

Bells On Time – User Manual

RCL Technologies™

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Getting Started

Wi-Fi Setup & Reconnection

Before proceeding, ensure that the **Bells On Time™** app is installed on your phone, as it is required for pairing and setup. Make sure your device and phone is within range of your Wi-Fi network. Follow the steps below to connect for the first time or restore a lost connection.

You can also view our [Bells On Time Wi-Fi Setup](#) video.

1. First open the **Bells On Time™** app on your phone.
2. Either sign in or create an account to continue.
3. If you are setting up a new device press the **Add Device** button, otherwise you can press the 3 dots on the device card and select **Update Device Wi-Fi** from the popup menu.
4. You will now be prompted to ensure that you are connected to the **Bells On Time™** network.
5. Follow the steps below to let the device enter Wi-Fi pairing mode.
6. Press and hold the button labelled **Reset** on the device's enclosure until you see a **Blue Light** flashing – this indicates that the device has entered Wi-Fi pairing mode.

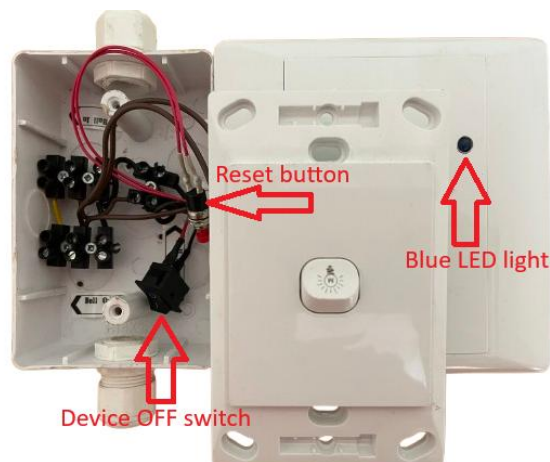


Figure 1: Device hardware information.

7. Once the device is in pairing mode you can now scan the QR code found on the device's enclosure using your phones camera or a dedicated QR code scanning app. Please do not close the app, simply switch to your camera app or minimize the app.
8. After scanning the QR code you will be prompted by your phone to join the **Bells On Time™** Wi-Fi network. Connect to the **Bells On Time™** network before continuing.
9. After being connected to the **Bells On Time™** network switch back to the **Bells On Time™** app on your phone.
10. You will now see a list of available Wi-Fi networks the device can use, if your network is not available in the list, press the **Cancel** button and restart the process.
11. Choose the network you want the device to join.
12. Enter the password of the selected network and press the **Continue** button.
13. Please be patient as the device will now begin connecting to your network, do not close the app or switch away from it while the app is loading.

14. After the loading process has completed you will be prompted to check if the **Blue Light** is still flashing.
15. If the **Blue Light** is still flashing, the device failed to connect to your network, press the **Retry** button and try again.
16. If the **Blue Light** has stopped flashing it means the device has successfully connected to your network. Press the **Continue** button.
17. You will now be prompted to switch back to your normal Wi-Fi network to continue, as an internet connection is required to complete the setup process.
18. Once you are connected to the internet press the **Continue** button.
19. You will now see a prompt letting you know if the device was setup correctly, if the setup failed, please press the **Retry** button.
20. If the device you just setup was not already connected to your account, it will automatically be added and connected once you close the page.
21. You may now close the page.

Bells On Time App

Editing & Schedules

To enter the editing page for a device, either press the card of the device you wish to edit or press the three dots (⋮) in the top right corner of the card and select the **Edit Device** button in the popup menu.

Please note that changing the state of the device or updating its schedules is not available when the device is offline – indicated by a red **Offline** text next to the **System Online** heading.

Editing A Device

When using the **Bells On Time™** app you can change the state of your devices, below is a brief explanation of what is possible:

- Changing the name of the device can be done by simply pressing the edit button next to the name of the device.
- Changing the active schedule, use the drop-down menu to select the current active schedule for your device. Changing the active schedule is only allowed when the clock is stopped.
- Stopping, Starting and testing your clock / bell.

To save any changes made press the **Save** button.

Setting Up Schedules

The **Bells On Time™** app allows you to setup 5 different schedules, these are useful when setting up different schedules such as your day-to-day schedule, your exam schedule or even your sport week schedule.

To edit a schedule simply press the schedule card you which to edit.

Once you are inside the **Schedule** page you can change the name of the schedule as well as setting up your schedule to your liking. We recommend setting up a schedule from top to bottom starting with your Everyday triggers (like when school starts in the morning) then follow it up with the rest of your slots starting from Monday and ending on Sunday.

Below are the supported options:

- Activating or disabling a schedule slot depending on the number of slots needed by simply checking or unchecking the **Active** checkboxes.
- Selecting a day or range of days for when the clock / bell will trigger. You can do this by pressing the labels under the **Day** header then selecting one of the options from the drop-down menu.
- Setting a specific time for the clock / bell to trigger, by pressing the labels below the **Time** header and entering / selecting a specific time.
- Setting a duration for the bell / clock to ring. This can be done by pressing the labels under the **Secs** header, then choosing the amount of time in seconds for the clock / bell to ring from the drop-down menu.

Note: For convenience and safety, we highly recommend that one of your schedules should be setup specifically for the event of evacuating the school in case of a **Fire** or **Bomb** threat, this allows the staff or designated admin to quickly select the Evacuation schedule and keep all hands on deck while assisting students or staff to the evacuation points.

Remove Device

To remove a device from your account, follow the steps below:

1. Open the Bells On Time™ app on your phone
2. Locate the device you want to remove
3. Press the three dots (⋮) in the top right corner of the device card
4. Select Remove Device from the menu
5. Confirm the removal when prompted

IMPORTANT

- Removing a device will unlink it from your account
- The device will need to be set up again before it can be used
- This action does not delete schedules stored on the device, but they will not be accessible until the device is reconnected

Share Device

You can share access to a device with another user, allowing them to view and control it from their own account.

Steps to share a device:

1. Open the Bells On Time™ app

2. Locate the device you want to share
3. Press the three dots (⋮) on the device card
4. Select Share Device
5. Select one or more devices you want to share
6. Enter the email address of the user you want to share with
7. Confirm the action

IMPORTANT

- The person you are sharing with must have a Bells On Time™ account
- If they do not have an account, they will need to create one before access is granted
- Once shared, the device will appear in their device list after they refresh the app

Copy Schedules

The **Copy Schedules** feature allows you to apply the same schedule from one device to one or more other devices. This is especially useful for environments such as schools with multiple buildings or residences that require identical bell schedules.

Steps to copy schedules:

1. Open the Bells On Time™ app
2. Locate the device that contains the schedule you want to copy
3. Press the three dots (⋮) on the device card
4. Select Copy Schedules
5. A list of your other devices will be displayed
6. Select one or more devices you want to apply the schedule to
7. Confirm the action

IMPORTANT

- Only devices linked to your account will be available for selection
- Existing schedules on the selected devices will be **overwritten**
- Ensure the correct source device is selected before copying

Tip

This feature is ideal for:

- Schools with multiple buildings or residences
- Ensuring consistent bell times across multiple devices
- Quickly applying schedule updates to multiple devices at once

Subscription

Each device requires an active subscription. Subscriptions are charged **per device (clock)** and allow full access to features such as editing schedules and managing settings.

Accessing Subscription Options

1. Open the **Bells On Time™ app**
2. Locate the device you want to manage
3. Press the **three dots (:)** on the device card
4. Select **Subscription**

This will open the subscription page for the selected device.

Purchasing or Renewing a Subscription

1. On the subscription page, select one of the available subscription options
 - Multiple plans are available, each with different durations and pricing
2. Choose your preferred option
3. Complete the payment using one of the available methods:
 - **Ozow (Android / web payments)**
 - **Apple In-App Purchase (iOS devices)**
4. Once payment is successful, the subscription for the selected device will automatically be updated

Subscription Status

Subscription information is displayed on the main screen under each device.

Example:

Subscription: Paid, 108 day(s) left

This indicates the current status and the number of days remaining before expiry.

Expired Subscriptions

If a device's subscription expires:

- The device will continue operating normally
- However, users will not be able to edit schedules or change settings
- To regain full functionality, the subscription must be renewed

Viewing Subscription History

1. Open the **Subscription** page for a device
2. Select **Subscription History**

Tax Invoices

- **Apple In-App Purchases (iOS):**
Invoices are managed through your Apple account and are not generated within the app
- **Ozow / Android Purchases:**
A Tax Invoice option will be available for each transaction

To generate a tax invoice:

1. Select a transaction from the subscription history
2. Tap Tax Invoice
3. Enter the required details:

- Customer Name
 - Customer Address
 - VAT Number (if applicable)
4. Tap Continue

A tax invoice will be generated within the app.

You can then use the Share option to export or send the invoice as a PDF.

Tip

Keep track of your subscription status on the main screen to ensure uninterrupted access to editing and scheduling features.