OPERATING MANUAL FOR

AUTOMATIC BELL / MESSAGING SYSTEM (Model: UB-501)

15 APR WED 07:00

SUMMER P08 07:30

Home Screen:

Manual mode: For ringing bell manually. Press *‘ESC*’ key when

MANUAL MODE

FILE Srl. No. 01

machine is at Home Screen. Select file number by using *‘Inc’*& *‘Dec’*

key. Press “*ENT*” to ring selected file. Auto schedule won’t work

until machine is in Manual Model. To roll back to Auto-mode press

use *‘ESC’* key.

PASSWORD PLEASE

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**Programming the unit for automatic operation:**

Press ***‘ENT’*** key to enter into programming mode.

Machine will ask for password. “***ESC***” key is the password to enter

into Programming menu. Press “***ESC***” key once and press “***ENT”*** to

proceed.

SET DATE & TIME

PROG SCHEDULES

Adjacent screen will appear.

Use Shift key to scroll between the available options.

(A) To set current date and time press ***‘ENT’*** key on

15 APR WED 07:00

CALENDAR & TIME

 SET DATE & TIME menu:

 Use ***‘INC’*** or ***‘DEC’*** keys to increment/decrement the values and

 ***‘Right’ &*** ‘***Left’*** to move the cursor. To save and revert to programming

menu screen press ***‘ENT’*** key.

 (B) After setting current date and time, use ***‘DEC’*** key to move the cursor on PROG SCHEDULES

SET DATE & TIME

PROG SCHEDULES

 Press ***‘ENT’*** key to select the menu. Through this menu, user can

 store **24 different time table schedules** in the machines. Each

 schedule can be programmed with **50 bells for a day**. So user can

 store 24 different schedules of 50 bells each coving all possible combinations of a year.

 On pressing **‘*ENT’*** adjacent screen will appear. Enter the program

SELECT SCHEDULE

P-01

 schedule which you wish to edit between P-01 to P-24. Use ***‘Inc’*** &

 ***‘Dec’*** key to change the Program value and press ***‘Ent’***.

 Adjacent screen will appear.

P-01 TOTAL BELLS

50

 Machine will then ask to enter total bells required to ring in

 24 hours. Maximum option of 50 bells is available. Use ***‘Inc’ & ‘Dec’***

Key to change the value and ***‘Ent’*** to save & move to next screen.

01 BELL TIME PRD

07:30 FILE 05

 This screen shows Bell Time and ringing duration of 1st bell of the

 day. Use ***‘Inc’*** key & ***’Dec’*** key to edit bell time. Use ***‘Right’*** keyto

move the cursor to Minutes and edit it. Again use ***‘Right’*** key to move cursor & select sound file number

required to ring at programmed time. Use ***“ESC”*** anytime during programming schedule to go on

previous step . Use ***‘Ent’*** key to save and move to next screen. After programming last bell

 of the day, press ***‘Ent’*** to return to the Select Schedule Screen.

SELECT SCHEDULE

P-01

Likewise user can program the entire day schedule. Please note the

clock works in 24 Hours clock schedule, so for programming

 01:00 PM enter 13:00 hours.

 Follow exactly same procedure to program all 24 Program Schedules.

SELECT SCHEDULE

P-EX

Use “***ESC”*** key on adjacent screen to roll back to main menu.

SET DATE & TIME

PROG SCHEDULES

SUMMER WEEK DAYS

WINTER WEEK DAYS

Use ***“DEC”*** key to move cursor to adjacent screen.

(C) There are basically three modes of allotting various program schedules to various weekdays.

 1. Summer Week Days.

 2. Winter Week Days.

 3. Exam Week Days.

Following is the process of programming Summer Weekdays. Likewise user can program weekdays for remaining two modes.

(D) Summer Week Days: Use ***‘Ent’*** key to on above menu to enter.

SUMMER WEEK DAYS

M –T –W –T –F –S –S – EX

 Adjacent screen will appear:

 The screen shows various week days of a week. Use ***‘Right’*** key to

 Move the cursor and ***‘Ent’*** to select. On pressing ***‘Ent’*** on any

Weekday from Monday to Sunday adjacent screen will appear.

SUMMER WEEK DAYS

THU P??

I am taking an example of programming Thursday, Saturday

and Sunday.

SUMMER WEEK DAYS

THU P15

 While programming Thursday suppose I need to program schedule

 P15 to run for Thursday then I’ll use ***‘Inc’*** key to set the value as 15.

 And press ***‘Ent’*** to save and return to the weekday screen. Now

 whatever schedule is programmed in P15, will run on every Thursday automatically.

Suppose I need to put Saturday and Sunday as my weekly holidays, I’ll enter into respective weekdays, will press ***‘Dec’*** once at P01 adjacent screen will appear.

SUMMER WEEK DAYS

SAT OFF

 Press ***‘Ent’*** to save weekday as holiday.

 Likewise user can program each day of the week with different schedules or as holiday.

 To exit use ***‘ESC’*** key, following screen will appear.

EXAM WEEK DAYS

PROG MONTHLY OFF

(E) PROG MONTHLY OFF: Use ***“DEC”*** key thrice to move cursor to

PROG MONTHLY OFF.

PROG MONTHLY OFF

YES NO

 Press ***‘Ent’*** key to select. Adjacent screen will appear.

 The unit will seek the permission for monthly off.

SELECT DATE

LASTDAY OF MONTH

 If YES selected then machine will ask the date.

 User has following options to select:

1. Any date of the month as fixed holiday.

SELECT DATE

SECOND SAT

1. Last Working day of the month. Machine will automatically

Adjust between 28, 30 & 31st dates.

1. Second Saturday.

SELECT DATE

25

EXAM WEEK DAYS

PROG MONTHLY OFF

 Use ***“Dec”*** key to move to next screen.

(F) CALENDAR HOLIDAY: Here user can program upto 10 calendar

CALENDAR HOLIDAY

EXIT PROGRAMMING

 Holidays for every month of year. So in total the number goes up to

 120 Holidays a year.

CALENDAR HOLIDAY

EXIT PROGRAMMING

 Press ***‘Ent’*** key to select.

 Adjacent screen will appear. Select YES if we have calendar holidays

CALENDAR HOLIDAY

YES NO

 Or NO to exit.

SELECT MONTH

AUG

 On pressing YES, adjacent screen will appear. Change the Month

 Using ***‘Inc’*** and ***‘Dec’*** key and press ***‘Ent’*** to select.

?? ?? ?? ?? ??

?? ?? ?? ?? ??

 Adjacent screen will appear:

 Suppose I’ve 5 Holidays in AUG month as in dates 02, 09, 15, 24, 30

02 09 15 24 30

?? ?? ?? ?? ??

 So I’ll use ***‘Inc’*** and ***‘Dec’*** key to enter value, ***“Right” & “Left” key***

 to move cursor and ***‘Ent’*** to save. Repeated entries will automatically

 be deleted. Likewise user can program 10 holidays for every month.

 To Exit press ***‘ESC’*** key, you will reach to next menu.

 (F). EXIT PROGRAMMING MODE:

CALENDAR HOLIDAY

EXIT PROGRAMMING

Scroll cursor using ***’DEC’*** key to Exit Programming Option and

 Press ***‘Ent’.*** Machine will scroll to Home Screen.

**How to switch between different Modes:**

When Machine is at Home Screen press **“INC”** key, following screen will appear:

SELECT MODE

SUM WNT EXAM

To select:

1. SUMMER Mode: Press *‘****ENT’*** Key when cursor is on **SUM**
2. WINTER Mode: Press ***‘RIGHT’*** once, cursor will come at **“WNT”**, press *‘****ENT’*.**
3. Exam Mode: Press *‘****RIGHT’*** twice, cursor will come at *‘****EXAM’***, press *‘****ENT’*.**

The mode selected once will run by default until it is switched to some other mode. Suppose from tomorrow WINTER schedule need to be executed, just switch to **‘WNT’** mode and winter schedule will execute. Likewise user can switch as many times among these 3 modes and reduce the hassle of programming schedule every time.

**Note:** The program unit is featured with power on reset facility. So in case of any irregularity in next bell time just put off the unit for 30 sec and again put it on. System will recover from such problems.

**How to upload Sound files to Micro-SD Card:**

Just follow following steps:

1. Switch OFF the device power supply from Power ON/Off switch.
2. Push Micro-SD card to unlock it and slowly pull that out of the slot.
3. Mount the Micro – SD card on some card reader and upload your desired sound files into it.
4. Always remember the sequence of files in which you upload them in Micro-SD card, so that you can select correct file number while programming.
5. Remount Micro-SD card to the device and push to lock the same.
6. Switch ON the power supply from Power ON-OFF Button.