



# OnTime4Class Installation and User Guide



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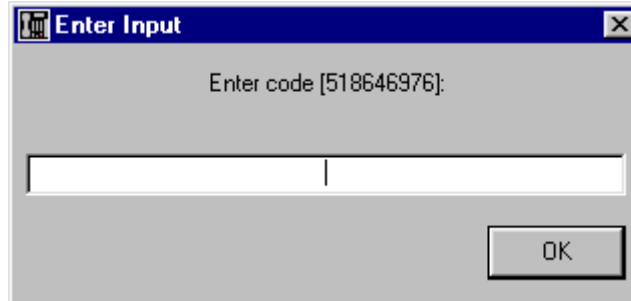
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## Chapter 1: Installation

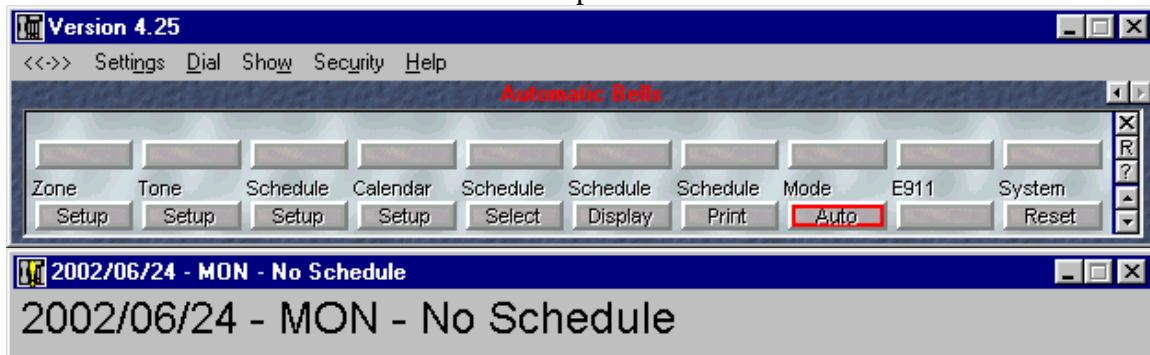
Insert CD into CD drive and follow prompts.  
Open the OnTime4Class program.

The program will ask for a code.



Call Ultimate Software at (262) 784-2312 between the hours of 8-5 CST Monday-Friday to get the code, and then enter the code and click "Ok."

The main OnTime4Class screen will come up.

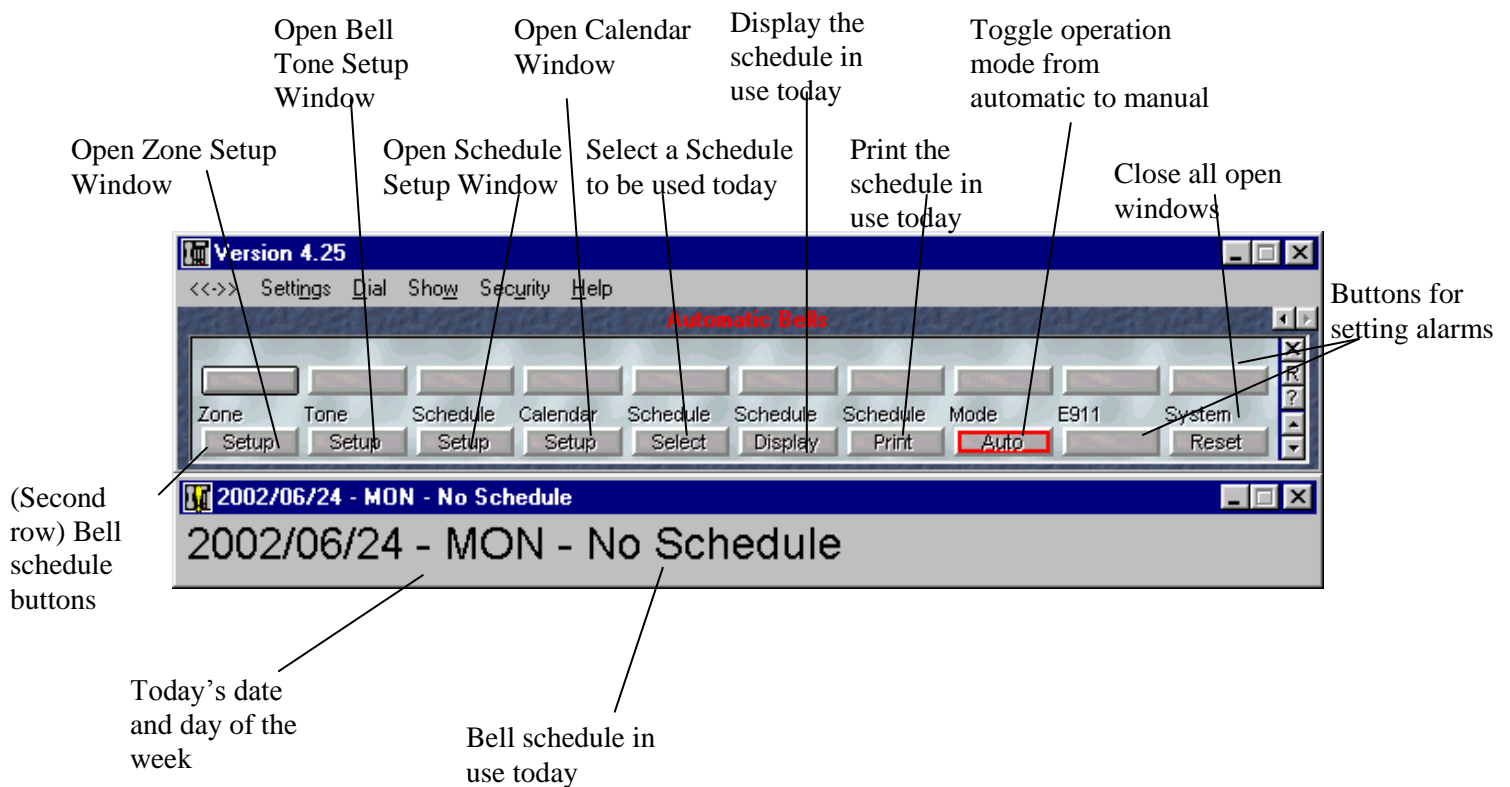


## Chapter 2: Setting Bell Schedules

To set daily bell schedules, we will go through each of the 9 bell schedule buttons from left to right. The buttons that will be used are:

1. Zone Setup
2. Tone Setup
3. Schedule Setup
4. Calendar Setup
5. Schedule Select
6. Schedule Display
7. Schedule Print
8. Mode
9. System Reset

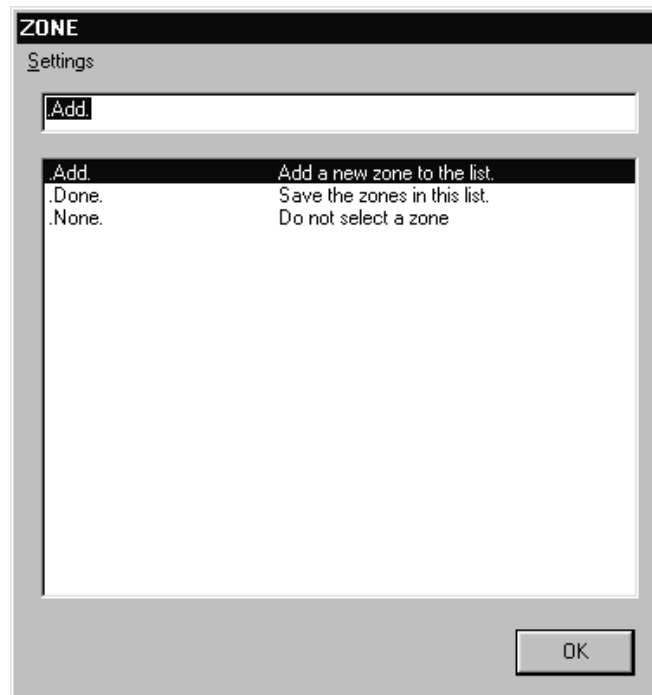
Refer to the diagram below to locate each of these buttons.



## 1. Zone Setup

A zone is an area in your school where a particular bell schedule will be sounded. The gym, the classrooms, and the cafeteria are all examples of zones.

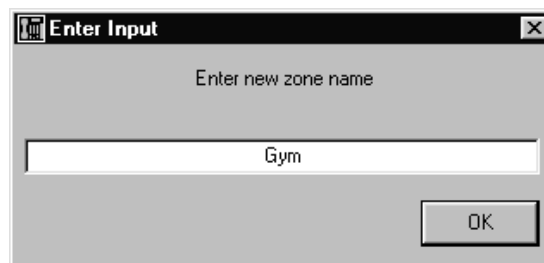
Click on the Zone Setup Button (refer to the illustration on p.2) to open the Zone Setup Window.



There are three options in this window: “Add,” “Done,” and “None.”

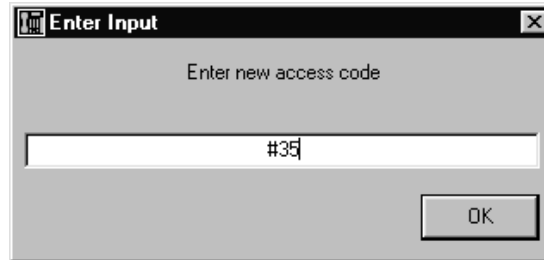
### Add

Click on the word “Add” to create a new zone. The Enter Input screen will come up.



Type in the name of the zone (such as “gym” or “cafeteria”) and click “Ok.”

The program will then ask you to enter an access code for the zone just entered.



The access code is the set of numbers and/or characters that is entered into an intercom in order to call an area. For instance, if “Gym” is the name of the zone and “#35” is dialed into the intercom to page the gym, then “#35” is the access code for the zone “Gym.” Once you have entered the access code, click “Ok.”

You will return to the main zone setup page, but now you will see the new zone listed along with the other options.



Done

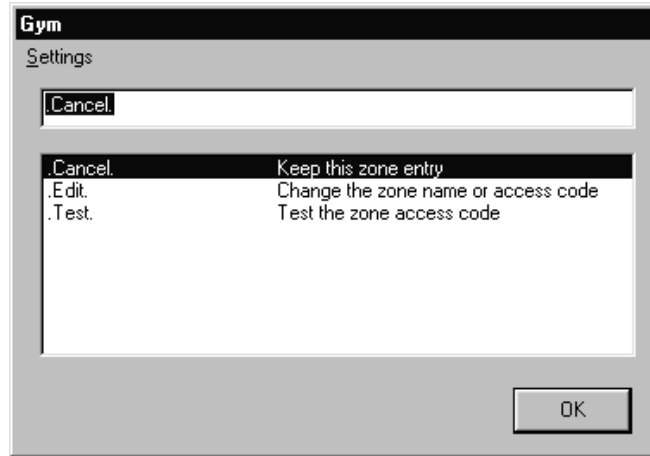
Click on “Done” to return to the main OnTime4Class screen.

None

If you do not have multiple zones, click on “None” to select no zone.



Now that the new zone appears on the screen, click on it to bring up the zone edit window.



There are three choices here: "Cancel," "Edit," and "Test."

#### Cancel

Click this to close the window making no changes.

#### Edit

You can change the zone entry by clicking here. The program will ask you to enter new information for the zone.

#### Test

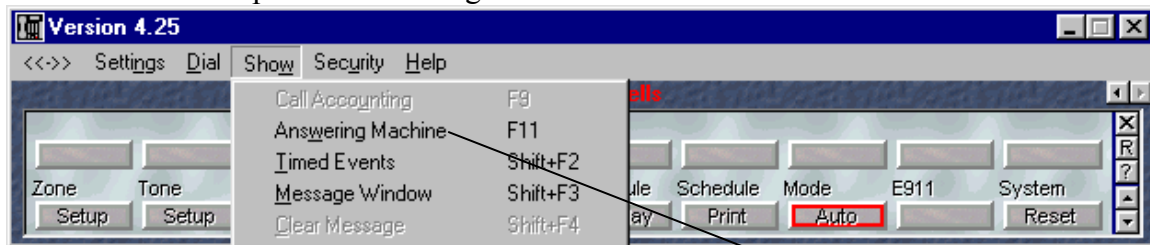
When you click on "Test," the OnTime4Class program will dial the access code and play a tone.

## 2. Tone Setup

The *Ultimate! Communicator With Bells* program has many pre-programmed tones that you can sound through your school to signify events.

The first step in adding a tone is to pick the tone you would like to add.

To do this, first click on “Show” in the menu of the main OnTime4Class window. Then click on the option “Answering Machine.”



Click here to display available tones

The available tones window will be displayed.

Names of available tones      Date and time the tone was created      Length of time the tone sounds

Name	Date/Time	Duration	Comments
~Beep	2001/08/07 12:33:48	00:01	
Ahooga	2001/08/07 12:33:55	00:01	
Alarm 1	2001/08/07 12:34:04	00:05	
Alarm 2	2001/08/07 12:34:12	00:02	
Alarm 3	2001/08/07 12:34:18	00:05	
Alarm 4	2001/08/07 12:34:25	00:01	
Alarm 5	2001/08/07 12:34:32	00:05	
Alarm 6	2001/08/07 12:34:40	00:05	
Bell 1	2001/08/07 12:34:50	00:01	
Bell 2	2001/08/07 12:34:56	00:01	
Bell 3	2001/08/07 12:35:05	00:01	
Bell 4	2001/08/07 12:35:15	00:02	
Bell 5	2001/08/07 12:35:24	00:02	
Bell 6	2001/08/07 12:35:33	00:01	
Bell 7	2001/08/07 12:35:41	00:02	
Bell 8	2001/08/07 12:35:49	00:03	
Big Ben	2001/08/07 12:36:00	00:04	
Buzz 1	2001/08/07 12:36:09	00:03	
Crossing Bell	2001/08/07 12:36:19	00:02	

Play the highlighted tone      Stop the tone currently playing      Record a new sound      Delete the highlighted tone

Rewind the highlighted tone      Fast forward through the highlighted tone      Pause the tone currently playing      Save a tone you have created

You can listen to an available tone by clicking on its name. It is often helpful to leave this window open while going on to the next step.

**Note:** Any wave files you have stored on your computer can be used as tones in the *Ultimate! OnTime4Class* program. To add a wave file to the list of available tones, see [Adding a Tone](#) on p. 11 at the end of this section.

Now click on the Tone Setup button to open the Tone Setup window. (Refer to illustration on p.2 to locate the Tone Setup button).

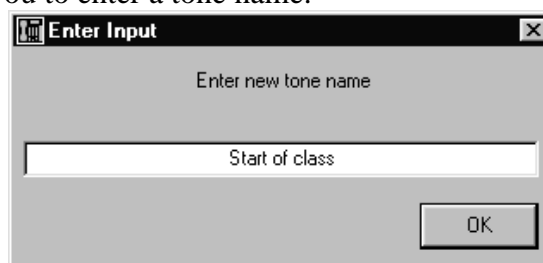


Like the Zone Setup window, the Tone Setup window has three options, “Add,” “Done,” and “None.”

### Add

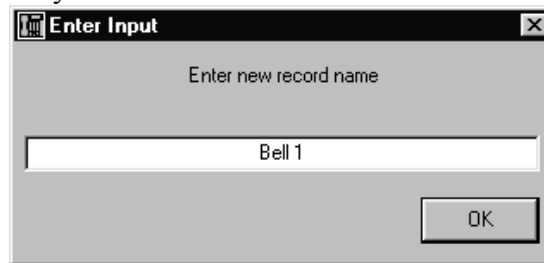
Click on “Add” to choose a new tone.

The program will ask you to enter a tone name.



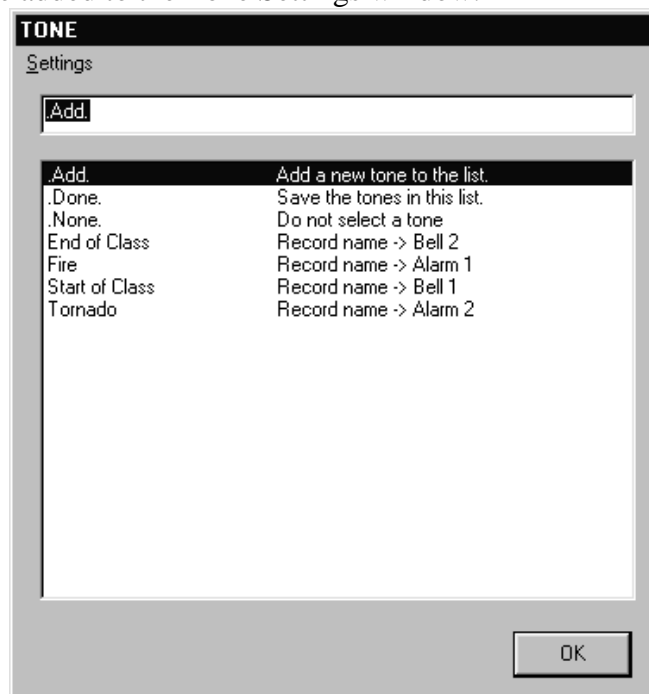
Name your tone something to remind you what it will be used for, such as “Start of Class” or “Fire Alarm.” Click “Ok.”

The program will now ask you to enter a “new record name.”



The record name is the name that is listed in the tone list, such as “Bell 1” or “Alarm 2.” Enter the tone record name and Click “Ok.”

Your record will be added to the Tone Settings window.



**Note:** Be sure you have entered the information in the right order. The name you have given the tone, such as “Start of Class” and “Tornado” should appear in the left side of the screen. The name of the sound file, such as “Bell 1” should appear in the right of the screen, after the words “Record name.”

#### Done

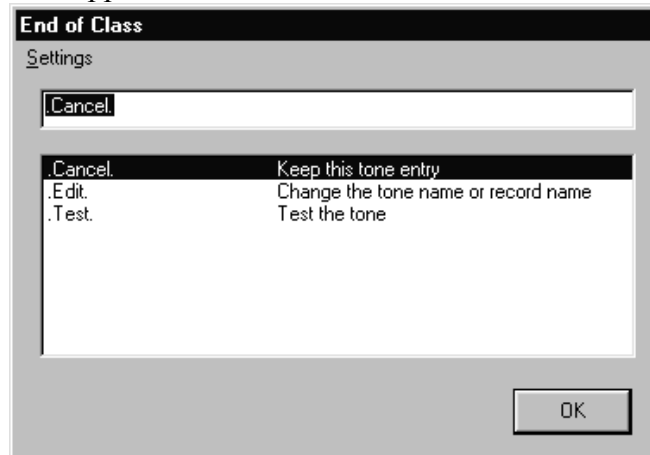
Click on “Done” when you are finished to close the window.

#### None

If you are not going to use one of *Ultimate! Communicator*’s pre-set sounds, click on “None.”

Now that the new tone appears in the tone window, click on it.

The tone's window will appear.



There are three options here, “Cancel,” “Edit,” and “Test.”

#### Cancel

Click on the word “Cancel” to close the window.

#### Edit

“Edit” allows you to change the properties of this tone. When you click on “Edit,” you are asked to enter a new tone name and new record name.

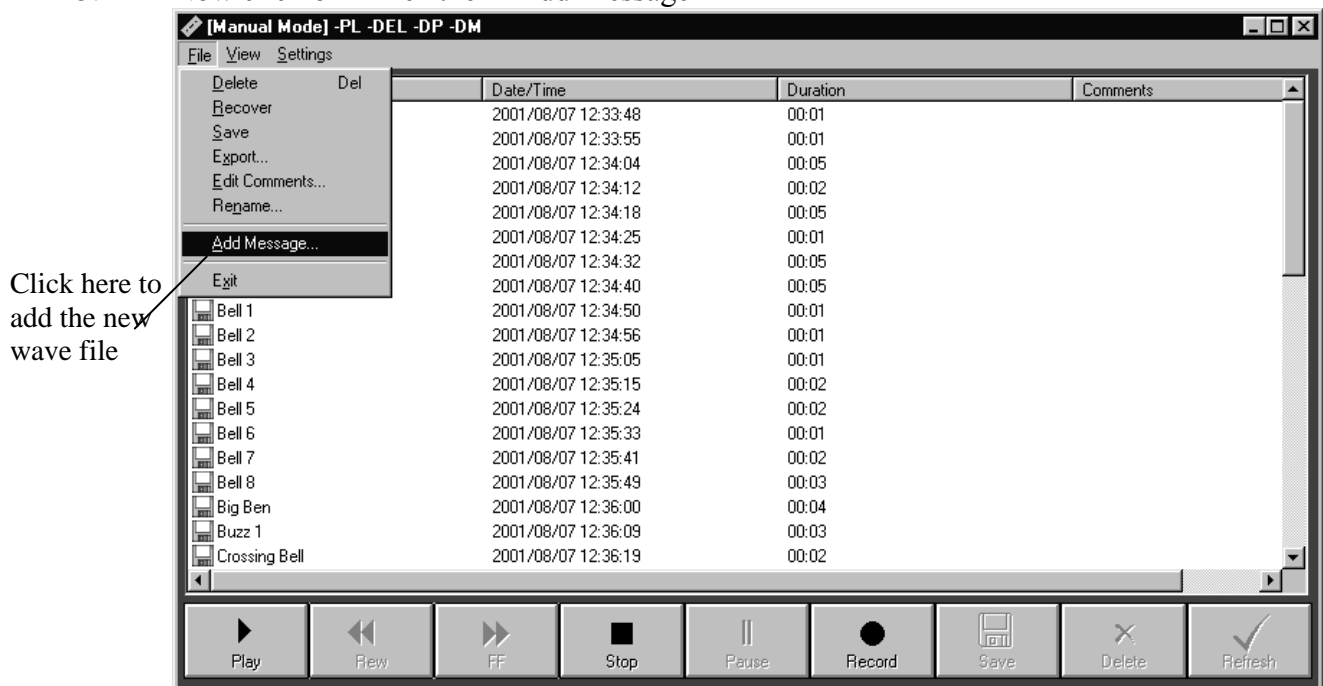
#### Test

Clicking on “Test” will cause the tone to sound.

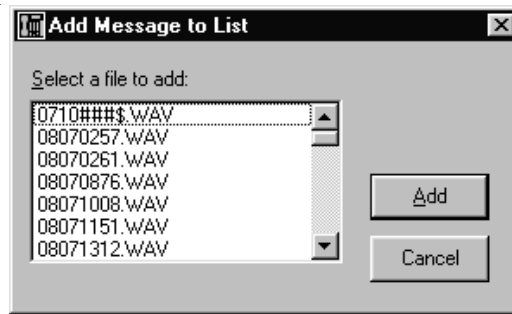
### Adding a Tone

To add a wave file to the list of tones in the available tones window found under “Answering Machine” in the “Show” menu, follow these steps:

1. Find the wave file you want to become a tone.
2. In Windows Explorer, drag and drop the wave file into the OnTime4Class program. Be sure that you are dropping the file into the OnTime4Class program and not the shortcut in the start menu. The folder you should be putting the wave files into is called “Ultimate Communicator with Bells.” To be sure you are dropping the file the right place, double-click on the “Ultimate Communicator with Bells” folder in Windows Explorer. You should see about 50 other wave files listed in the right-hand pane.
3. If the OnTime4Class program is not running, start it up.
4. Open the Available Tones window by clicking on “Show” and then “Answering machine,” as is illustrated on p.6.
5. Now click on “File” then “Add Message”



6. This window appears.



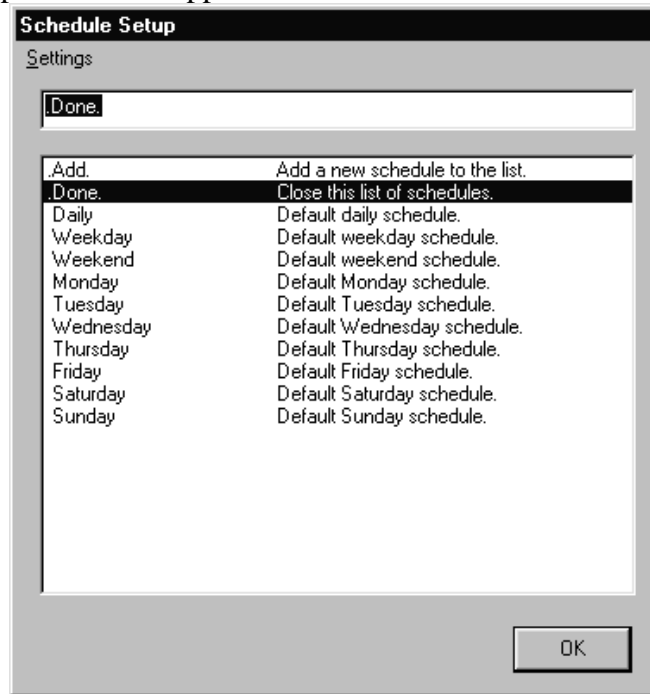
- Scroll down this list of wave files until you see the name of the file you would like to add. Click on the file, and then click "Add."
7. You will be returned to the Available Tones window, with the new wave file listed. You may rename this file by right-clicking on it and choosing "rename file."



### 3. Schedule Setup

Now set the bell schedules to be used. Click on the Schedule Setup button. Refer to the illustration on p.2 to locate the Schedule Setup button.

The Schedule Setup screen will appear.



In addition to the usual “Add” and “Done” options, several preset schedules also appear. There are schedules for each day of the week, as well as schedules called “Weekday,” “Weekend,” and “Daily.”

#### Weekday

The weekday schedule will be used on any weekday (Monday through Friday) if there is no specific schedule assigned for that day of the week. For instance, if you do not set a Tuesday schedule, the weekday schedule will be used every Tuesday.

#### Weekend

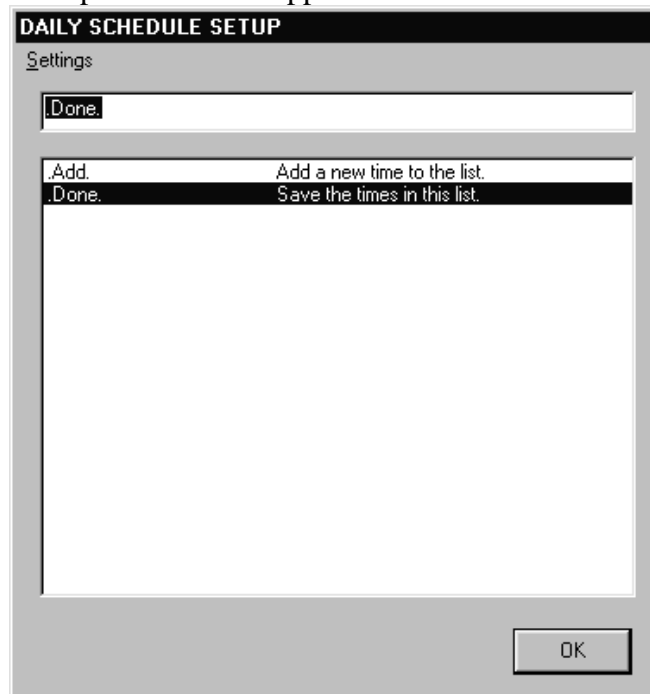
The weekend option works on the same principle as the weekday option. If you do not set a specific schedule for Saturday or Sunday, the weekend schedule will be used.

#### Daily

The daily schedule is used on a day that has no other schedule assigned to it.

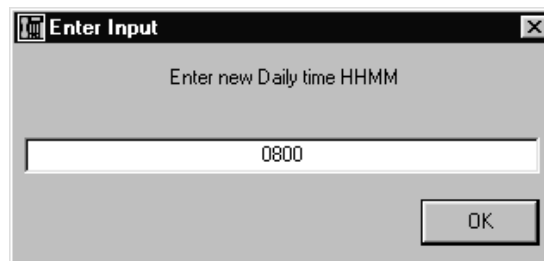
To begin setting schedules, click on the name of the schedule you would like to set.

The Daily Schedule Setup window will appear.



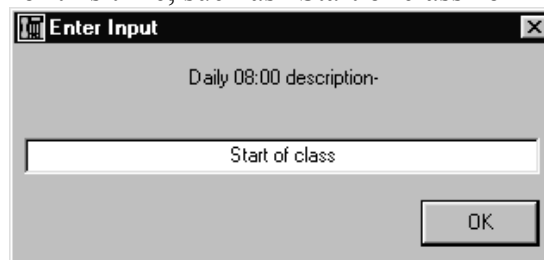
Begin entering the schedule by clicking on “Add.”

You will be asked to enter a time.



Notice that the time format you are asked to use is represented “HHMM.” This format is also known as “military time.” In this format, 8:00 AM would be represented as “0800” and 3:30 PM should be written as “1530.” When you have entered the time, click “Ok.”

Now enter a description of this time, such as “Start of class” or “End lunch 1.”



After you have entered the description, click “Ok.”

You are now asked to select the zone in which you would like the tone to sound at the entered time.

Zone Name	Description
.Add.	Add a new zone to the list.
.Done.	Save the zones in this list.
.None.	Do not select a zone
All School	Access code -> #1111
Cafeteria	Access code -> #1122
Gym	Access code -> #1133

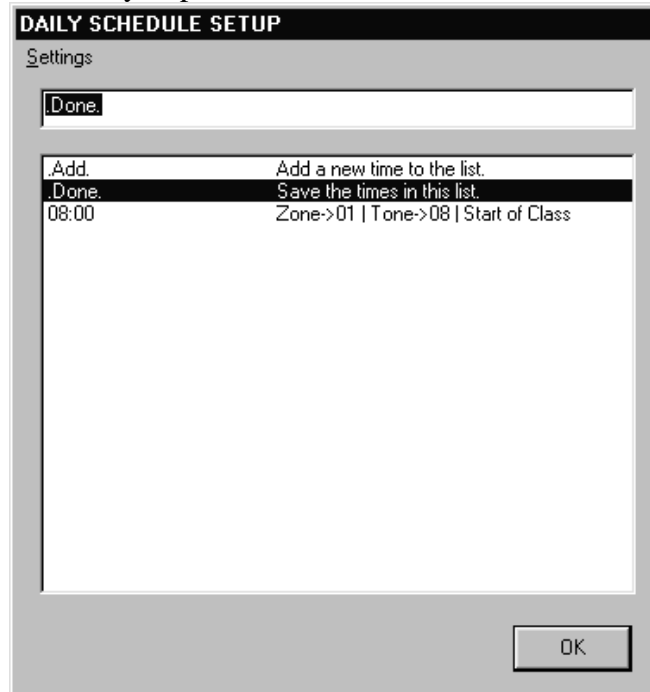
Choose the applicable zone, and click on it.

Now choose the tone you would like to sound in this zone at this time. (Remember that you may go back and add zones and tones at any time.)

Tone Name	Description
.Add.	Add a new tone to the list.
.Done.	Save the tones in this list.
.None.	Do not select a tone
End of Class	Record name -> Bell 2
Fire	Record name -> Alarm 1
Start of Class	Record name -> Bell 1
Tornado	Record name -> Alarm 2

Click on the tone you would like to sound.

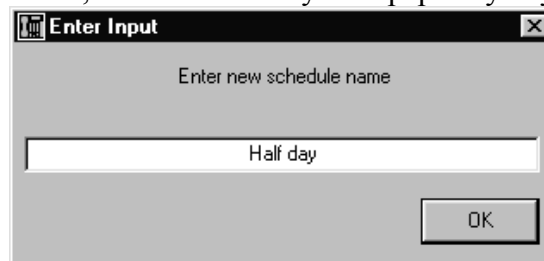
You are now back at the schedule setup window for the schedule day you started with, with your new schedule entry in place.



Look over the entry to be sure it is the way you would like it, then click on “Done.”

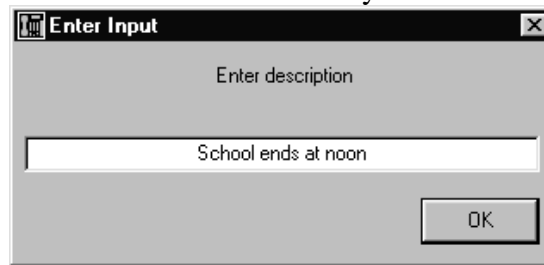
You will then be back at the main scheduling window with a list of Schedules. You may add your own schedule to the list by clicking on “Add.”

Enter the new schedule name, such as “half day” or “pep rally day.”



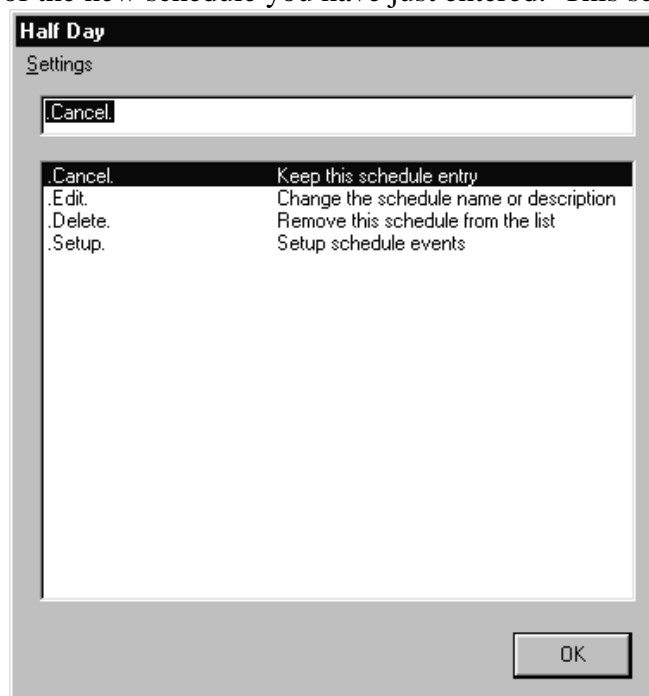
Click “Ok” when you have entered the new schedule name.

Now enter a description of this schedule to remind yourself which schedule this is.



Enter something to help you remember what is unique about this schedule. For a “half day” schedule, for instance, type, “school ends at noon.” Click “Ok,” and your new schedule appears at the end of the list.

Click on the name of the new schedule you have just entered. This screen appears.



There are four options on this screen; “Cancel,” “Edit,” “Delete,” and “Setup.”

Cancel

Click on “Cancel” to exit this screen making no changes.

Edit

Clicking on “Edit” will allow you to change the properties you have already set, i.e., the name of the schedule and the schedule description.

Delete

Clicking on “Delete” will remove this schedule from the list of available schedules.

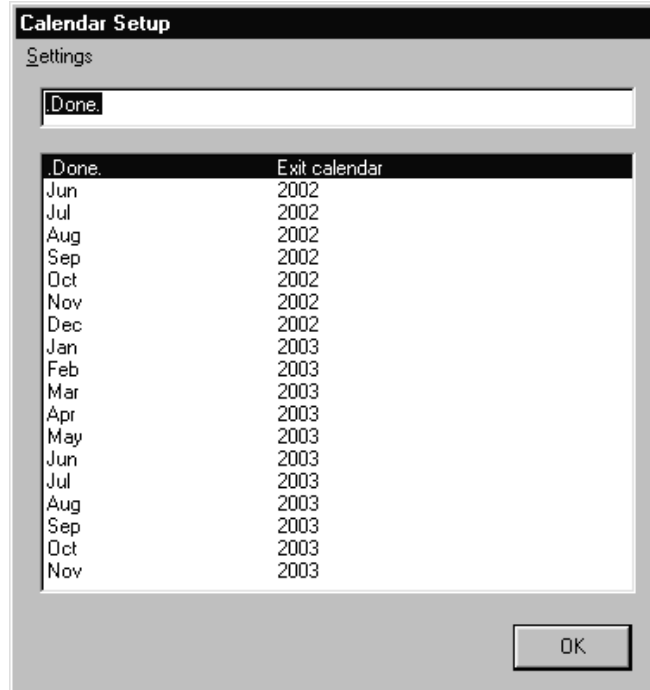
Setup

Click on “Setup” to begin setting times in the new schedule. Set this schedule up the same way you set up the first one. When you are finished setting up all of the schedules you would like, click “Ok.”

#### 4. Calendar Setup

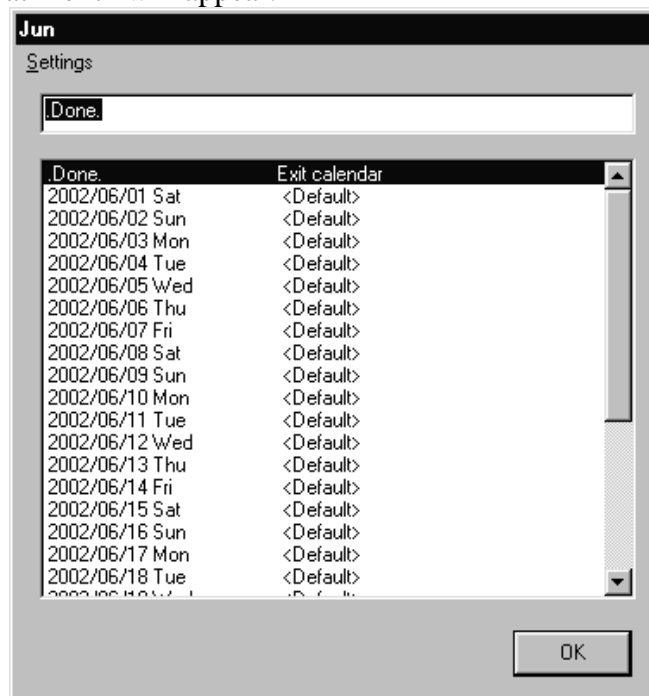
The next step in setting up the OnTime4Class program is to set which schedules will be used on which days. In section 2 it was described how the program chooses which schedule to use for each day, whether “weekday,” “weekend,” “daily,” or a specific day of the week. However, sometimes it is necessary to override that order. If you have, for instance, half days that use a special schedule, then follow these steps.

Click on the Calendar Setup button to open the Calendar Setup window.



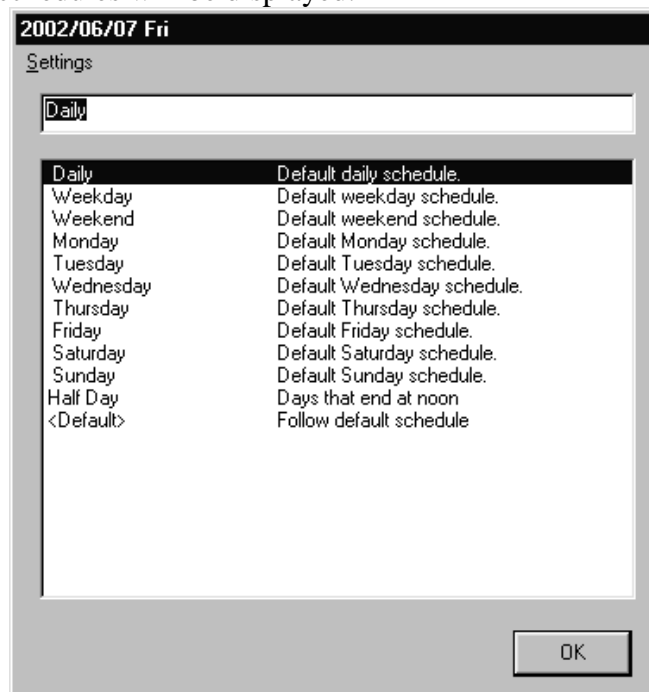
The first month listed is the current month of the current year. Find the month you would like to set the schedule for and click on it.

The calendar for that month will appear.



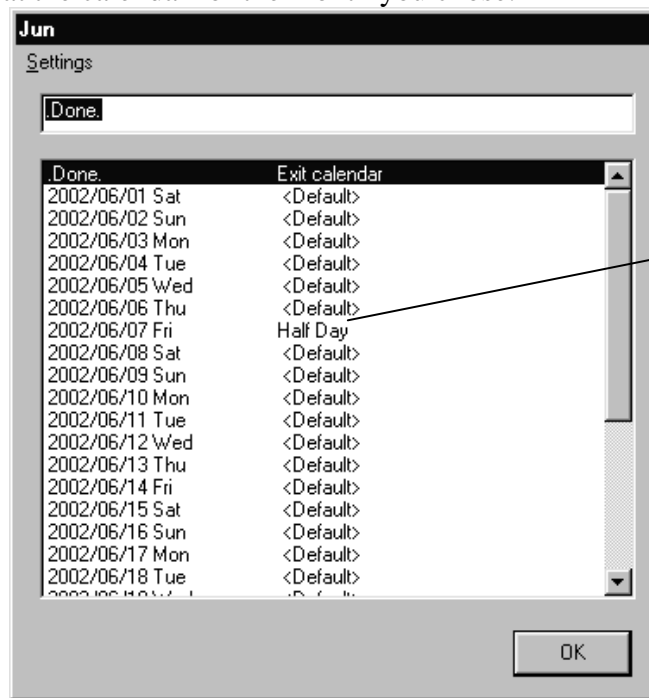
The list of dates in the month begins with the first and ends with the last day of the month. To the right of the dates appears the name of the schedule that will be used on that day. Right now all dates are set to default, which means that they will follow the order described in section 2. Click on the date that you would like to set a schedule for.

A list of available schedules will be displayed.



Click on the schedule to be used.

You are now back at the calendar for the month you chose.



Friday, June 7 will follow a half-day schedule.

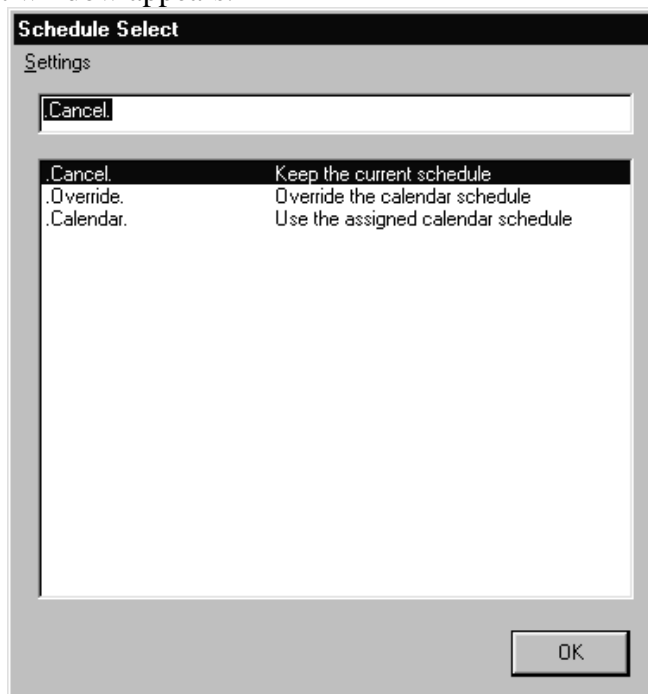
The name of the new schedule now appears in place of “Default.” When you are finished assigning schedules to dates, click “Ok.” You will return to the list of months. When you have set all the schedules you would like, click “Done.”



## 5. Schedule Select

The Schedule Select button allows you to override the planned schedule for the current day and choose a new one. Click on the Schedule Select button.

The schedule select window appears.



There are three options in this window: Cancel, Override, and Calendar.

### Cancel

Click this to close the window without making any changes.

### Override

Click on the word “Override” to choose a schedule for the current day that is different than the one already in progress. The “current day” begins and ends at midnight. When you click “Override,” you will be presented with the list of available bell schedules. Click on the name of a schedule to use in place of the schedule previously assigned to the current day.

### Calendar

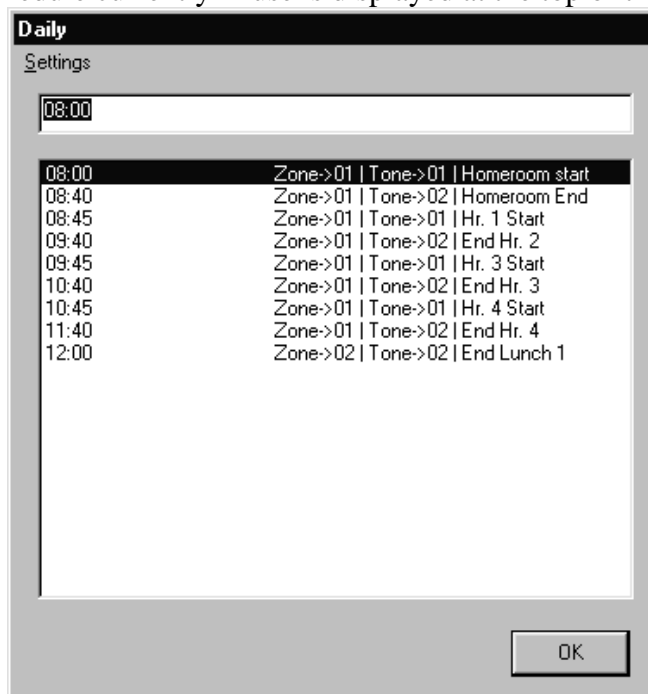
Clicking on this assigns to today the schedule already planned in the Calendar Setup window.

If you make changes to the schedule assigned to today, click “Ok.” Otherwise, click “Cancel.”

## 6. Schedule Display

The schedule display window allows you to view the details of the schedule in use on the current day. Click on the Schedule Display button to see today's schedule.

The name of the schedule currently in use is displayed at the top of the window.



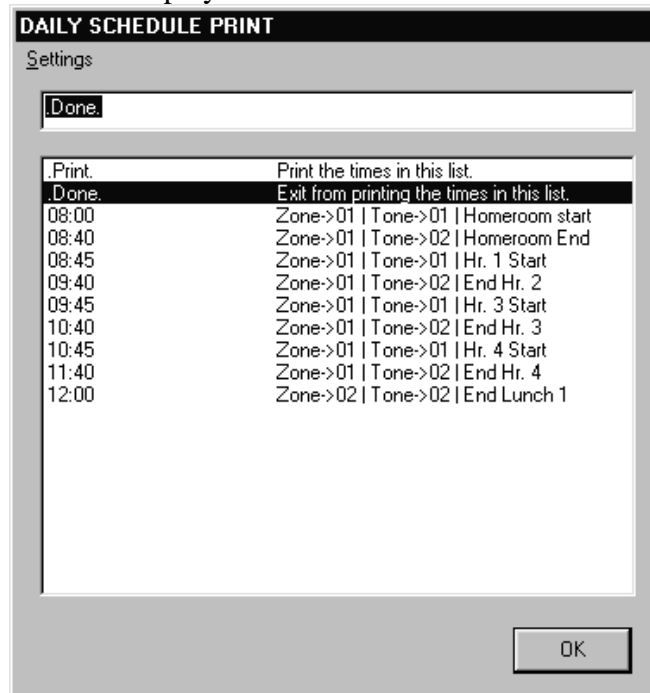
To close this window, click on the schedule display button again.

Note: If you recently changed the schedule that is being used today, your changes may not be displayed here. The OnTime4Class program puts changes into effect at midnight the day the changes are made. To manually put your changes into effect, click on the schedule select button, click "Override," and choose the schedule you are trying to display. Changes are now effective, and the schedule will display properly.

## 7. Schedule Print

This option allows you to print any of the schedules you have set. Click on the Schedule Print button to open the list of available schedules, then click on the name of the schedule you would like to print.

The schedule print screen is displayed.

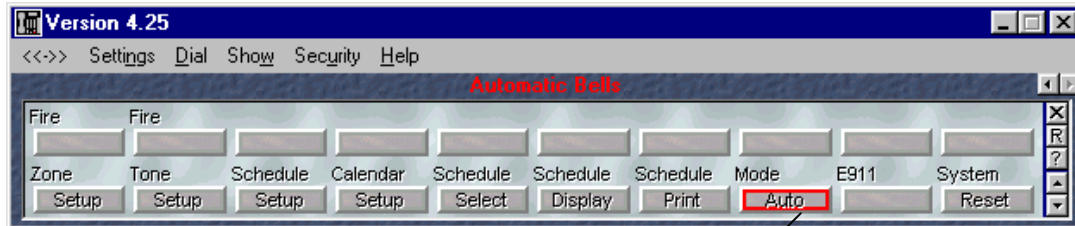


The times in the schedule you have chosen appear in the lower part of the screen. To print this schedule, click "Print." To close the window without printing, click "Done."

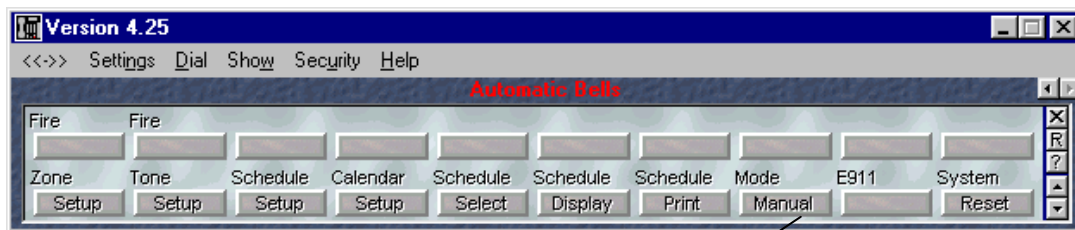
## 8. Mode

When the Mode is set to “Auto,” the OnTime4Class program will automatically play the bell schedules you have set. Changing the mode to “Manual” disables all automatic bell sounding.

Look at the main OnTime4Class screen.



Mode is set to  
Auto



Mode is set to  
Manual

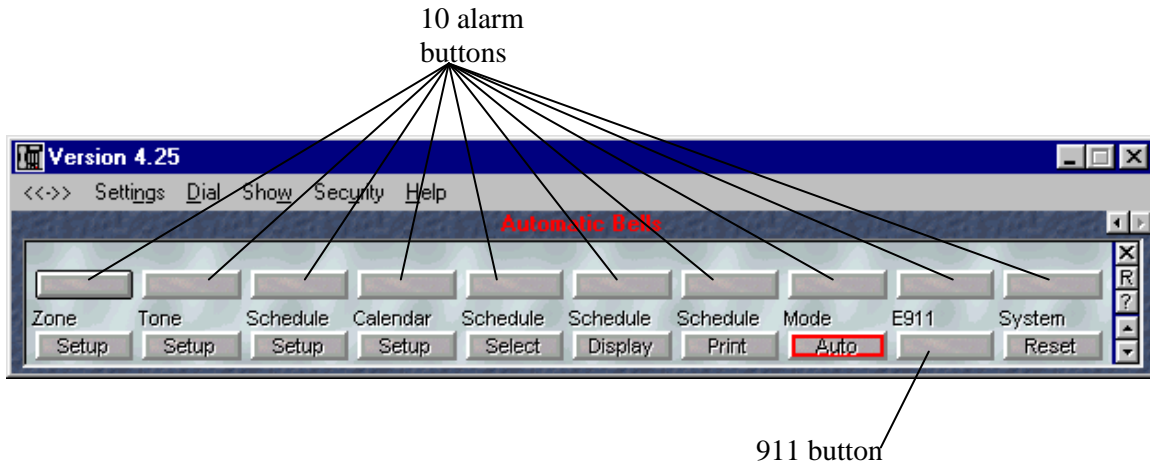
To change the Mode setting, click on the Mode button.

## 9. System Reset

Clicking on the system reset button closes all open windows.

## Chapter 3: Setting Alarms

To set alarms we will use the ten buttons in the top row of the main OnTime4Class screen, and also the 911 button in the bottom row.



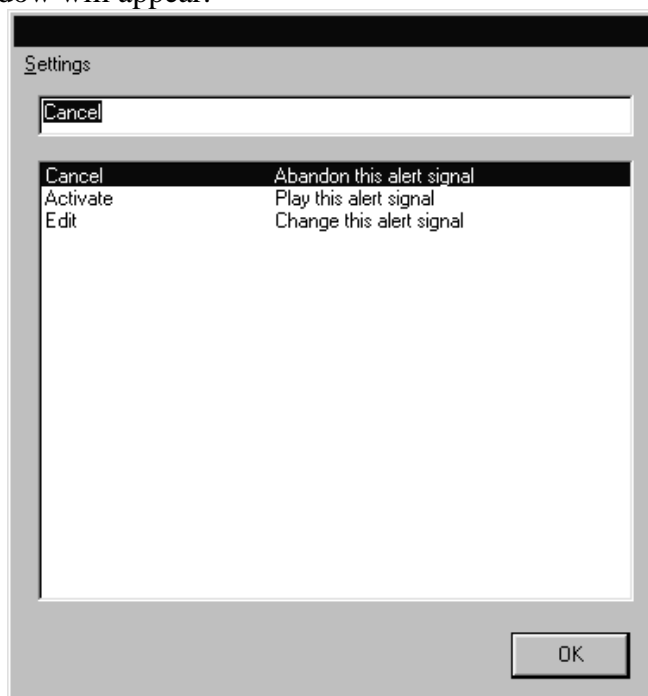
### 1. 911 Button

If you have the *Ultimate!* Call Accounting program, this button is used to keep track of any 911 calls made from within your school. Contact *Ultimate!* Software Products to learn more about this feature.

### 2. Alarm Buttons

These buttons allow you to set tones to be used for different kinds of alarms in your school. One alarm may be set to each button. Click on one of the alarm buttons to begin setting alarms.

The following window will appear.



### Cancel

Clicking on this will close the window without changing the current state of the alarm. If you have not set an alarm for this button yet, clicking on “Cancel” will close the window without setting an alarm.

### Activate

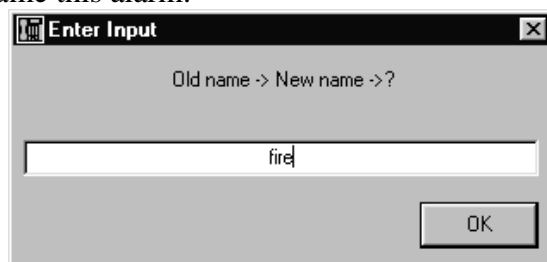
Click here to test the alarm you have set to this button.

### Edit

Click on the word “Edit” to make changes to the alarm set to this button.

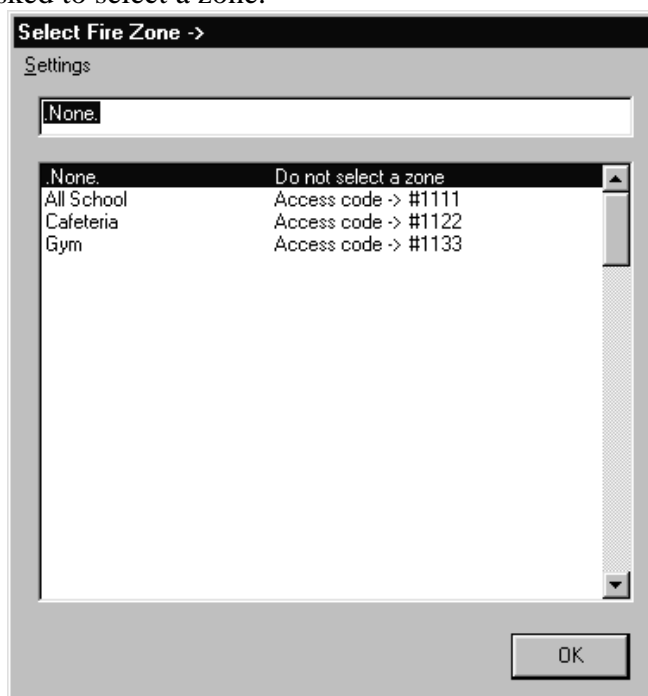
Now click on “Edit” to set an alarm.

You will be asked to name this alarm.



Name the alarm to describe what it does, for example, “fire” or “tornado.” When you have done so, click “Ok.”

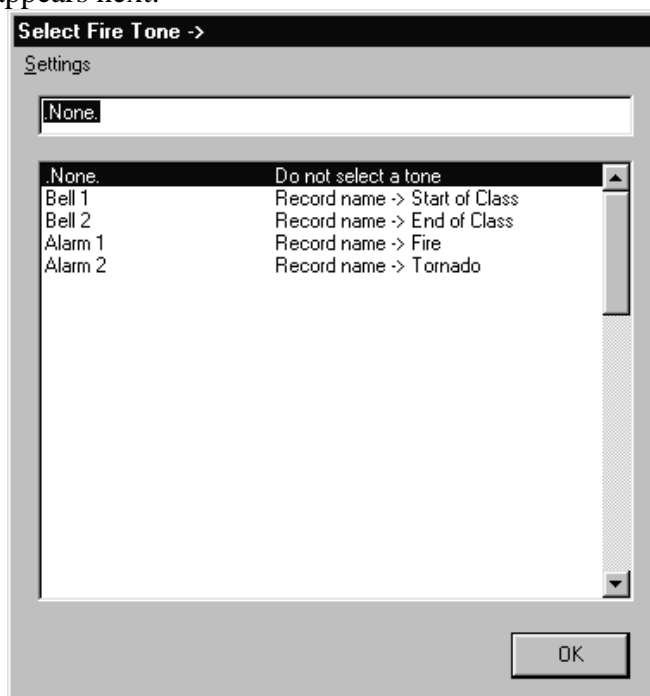
You will then be asked to select a zone.



Click on the name of the zone in which you would like the alarm to sound.

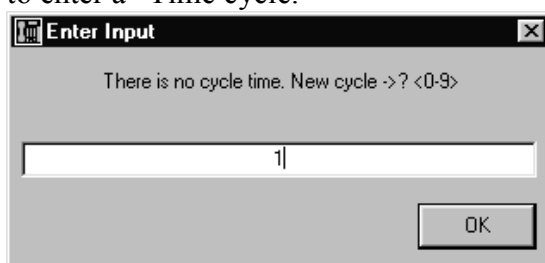
Now pick a tone to be used for the alarm. If you need to add a new tone to the list to be used for your alarm, you may go back to chapter 1, section 2, “Tone Setup” for instructions on how to set a tone. You can then come back and edit the alarm you have started to set.

The tone window appears next.



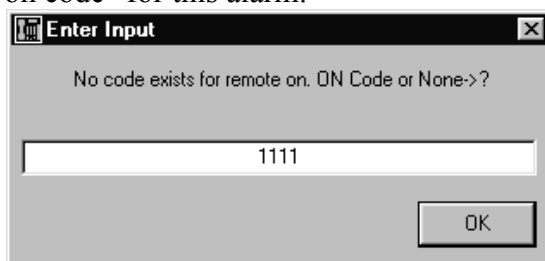
Click on the name of the tone to be used in the alarm.

You will now be asked to enter a “Time cycle.”



The time cycle is the amount of time between repetitions of the tone. You are asked to enter a number from one to nine. Each number represents six seconds so that if the number four is entered, there will be 24 seconds between soundings of the tone. If 0 is entered, the tone will play only once, and not repeat. Once you have entered a cycle time, click “Ok.”

Now enter the “remote on code” for this alarm.

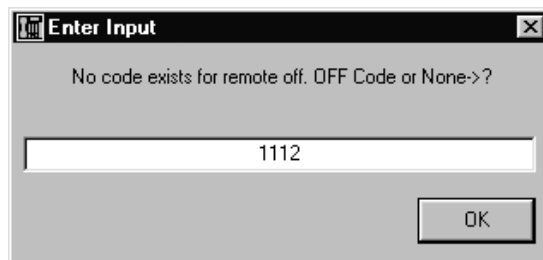


A remote on code is a code that can be entered into any phone in the phone system to activate this alarm. This feature is only active if you have the *Ultimate!* Call Accounting



program. Pick a code that is easy to remember but will not often be dialed by mistake. If you do not want to use a remote on code or do not have *Ultimate! Call Accounting*, type the word “none” in the blank. Click “Ok.”

Now choose a “remote off code.”



The remote off code works on the same principle as the remote on code, only this code turns the alarm off. Like the remote on code, this feature is only active if you have *Ultimate! Call Accounting*. You may want to choose a code that is similar to the on code, so it will be easy to remember. Click “Ok,” and your alarm has been set.

On the main OnTime4Class screen you will see the name of the new alarm above the button it has been set to. The alarm can be activated by clicking on this button, and then clicking on the word “Activate.” When the alarm is activated, a red box will form around the button. The red box will remain until the alarm is deactivated. Click the alarm button again to deactivate the alarm.

There are ten buttons provided for alarms. Consult the Alarm Guide for suggestions for settings for various alarms.

## Alarm Guide

### Natural Disasters

In setting alarms for fire, tornado, and other disasters that warn the school population, you will want to pick tones that are raucous, such as the Alarms 1-8, Misc 1-3, Tone 4, or Buzz 2. Set the cycle time for these types of alarms to a low number, but not 0 (a setting of 0 means that the tone will not repeat).

### Unidentified Visitor

You may want to set a tone to alert teachers that an unidentified person has entered the school. If a visitor enters the school who does not identify himself or herself but is not an obviously threatening intruder, you can broadcast a tone to all classrooms that advises all teachers to quietly lock their classroom doors. Misc 7 is an advisable tone for this purpose. Set the cycle time for this alarm to 0, so that the tone does not repeat.

If the unidentified visitor turns out to be no threat, you will want to have another tone to inform the teachers that the potential threat has passed. Choose another tone such as one of the Bells 1-8, or a Two Tone.

### Intruder

If a person enters the school who is obviously threatening, an intruder alarm is useful to inform the teachers that they should lock their doors and take cover with their students. Choose a tone for this purpose that is not likely to be missed, and yet does not unnecessarily alarm the students. One of the Tones 1-5 is recommended for this purpose. Set a fairly high cycle time so that the alarm will not be missed, but will not alarm the students or aggravate the intruder.

Also assign to one of the alarm buttons a tone that means that the intruder threat has passed. Another Tone or a Bell 1-8 would serve this purpose.

