



User Passcode

1111

### **Technical Specifications:**

<b>Operating voltage:</b>	110/24V AC, 60 Hz
<b>Time base:</b>	Crystal
<b>Standby timekeeping:</b>	10 years
<b>Program retention:</b>	Unlimited
<b>Auxiliary circuits:</b>	4 circuits standard, up to 12 maximum
<b>Contact rating:</b>	8 amps, 0-220 volt
<b>Secondary clock:</b>	2 circuits, selectable clock system + RS485 Bogen digital communication output
<b>Mounting:</b>	Surface/semi-flush or rack mount
<b>Signal duration:</b>	2 programmable signals per circuit, 1-3,600 seconds or on/off
<b>Operation:</b>	2 menu levels, technician and end-user
<b>Size:</b>	Rack-19" x 4 <sup>3</sup> / <sub>4</sub> " x 6" (W x H x D) Surface-13 <sup>1</sup> / <sub>2</sub> " x 11" x 3 <sup>1</sup> / <sub>2</sub> " (W x H x D)
<b>Options:</b>	24 volt DC, 500 mA output power supply (required to run SAD analog clock) Up to 12 auxiliary outputs 3,000 event capability

### **IMPORTANT:**

\*\*\*There is NO power switch on the master clock. The master clock is hard-wired to a power supply.  
\*\*\* During any period of programming the master clock, if no button is pressed within a preset time, the master clock will exit the programming, and take the user back to the original prompt:

Bogen Communications  
SCH: 0001 hh:mm:ss

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## GETTING STARTED

### Definitions

- Event:** A pre-programmed action, such as ringing of bells, at a specific time, which is triggered by a relay closure in one or more of the zones of the master clock
- Schedule:** A series of programmed events. One schedule can include enough events to cover a complete school day.
- Zone:** Each zone is controlled by a relay closure, to which devices such as bells or fire alarms can be connected. The master clock has four zones as a standard, with up to twelve optional.

### User programming features

All user programming is to be done by using the 16-button keypad located on the front of the Sapling master clock. The keypad is shown below:

1	2	3	↓
4	5	6	↑
7	8	9	→
<u>Yes</u> Enter	0	<u>No</u> Clear	←

The LCD display is 20 characters wide and consists of both a top and a bottom line. When the master is powered on, the LCD display should read:

The Sapling Company Sch:001      hh:mm:ss
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### Entering the Password

To enter the user-programming mode you will need to use the 4-digit User Password provided on page one of this manual. (The user password will be programmed prior to installation by the contracting company technician who is supplying the clock system.) Press the four digits of the password on the keypad. There is no need to press the <YES/ENTER> key after entering the password. You will automatically be brought to the next step upon entering the password. Please note: your password will be hidden as you enter it. The \* sign will appear instead of digits.

*Note: If you have any advanced programming options programmed into your master clock, there may be other display screens that appear during the process of programming besides the ones listed in the following instructions. Advanced Programming Instructions are found later in this manual.*

## To Exit the Programming Mode

If at any time during programming, you wish to exit programming mode, press the <YES/ENTER> key or the <NO/CLEAR> key, as appropriate, in response to the prompts on the LCD display. After scrolling through all the options and responding to all applicable prompts the LCD display will then return to the main screen.

## **USER PROGRAMMING OPTION 1 – SETTING THE TIME OF DAY**

Enter the four digit User Passcode to begin programming.

The LCD display will read:

Time OK?  
hh:mm:ss

If the correct time has already been programmed then press the <YES/ENTER> key to go on to the next user programming option, Setting the Date.

If you wish to change the time, then press the <NO/CLEAR> key in answer to the prompt "Time OK?". The LCD display will now read:

Set Time  
??:??:??

Enter the correct time of day using the 16-digit keypad. The time is in a 24-hour format. Enter the hours first in a two-digit format (00-23). Next, enter the minutes in a two-digit format (00-59). Complete the time by entering the seconds in a two-digit format (00-59). The LCD display will show the entered time and will now read:

Are You Sure?  
hh:mm:ss

If the time you entered is correct, press the <YES/ENTER> key and you will be brought to the next user programming option, Setting the Date, the prompt will read, "Date OK?"

If the time you entered is incorrect, then press the <NO/CLEAR> key to be brought back to the prompt, and follow the steps above to re-enter the correct time

Time OK?  
hh:mm:ss

## USER PROGRAMMING OPTION 2 – SETTING THE DATE

The LCD will now read:

Date OK?  
mm.dd.yy

If the date is correct then press the <YES/ENTER> key and you will be brought to the next user programming option, “Add Programming.”

If you wish to change the date, then press the <NO/CLEAR> key in response to the "Date OK?" prompt. The LCD display will now read:

Set Date  
???.??

Enter the correct date using the 16-button keypad. Enter the two-digit month (01-12), then enter the two-digit day (01-31), and then the two-digit year (00-99). (*Note: Bogen Master Clocks are Year 2000 compliant when used with Bogen slave clocks.*)

The LCD display will show the entered date and will now read:

Are You Sure?  
mm.dd.yy

If the date is correct then press the <YES/ENTER> key and you will be brought to the next user programming option, “Add Programming.”

If the date is not correct, then press the <NO/CLEAR> key and you will be brought back to the prompt,

Date OK?  
mm/dd/yy

Follow the instructions above to re-enter the correct date. Press the <YES/ENTER> key and you will be brought to the next user programming option, “Add Programming.”

## USER PROGRAMMING OPTION 3 – ADD PROGRAMMING

The “Add Programming” feature allows the user to program up to 255 different schedules, which may include up to 800 events total (up to 3,000 optional) for their clock system.

Each schedule is a series of events programmed for different daily routines. Most applications have one standard schedule for everyday use and possible alternate schedules for special occasions such as holidays. These schedules tell the master clock when to trigger an event (ringing of bells, initiation of fire drills, etc.).

One event is scheduled at a time, in one schedule at a time, for as many days of the week as the user would like. Each event is scheduled individually for one or many of the zones that are controlled by the master clock.

After completing programming options one and two (set time and date), the LCD display will read, “Add Programming?”

If you do NOT wish to add schedules or events at this time, then press the <NO/CLEAR> key to go to the next user programming option, “Edit Programming?”

If you wish to add schedules and/or events at this time then press the <YES/ENTER> key. Note, you can ONLY add new events in this User Programming Option. Later User Options will allow you to edit or delete individual events, but you can add events in this User Programming Option only.

The LCD display will read:

Sch 000	00:00:00
s, m, t, w, t, f, sa, mf, ed	

The cursor will flash under the 0 next to schedule (sch). Enter the three-digit number you wish to assign to the schedule (001-255) for a new schedule, or the number of an existing schedule to which you wish to add an event.

The cursor will then move to the time prompt (00:00:00). Enter the time you would like the master clock to trigger an event, in the 24-hour format. For example, 08:30:00 for 8:30 a.m., or 14:10:00 for 2:10 p.m.

The cursor will now be under the "s" in the bottom row. You must choose the day(s) you would like the event to take place. Use the left and right arrows to move the cursor to the day(s) you would like to select. Select a day by moving the cursor under it and then press the <YES/ENTER> key. The letter will then become capitalized to indicate that it has been selected. If you select a day in error, put the cursor under the capitalized letter and press the <YES/ENTER> key again to deactivate that day. The day will then return to a lowercase format. Choose as many days as you wish for the event to take place.

The key below shows what each letter or set of letters stand for:

s = Sunday	f = Friday
m = Monday	sa = Saturday
t = Tuesday	mf = Monday through Friday
w = Wednesday	ed = every day (Sunday through Saturday)
t = Thursday	

After you have selected the day(s) you wish for the event to take place, press the down arrow. The LCD display will read:

*Note: You **cannot** change the schedule number or time on this screen.*

Sch ###	hh:mm:ss
Zone ##	Dur: ???

The cursor will be under the duration (DUR ?) but you must first select the zone (the relay which will be activated) by pressing the right or left arrows. As you press the arrows the zone numbers will be scrolled (4 zones standard, total of 12 zones optional). When the zone you want appears on the screen, you may then press the <YES/ENTER> key to select the duration by scrolling through the five options. You can activate one or all of the zones for each event you program by changing the duration for each specific zone on its individual screen.

The five duration options are as follows:

- N/A The relay settings will be unaffected and will remain as they were before the event took place.
  - ON The relay in the selected zone is turned on.
  - OFF The relay in the selected zone is turned off.
  - DUR 1 The relay will be turned on or off for a preset amount of time (which will be displayed in seconds)
  - DUR 2 The relay will be turned on or off for a different preset amount of time (also displayed in seconds)
- These two time durations are programmed by the technician prior to installation.*

Once the duration of your choice appears, press the down arrow. This duration is now saved as the default value for each zone. If you are using the same duration for each zone in subsequent events, there will be no need for you to scroll through the zones. If, however, you wish to change the duration value, or have a relay remain unaffected, you must go in and change the duration choice for the appropriate zone.

The display will read:

Sch ###	hh:mm:ss
Are you sure?	

If the event is not correct then press <NO/CLEAR> to go back to the “Add Programming?” prompt and start over.

If the programming is correct, then press the <YES/ENTER> key to accept the programmed event. You will be brought back to the LCD display, which reads:

Sch 000    00:00:00
s, m, t, w, t, f, sa, mf, ed

You can then add the next event to the schedule by repeating the above steps, or press the <NO/CLEAR> key if you are done. You will be brought back to the prompt, "Add Programming?" Press the <NO/CLEAR> key again to go to the next user programming option, "Edit Programming?"

## **USER PROGRAMMING OPTION 4 – EDIT PROGRAMMING VIEW SCHEDULE / EDIT-DELETE EVENT**

### View Schedule

This option allows the user to view the existing schedules and events, as well as to change details of a specific event or delete an event that has already been programmed. The LCD display will read, "View Schedule?" Press the <NO/CLEAR> key if you do not need to view existing schedules or have no changes at this time. This will bring you to the next user programming option, "Add Schedule Change?"

If you would like to scroll through and view the events that have already been entered, press the <YES/ENTER> key. This will put you in "View" mode. The LCD display will read "Schedule 000." Type in the appropriate schedule number that you wish to review.

The master clock will then display the first event in that schedule in a "view only" mode, and will ask "Choose Event".

You can use the up and down arrows to scroll through the events in that schedule. If you are done viewing the events and do not wish to make any changes at this point, you can press the <NO/CLEAR> key. You will be brought back to the "View Schedule?" prompt. Press the <NO/CLEAR > key again to move on to the next user programming option, "Add Schedule Change?"

### Edit Event

If you wish to enter the "Edit" mode and change an event, then enter "View Schedule" as directed above. Press the <YES/ENTER> key while the event you wish to change is displayed on the screen. The master clock will immediately display the programming screen. Follow the steps outlined in the "Add Programming" section and simply type over the existing numbers to change the desired information (such as time, day or duration). When you are finished editing press the down arrow. The LCD display will then read:

Sch ###    hh:mm:ss
Are you sure?

Press the <YES/ENTER> key in response to this prompt, and the clock will return to the "view mode." You may continue to scroll through and view or edit events by following the above instructions.

## Delete Event

If you wish to delete an event from the schedule, follow the instructions above and press the <YES/ENTER> key to enter "Edit" mode for the event you wish to delete. Type "000" over the existing schedule number. This will remove the event from the schedule.

If you are done editing then press the <NO/CLEAR> key. You will be brought back to the "Choose Event?" prompt. Press the <NO/CLEAR> key to move to the next user programming option, "Add Schedule Change?"

## **USER PROGRAMMING OPTION 5 – ADDING A SCHEDULE CHANGE**

This option allows the user to "override" the usual schedule with an alternate schedule. This Pre-programmed schedule change is useful for early dismissal days or holidays when the user knows in advance that a different bell schedule will be in effect. The master clock must specifically be instructed to change from the everyday schedule to the new schedule. The clock must also be instructed when to change the schedule back to the standard everyday schedule.

The LCD display will read, "Add Schedule Change?" Press the <NO/CLEAR> key if you do not wish to add a schedule change at this time. You will then be brought to the next user programming option, "Edit Schedule Change?"

If you would like to enter a schedule change, then press the <YES/ENTER> key. The LCD display will read, "Schedule 000." Type in an existing schedule number you would like to use as the overriding alternate schedule.

The next prompt will read, "Set Date ??/??/??" Enter the date (month: day: year) you would like the schedule change to take place. You will then be prompted with, "Set Time ??:?:??" Enter the time of day you would like the schedule change to go into effect (don't forget to enter the time in 24-hour format). You will then be asked, "OK?" Press <YES/ENTER> if information is correct. The prompt, "Schedule 000" will be displayed again. You should now enter the schedule number, date, and time that the clock should return to the original schedule by repeating the above steps.

If the information you entered is incorrect and you would like to enter the change over again, press the <NO/CLEAR> in response to the "OK?" prompt. You will be brought back to the "Add Schedule Change?" prompt.

When you have finished entering schedule changes, press the <NO/CLEAR> key to move on to the next programming option.

## USER PROGRAMMING OPTION 6 - VIEW/EDIT/DELETE SCHEDULE CHANGE

This option is used to modify or delete a previously programmed schedule change. The prompt will display the first scheduled change and will ask "Edit?". Press the <NO/ENTER> key if you have no changes. You will then be brought to either the main screen or to any advanced programming prompts if you have any advanced programming in your master clock.

### View Schedule Change

If you would like to edit a schedule change, press the <YES/ENTER> key. You will initially be brought into a "View" mode. Use the up and down arrows to scroll through the programmed schedule changes. If you do not wish to make any changes then you can press the <NO/CLEAR> key at this time. You will be brought back to the, "Edit ?" prompt. You can then press <NO/CLEAR> to exit this programming feature.

### Edit Schedule Change

If you wish to edit a displayed schedule change then press the <YES/ENTER> key. You will be prompted with "Schedule ###". Make any changes by typing over the existing numbers. Press the down arrow to accept the changes. You will then be prompted to change the time and date by typing over the existing numbers. Press the down arrow to accept the changes. The LCD display will then read:

Sch ###	mm/dd/yy
OK?	hh:mm:ss

Press the <NO/CLEAR> key if the change is not correct and you would like to re-enter the change. Press the <YES/ENTER> key if the changes are correct. You will be brought back to the "View" mode. Press the <NO/CLEAR> if you are done editing schedule changes. You will be brought back to the "Edit?" prompt. Press the <NO/CLEAR> key again to exit this programming option.

### Delete Schedule Change

If you wish to delete a displayed schedule change then press the <YES/ENTER> key. You will be prompted with "Edit ?" press the <YES/ENTER> key to enter the "Edit" mode. To delete the schedule change completely, type 000 over the schedule number. Press the down arrow to accept the changes. The LCD display will then read:

Sch ###	mm/dd/yy
OK?	hh:mm:ss

Press the <NO/CLEAR> key if the change is not correct and you would like to re-enter the change. Press the <YES/ENTER> key if the changes are correct. You will be brought back to the "View" mode. Press the <NO/CLEAR> if you are done editing schedule changes. You will be brought back to the, "Edit ?" prompt. Press the <NO/CLEAR> key again to exit this programming option.

## USER PROGRAMMING OPTION 7 – ACTIVATE MANUALLY

This option allows the user to activate any of the relays manually. If the user needed to ring a bell or turn on a fire alarm at that moment, they would use this option. The chosen event will occur as soon as the user presses the <NO> key to exit and accept the manual activation. NOTE: The options available for activation are the same as during normal scheduling (ex. N.A., on, off, Dur 1 and Dur 2). Choosing Dur 1 or Dur 2 will activate the relay for the pre-programmed amount of time, and then the clock will automatically return to the current schedule. **If the user manually sets the relay/zone to an on or off position, this will override the default schedule and the zone will remain in the on or off position until it is manually reset to N.A.**

The LCD screen will now ask “Activate Manually?” If you do not wish to activate the relays, press <NO/CLEAR> and the clock will return to the main screen. When you press the <YES/ENTER> key the display will read

Press NO to Exit Zone 001    Dur: N.A.
---

Use the left and right arrow keys to show the different zones, and use the <YES> key to scroll through the different duration options. If you decide NOT to activate any of the zones, make sure the duration for each zone reads N.A. If you choose to activate a zone, make sure the desired duration appears next to each zone and then press <NO> to exit. You will then be prompted “Are You Sure?”, press the <YES> key to accept the programming.

The master clock will activate the selected zones for the chosen durations. At this point the master clock will return to the main screen:

The Sapling Company Sch: ###    hh:mm:ss
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This concludes the basic programming and operation for Sapling Master Clocks. Your clock may have advanced programming options, which are outlined below. Please check with your local contracting company to determine the correct responses to these prompts.

Sample schedules and programming information are included after the Advanced Programming Options data.

A master copy of a scheduling information form is attached. Please make copies for recording your scheduling information.

## ADVANCED PROGRAMMING OPTIONS

There are two advanced programming options, they are "Clock System On/Off" and "Send Numeric Message".

**“Clock System On (Off)?”** - This allows the customer to control the power sent to the clock systems. This function would be used to turn off the power if you wanted to perform maintenance on the slave clocks without turning off the entire system.

**“Send Numeric Message?”** - Only for use with a digital clock system. When used with Bogen BCBD series digital clocks, the master can send numeric messages to individual clocks, or groups of clocks, which have been assigned individual “addresses” by the technician prior to installation. If you wish to “silently page” someone by flashing a code onto a specific digital clock location, this function allows you to send such a message.

Attachment 1

*The following are sample programs similar to what you may wish to enter into your clock. These samples will walk you through the process.*

**Sample Programming Scenario # 1 (setting time, date & adding events)**

In this scenario, the clock system has been purchased for a school. No time or date has yet been programmed into the master clock. The current time is 3:30:25 p.m. (three-thirty and twenty-five seconds in the afternoon), the date is November 15, 2000. You would like to set up a schedule for your school during which a morning bell rings at 8:00 a.m., a lunch bell rings at 11:45 a.m., a bell rings to indicate the end of lunch at 12:30 p.m., and a dismissal bell rings at 3:30 p.m. The bell is wired to the relay for zone #1. This will be the school's main schedule and the first schedule entered. You will assign this schedule the number 001. The schedule is to be in effect Monday through Friday each week. The technician who installed your clock pre-programmed the two time durations for 15 seconds and 30 seconds. You would like the bells to ring for 30 seconds each.

A separate pre-school program is run at your facility. You would like a morning bell to ring for 15 seconds, in their area only, at 9:00 a.m., and the 11:45 bell to ring as well, signaling their dismissal. No other bells should ring in the preschool location. A second bell is wired to the relay for zone #2.

In addition to the regular schedule you sometimes have half days. On these half days school still begins at 8:00 a.m., but the dismissal time is 11:30 a.m. with no breaks or other bells in between. On these half days, the pre-school begins at 9:00 a.m. but dismisses at 11:30 with the rest of the school.

Sample Schedule:

**SCHEDULE # 001**

Event #	Days	Hour	Minutes	Seconds	Duration Zone 1	Duration Zone 2	Duration Zone 3	Duration Zone 4
1	M-F	08	00	00	Dur 2 30 seconds	N/A	N/A	N/A
2	M-F	09	00	00	N/A	Dur 1 15 seconds	N/A	N/A
3	M-F	11	45	00	Dur 2 30 seconds	Dur 1 15 seconds	N/A	N/A
4	M-F	12	30	00	Dur 2 30 seconds	N/A	N/A	N/A
5	M-F	15	30	00	Dur 2 30 seconds	N/A	N/A	N/A

- Step 1: Enter your four-digit user passcode (recorded on the first page of the manual).
- Step 2: When prompted with "Time OK?" press the <NO/CLEAR> key.
- Step 3: To enter the time 3:30:25 press the numbers: 1,5,3,0,2,5.  
(Note: The time is in a 24-hour format. For p.m. times add 12 to the current hour to compute the 24-hour format.)
- Step 4: You will be prompted with, "Are You Sure?" Press the <YES/ENTER> key.
- Step 5: When prompted with "Date OK?" press the <NO/CLEAR> key.
- Step 6: To enter the date press the numbers: 1,1,1,5,0,0.
- Step 7: You will be prompted with, "Are You Sure?" Press the <YES/ENTER> key.
- Step 8: When prompted with "Add Programming?" press the <YES/ENTER> key.
- Step 9: Type, 001 where the display reads Sch.
- Step 10: Type the numbers for the time 8:00 a.m.: 0,8,0,0,0,0.
- Step 11: Press the right arrow until the cursor is under the letters, mf.
- Step 12: Press the <YES/ENTER> key to select the Monday through Friday option. The letters, MF will become capitalized to indicate your selection.
- Step 13: Press the down arrow.
- Step 14: You will be brought to the next screen. The Zone will read Zone 01
- Step 15: Scroll through the duration options by pressing the <YES/ENTER> key. When 0030 is displayed press the down arrow.
- Step 16: Press the right arrow to change the zone to Zone 2. Make sure the duration reads N/A. Press the down arrow.
- Step 17: You will be prompted with, "Are You Sure?" Press the <YES/ENTER> key.
- Step 18: Repeat steps 9-16 for each of the remaining bell times of the day. Refer to the sample schedule for times and durations.
- Step 19: When you are done entering each event for schedule one, repeat the above steps for the half-day schedule using 002 as the schedule number when you enter the events and use the times provided in the sample scenario.
- Step 20: When you are done entering all events for schedules 001 and 002, press the <NO/CLEAR> key.
- Step 21: Press the <NO/CLEAR> key in response to each of the following prompts: "Edit Programming?"; "Add Schedule Change?"; "Edit Schedule Change?" and "Activate Manually?".
- Step 22: If any advanced programming option prompts appear, then answer them according to the instructions given to you by the technician. If you have no advanced programming options or after you have responded to the advanced programming prompts, the display will return to the main screen. You are now finished setting up your schedules.

## **Sample Programming Scenario # 2 (editing programming)**

In this scenario, you have set up the schedule listed in scenario number one. Your school then decides to extend the school day by fifteen minutes on a permanent basis. You now need to edit the event in schedule number 001 scheduled for 3:30 p.m. and change the time to 3:45 p.m. This change will not effect the pre-school.

- Step 1: Enter you user passcode.
- Step 2: When prompted with "Time OK?" press the <YES/ENTER> key.
- Step 3: When prompted with "Date OK?" press the <YES/ENTER> key.
- Step 4: When prompted with "Add Programming?" press the <NO/CLEAR> key.
- Step 5: When prompted with "Edit Programming?" press the <YES/ENTER> key.
- Step 6: Enter the schedule number 001.
- Step 7: Scroll through the events in schedule 001 by pressing the down arrow. When you reach the event set for 3:30 p.m. (15:30:00) press the <YES/ENTER> key.
- Step 8: The screen will display the schedule number, time and days currently programmed for this event.
- Step 9: Press the right arrow until the cursor is under the first digit of the time. Type over the time that was previously entered with the new time in the 24-hour format, 15:45:00.
- Step 10: Press the down arrow once to show the zone and duration. Press the down arrow again until you get back to the prompt that reads, "Are You Sure?" and press the <YES/ENTER> key.
- Step 11: When you are done editing press the <NO/CLEAR> key.
- Step 12: Press the <NO/CLEAR> key in response to the remaining user programming options and respond to any advanced programming prompts as you were instructed to by the technician.
- Step 13: The clock will automatically return to the main screen.

## **Sample Programming Scenario # 3 (adding a schedule change)**

You have already set up your daily program under schedule number 001. You have also entered your half-day schedule under schedule number 002. (See scenario # 1). The school has a half-day coming up on November 19, 2000.

- Step 1: Enter you user passcode.
- Step 2: When prompted with "Time OK?" press the <YES/ENTER> key.
- Step 3: When prompted with "Date OK?" press the <YES/ENTER> key.
- Step 4: When prompted with "Add Programming?" press the <NO/CLEAR> key.
- Step 5: When prompted with "Edit Schedule?" press the <NO/CLEAR> key.
- Step 6: When prompted with "Add Schedule Change?" press the <YES/ENTER> key.
- Step 7: Enter schedule number 002.
- Step 8: Enter the time for the schedule change: 07:00:00 (enter any time before the beginning of the school day when the first bell is set to ring).
- Step 9: Enter the date for the schedule change, 11.19.00 .
- Step 10: You will be prompted with, "OK?" Press the <YES/ENTER> key.

- Step 11: Enter schedule 001 to change back to the original schedule.
- Step 12: Enter the time to change back to the everyday schedule number 001, 07:00:00.
- Step 13: Enter the date to change back to schedule number 001, 11.20.00. Press <YES>.
- Step 14: Press the <NO/CLEAR> key to exit this programming option.
- Step 15: Press the <NO/CLEAR> key in response to the remaining user programming options and respond to any advanced programming prompts as you were instructed to by the technician.
- Step 16: The clock will return to the main screen.

### **Sample Programming Scenario # 4 (editing a schedule change)**

After completing all the programming for the above three scenarios, you find out there are actually supposed to be two half days coming up. November 18 and November 19, 2000. You need to edit your previously programmed schedule change.

- Step 1: Enter your user passcode.
- Step 2: When prompted with "Time OK?" press the <YES/ENTER> key.
- Step 3: When prompted with "Date OK?" press the <YES/ENTER> key.
- Step 4: When prompted with "Add Programming?" press the <NO/CLEAR> key.
- Step 5: When prompted with "Edit Programming?" press the <NO/CLEAR> key.
- Step 6: When prompted with "Add Schedule Change?" press the <NO/CLEAR> key.
- Step 7: When prompted with "Edit Schedule Change?" press the <YES/ENTER> key.
- Step 8: You will be in the view mode. Arrow down to scroll through the previously programmed schedule changes. When the schedule changes to schedule 002 for 11/19/00 appears, press the <YES/ENTER> key.
- Step 9: Type in the schedule number. Press the down arrow to accept the existing time. Type over the old date with the new start date: 11.18.00.
- Step 10: Press <YES/ENTER> in response to the "OK?" prompt.
- Step 11: Press <NO/CLEAR> to exit this user programming option. Press <NO/CLEAR> in response to any remaining prompts.
- Step 12: The clock will return to the main screen.

Attached are forms to record the events in each of your schedules, as well as a list of pre-programmed schedule changes. Make copies of these master forms and keep them for your records.



