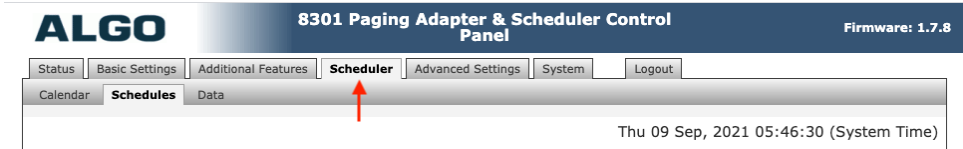


Creating a Bell Schedule with the ALGO 8301

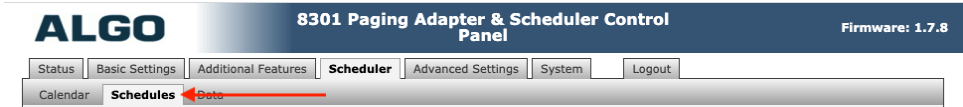
How to build a bell schedule in the ALGO 8301 interface to work with NocTel's paging groups.

Build a Schedule:

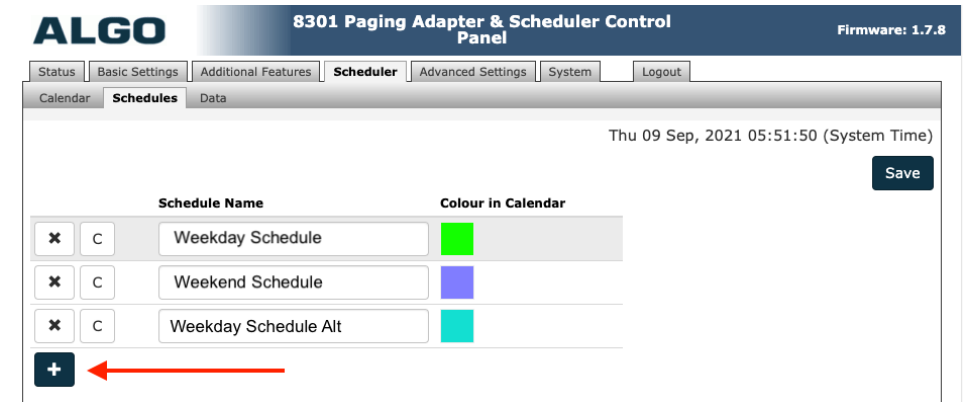
1. Log in to the Algo web interface via its IP address and credential.
2. Click the **Scheduler** tab.



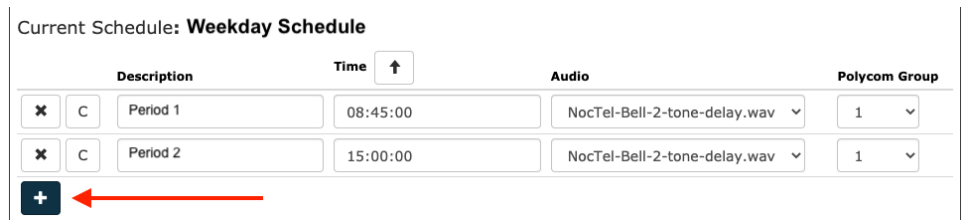
3. Click the **Schedules** tab.



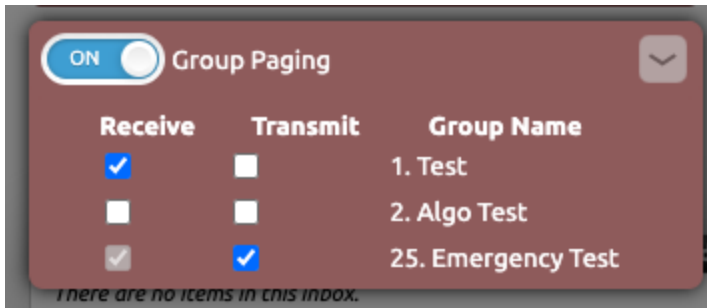
4. Click the **Plus (+)** button to create a new schedule.



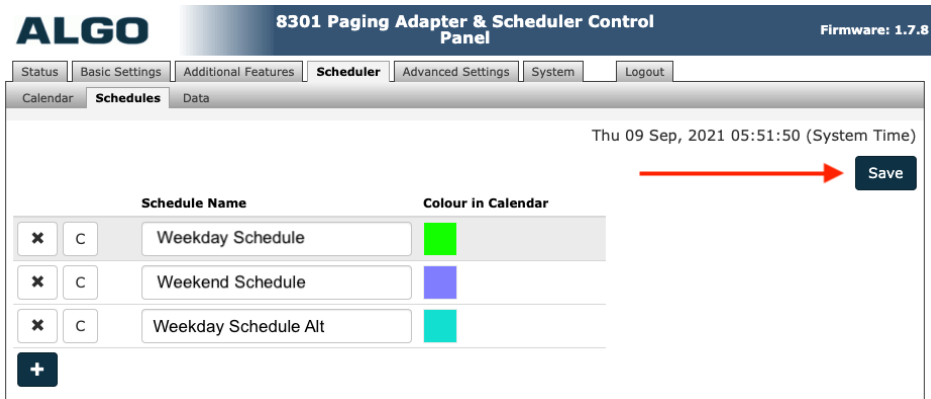
5. Give the new schedule a name, in the schedule Name field.
6. Give the new schedule a color by pressing the color swatch next to the schedule name and selecting a color.
7. Build the new schedule in the **Current Schedule** sections. Press the **Plus (+)** button to add a new line to the list.



8. For each item/bell enter the following info:
 - **Description:** name the bell.
 - **Time:** enter the time the bell should play in 24 Hr format. (1 PM = 13:00).
 - **Audio:** Use the drop-down list to select a bell sound/tone.
 - **Polycom Group:** The Polycom Group should match the Paging Group number used for the speakers within the NocTel Portal that the bell will be played on. you can find the Paging Group numbers for the speaker by opening the speakers' extension's options in the NocTel Talk Portal and expanding the **Paging** section. The extension shown below is in Paging Group 1 (Test) and Paging Group 25 (Emergency Test). Select the group that contains all the speakers you want the bell to be broadcast over.



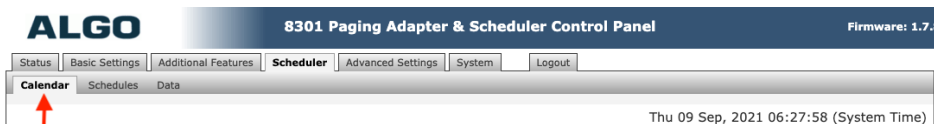
9. Click **Save** in the upper right once you have filled out the schedule.



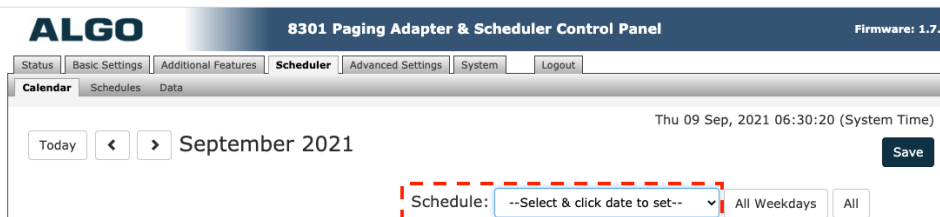
Once saved a schedule can be applied to calendar dates in the Calendar tab.

Apply Schedule to Calendar Dates:

1. Click the **Calendar** tab. (if you have navigated away from the Scheduler tab, you will need to go back to the **Scheduler** tab first before the **Calendar** tab will be visible).



2. Select the schedule you want from the drop-down list next to **schedule** at the top left.



Click on a calendar date to add the schedule to that date. The schedule will be displayed in the selected schedule's color along with its name. You can also use the **All Weekdays** or **ALL** buttons to add the selected schedule to the current calendar month shown.

3. Use the **< arrow** or **> arrow** buttons to switch between different months.

4. Click the **Save** button at the top right to save the bell schedule.

Clearing a Schedule from a Calendar Date:

If an incorrect schedule has been added to a calendar date, it can be removed by selecting "**None (clear)**" from the schedule drop-down list and then clicking the calendar date.

The screenshot shows the ALGO 8301 Scheduler Control Panel. At the top, there is a navigation bar with tabs for Status, Basic Settings, Additional Features, Scheduler (selected), Advanced Settings, System, and Logout. Below this is a sub-navigation bar with Calendar, Schedules, and Data. The main content area displays a calendar for August 2021. The system time is shown as Thu 09 Sep, 2021 06:37:15 (System Time). A 'Save' button is located in the top right corner. A red dashed box highlights the 'Schedule:' dropdown menu, which is currently set to 'None (clear)'. Other options include 'All Weekdays' and 'All'. Below the dropdown is a calendar grid with columns for Sunday through Saturday and rows for days 1 through 7.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7

Related articles

- [Creating a Bell Schedule with the ALGO 8301](#)
- [Algo Paging Devices](#)
- [Adjustable Toggles](#)
- [Algo Paging - Additional Audio Files](#)