SWITCH (1)** back to the **RUN** position
- 10 Your **NORMAL DAY** timetable has now been reprogrammed

## CHANGE ALL NORMAL DAY BELL TIMES

### INSTRUCTIONS

#### PART ONE – Delete all existing NORMAL DAY bell times

- 1 Move the **MODE SWITCH (1)** to the **P1** position
- 2 Your first NORMAL DAY bell time will be displayed on the screen
- 3 Open the LATCH under the screen
- 4 PRESS and HOLD the **CLEAR (7)** button until 'ALL' appears on the screen
- 5 Press the **WRITE (3)** button to delete all programmed times for your NORMAL DAY
- 6 Your NORMAL DAY bell times have now been deleted. You should now see horizontal flashing lines on the screen which indicates you are ready to programme the new NORMAL DAY bell times

#### PART TWO – Programme the NORMAL DAY bell times

- 1 Programme your first NORMAL DAY bell time by pressing the **H (5)** and **M (4)** buttons to reach the desired time. Also ensure the correct days are selected using the **DAY KEYS (13)**  
NOTE – A black line over the day means the bell time is set to ring on these days. You can press the **DAY KEYS (13)** to select and deselect days
- 2 Once you have selected the correct time and days for this bell time to be set for, press the **WRITE (3)** button to save the time
- 3 You will now see a number or flashing lines on the screen. This is where you enter the number of seconds you would like the bell to ring for on this time
- 4 Press **M (4)** button to select the number of seconds you would like the bell to ring for. You can use the **HOLIDAY/DOWN (2)** button to go backwards  
NOTE – Most schools have their NORMAL DAY bell times set for 4 seconds ring duration
- 5 Press the **WRITE (3)** button once you have chosen the number of seconds for the ring duration
- 6 You have now programmed your first NORMAL DAY bell time. You will now see horizontal flashing lines on the screen where you can programme the next NORMAL DAY bell time following the same steps as above until all the new times have been programmed
- 7 **IMPORTANT** – Once you have finished programming your new NORMAL DAY bell times, move the **MODE SWITCH (1)** back to the RUN position

## PARENT / TEACHER INTERVIEWS MODE

### HOW TO CHECK YOUR INTERVIEW BELL TIMES

#### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P2** position
- 2 Your first INTERVIEW bell time will be displayed on the screen
- 3 Press the **WRITE (3)** button once and it will then show you the number of seconds in which this bell time is set to ring for
- 4 Press the **WRITE (3)** button again and it will take you to the next bell time
- 5 You can continue scrolling through your programmed bell times by pressing the **WRITE (1)** button
- 6 Once you have been through all of your programmed bell times you will reach a screen of horizontal flashing lines. This is giving you the option to programme in a new bell time
- 7 From here you can either programme in a new bell time with **the H (5)** and **M (4)** buttons or you can press the **WRITE** button again to go back to your first programmed time
- 8 Once you have finished scrolling through your times, move the **MODE SWITCH (1)** back to the RUN position

### HOW TO DELETE AN INDIVIDUAL INTERVIEW BELL TIME

#### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P2** position
- 2 Your first INTERVIEW bell time will be displayed on the screen
- 3 If you would like to delete this bell time then open the LATCH under the screen
- 4 PRESS and HOLD the **CLEAR (7)** button until 'STEP' appears on the screen  
IMPORTANT : If 'ALL' is displayed on the screen instead of 'STEP' DO NOT press WRITE. This will delete ALL of your INTERVIEW bell times rather than just the selected individual time
- 5 Press the **WRITE (3)** button to delete the selected bell time
- 6 Your selected INTERVIEW bell time has been deleted. Move the **MODE SWITCH (1)** back to the RUN position

### HOW TO DELETE ALL INTERVIEW BELL TIMES

#### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P2** position
- 2 Your first INTERVIEW bell time will be displayed on the screen
- 3 Open the LATCH under the screen
- 4 PRESS and HOLD the **CLEAR (7)** button until 'ALL' appears on the screen
- 5 Press the **WRITE (3)** button to delete all programmed times for your INTERVIEWS mode
- 6 Your INTERVIEW bell times have now been deleted. Move the **MODE SWITCH (1)** back to the RUN position

## CHANGE AN INDIVIDUAL INTERVIEW BELL TIME

### INSTRUCTIONS

- 1 Move the **MODE SWITCH (1)** to the **P2** position
- 2 Your first INTERVIEW bell time will be displayed on the screen
- 3 If you would like to change this time, you can do so by pressing the **H (5)** and **M (4)** buttons to reach the desired time. **IMPORTANT** - Ensure the correct days are selected using the **DAY KEYS (13)** A black line over the day means the bell time is set to ring on these days. You can press the **DAY KEYS (13)** to select and deselect days of the week  
If you would like to change another time then continue pressing the **WRITE (3)** button until you reach the time you would like to change
- 4 Once you have selected the desired time using the **H (5)** and **M (4)** buttons, press the **WRITE (3)** button to save the new time
- 5 You will now see a number or flashing lines on the screen. This is where you enter the number of seconds you would like the bell to ring for on this time
- 6 Press **M (4)** button to select the number of seconds you would like the bell to ring for. You can use the **HOLIDAY/DOWN (2)** button to go backwards  
NOTE – Most schools have their INTERVIEW bell times set for 3 seconds ring duration
- 7 Press the **WRITE (3)** button once you have chosen the number of seconds for the ring duration
- 8 You have now changed a single bell time. You can now scroll through the rest of your bell times by pressing the **WRITE (3)** button. You can change any of the others bell times using the same method as above (Steps 3 -7)
- 9 **IMPORTANT** – Once you have finished programming your bell times, move the **MODE SWITCH (1)** back to the RUN position
- 10 Your INTERVIEW timetable has now been reprogrammed

## CHANGE ALL INTERVIEW BELL TIMES

### INSTRUCTIONS

#### PART ONE – Delete all existing INTERVIEW mode bell times

- 1 Move the **MODE SWITCH (1)** to the **P2** position
- 2 Your first INTERVIEW bell time will be displayed on the screen
- 3 Open the LATCH under the screen
- 4 PRESS and HOLD the **CLEAR (7)** button until 'ALL' appears on the screen
- 5 Press the **WRITE (3)** button to delete all programmed times for your INTERVIEWS mode
- 6 Your INTERVIEW bell times have now been deleted. You should now see horizontal flashing lines on the screen which indicates you are ready to programme the new INTERVIEW bell times

#### PART TWO – Programme the INTERVIEW bell times

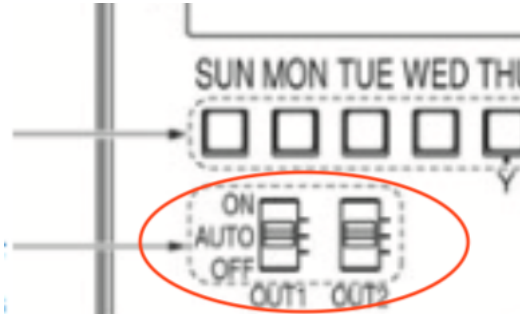
- 1 Programme your first INTERVIEW bell time by pressing the **H (5)** and **M (4)** buttons to reach the desired time. **IMPORTANT** - Ensure the correct days are selected using the **DAY KEYS (13)** A black line over the day means the bell time is set to ring on these days. You can press the **DAY KEYS (13)** to select and deselect days of the week
- 2 Once you have selected the correct time and days for this bell time to be set for, press the **WRITE (3)** button to save the time
- 3 You will now see a number or flashing lines on the screen. This is where you enter the number of seconds you would like the bell to ring for on this time
- 4 Press **M (4)** button to select the number of seconds you would like the bell to ring for. You can use the **HOLIDAY/DOWN (2)** button to go backwards  
NOTE – Most schools have their INTERVIEW bell times set for 3 seconds ring duration
- 5 Press the **WRITE (3)** button once you have chosen the number of seconds for the ring duration
- 6 You have now programmed your first INTERVIEW bell time. You will now see horizontal flashing lines on the screen where you can programme the next INTERVIEW bell time following the same steps as above until all the new times have been programmed
- 7 **IMPORTANT** – Once you have finished programming your new INTERVIEW bell times, move the **MODE SWITCH (1)** back to the RUN position

## TROUBLESHOOTING

### THE SCHOOL BELLS ARE NOT RINGING

#### WHEN SET TO NORMAL DAY MODE

1. Check that the NORMAL DAY switch is ON
2. Check that the **OUT 1** and **OUT 2** switches are clicked into the **AUTO** position

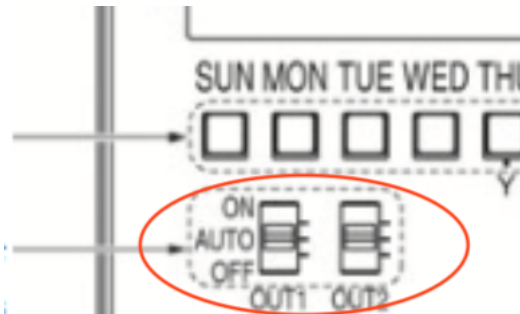


3. Can you see the time on the Omron programmer digital display?
  - a. **Yes** – go to Step 4
  - b. **No** – there is no power to your AutoBell module. Check power source.
4. Press the RING BELL button to test if the school bells ring.
  - a. **School bells ring** – go to Step 5
  - b. **School bells don't ring** – there is an issue with your school bell circuit. Please contact your electrician.
5. Check all the programmed times are correct for your NORMAL DAY timetable.
  - a. Follow the instructions on [PAGE 7](#)

IMPORTANT : while doing this ensure the correct days of the week are selected at the bottom of the screen
6. Check that the correct 24 hour or AM/PM time are programmed depending on which time format your AutoBell module is set to.

#### WHEN SET TO INTERVIEWS MODE

1. Check that the INTERVIEWS switch is ON
2. Check that the **OUT 1** and **OUT 2** switches are clicked into the **AUTO** position



3. Can you see the time on the Omron programmer display?
  - a. **Yes** – go to Step 4
  - b. **No** – there is no power to your AutoBell module. Check power source.

4. Press the RING BELL button to test if the school bells ring.
  - a. **School bells ring** – go to Step 5
  - b. **School bells don't ring** – there is an issue with your school bell circuit. Please contact your electrician.
5. Check the programmed times for your INTERVIEWS mode. Follow the instructions [PAGE 11](#)  
 IMPORTANT : while doing this ensure the correct days of the week are selected at the bottom of the screen
6. Check that you have programmed the correct AM/PM or 24 hour based times depending on which time format your AutoBell module is set to.

## THE SCHOOL BELLS ARE ONLY SOMETIMES RINGING

### WHEN SET TO NORMAL DAY MODE

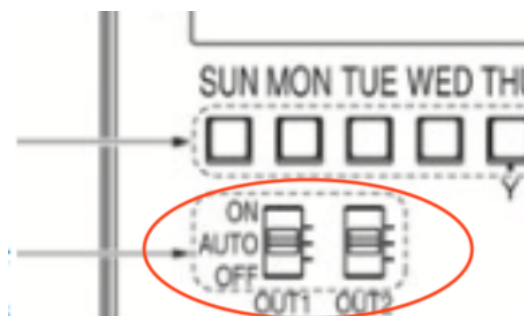
1. Identify what times the school bells aren't ringing and then write them down on a piece of paper
2. Check all the programmed times are correct for your NORMAL DAY timetable.
  - a. Follow the instructions on [PAGE 7](#)
 IMPORTANT : Ensure the correct days of the week are selected at the bottom of the screen
3. Check that you have programmed the correct AM/PM or 24 hour based times depending on which time format your AutoBell module is set to.
4. Add any times which are missing from the programmed times. Follow the instructions on [PAGE 7](#)

### WHEN SET TO INTERVIEWS MODE

1. Identify what times the school bells aren't ringing and then write them down on a piece of paper
2. Check the programmed times for your INTERVIEWS mode. Follow the instructions on [PAGE 11](#)  
 IMPORTANT : while doing this ensure the correct days of the week are selected at the bottom of the screen
3. Check that you have programmed the correct AM/PM or 24 hour based times depending on which time format your AutoBell module is set to.
4. Add any times which are missing from the programmed times. Follow the instructions on [PAGE 12](#)

## THE SCHOOL BELLS ARE CONTINUOUSLY RINGING

1. Check that the EVACUATION and LOCKDOWN mode switches aren't ON
2. Check that the **OUT 1** and **OUT 2** switches are clicked into the **AUTO** position



3. Turn off the AC power supply to the AutoBell module. Once there is no power and the AutoBell screen is no longer displaying the time do the :
  - a. **School bells stop ringing?** – Contact us on [hello@timelab.co.nz](mailto:hello@timelab.co.nz)
  - b. **School bells keep ringing?** – there is an issue with your school bell circuit. Please contact your school electrician.

#### WHAT ARE THE PROGRAMMED TIMES FOR MY NORMAL DAY MODE?

Please follow the instructions outlined on [PAGE 7](#)

#### WHAT ARE THE PROGRAMMED TIMES FOR MY INTERVIEWS MODE?

Please follow the instructions outlined [PAGE 11](#)