

GlobalViewer Campus Communication Suite

Extron - GlobalViewer® Campus X

example.server.com

GlobalViewer® Campus Communication Suite

admin Log out

Home Schedule Announcement Intercom System Manager Help

ALL CALL Bell Daily Message Notification Important Weather Alert No Class

April 2019

Today Wednesday, April 24, 2019 Day View Month View

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

Schedules to Display

Check to show or hide a schedule

☒ Delayed Start Schedule

☐ Liberty Hill

☐ Northstar

Today's Events

Schedule	Event	Location	Time	Audio	Status
Delayed Start Schedule	3rd Period End	Band/Choir/Drama and 5 more...	11:55 AM	Short Bell	Enabled
Delayed Start Schedule	4th Period Start	Band/Choir/Drama and 5 more...	12:00 PM	Short Bell	Enabled
Delayed Start Schedule	4th Period End / Start Lunch	Band/Choir/Drama and 5 more...	12:30 PM	Long Beep	Enabled
Delayed Start Schedule	End Lunch / Warning Bell	All Zones	1:20 PM	Long Beep	Enabled
Delayed Start Schedule	5th Period Start	All Zones	1:25 PM	Short Bell	Enabled
Delayed Start Schedule	5th Period End	Band/Choir/Drama and 5 more...	1:55 PM	Short Bell	Enabled

Safety Instructions

Safety Instructions • English

⚠ WARNING: This symbol, ⚠, when used on the product, is intended to alert the user of the presence of uninsulated dangerous voltage within the product's enclosure that may present a risk of electric shock.

ATTENTION: This symbol, ⚠, when used on the product, is intended to alert the user of important operating and maintenance (servicing) instructions in the literature provided with the equipment.

For information on safety guidelines, regulatory compliances, EMI/EMF compatibility, accessibility, and related topics, see the Extron Safety and Regulatory Compliance Guide, part number 68-290-01, on the Extron website, www.extron.com.

Sicherheitsanweisungen • Deutsch

WARNUNG: Dieses Symbol ⚠ auf dem Produkt soll den Benutzer darauf aufmerksam machen, dass im Inneren des Gehäuses dieses Produktes gefährliche Spannungen herrschen, die nicht isoliert sind und die einen elektrischen Schlag verursachen können.

VORSICHT: Dieses Symbol ⚠ auf dem Produkt soll dem Benutzer in der im Lieferumfang enthaltenen Dokumentation besonders wichtige Hinweise zur Bedienung und Wartung (Instandhaltung) geben.

Weitere Informationen über die Sicherheitsrichtlinien, Produkthandhabung, EMI/EMF-Kompatibilität, Zugänglichkeit und verwandte Themen finden Sie in den Extron-Richtlinien für Sicherheit und Handhabung (Artikelnummer 68-290-01) auf der Extron-Website, www.extron.com.

Instrucciones de seguridad • Español

ADVERTENCIA: Este símbolo, ⚠, cuando se utiliza en el producto, avisa al usuario de la presencia de voltaje peligroso sin aislar dentro del producto, lo que puede representar un riesgo de descarga eléctrica.

ATENCIÓN: Este símbolo, ⚠, cuando se utiliza en el producto, avisa al usuario de la presencia de importantes instrucciones de uso y mantenimiento recogidas en la documentación proporcionada con el equipo.

Para obtener información sobre directrices de seguridad, cumplimiento de normativas, compatibilidad electromagnética, accesibilidad y temas relacionados, consulte la Guía de cumplimiento de normativas y seguridad de Extron, referencia 68-290-01, en el sitio Web de Extron, www.extron.com.

Instructions de sécurité • Français

AVERTISSEMENT : Ce pictogramme, ⚠, lorsqu'il est utilisé sur le produit, signale à l'utilisateur la présence à l'intérieur du boîtier du produit d'une tension électrique dangereuse susceptible de provoquer un choc électrique.

ATTENTION : Ce pictogramme, ⚠, lorsqu'il est utilisé sur le produit, signale à l'utilisateur des instructions d'utilisation ou de maintenance importantes qui se trouvent dans la documentation fournie avec le matériel.

Pour en savoir plus sur les règles de sécurité, la conformité à la réglementation, la compatibilité EMI/EMF, l'accessibilité, et autres sujets connexes, lisez les informations de sécurité et de conformité Extron, réf. 68-290-01, sur le site Extron, www.extron.com.

Istruzioni di sicurezza • Italiano

AVVERTENZA: Il simbolo, ⚠, se usato sul prodotto, serve ad avvertire l'utente della presenza di tensione non isolata pericolosa all'interno del contenitore del prodotto che può costituire un rischio di scosse elettriche.

ATTENZIONE: Il simbolo, ⚠, se usato sul prodotto, serve ad avvertire l'utente della presenza di importanti istruzioni di funzionamento e manutenzione nella documentazione fornita con l'apparecchio.

Per informazioni su parametri di sicurezza, conformità alle normative, compatibilità EMI/EMF, accessibilità e argomenti simili, fare riferimento alla Guida alla conformità normativa e di sicurezza di Extron, cod. articolo 68-290-01, sul sito web di Extron, www.extron.com.

Instrukcje bezpieczeństwa • Polska

OSTRZEŻENIE: Ten symbol, ⚠, gdy używany na produkt, ma na celu poinformować użytkownika o obecności izolowanego i niebezpiecznego napięcia wewnątrz obudowy produktu, który może stanowić zagrożenie porażenia prądem elektrycznym.

UWAGI: Ten symbol, ⚠, gdy używany na produkt, jest przeznaczony do ostrzegania użytkownika ważne operacyjne oraz instrukcje konserwacji (obsługi) w literaturze, wyposażone w sprzęt.

Informacji na temat wytycznych w sprawie bezpieczeństwa, regulacji wzajemnej zgodności, zgodność EMI/EMF, dostępności i Tematy pokrewne, zobacz Extron bezpieczeństwa i regulacyjnego zgodności przewodnik, część numer 68-290-01, na stronie internetowej Extron, www.extron.com.

Инструкция по технике безопасности • Русский

ПРЕДУПРЕЖДЕНИЕ: Данный символ, ⚠, если указан на продукте, предупреждает пользователя о наличии неизолированного опасного напряжения внутри корпуса продукта, которое может привести к поражению электрическим током.

ВНИМАНИЕ: Данный символ, ⚠, если указан на продукте, предупреждает пользователя о наличии важных инструкций по эксплуатации и обслуживанию в руководстве, прилагаемом к данному оборудованию.

Для получения информации о правилах техники безопасности, соблюдении нормативных требований, электромагнитной совместимости (ЭМП/ЭДС), возможности доступа и других вопросах см. руководство по безопасности и соблюдению нормативных требований Extron на сайте Extron: , www.extron.com, номер по каталогу - 68-290-01.

安全说明 • 简体中文

警告: 产品上的这个标志意在警告用户该产品机壳内有暴露的危险电压, 有触电危险。

注意: 产品上的这个标志意在提示用户设备随附的用户手册中有重要的操作和维护(维修)说明。

关于我们产品的安全指南、遵循的规范、EMI/EMF 的兼容性、无障碍使用的特性等相关内容, 敬请访问 Extron 网站, www.extron.com, 参见 Extron 安全规范指南, 产品编号 68-290-01。

安全記事・繁體中文

警告: ⚠ 若產品上使用此符號，是為了提醒使用者，產品機殼內存在著可能會導致觸電之風險的未絕緣危險電壓。

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有關安全性指導方針、法規遵守、EMI/EMF 相容性、存取範圍和相關主題的詳細資訊，請瀏覽 Extron 網站: www.extron.com。然後參閱《Extron 安全性與法規遵守手冊》，準則編號 68-290-01。

安全上のご注意・日本語

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安全上のご注意、法規遵守、EMI/EMF適合性、その他の関連項目については、エクストロンのウェブサイト www.extron.com より『Extron Safety and Regulatory Compliance Guide』(P/N 68-290-01)をご覧ください。

안전 지침・한국어

경고: 이 기호 ⚠가 제품에 사용될 경우, 제품의 인클로저 내에 있는 접지되지 않은 위험한 전류로 인해 사용자가 감전될 위험이 있음을 경고합니다.

주의: 이 기호 ⚠가 제품에 사용될 경우, 장비와 함께 제공된 책자에 나와 있는 주요 운영 및 유지보수(정비) 지침을 경고합니다.

안전 가이드라인, 규제 준수, EMI/EMF 호환성, 접근성, 그리고 관련 항목에 대한 자세한 내용은 Extron 웹 사이트(www.extron.com)의 Extron 안전 및 규제 준수 안내서, 68-290-01 조항을 참조하십시오.

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Conventions Used in this Guide

Notifications

The following notifications are used in this guide:

NOTE: A note draws attention to important information.

Software Commands

Commands are written in the fonts shown here:

`^AR Merge Scene,,Op1 scene 1,1 ^B 51 ^W ^C`

`[01] R000400300004000080000600 [02] 35 [17] [03]`

`[Esc] [X1] * [X17] * [X20] * [X23] * [X21] CE ←`

NOTE: For commands and examples of computer or device responses mentioned in this guide, the character “0” is used for the number zero and “O” is the capital letter “o.”

Computer responses and directory paths that do not have variables are written in the font shown here:

`Reply from 208.132.180.48: bytes=32 times=2ms TTL=32`

`C:\Program Files\Extron`

Variables are written in slanted form as shown here:

`ping xxx.xxx.xxx.xxx -t`

`SOH R Data STX Command ETB ETX`

Selectable items, such as menu names, menu options, buttons, tabs, and field names are written in the font shown here:

From the **File** menu, select **New**.

Click the **OK** button.

Specifications Availability

Product specifications are available on the Extron website, www.extron.com.

Extron Glossary of Terms

A glossary of terms is available at <http://www.extron.com/technology/glossary.aspx>.

Contents

Introduction and Configuration 1

About GlobalViewer Campus	
Communication Suite	1
Configuration Overview	1
System Requirements	1
Server	2
Help Desk Computer	2
Compatible Web Browsers on Windows	2
Compatible Web Browsers on Mac OS X	2
Support Software	3
GVCCS Help Desk Client for Windows	3
GVCCS Help Desk Client for Mac OS X	6
PVS 407D PoleVault Switcher Internal Web Page	8
CC 100C Codec Internal Web Page	10
Software Access	13
Login	13
Forgotten Passwords	14

GVCCS Interface and Procedures15

Menu Bar	16
GVCCS Pages	16
User Profile	16
Help Icon	18
Presets Bar	19
All Call Button	19
Preset Buttons	20
Home	21
Day View	22
Month View	24

Schedule Page	26
Schedules List	26
Add New Schedule	28
Edit an Existing Schedule ...	31
Announcement	34
Recorded Announcement Panel	34
Live Announcement Panel ...	35
Intercom	36
Make a Call Tab	37
Incoming Calls Tab	39
Listen In Tab	44
Instant Alerts Tab	44
Call History Tab	46
System Manager	47
Content Manager Page	48
Location Manager Page	52
Preset Manager Page	59
User Manager Page	64

District Operations Page66

Glossary 68

Introduction and Configuration

About GlobalViewer Campus Communication Suite

The GlobalViewer Campus Communication Suite (GVCCS) software is a web-based tool for network management of bells, public address (PA), and intercom systems. It utilizes an existing network to unify campus audio systems under a single interface.

Configuration Overview

This overview provides basic instructions to set up, configure, and use the GlobalViewer Campus Communication Suite. These instructions are covered in detail later in this help file.

NOTE: This help file assumes a network with connected devices is already established.

- Configure the Extron GVCCS Help Desk Client (see [GVCCS Help Desk Client](#)).
- Access the GlobalViewer Campus Communication Suite (see [Software Access](#)).
- Add users (see [User Manager Page](#)).
- Add audio content items (see [Content Manager Page](#)).
- Add locations (see [Location Manager Page](#)).
- Create presets (see [Preset Manager Page](#)).
- Create schedules (see [Schedule Page](#)).

System Requirements

GlobalViewer Campus Communication Suite has the following requirements:

- [Server](#)
- [Help Desk computer](#)
- [Compatible web browsers on Windows](#)
- [Compatible web browsers on Mac OS X](#)

NOTE: Extron recommends placing the GVCCS server directly at the school site instead of the district office.

Server

- Microsoft™ Windows® Server 2008 R2 or later (32 bit or 64 bit)
- Database (Microsoft SQL Server® 2008 or later with SQL Server Management Studio)
- Web server (Microsoft IIS 6.0 or later and Microsoft .NET 4.5.1 or later)
- CPU
 - When GVCCS and database reside on same server: quad-core, Intel® Xeon® - 2 GHz
 - When GVCCS and database reside on separate servers: dual-core, Intel Xeon - 2 Ghz per server
- Memory
 - When GVCCS and database reside on same server: 8 GB
 - When GVCCS and database reside on separate servers: 4 GB per server
- Free Disc Space
 - When GVCCS and database reside on same server: 250 GB
 - When GVCCS and database reside on separate servers: GVCCS - 100 GB; database - 150 GB
- Email: Access to an email server (Microsoft Exchange®, Gmail™, FirstClass® from OpenText™)

Help Desk Computer

- Intel Pentium® 4 or AMD Athlon™ processor
- Operating system:
 - Windows® 7, Windows 8, Windows 8.1, Windows 10
 - Mac® OS X® 10.12 (Sierra), 10.13 (High Sierra), 10.14 (Mojave)
- 1 GB of RAM
- 500 MB of available hard disk space
- A network connection with a data transfer rate of 10 Mbps, 100 Mbps recommended

Compatible Web Browsers on Windows

- Google Chrome™
- Microsoft Edge™
- Internet Explorer®
- Mozilla® Firefox®

Compatible Web Browsers on Mac OS X

- Safari®
- Google Chrome
- Mozilla Firefox

Support Software

The GlobalViewer Campus Communication Suite works in conjunction with other software programs and webpages, including:

- [GVCCS Help Desk Client for Windows](#)
- [GVCCS Help Desk Client for Mac](#)
- [PVS 407D PoleVault Switcher Internal Web Page](#)
- [CC 100C Codec Internal Web Page](#)

GVCCS Help Desk Client for Windows

The Extron GVCCS Help Desk Client establishes the connection between devices. It is required for [live announcements](#), [intercom](#), [Listen In](#), and [Instant Alert](#) features. It must be installed at every help desk location.

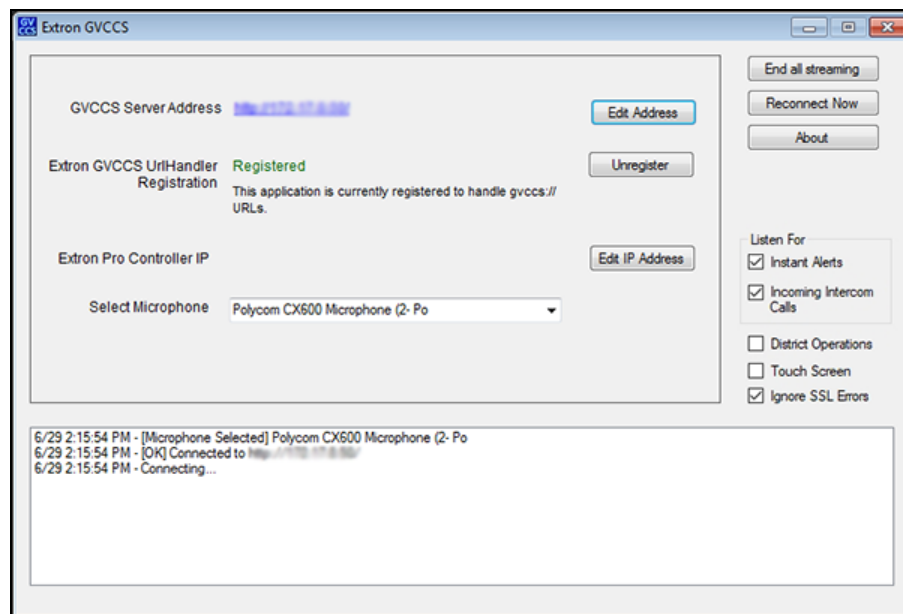
Configuring the GVCCS Help Desk Client for Windows

To configure the GVCCS Help Desk Client:

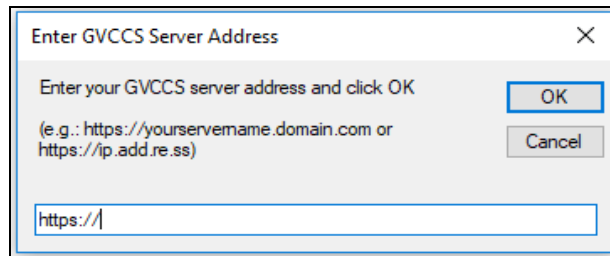
1. Open GVCCS Help Desk Client by double-clicking the **GVCCS client** desktop icon



or selecting it from your program list.



2. Click **Edit Address**. The Enter GVCCS Server Address dialog box opens.

A dialog box titled "Enter GVCCS Server Address" with a close button (X) in the top right corner. The text inside says "Enter your GVCCS server address and click OK" followed by examples: "(e.g.: https://yourservername.domain.com or https://ip.address)". There are "OK" and "Cancel" buttons on the right. A text input field at the bottom contains "https://".

3. In the address field, enter the GVCCS server address. Add the IP address of the Windows server or the domain name to the server address (for example, https://www.gvccsserveraddress.extron.com).

NOTE: The user must enter the entire DHCP path, including domain or IP address.

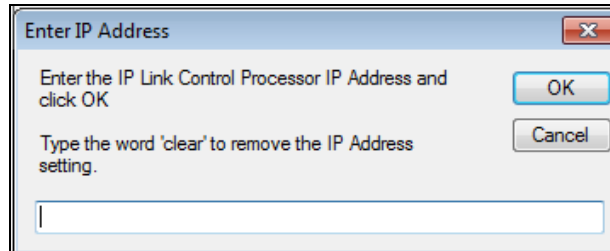
4. Click **OK** to submit the address. Click **Cancel** to cancel any pending changes. The dialog box closes.
5. If the application is unregistered, click the **Register** button.

NOTE: The registration status is displayed next to the Extron GVCCS UrlHandler Registration heading.

6. If desired, enter the IP address of a connected IPL Pro CR88 control processor (controller) by clicking **Edit IP Address**.

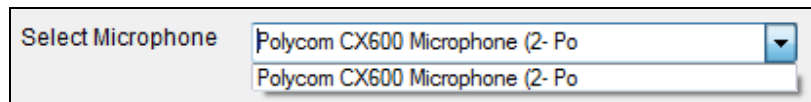
A section titled "Extron Pro Controller IP" with an "Edit IP Address" button on the right.

Enter the IP address in the Enter IP Address dialog box, and click **OK**.

A dialog box titled "Enter IP Address" with a close button (X) in the top right corner. The text inside says "Enter the IP Link Control Processor IP Address and click OK" and "Type the word 'clear' to remove the IP Address setting." There are "OK" and "Cancel" buttons on the right. A text input field at the bottom is empty.

NOTE: See the [IPL Pro CR88 Configuration and Features](#) section for details.

7. Select the desired microphone from the Select Microphone drop-down list.

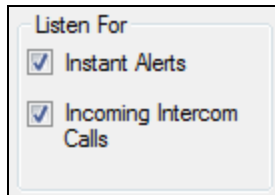
A section titled "Select Microphone" with a drop-down menu. The menu is open, showing two options: "Polycom CX600 Microphone (2- Po" and "Polycom CX600 Microphone (2- Po".

8. If connection with the GVCCS server is lost, click **Reconnect Now**.

NOTE: The help desk client tries to reconnect every two seconds if connection is lost.

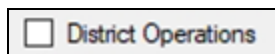
Subscribe or Unsubscribe ("Listen For" Panel)

The Listen For panel (shown below) allows users to subscribe or unsubscribe from receiving instant alerts or incoming intercom calls.

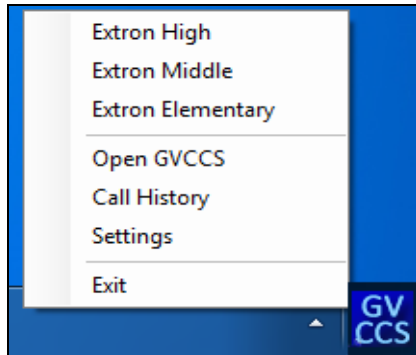


By default, both options are enabled. To unsubscribe, uncheck the checkboxes (**Instant Alerts** or **Incoming Intercom Calls**). You no longer receive notifications for the unchecked options.

District Operations



The default setting is unchecked. Check the **District Operations** check box to open a list of all district campuses in the taskbar menu. To see the list, right-click the GVCCS Help Desk Client icon on the taskbar as shown in the following image. The campuses are listed at the top.



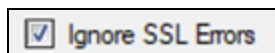
Clicking on a campus name opens the GVCCS district page hosted by that individual campus. If your local campus GVCCS page is not working, you can try accessing the district page through one of the listed campuses.

Touch Screen



The default setting is unchecked. Check the **Touch Screen** box to add compatibility with touchscreen laptops and monitors.

Ignore SSL Errors



The default setting is checked. Uncheck the **Ignore SSL Errors** box if a valid SSL certificate is used for secure connection between the client and the server over Hypertext Transfer Protocol Secure (HTTPS).

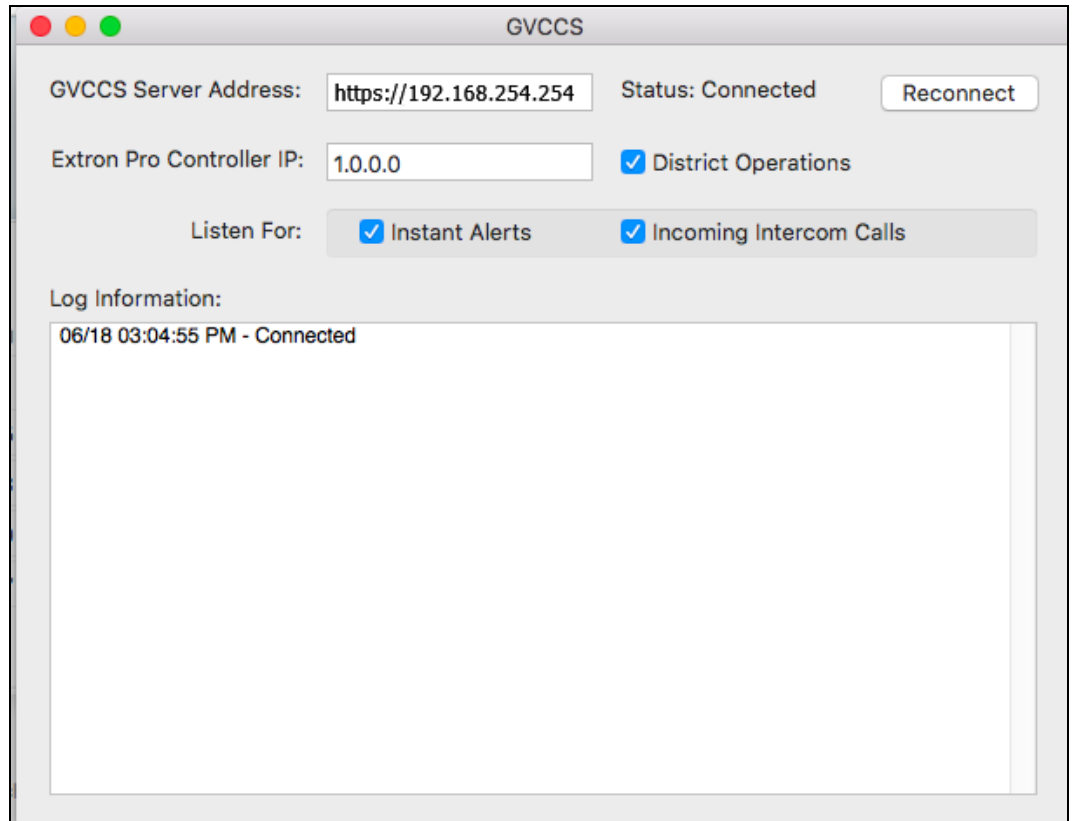
GVCCS Help Desk Client for Mac OS X

The Extron GVCCS Help Desk Client establishes the connection between devices. It is required for [live announcements](#), [intercom](#), [Listen In](#), and [Instant Alert](#) features. It must be installed at every help desk location.

Configuring the GVCCS Help Desk Client for Mac OS X

To configure the GVCCS Help Desk Client for Mac OS X:

1. Open **GVCCS Help Desk Client** from the Applications folder. The Extron GVCCS Settings dialog box opens.



NOTE: The GVCCS application can be added to the dock for quick access.

2. Enter the GVCCS server address in the GVCCS Server Address field. Add the IP address of the Windows server or the domain name to the server address (for example, <https://www.gvccserveraddress.extron.com>).

NOTE: The user must enter the entire DHCP path, including domain or IP address.

3. If desired, enter the IP address of a connected IPL Pro CR88 in the Extron Pro Controller IP field (see [IPL Pro CR88 Configuration and Features](#) below for details).



4. If the connection with the GVCCS server is lost, click **Reconnect**.

NOTE: The help desk client tries to reconnect every two seconds if connection is lost.

Subscribe or Unsubscribe ("Listen For" Panel)

The Listen For panel (shown below) allows users to subscribe or unsubscribe from receiving instant alerts or incoming intercom calls.

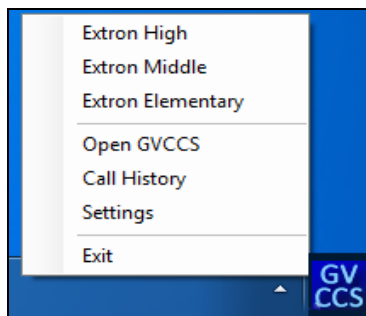
Listen For: ☒ Instant Alerts ☒ Incoming Intercom Calls

By default, both options are enabled. To unsubscribe, uncheck the checkboxes (**Instant Alerts** or **Incoming Intercom Calls**). You no longer receive notifications for the unchecked options.

District Operations

☐ District Operations

The default setting is unchecked. Check the **District Operations** check box to open a list of all district campuses in the taskbar menu. To see the list, right-click the GVCCS Help Desk Client icon on the taskbar as shown in the following image. The campuses are listed at the top.



Clicking on a campus name opens the GVCCS district page hosted by that individual campus. If your local campus GVCCS page is not working, you can try accessing the district page through one of the listed campuses.

IPL Pro CR88 Configuration and Features

After initial setup, the help desk client automatically updates the IPL Pro CR88 control processor (controller) with the GVCCS Server address.

NOTE: If the IPL controller has a static IP address, the user must enter the network DNS address on the controller (see the *IPL Pro Series User Guide* for configuration instructions).

- When shorted to ground, contact inputs 1 through 6 of the IPL Pro CR88 trigger presets 1 through 6 in GVCCS respectively (see [Preset Manager Panel](#) for information on GVCCS presets).
- IPL Pro CR88 Relay 7 closes during incoming call.
- IPL Pro CR88 Relay 8 closes during instant alert.

PVS 407D PoleVault Switcher Internal Web Page

The PVS 407D PoleVault switcher internal web page provides options to configure, operate, or view the settings of the PVS 407D switcher. To access the page, enter the device IP address in the address bar of a web browser.

The page also provides the ability to review and modify various status, network, and password information. This includes the LinkLicense panel which shows the status of an active LinkLicense upgrade or lets a user add a LinkLicense to the PVS 407D.

A PVS 407D Audio Decoding LinkLicense is required to enable the PVS 407D to decode bells and announcements. A LinkLicense is obtained directly from Extron, usually by email. When received, download the file to your computer in order to upload it to the device. For additional information, see the *PVS 407D PoleVault Digital Switcher User Guide*. Go to www.extron.com for additional information on LinkLicense.

The screenshot shows the internal web page of a PVS 407D PoleVault switcher. The interface is organized into a grid of configuration panels. The top header includes the 'Extron' logo and the device model 'PVS 407D', along with an 'Admin' user profile. The panels include:

- Device Info:** Displays device name (PVS-407D), description (PoleVault Digital Switcher with Ethernet...), part number (60-1466-01), and manufacturer (Extron). It includes an 'EDIT' button.
- Device Status:** Shows the current date (Tuesday, April 23, 2019), time (8:47:09 AM), and timezone (UTC-08:00/UTC-07:00) Pacific Time. It includes 'EDIT' and 'SYNC TO PC' buttons.
- Network Settings:** Displays network configuration for PVS-407D, including DHCP status (OFF), IP address (192.168.10.10), subnet mask (255.255.0.0), gateway IP (0.0.0.0), and MAC address (00-05-A6-0E-27-45). It includes an 'EDIT' button.
- Audio Stream:** Shows audio stream settings such as IP Multicast Address (239.255.255.250), server IP address (0.0.0.0), UDP public port (3030), UDP priority port (2020), UDP listen port (3029), receive timeout (6000), volume (-20), and stream status (0). It includes an 'EDIT' button.
- Firmware:** Displays the current firmware version (5.00.0000-b045) and wall plate information. It includes an 'Update Firmware' section with a 'SELECT FILE' button and an 'UPDATE' button.
- Roles and Permissions:** Shows the current user (Admin) and their permissions (Not Set). It includes an 'EDIT' button.
- LinkLicense:** Displays the current LinkLicense (PVS 407D Audio Decoding) and provides an 'Add LinkLicense' section with a 'SELECT FILE' button and an 'ADD' button.

Audio Stream

The settings of the Audio Stream panel on the PVS 407D default webpage are disabled until the LinkLicense is applied to the PVS 407D switcher. With the LinkLicense successfully added, audio stream settings are accessible. IP address and UDP port settings should be coordinated with your GlobalViewer Campus Communication Suite and network administrators for proper operation.

To change the settings, click **EDIT** in the Audio Stream panel of the PVS 407D home page to access the settings dialog box (shown next).

Audio Stream Settings

IP Multicast Address

239.255.255.250

Server IP Address

0.0.0.0

UDP Public Port

3030

UDP Priority Port

2020

UDP Listen Port

3029

Recieve Timeout (msec)

6000

Volume (dB)

-100 0 -20

SAVE CANCEL Reset to default

1. Change the desired criteria or click **Reset to default** to return to the factory settings.
2. Click **SAVE** to apply the changes, or click **CANCEL** to exit the process without making any changes.

The settings include:

- **IP Multicast Address** — Enter a Multicast address on which to receive an audio stream on the defined UDP Public or Priority port. Default: 239.255.255.250.
- **Server IP Address** — Enter the IP address of the GlobalViewer Campus Communication Suite server PC. Default is 0.0.0.0.
- **UDP Public Port** — Enter the port number for receiving a UDP stream. Set UDP port to a value between 1024 and 65535. UDP Port numbers 0 to 1023 are reserved and cannot be assigned. Default is 3030.
- **UDP Priority Port** — Enter the port number for receiving a priority UDP stream. Set UDP port to a value between 1024 and 65535. UDP Port numbers 0 to 1023 are reserved and cannot be assigned. Default is 2020.
- **UDP Listen Port** — Enter the port number for sending data to the GlobalViewer Campus Communication Suite server PC. UDP Port numbers 0 to 1023 are reserved and cannot be assigned. Default is 3029.
- **Receive Timeout (msec)** — Enter the acceptable wait time between UDP packets before the session times out and is closed. Minimum is 600 msec and maximum is 5000 msec. Default is 600 msec.
- **Volume (dB)** — Adjust the volume slider to set the audio stream volume level. The range is -100 dB to 0 dB with the default -20 dB.
- **Stream Status** — Shown in the Audio Stream panel on the main PVS 407D webpage, this displays the audio stream status of 0 (idle) or 1 (currently streaming).

CC 100C Codec Internal Web Page

The CC 100C internal web pages provide options to configure, operate, or view settings of the CC100C. To access the pages, enter the device IP address in the address bar of a web browser or click the **IP Address** link on the **Location Manager** page.

The Home page provides options to adjust audio and view device status indicators.

HOME	CONFIGURATION	STATUS	DEFAULTS	UPDATE	REBOOT
HOME					
Stream	Streaming Mode Format	send on TALK MPEG1 / 44.1 kHz (MP3)			
Audio	Volume	75 %			
	Peak Input	-81 dB			
	Peak Output	-93 dB			
	Input Source	LINE mono ☒ MIC ☐ LINE stereo ☐ SUB Aiphone ☐			
Status	IDLE	☐	FORCE TALK STOP		
	Table Entry	1 ALL	1 2 3 4 5 6 7 8 All		
I/O	BUTTON 0	☐	SET CLR		
	BUTTON 1	☐	SET CLR		
	RELAY	☐	PULSE SET CLR		
	CTS IN	☐	SET CLR		
	RTS OUT	☐	SET CLR		

Stream panel

The Stream panel shows the current streaming mode and audio format.

Stream	Streaming Mode Format	send on TALK MPEG1 / 44.1 kHz (MP3)
--------	--------------------------	--

Audio panel

Use the Audio panel of the Home page to adjust CC 100C audio.

Audio	Volume	80 %		
	Peak Input	-81 dB		
	Peak Output	-93 dB		
	Input Source	LINE mono ☒ MIC ☐ LINE stereo ☐ SUB Aiphone ☐		

- **Volume** — Click  to decrease the volume, and  to increase the volume.
- **Peak Input** — Indicates audio input peak level in dB
- **Peak Output** — Indicates audio output peak level in dB
- **Input Source** — Indicates audio input source

Status panel

Use the Status panel to see the status of the CC 100C.

Status	IDLE		FORCE	TALK	STOP
Table	1				1 2 3 4 5 6 7 8
Entry	ALL				All 1 2 3 4 5 6 7 8

The status indicator displays the following three states:

- **Idle** — The device actively listens in on its multicast and UDP ports for incoming audio streams.
- **Listening** — The device actively listens to incoming audio streams and outputs audio. The device is in this state any time a broadcast (one way) message is made.
- **Talking** — The device sends audio from its audio input to the help desk during intercom announcements.

I/O panel

Use the I/O panel to see input and output status.

I/O	BUTTON 0		SET CLR
	BUTTON 1		SET CLR
	RELAY		PULSE SET CLR
	CTS IN		SET CLR
	RTS OUT		SET CLR

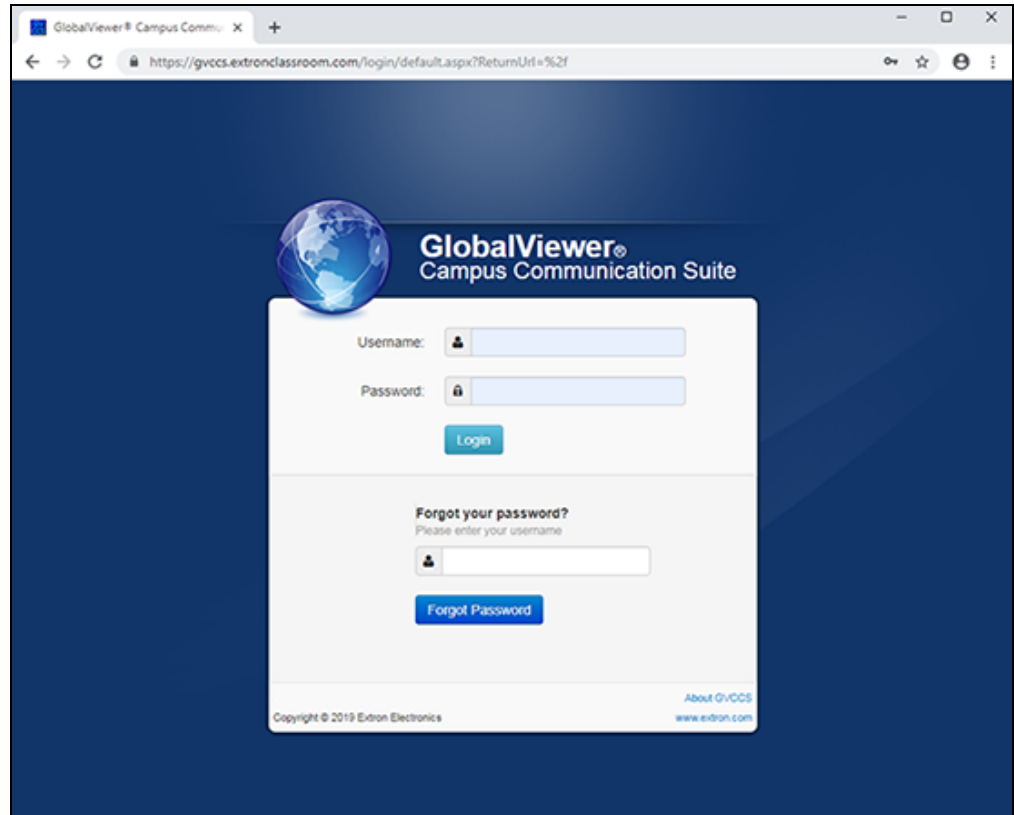
- **Button 0** — This CC 100C input port is tied to the CC 101P wall plate intercom Ca11 button. When the Ca11 button is pressed and released, an intercom call is initiated to the GVCCS help desk. The status of this Ca11 button is displayed as follows:
 -  = Button released (input not active)
 -  = Button pressed (input active)
- **Button 1** — This CC 100C input port is tied to the relay port on an Extron VoiceLift IR receiver. When this input is active, an instant alert message is initiated on the help desk. The status of this port is displayed as follows:
 -  = Button released (input not active)
 -  = Button pressed (input active)

- **Relay** — This relay port is used to light up the “Mic ON” LED on the CC 101P. The status of this relay port is displayed as follows:
 -  = Relay OPEN/OFF
 -  = Relay CLOSED/ON

Software Access

Login

1. To access GlobalViewer Campus Communication Suite, enter the web address of the installed GVCCS in the address bar of a web browser. The login page opens.



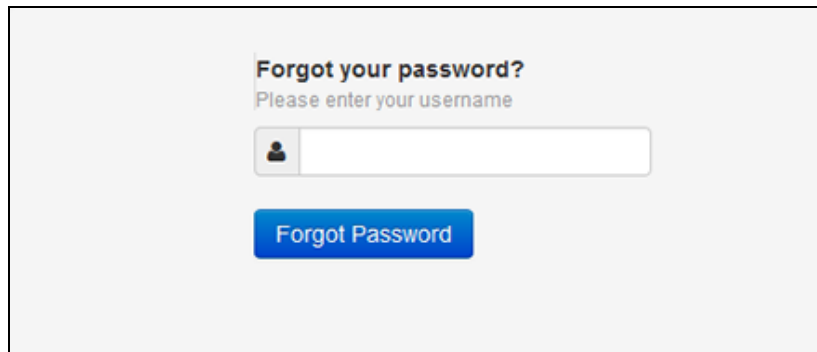
2. In the Username field, enter the username of the desired account.
3. In the Password field, enter the associated password of the username.
4. Click **Login**. The configuration page opens.

NOTE: GVCCS version 2.1 supports Microsoft Active Directory and LDAP group authentication for user access. When configured for Active Directory, user can log in using their Active Directory credential.

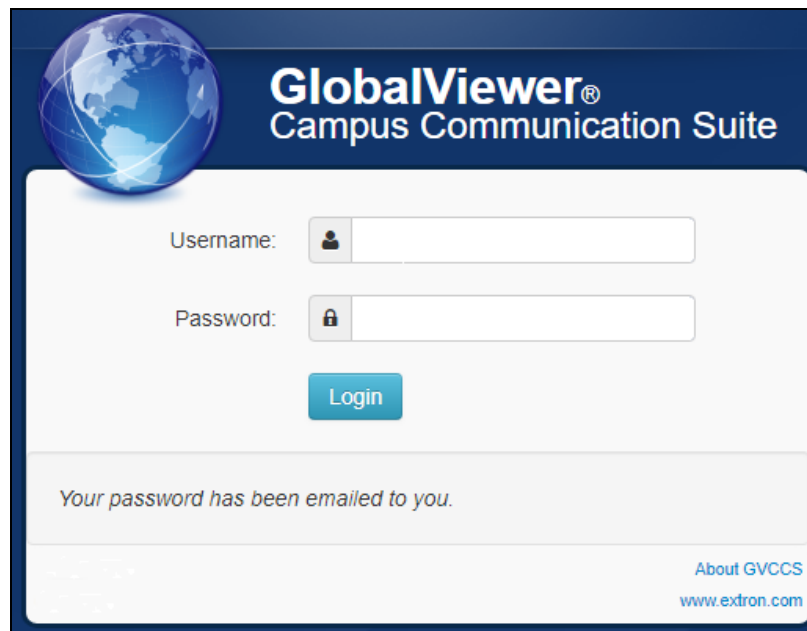
Forgotten Passwords

The **Forgot your password?** panel provides a method to have a new password e-mailed to the e-mail address associated with a username.

NOTE: If the user/username is a local user, a password reminder is sent. If the user/username is an Active Directory user, GVCCS does not send a password reminder. Instead, GVCCS notifies the user to contact their Network Administrator for assistance.

A screenshot of a web form titled "Forgot your password?". Below the title is the instruction "Please enter your username". There is a text input field with a user icon on the left. Below the input field is a blue button labeled "Forgot Password".

1. In the field below **Forgot your password?**, enter your username.
2. Click **Forgot Password**. An e-mail with the account username and new password information is sent to the e-mail address associated with the username. A new login page opens.

A screenshot of the GlobalViewer Campus Communication Suite login page. The header features a globe icon and the text "GlobalViewer® Campus Communication Suite". Below the header are two input fields: "Username:" with a user icon and "Password:" with a lock icon. A blue "Login" button is positioned below the password field. A message below the button reads "Your password has been emailed to you." In the bottom right corner, there is a link "About GVCCS" and the website "www.extron.com".

3. In the Username field, enter the username provided in the e-mail.
4. In the Password field, enter the password provided in the e-mail.
5. Click **Login**. The configuration page opens.

NOTE: Once logged in, consider changing the account password (see [Change the login password](#)).

GVCCS Interface and Procedures

The GlobalViewer Campus Communication Suite interface contains the following graphical components:

- **Menu bar** — Contains easy access to the GVCCS pages and features based on the user login information.
- **Presets bar** — Contains quick access to common actions, such as immediate live or recorded announcements, or other customizable presets.

Extron - GlobalViewer® Campus x +
example.server.com

GlobalViewer®
Campus Communication Suite

admin Log out

Home Schedule Announcement Intercom System Manager Help

ALL CALL Bell Daily Message Notification Important Weather Alert No Class

April 2019 Today Wednesday, April 24, 2019 Day View Month View

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

Schedules to Display
Check to show or hide a schedule

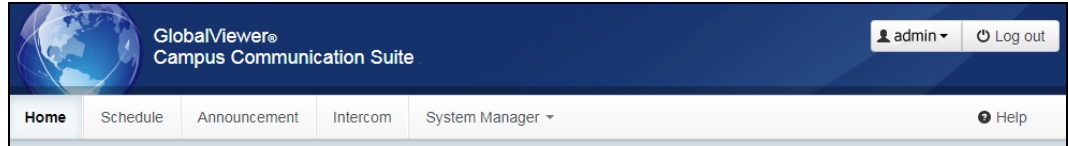
☒ Delayed Start Schedule
☐ Liberty Hill
☐ Northstar

Today's Events

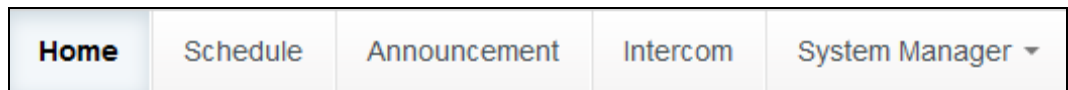
Schedule	Event	Location	Time	Audio	Status
Delayed Start Schedule	3rd Period End	Band/Choir/Drama and 5 more...	11:55 AM	Short Bell	Enabled
Delayed Start Schedule	4th Period Start	Band/Choir/Drama and 5 more...	12:00 PM	Short Bell	Enabled
Delayed Start Schedule	4th Period End / Start Lunch	Band/Choir/Drama and 5 more...	12:30 PM	Long Beep	Enabled
Delayed Start Schedule	End Lunch / Warning Bell	All Zones	1:20 PM	Long Beep	Enabled
Delayed Start Schedule	5th Period Start	All Zones	1:25 PM	Short Bell	Enabled
Delayed Start Schedule	5th Period End	Band/Choir/Drama and 5 more...	1:55 PM	Short Bell	Enabled

Menu Bar

The Menu Bar contains the GVCCS pages menu (see [GVCCS pages](#)), the user profile menu (see [User Profile](#)), and an icon to access the GVCCS Help file (see [Help Icon](#)).



GVCCS Pages



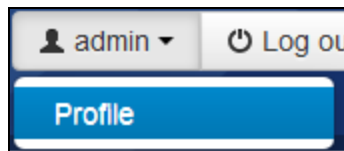
The GVCCS pages contain options for managing bells, public address announcements, and intercom messages.

Click the button for the desired GVCCS page:

NOTE: Some features are available only with admin access.

- [Home](#)
- [Schedule](#) (admin access only)
- [Announcement](#)
- [Intercom](#) (if installed)
- [System Manager](#) (admin access only)

User Profile

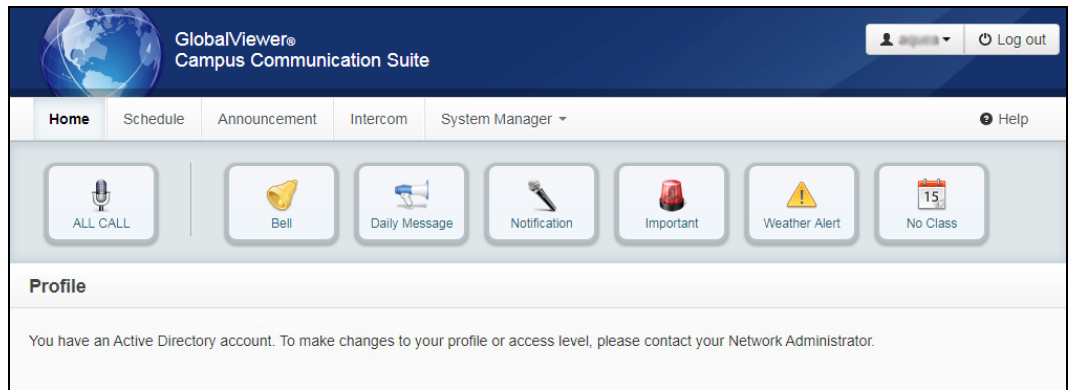


The user Profile access is available by right-clicking the admin drop-down arrow at the top right of the GVCCS home page and then clicking the **Profile** button. The Profile screen allows a user to do the following:

- [View Active Directory account status](#)
- [Edit personal information](#) (for local user only)
- [Change the login password](#)
- [Log out of the current user account](#)

Active Directory account

If you are using an Active Directory account, clicking the **Profile** menu results in the following screen. Contact your Network Administrator for assistance in changes.



Edit personal information (for local user only)

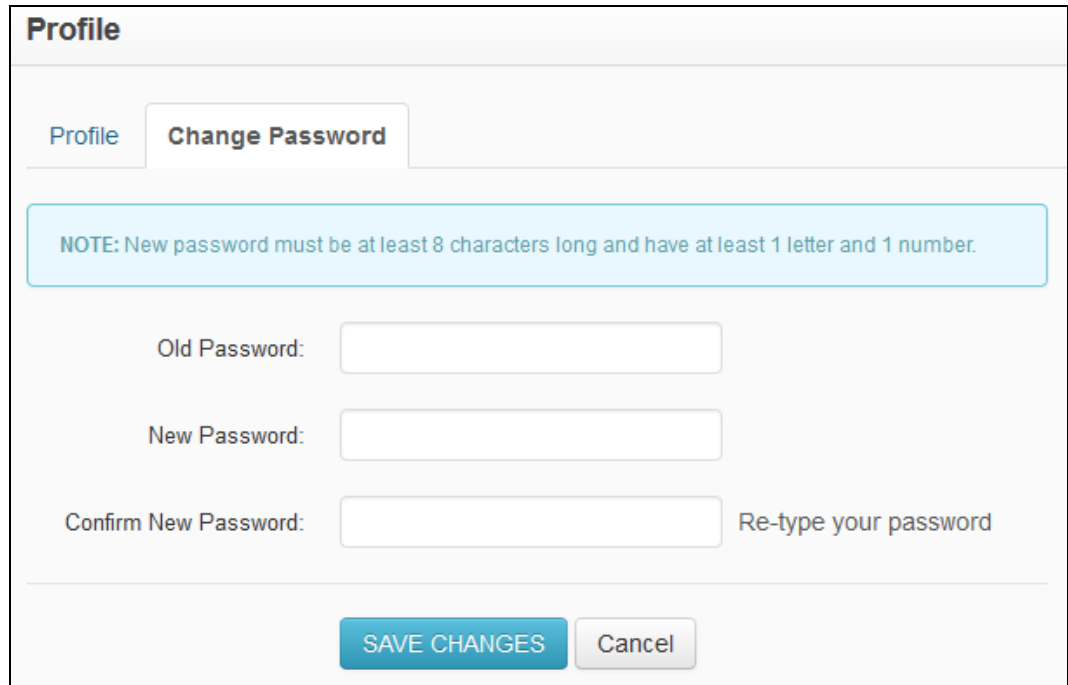
1. From the admin drop-down list, select **Profile**. The Profile page opens.

The screenshot shows the "Profile" page. At the top, there's a tab labeled "Profile" and a link labeled "Change Password". Below the tabs, there are four input fields: "Username:" with the value "admin", "First Name:", "Last Name:", and "E-mail:". At the bottom of the form, there are two buttons: "SAVE CHANGES" and "Cancel".

2. If desired, enter new information in any of the following fields:
 - First Name
 - Last Name
 - E-mail
3. Perform one of the following to finalize the process:
 - Click **SAVE CHANGES** to save pending changes.
 - Click **Cancel** to cancel any pending changes and return to the Home page.

Change the login password

1. From the admin drop-down list, select **Profile**. The Profile page opens.
2. Click **Change Password**.



The screenshot shows the 'Profile' page with the 'Change Password' tab selected. A light blue note box states: 'NOTE: New password must be at least 8 characters long and have at least 1 letter and 1 number.' Below this are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. To the right of the 'Confirm New Password' field is the text 'Re-type your password'. At the bottom are two buttons: 'SAVE CHANGES' (in blue) and 'Cancel' (in grey).

3. In the Old Password field, enter the current password used to log into the account.
4. In the New Password field, enter the desired password.
5. In the Confirm New Password field, enter the same password entered in the New Password field.
6. Perform one of the following to finalize the process:
 - Click **SAVE CHANGES** to save pending changes.
 - Click **Cancel** to cancel any pending changes and return to the Home page.

Log out of the current user account

Click the **Log out** button next to the admin drop-down list.



Help Icon

To access the *GlobalViewer Campus Communication Suite Help* file, click **Help** ( **Help**) on the far right of the menu bar.

Presets Bar

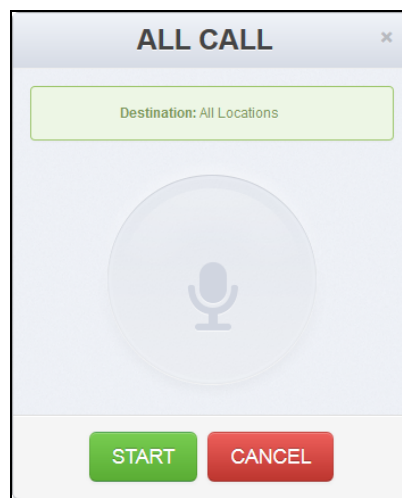
The Presets Bar contains buttons to quickly execute preset functions.



All Call Button

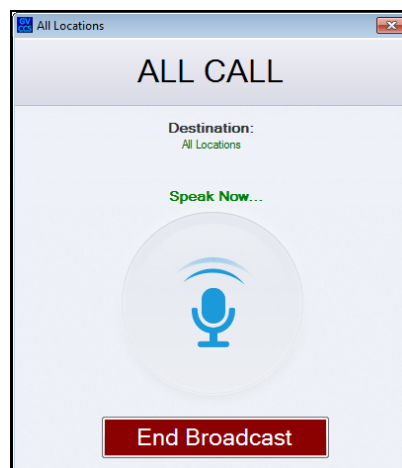
The **All Call** button broadcasts a live announcement to all locations.

1. From the Presets Bar, click **All Call**. The All Call dialog box opens.



2. Click **START** to begin the broadcast. The Active Live Announcement dialog box opens, and the user can begin broadcasting a live announcement to all locations.

NOTE: If prompted for an application to use, select **ExtronGVCCSClient** (see [GVCCS Help Desk Client](#)).

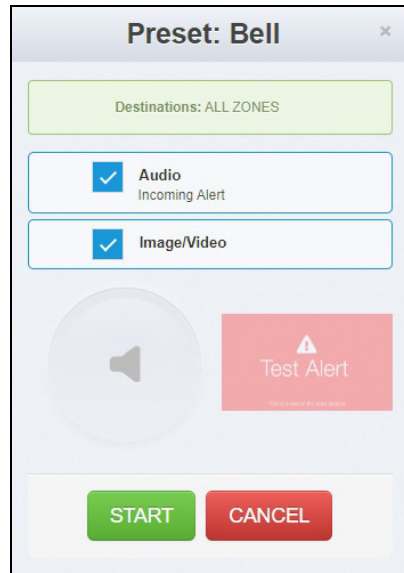


3. Click **End Broadcast** to end the announcement.

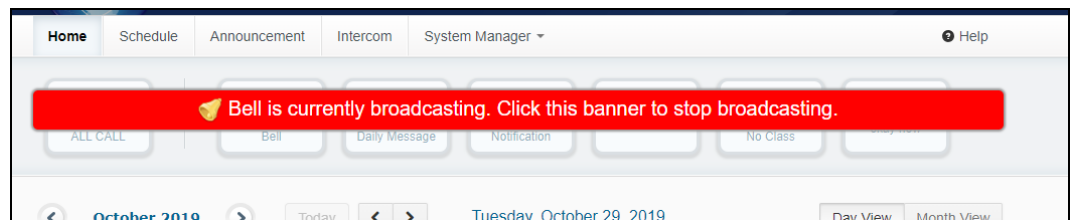
Preset Buttons

The preset buttons provide quick access to the pre-recorded audio message, visual notification (if configured), and location combinations that were created in the Preset Manager panel (see [Preset Manager Panel](#)).

1. From the Presets Bar, click the desired preset button. The Preset dialog box opens.



2. Click **START** to execute the preset. The dialog box closes and a red banner appears over the Preset Bar.



3. The visual notification continues to play until you click this banner.

Home

The Home page displays all schedules and events within the schedules.

Extron - GlobalViewer® Campus: x

example.server.com

GlobalViewer® Campus Communication Suite

admin Log out

HomeScheduleAnnouncementIntercomSystem Manager

Help

ALL CALL

Bell

Daily Message

Notification

Important

Weather Alert

No Class

April 2019

Today

Wednesday, April 24, 2019

Day ViewMonth View

SUN MON TUE WED THU FRI SAT

123456

78910111213

14151617181920

21222324252627

282930

Schedules to Display

Check to show or hide a schedule

☒ Delayed Start Schedule

☐ Liberty Hill

☐ Northstar

Today's Events

Schedule	Event	Location	Time	Audio	Status
Delayed Start Schedule	3rd Period End	Band/Choir/Drama and 5 more...	11:55 AM	Short Bell	Enabled
Delayed Start Schedule	4th Period Start	Band/Choir/Drama and 5 more...	12:00 PM	Short Bell	Enabled
Delayed Start Schedule	4th Period End / Start Lunch	Band/Choir/Drama and 5 more...	12:30 PM	Long Beep	Enabled
Delayed Start Schedule	End Lunch / Warning Bell	All Zones	1:20 PM	Long Beep	Enabled
Delayed Start Schedule	5th Period Start	All Zones	1:25 PM	Short Bell	Enabled
Delayed Start Schedule	5th Period End	Band/Choir/Drama and 5 more...	1:55 PM	Short Bell	Enabled

NOTE: This page only displays event information. To change schedule settings or to create new schedules, go to the [Schedule](#) page.

Day View

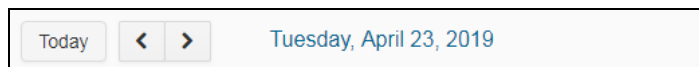


By default, the Home page displays the day view, which shows events scheduled for the current date (see [Events List](#)). To select a different day, see **Day Selection**.

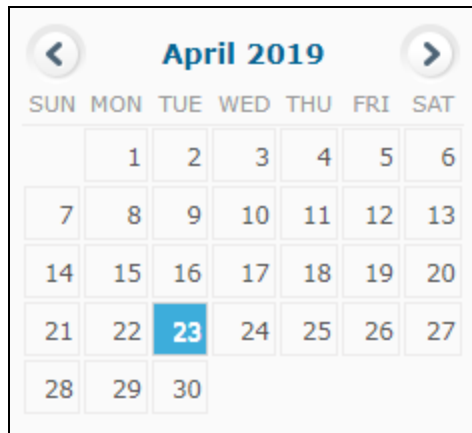
Day Selection

To see events scheduled for a different day, use one of the following options:

- Click the left or right arrow at the top of the Home page to navigate to a previous or future date. Click **Today** to return to the current date.



- Click a specific day using the calendar at the left of the Home page. Navigate to previous or following months using the arrows at the top of the calendar.



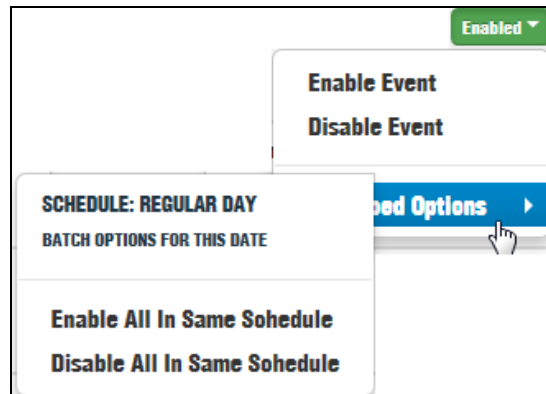
Events List

The events section of the Home page displays the following information for the day selected:

NOTE: All of this information can be configured on the Schedule page.

Today's Events						
Schedule	Event	Location	Time	Audio	Status	
Regular Day Schedule	5th Period End	Band/Choir/Drama and 5 more...	1:25 PM	Short Bell	Enabled	
Regular Day Schedule	6th Period Start	Band/Choir/Drama and 5 more...	1:30 PM	Short Bell	Enabled	
Regular Day Schedule	6th Period End / End of School	All Zones	2:30 PM	Short Bell	Enabled	

- **Schedule** — Displays the schedule name. A schedule can include one or more events. For example, the “Regular Day” schedule includes “Period 1,” “Period 2,” and so forth.
- **Event** — Displays event names. Events are occurrences within a schedule.
- **Location** — Displays the designated location for each event.
- **Time** — Displays the time scheduled for each event.
- **Audio** — Displays the designated sound for each event.
- **Status** — Displays the status of each event (enabled or disabled). Click **Enabled** or **Disabled** (depending on the current status). The following menu opens:



Change the status, if necessary, by clicking **Enable Event** or **Disable Event**.

Click **Advanced Options** to open a menu that allows you to enable or disable all events within a schedule (**Enable All In Same Schedule** or **Disable All In Same Schedule**).

Month View

Click **Month view** on the top right of the Home page for an overview of monthly events.

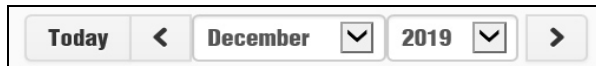


The month view calendar displays as follows:

Today < December 2019 >							December 2019		Day View	Month View
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1	2 Regular Day Schedule Minimum Day Schedule	3 Regular Day Schedule	4 Delayed Start Schedule	5 Regular Day Schedule	6 Assembly Day Schedule	7				
8	9 Regular Day Schedule Minimum Day Schedule	10 Regular Day Schedule	11 Delayed Start Schedule	12 Regular Day Schedule	13 Assembly Day Schedule	14				

Month selection

Select a different month, if necessary, using the controls on the Month view section:

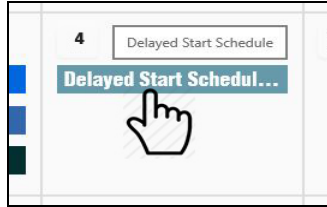


Navigate to a different month using the left (<) and right (>) arrows, or select a specific month and year by clicking the month and year drop-down lists.

Click **Today** to return to the current date.

Edit schedules from the Month View calendar

To edit a schedule from the Month View calendar, click the schedule name within the calendar date.



The Edit Schedule page opens. This section contains three tabs:

A screenshot of the 'Edit Schedule' page. The page has three tabs at the top: '1 Schedule Name Basic Information' (active), '2 Dates Set Recurrence and Dates', and '3 Add Events / Create Add Events and Create Schedule'. The 'Schedule Name' tab is selected, showing a form with two fields: 'Schedule Name:' with the value 'Delayed Start Schedule' and 'Schedule Description:' with an empty text area. At the bottom right, there are four buttons: 'Previous', 'Next', 'Save', and 'Cancel'.

- **Schedule Name**
- **Dates**
- **Add Events/Create**

For information on these tabs, see the [Schedule Page](#) topic.

Schedule Page

The Schedule page shows a list of schedules and configuration options for events.

Schedule List								Add New Schedule
Schedules								
Name	Start Date	End Date	Destinations	Reurrence	Status	Action		
Assembly Day Schedule	6/30/2016	3/23/2023	All Zones	Fri	Enabled	Edit	Duplicate	Delete
Assembly One	9/5/2019	9/5/2019	All Zones	One-Day Schedule	Enabled	Edit	Duplicate	Delete
Delayed Start Schedule	6/30/2016	3/28/2024	All Zones	Wed	Enabled	Edit	Duplicate	Delete
Finals Schedule	4/2/2019	4/2/2019	All Zones	One-Day Schedule	Enabled	Edit	Duplicate	Delete
Liberty Hill	3/14/2019	2/28/2020	All Zones	By Calendar	Enabled	Edit	Duplicate	Delete
Minimum Day Schedule	3/14/2019	2/24/2020	All Zones	By Calendar	Enabled	Edit	Duplicate	Delete
Northstar	12/6/2018	12/20/2024	All Zones	Mon, Tue, Wed, Thu, Fri	Enabled	Edit	Duplicate	Delete
Regular Day Schedule	6/30/2016	12/12/2024	All Zones	Mon, Tue, Thu	Enabled	Edit	Duplicate	Delete

NOTE: This page is available only with admin access.

Schedules List

Use the Schedules list to configure schedule settings.

Schedules							
Name	Start Date	End Date	Destinations	Reurrence	Status	Action	
Assembly Schedule	8/8/2015	8/8/2015	Band/Choir/Drama Building English Building Library Math Building Science Building Social Science Building	One-Day Schedule	Enabled	Edit	Duplicate Delete

This list includes the following information:

- **Name** — Displays the schedule name.
- **Start Date** — Displays the start date for this schedule.
- **End Date** — Displays the end date for this schedule.
- **Destinations** — Displays the designated locations for the schedule.
- **Recurrence** — Displays the schedule recurrence.
- **Status** — Displays the status of the schedule (Enabled or Disabled).
- **Action** — Displays the following three options:
 - **Edit** — Click to go to the Edit Schedule page. This page shows three tabs for editing schedule options (see [Edit an Existing Schedule](#) for details on each tab).
 - **Duplicate** — Click to duplicate the schedule.
 - **Delete** — Click to delete the schedule.

Add New Schedule

To schedule a new event, click **Add New Schedule** at the top of the page.



Schedule Name tab

The Schedule Name tab opens. Use this tab to create the schedule name and to add a description if desired.

The interface shows three tabs: "1 Schedule Name Basic Information" (active), "2 Dates Set Recurrence and Dates", and "3 Add Events / Create Add Events and Create Schedule". The "Schedule Name" tab contains a "Schedule Name:" label with a text input field containing "Name", and a "Schedule Description:" label with a larger text area. At the bottom right are buttons for "Previous", "Next", "Create", and "Cancel".

Click **Next** when done to go the next tab.

Dates tab

Use this tab to set recurrence and dates for the schedule.

The interface shows three tabs: "1 Schedule Name Basic Information", "2 Dates Set Recurrence and Dates" (active), and "3 Add Events / Create Add Events and Create Schedule". The "Dates" tab contains a "Recurrence:" section with radio buttons for "Daily" (selected), "Once", and "Calendar". Below this are "Start Date:" and "End Date:" fields, both with date pickers showing "4/25/2019" and "4/26/2019" respectively. At the bottom is a "Day(s):" section with checkboxes for "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday" (checked), "Friday" (checked), and "Saturday". At the bottom right are buttons for "Previous", "Next", "Create", and "Cancel".

Three recurrence options are available:

- **Daily** — Select this option to set a daily recurrence for the event.
 - **Start Date and End Date fields** — This is the period of time during which the event is enabled. Enter the start and end dates, or click the calendar icon next to each field and select the dates.
 - **Day(s)** — Check the applicable days of the week for this event to recur.
- **Once** — Select this option if this is a one-time event. Enter the date in the **Start Date** field, or click the calendar icon next to the **Start Date** field and select a date.
- **Calendar** — Select this option to set the event for specific days and months. A yearly calendar opens, starting with the month in the **Start Date** field as shown below.

Recurrence: ☐ Daily ☐ Once ☒ Calendar

Start Date: 4/23/2019

Days: ☐ All Sundays ☐ All Mondays ☐ All Tuesdays ☐ All Wednesdays ☐ All Thursdays ☐ All Fridays ☐ All Saturdays

Selected Dates ▼

Remove all Dates

Thu 5/9/2019
Thu 5/16/2019
Thu 5/23/2019
Thu 5/30/2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7

Click the applicable recurrence days in the calendar. Click a day again to deselect it, if necessary. To clear all events in the calendar, click **Selected Dates** on the left panel and click **Remove all Dates**.

The **Days** section allows the user to select a day of the week (such as **All Mondays**) and apply it to all the viewable months in the calendar panel. The event recurs on the selected day (such as all Mondays) for all months.

Click **Next** to go to the next tab.

Add Events/Create tab

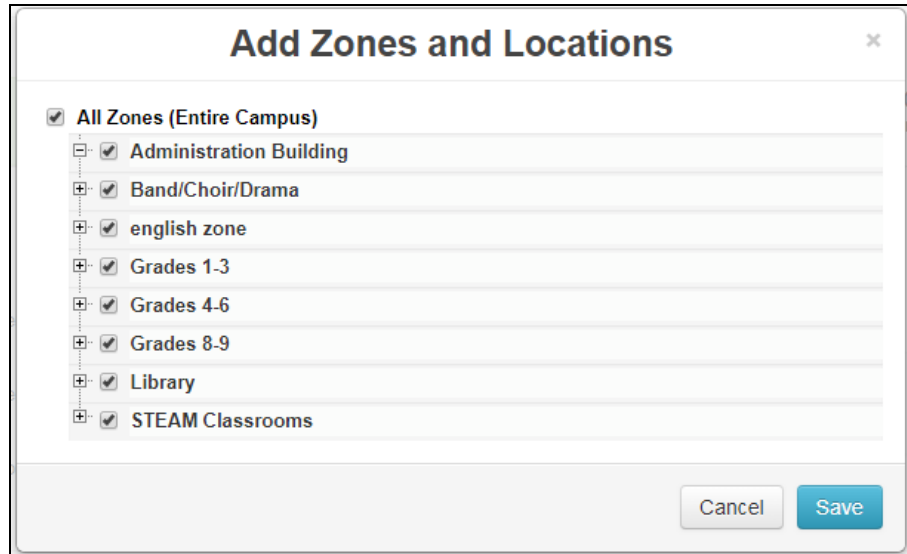
Use this tab to create a new event as follows.

The screenshot displays the 'Add Events / Create' tab in the GlobalViewer Campus Communication Suite. The interface is divided into three main sections: 1. Schedule Name (Basic Information), 2. Dates (Set Recurrence and Dates), and 3. Add Events / Create (Add Events and Create Schedule). The 'Event' section includes an 'Event Name' text field and a 'Time' dropdown menu set to 7:00 AM. Below this is a 'Select Audio' section with a 'Type' dropdown menu (set to 'All') and a 'Sound' dropdown menu (set to 'Building Closed Soon'). The 'Zone and Locations' section includes an 'Add' button and a 'Selected Destinations' area. At the bottom of the 'Event' section are 'Add Event' and 'Reset' buttons. Below the main form is an 'Event List' section with a refresh icon and a list of events. At the bottom right are 'Previous', 'Next', 'Create', and 'Cancel' buttons.

1. Enter the **Event Name** and **Time**.
2. Select the type of audio to use for this event from the **Select Audio** drop-down list:

This close-up screenshot shows the 'Select Audio' section of the interface. It features a 'Type' dropdown menu with options: 'All', 'Announcement', 'Bell', 'Easy Tone', and 'Extra 1'. The 'All' option is currently selected. To the right of the 'Type' menu is a 'Sound' dropdown menu with options: 'Building Closed Soon', 'Class Cancelled', 'CLS Test', 'Code Yellow Look Down', and 'demo'. The 'Building Closed Soon' option is currently selected. Below the dropdown menus are 'Add Event' and 'Reset' buttons.

3. Select an event zone and location by clicking **Add**. The Add Zones and Locations window opens:

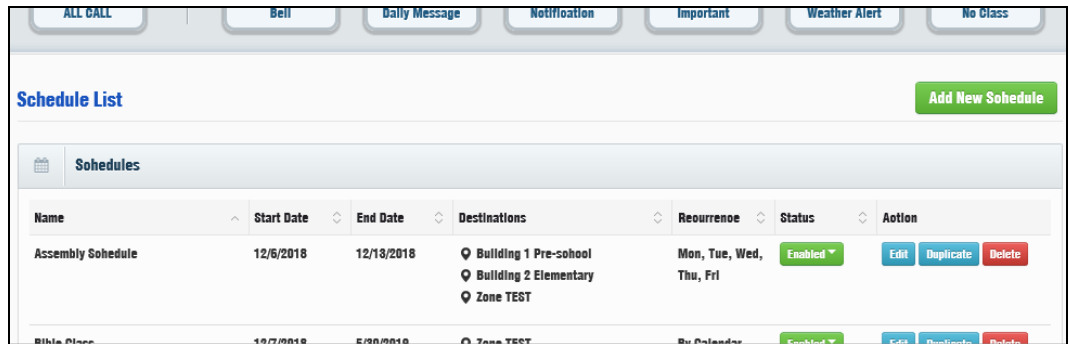


The dialog box titled "Add Zones and Locations" contains a list of zones and locations. The "All Zones (Entire Campus)" checkbox is checked. Below it, several zones are listed with their own checkboxes, all of which are checked: Administration Building, Band/Choir/Drama, english zone, Grades 1-3, Grades 4-6, Grades 8-9, Library, and STEAM Classrooms. At the bottom right, there are "Cancel" and "Save" buttons.

4. Select the zones where the scheduled events are to be announced.
5. Click **Save** and the dialog box closes.
6. Click **Add Event** to save the event. Click **Reset** to clear the selections on the page to start again.
7. Add additional events or click **Create** at the bottom of the page to save the new schedule.

Edit an Existing Schedule

To edit an existing schedule, click **Edit** in the row for the desired item in the Schedules list and perform the following procedure.



The "Schedule List" interface shows a table of schedules. The table has columns: Name, Start Date, End Date, Destinations, Recurrence, Status, and Action. The first row is for "Assembly Schedule" with a start date of 12/6/2018, end date of 12/13/2018, destinations of "Building 1 Pre-school", "Building 2 Elementary", and "Zone TEST", recurrence of "Mon, Tue, Wed, Thu, Fri", and status of "Enabled". The Action column contains "Edit", "Duplicate", and "Delete" buttons. Above the table, there are tabs for "ALL CALL", "Bell", "Daily Message", "Notification", "Important", "Weather Alert", and "No Class". A green "Add New Schedule" button is in the top right corner.

Schedule Name tab

Use this page to edit the Schedule Name or Description.

1 Schedule Name Basic Information	2 Dates Set Recurrence and Dates	3 Add Events / Create Add Events and Create Schedule
Schedule Name: Assembly Schedule Schedule Description:		
Previous Next Save Cancel		

Click **Save** or **Next** to go to the next tab.

Dates tab

Use this page to edit the dates for the schedule (see [Add New Schedule](#) for details on this tab).

1 Schedule Name Basic Information	2 Dates Set Recurrence and Dates	3 Add Events / Create Add Events and Create Schedule
Recurrence: ☒ Daily ☐ Once ☐ Calendar Start Date: 5/27/2019  End Date: 5/31/2019  Day(s): ☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday		
Previous Next Save Cancel		

Click **Save** or **Next** to go to the next tab.

Add Events / Create tab

Use this page to edit an event in the Event List including Event Name, Time, Audio, Zones and Locations, and Status (see [Add New Schedule](#) for details on this tab). You can also add additional events to the schedule in the top portion of the page.

1 Schedule Name
Basic Information

2 Dates
Set Recurrence and Dates

3 Add Events / Create
Add Events and Create Schedule

Event

Zone and Locations

Event Name:

Time:
7 : 00 AM

Select Audio:

Type

Sound

All

Building Closed Soon

Announcement

Class Cancelled

Bell

CLS Test

Easy Tone

Code Yellow Look Down

Extra 1

demo

Selected Destinations

Event List

Event Name	Time	Audio	Zones and Locations	Status	Action
Assembly Schedule	10:00 AM	silent	Edit Building 1 Pre-school Building 2 Elementary	Enabled	Delete
test	8:30 PM	silent	Edit Zone TEST	Enabled	Delete

Click **Save** at the bottom of the page to save the edit.

Announcement

The Announcement page contains options to broadcast messages instantly. There are two panels associated with the Announcement page: Recorded Announcement and Live Announcement.

To access the page, click **Announcement** from the Menu Bar.

Recorded Announcement Panel

The Recorded Announcements panel contains options to broadcast a recorded message to any zone or location.

The screenshot shows the 'Recorded Announcement' panel with two tabs: 'Recorded Announcement' (active) and 'Live Announcement'. The panel is divided into two main sections: '1. Select locations for announcement broadcast' and '2. Ready to broadcast'.

1. Select locations for announcement broadcast

- ☒ All Zones (Entire Campus)
 - ☒ Administration Building
 - ☒ Band/Choir/Drama
 - ☒ english zone
 - ☒ Grades 1-3
 - ☒ Grades 4-6
 - ☒ Grades 8-9
 - ☒ Library
 - ☒ STEAM Classrooms

2. Ready to broadcast

Confirm your selected destinations below and select the audio to broadcast. When you are satisfied with your selections, click the "Start Announcement" button to begin your announcement.

Selected Destinations

All Zones

☐ This is a priority broadcast. All current broadcasts will be ended immediately before this announcement.

Select Audio

Type	Sound
All	☒ BellA
Announcements	☐ Code Yellow Lock Down
Bell Announcement	☐ Incoming Alert
Chrome	☐ Pep Rally Announcement
Dark Side of the Moons	☐ Ringing Cow Bell

Press START to begin

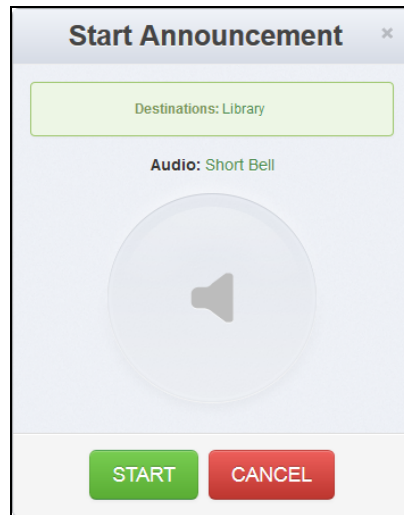
START ANNOUNCEMENT

To broadcast a recorded message:

1. Click the **Recorded Announcement** tab. The Recorded Announcement panel opens.
2. From the list of locations, select the checkboxes of the desired zones. The selected zones are listed in the Selected Destinations panel.
3. From the **Select Audio** drop-down list, select the desired audio to broadcast.

NOTE: If the selected audio needs to take priority over other broadcasts, select the **This is a priority broadcast** checkbox.

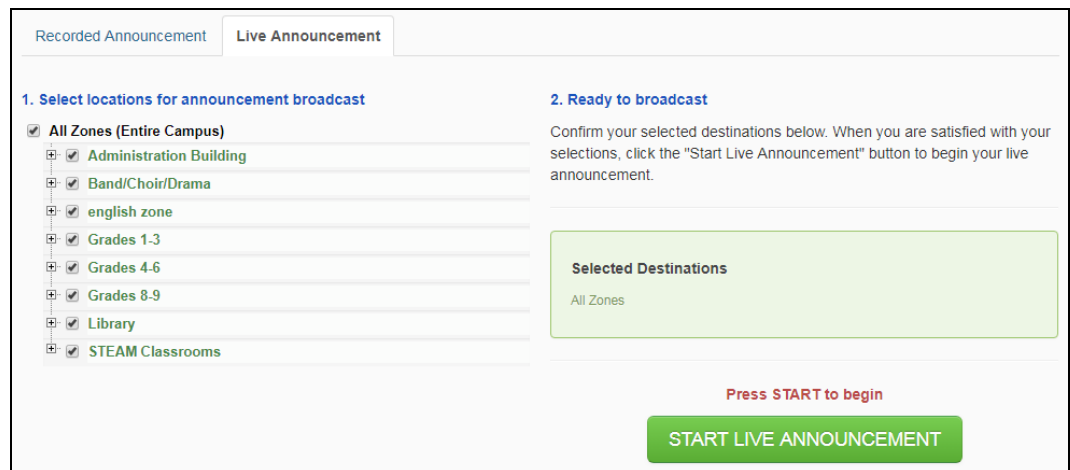
- Click **START ANNOUNCEMENT**. The Start Announcement dialog box opens.



- Click **START** to play the audio. The dialog box closes when the audio finishes playing.

Live Announcement Panel

The Live Announcements panel contains options to broadcast live messages through a microphone to any zone or location.

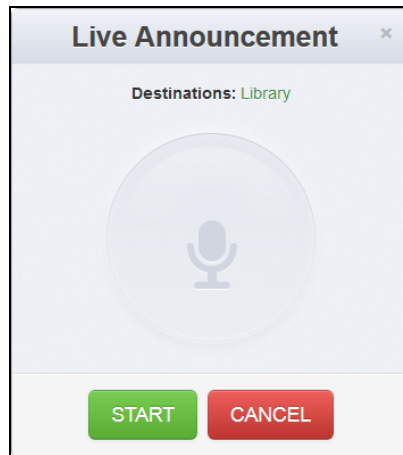
A screenshot of the 'Live Announcement' panel. It has two tabs: 'Recorded Announcement' and 'Live Announcement', with the latter being active. The panel is divided into two main sections. The left section, titled '1. Select locations for announcement broadcast', contains a list of locations with checkboxes: 'All Zones (Entire Campus)', 'Administration Building', 'Band/Choir/Drama', 'english zone', 'Grades 1-3', 'Grades 4-6', 'Grades 8-9', 'Library', and 'STEAM Classrooms'. All checkboxes are checked. The right section, titled '2. Ready to broadcast', contains a text box with the instruction: 'Confirm your selected destinations below. When you are satisfied with your selections, click the "Start Live Announcement" button to begin your live announcement.' Below this is a green box labeled 'Selected Destinations' which contains the text 'All Zones'. At the bottom right, there is a green button labeled 'START LIVE ANNOUNCEMENT' and a red text prompt 'Press START to begin'.

NOTE: A pop-up message may open in your web browser when making a live announcement to confirm that you want to open GVCCS. Click **Allow** to continue.

To broadcast a live message:

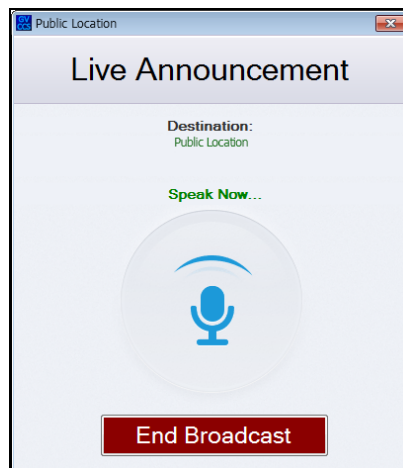
- Click the **Live Announcement** tab. The Live Announcement panel opens.
- From the list of locations, select the checkboxes of the desired zones. The selected zones are listed in the Selected Destinations panel.

3. Click **START LIVE ANNOUNCEMENT**. The Live Announcement dialog box opens.



4. Click **START** to begin the broadcast. The Live Announcement dialog box opens.

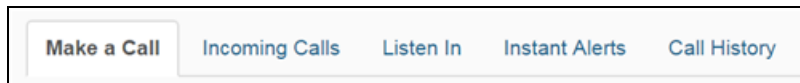
NOTE: If prompted for an application to use, select **ExtronGVCCSClient** (see [GVCCS Help Desk Client](#)).



5. Speak into the connected microphone to relay the message.
6. Click **End Broadcast** to end the broadcast. The dialog box closes.

Intercom

If intercoms are installed, the Intercom page allows two-way intercom communication between a room and the office or help desk. This page contains the following tabs:



- [Make a Call](#)
- [Incoming Calls](#)
- [Listen In](#)
- [Instant Alerts](#)
- [Call History](#)

Make a Call Tab

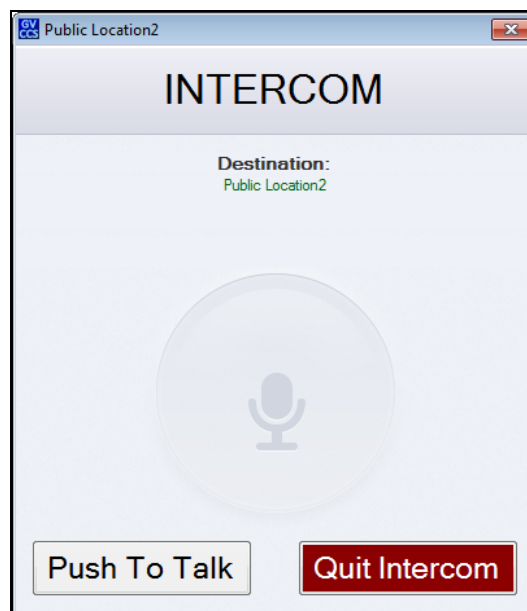
Use this tab to make an intercom call as follows:

The screenshot shows the 'Make a Call' tab with sub-tabs: 'Make a Call', 'Incoming Calls', 'Listen In', 'Instant Alerts', and 'Call History'. Under '1. Select an Intercom location', a tree view shows 'Administration Building' expanded with 'Administration - Front' selected. Other locations include Band Room, Cafeteria, Choir Room, Drama Room, Gym, Library, Maintenance, Room A162, Room A163, and Room A164. Under '2. Ready to talk', a confirmation message states: 'Confirm your selected destination below. When you are satisfied with your selection, click the "Start Intercom" button to begin your intercom session.' Below this, a green box displays 'Selected Destination: Administration - Front'. At the bottom right, a green button says 'START INTERCOM' with the text 'Press START to begin' above it.

NOTE: Only one room or location can have an intercom call at a time.

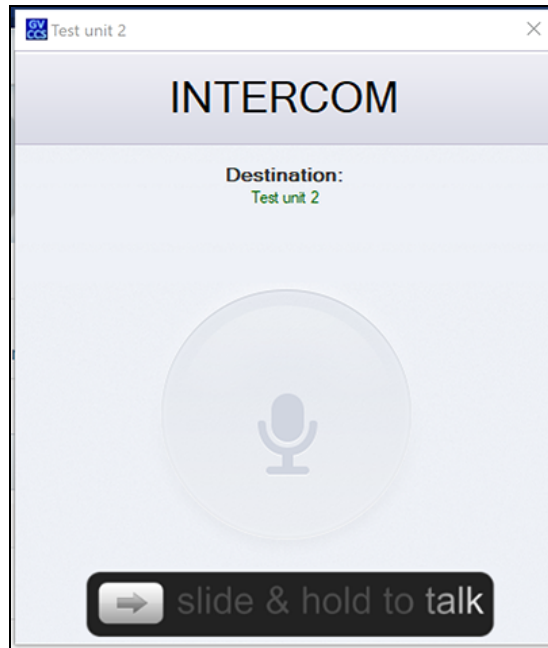
1. Select an intercom location. To select a location, expand the menu for the applicable building and select the desired location for the intercom call.
2. Confirm intercom call location in the Selected Destination box.
3. Click **START INTERCOM** to start the intercom call. If the help desk application is installed, the application opens the Intercom dialog box during an intercom call.
4. Use the Intercom dialog box as follows:

If using a display that is not a touch screen, the following dialog box opens.

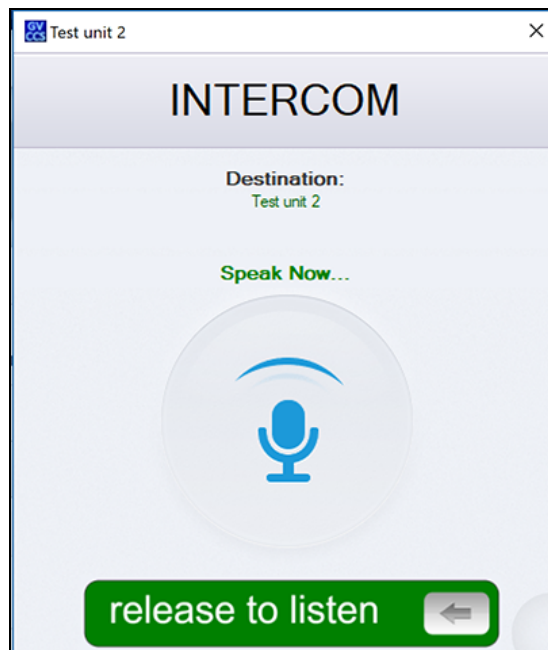


Click **Push to Talk** or press the space bar on the computer keyboard to start the intercom call.

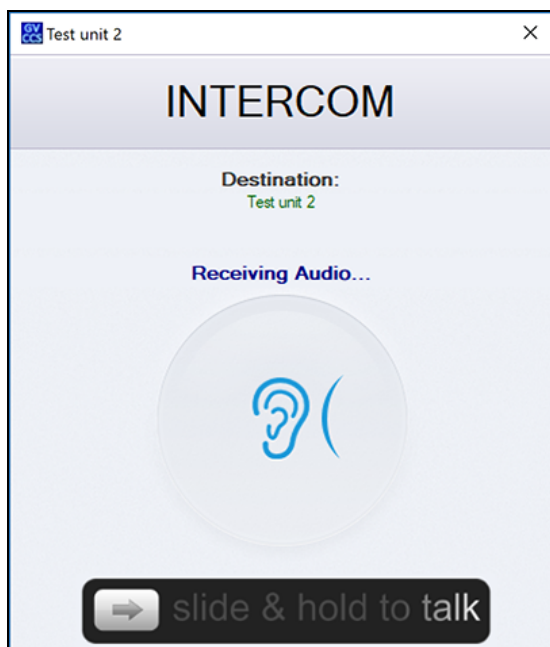
If using a touchscreen display, the following dialog boxes open.



Slide and hold the arrow button () on the screen to talk.



Release the button to listen.

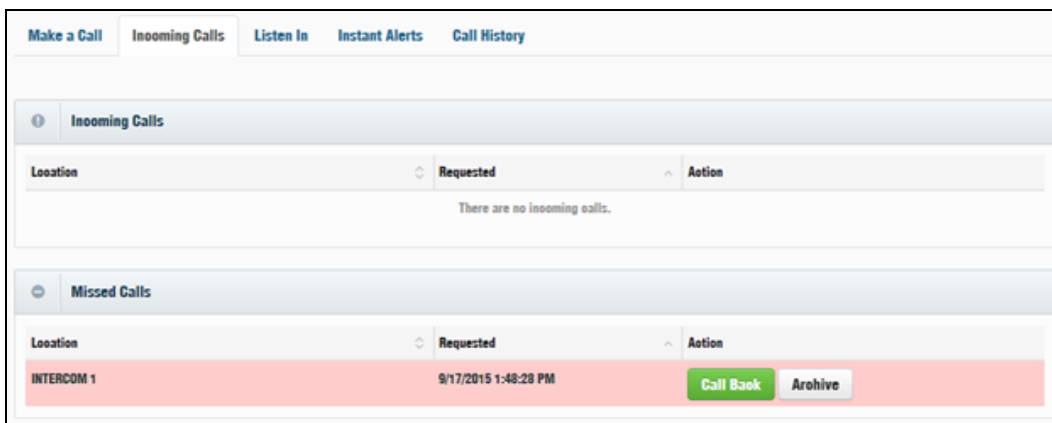


To quit the call, tap the X at the top right of the screen.

NOTE: For instructions on setting up the GVCCS help desk application, see [GVCCS Help Desk Client](#).

Incoming Calls Tab

This tab allows two-way intercom calls between a room and the office or help desk.



Incoming Calls list

When a room initiates an intercom call (using a wall plate), the call appears in the Incoming calls list:

Incoming Calls		
Location	Requested	Action
Admin Building	10/22/2019 12:56:18 PM	Answer Call Ignore

- **Location** — Displays the name of the room making the call.
- **Requested** — Displays the date and time of the call.
- **Action** — Displays two options: Click **Answer Call** to answer the call, or click **Ignore** to ignore the call.

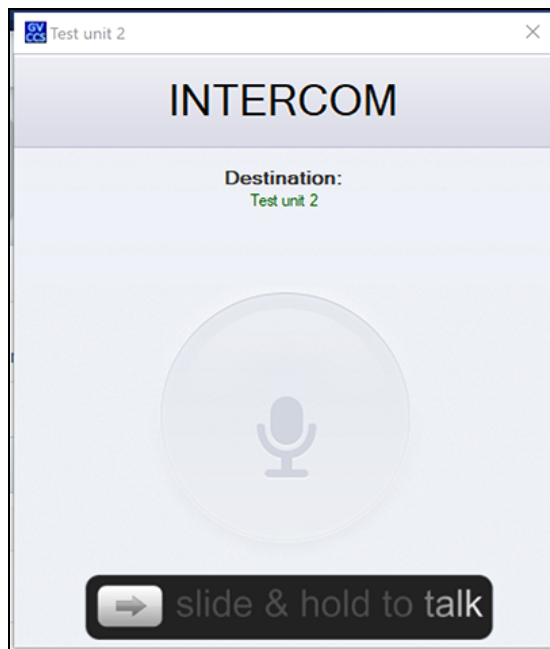
If the help desk application is installed, the application automatically opens one of the following dialog boxes and plays a bell sound when there is an incoming call.

If using a display that is not a touchscreen, the following dialog box opens.

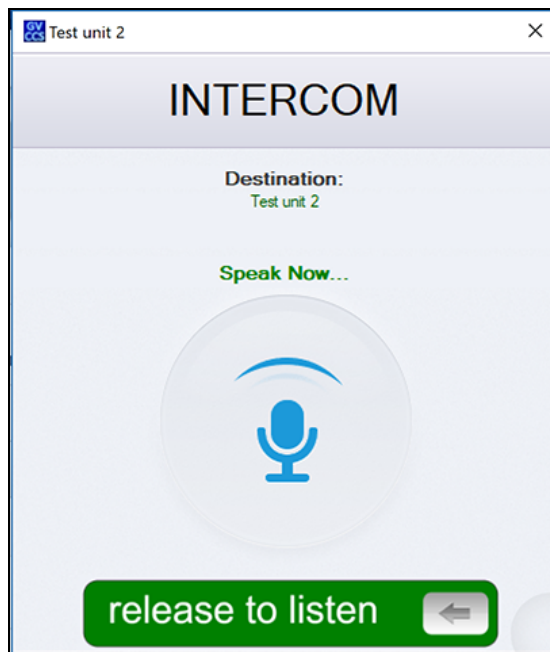


Click **Open GVCCS** to answer the call, or click **Ignore** to ignore the call.

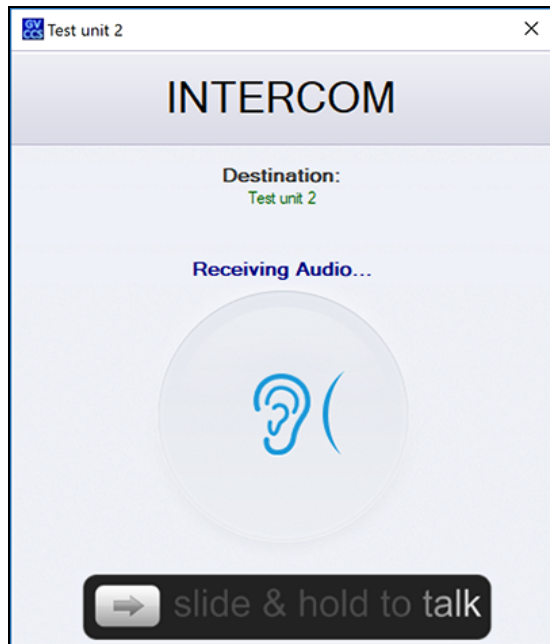
If using a touchscreen display, the following dialog boxes open.



Slide and hold the arrow button () on the screen to answer the call and talk.



Release the button to listen.



To quit the call, tap the **X** at the top right of the screen.

NOTE: For instructions on setting up the GVCCS help desk application, see [GVCCS Help Desk Client](#).

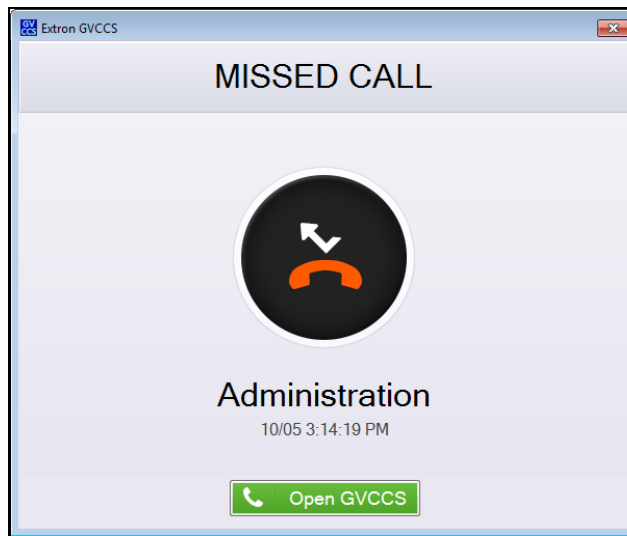
Missed Calls list

If the call is not answered after approximately 20 seconds, the call appears in the Missed calls list:

Missed Calls		
Location	Requested	Action
INTERCOM 1	9/17/2015 1:48:28 PM	Call Back Archive

In the Action column, click **Call Back** to return the call, or click **Archive** to archive the missed call.

If the help desk application is installed, the application opens the following dialog box when a call is missed:



Click **Open GVCCS** to go to the Incoming Calls tab in GVCCS and choose an action from the Missed Calls list as described above.

Listen In Tab

Use the controls in this page to listen to audio through a classroom wall plate microphone (if available).

The screenshot shows the 'Listen In' tab of the software interface. At the top, there are five tabs: 'Make a Call', 'Incoming Calls', 'Listen In' (selected), 'Instant Alerts', and 'Call History'. Below the tabs, there are two main sections. The left section, titled '1. Select an Intercom location', shows a tree view under 'Administration Building' with several sub-locations: 'Administration - Front' (checked), 'Band Room', 'Cafeteria', 'Choir Room', 'Drama Room', 'Gym', 'Library', 'Maintenance', 'Room A162', 'Room A163', and 'Room A164'. The right section, titled '2. Ready to Listen', contains a confirmation message: 'Confirm your selected destination below. When you are satisfied with your selection, click the "Start Intercom" button to begin your intercom session.' Below this is a green box labeled 'Selected Destination' containing the text 'Administration - Front'. At the bottom right, there is a green button labeled 'START LISTENING' and a red text prompt 'Press START to begin'.

To listen in on a classroom:

1. Select the desired location to listen to. To select a location, expand the menu for the applicable building and select the location to listen to its audio.
2. Confirm the location in the Selected Destination box.
3. Click **START LISTENING**.

NOTE: The CC 101P wallplate microphone has an LED indicator that lights when the microphone is actively being listened to. Also, if enabled, the CC 101P plays an audible tone when the listening begins and every 10 seconds after that.

Instant Alerts Tab

The **Instant Alerts** tab works in conjunction with the Extron VoiceLift pendant microphone to provide teachers a discreet way to request assistance at the push of a button. It requires cable installation between the VoiceLift receiver dome and the CC 100C on input 1 and ground.

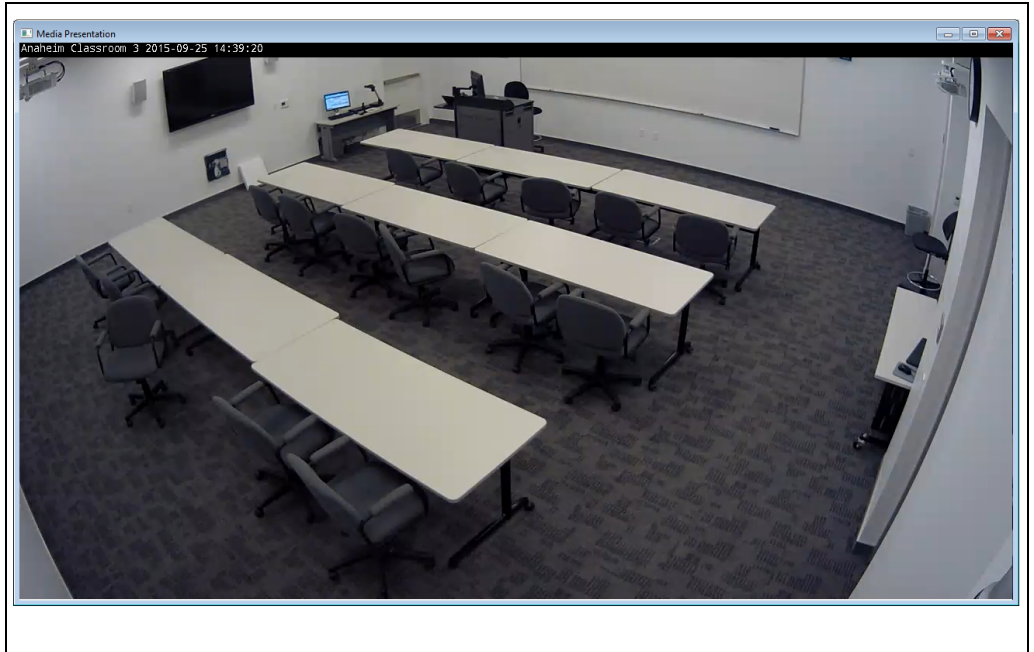
The screenshot shows the 'Instant Alerts' tab of the software interface. At the top, there are five tabs: 'Make a Call', 'Incoming Calls', 'Listen In', 'Instant Alerts' (selected), and 'Call History'. Below the tabs, there is a section titled 'Instant Alerts' with a table. The table has three columns: 'Location', 'Requested', and 'Action'. The table is currently empty, and a message below it says 'There are no instant alerts.'

Instant Alerts list

The screenshot shows the 'Instant Alerts' tab of the software interface. At the top, there are five tabs: 'Make a Call', 'Incoming Calls', 'Listen In', 'Instant Alerts' (selected), and 'Call History'. Below the tabs, there is a section titled 'Instant Alerts' with a table. The table has three columns: 'Location', 'Requested', and 'Action'. The table contains one row with the following data: 'Niook's Desk 200 Mio 1' in the 'Location' column, '9/25/2015 10:55:48 AM' in the 'Requested' column, and three buttons ('Live Cam', 'Call', 'Listen In') in the 'Action' column.

When an Instant Alert is triggered, the Instant Alerts list displays the following information:

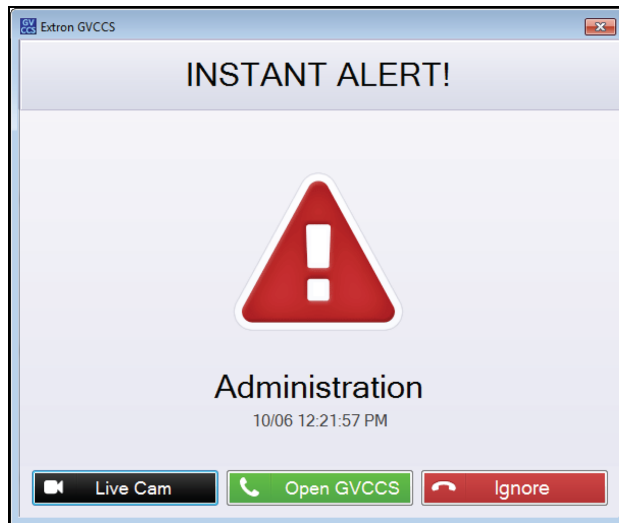
- **Location** — Displays the name or number of the room triggering the alert.
- **Requested** — Displays the date and time of the alert.
- **Action:**
 - **Live Cam** — Click to view the classroom's web camera live (if applicable). This opens the web camera image in a separate window.



- **Call** — Click to make an intercom call to the classroom.
- **Listen In** — Click to listen to the classroom microphone audio.

The web link feature allows for RTSP streams or HTTP web pages as a hyperlink from the help desk pop up.

If the help desk application is installed, the following dialog box appears during an Instant Alert:



- **Live Cam** — Click to view the classroom’s web camera live (if applicable).
- **Open GVCCS** — Click to open GVCCS and make an intercom call.
- **Ignore** — Click to ignore the Instant Alert.

NOTE: For instructions on setting up the GVCCS help desk application, see [GVCCS Help Desk Client](#).

Call History Tab

This page displays the call history. All previous intercom actions are listed, including location, date, and time for each call.

Make a Call Incoming Calls Listen In Instant Alerts Call History		
○ Call History		
Location	Date	Action
Administration - Front	5/1/2019 8:02:01 AM	Call Ended
Administration - Front	5/1/2019 8:00:30 AM	Outgoing Call
Room A162	3/19/2019 10:08:12 AM	Outgoing Call

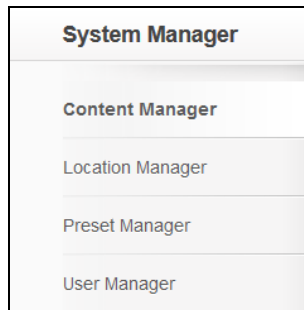
System Manager

The System Manager menu contains links to pages for submitting audio, defining locations, setting presets, and configuring user access levels. Panels within the System Manager page include the following:

- **Content Manager** — Manages pre-recorded audio files.
- **Location Manager** — Manages device location information.
- **Presets Manager** — Manages presets.
- **User Manager** — Manages user access and permission levels.

NOTE: This menu is only available with admin access.

To navigate between the pages, click the desired tab in the left side bar.



Content Manager Page

The Audio Content panel manages content items for common sounds and messages. Content items are organized by type.

Audio Content Add Content

 **Emergency Alert** Edit Type Delete Type ^

	Audio Name	File	Reference	Action
	Emergency Alert	Weather-alert-sound.mp3	References	Edit Delete

 **Announcements** Edit Type Delete Type ^

	Audio Name	File	Reference	Action
	silent	silent.mp3	References	Edit Delete
	Rodeo Track	Rodeo.mp3	References	Edit Delete
	Titanic	03.mp3	References	Edit Delete

 **Bell Announcement** Edit Type Delete Type ^

	Audio Name	File	Reference	Action
	Short Bell	BellB.mp3	References	Edit Delete
	Pep Rally Announcement	daily_message_1_final.mp3	References	Edit Delete
	Ringin Cow Bell	Ringin Cow Bell.mp3	References	Edit Delete

Add Content button

To add an audio file to the system:

1. Click **Add Content**. The Add Content page opens.

Add Content [Back to Content List](#)

File: [Select file](#)

Accepted mp3 files. Limit files of less than 100 MB

Content name:

Type:

☐

Announcements

☐

Bell Announcement

☐

Chrome

☐

Dark Side of the Moons

☐

DLTEST-chrome

☐

DLTEST-FF2

☐

Firefox

☐

IE11

[Add a new type](#)

[ADD CONTENT](#) [Cancel](#)

2. Click **select file**. The File Upload dialog box opens.
3. An Explorer window opens. Navigate to and select the desired audio file.

NOTE: The audio file format must be an .mp3.

4. Click **Open**. The Explorer window closes and the file name shows in the Add Content page.

Add Content

File: [Change](#) [Remove](#)

Content name:

Type: [v](#)

[ADD CONTENT](#) [Cancel](#)

NOTES:

- Click **Change** to select a different file.
- Click **Remove** to remove the pending file to upload without selecting a new one.

5. In the Content name field, enter a name for the content item.
6. From the Type drop-down list, select the desired icon to represent the type of audio file.
To add a new type:
 - a. Click **Add a new type** at the bottom of the Type column.
 - b. A field box pops up at the bottom of the Type list. Enter the name of the new type.



- c. Click **Save** to save the new type or **Cancel** to cancel the procedure.
7. Perform one of the following to finalize the process:
 - Click **ADD CONTENT** to upload the file with the specified information.
 - Click **Cancel** or **Back to Content List** to cancel any pending information.

Content list

The Content list displays the available audio files with information about each one and options to edit or delete them.

The following information is displayed in independent columns:

- **Preview (arrow button)** — Plays the audio of the content item.
- **Audio Name** — Displays the chosen name of the content item.
- **File** — Displays the file name and extension of the content item.
- **Reference** — If applicable, displays a list of events using the content item.
- **Action** — Contains options to edit or delete the content item.

Preview audio files

1. In the Preview column of the desired content item, click the **Play** button. The audio file plays once. The button turns into a **Pause** button while the audio file is playing but reverts back to **Play** when the audio is finished playing.
2. To stop the audio, press **Pause**.

View a list of events using the content

1. In the Reference column of the desired content item, click **References**. The References dialog box opens.
2. If desired, click an event link to edit the schedule (see [Edit an Existing Schedule](#)).
3. Click **Close** to close the dialog box.

Edit a content item

1. In the row of the desired content item, click **Edit**. The Edit Content dialog box opens.
2. If desired, click **Select file** to select a new audio file replace the current one.
3. If desired, enter a new name for the content item in the Content name field.

4. If desired, select a different icon in the Type drop-down list.
To add a new type:
 - a. Click **Add a new type.** at the bottom of the Type column.
 - b. A field box pops up at the bottom of the Type list. Enter the name of the new type.



- c. Click **Save** to save the new type or **Cancel** to cancel the procedure.
5. Perform one of the following to finalize the process:
 - Click **SAVE** to confirm pending changes.
 - Click **Cancel** or **Back to Content List** to remove any pending changes.

NOTE: Click **Delete** to remove the content item from the Contents list.

Delete a content item

1. In the row of the desired content item, click **Delete**. The Confirm Deletion dialog box opens.
2. Perform one of the following to finalize the process:
 - Click **Yes, Delete** to confirm the deletion.
 - Click **Cancel** to keep the content item.

Edit a type item

1. In the row of the desired type item, click **Edit Type**.
2. The Edit Content dialog box opens. Enter a new name for the type item in the field.
3. Perform one of the following to finalize the process:
 - Click **SAVE** to confirm pending changes.
 - Click **Cancel** to remove any pending changes.

Delete a type item

1. In the row of the desired type item, click **Delete Type**. The Confirm Delete dialog box opens.
2. Perform one of the following to finalize the process:
 - Click **Yes, Delete** to confirm the deletion.
 - Click **Cancel** to keep the type item.

Location Manager Page

The Location Manager panel manages locations and zones of devices on the network. A zone identifies a group of devices with similar purposes or locations. A location or destination identifies a device connected to the network. Locations are separated by zones in the Zones and Locations lists.

Location ManagerCheck All DevicesAdd LocationAdd Zone

Zones and Locations - Click the ^ v to show or hide locations

Administration Building Edit Zone ^

Location Name	Model	IP Address	Action
Administration	PVS 407D	1.1.1.9	Edit Delete
Administration - Front	CC 100C	0.0.0.0	Edit Delete

Band/Choir/Drama Edit Zone ^

Location Name	Model	IP Address	Action
Room D11	PVS 407D	1.0.0.7	Edit Delete
Room D12	PVS 407D	1.0.0.9	Edit Delete

Check All Devices button

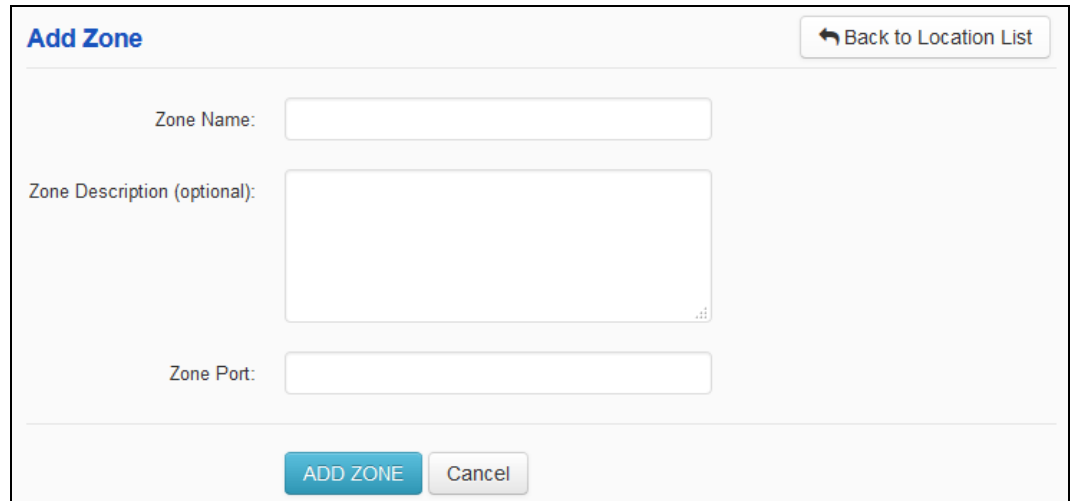
To verify device configurations for all locations, click **Check All Devices**. Icons to the right of each device in the Zones and Locations list signify the status as shown below:

Icon	Description
	The device settings are ok.
	Unable to connect to the device.
	The device is not recognized.
	The device has items that need to be updated. Click Edit to see and fix the issues.

Add Zone button

To add a zone to the system:

1. Click **Add Zone**. The Add Zone page opens.



The screenshot shows the 'Add Zone' form. At the top left is the title 'Add Zone' in blue. At the top right is a button with a back arrow icon and the text 'Back to Location List'. The form contains three input fields: 'Zone Name:' with a text box, 'Zone Description (optional):' with a larger text area, and 'Zone Port:' with a text box. At the bottom of the form are two buttons: 'ADD ZONE' in blue and 'Cancel' in gray.

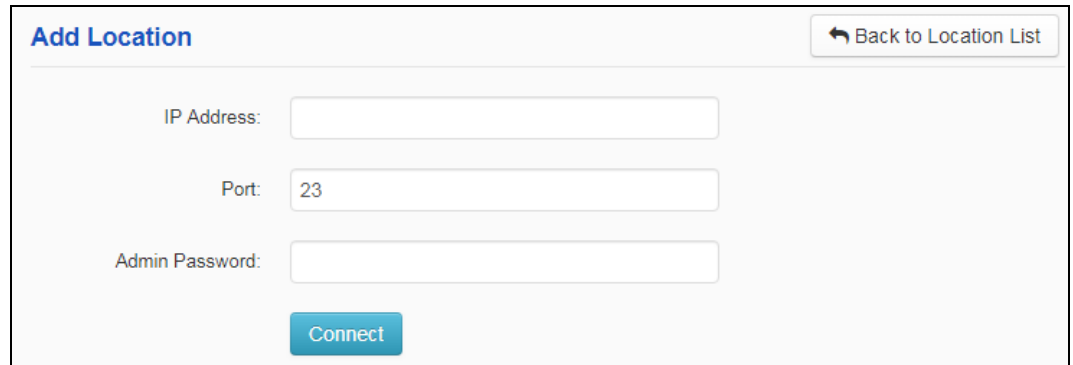
2. In the Zone Name field, enter a desired name.
3. If desired, enter a brief description of the zone in the Zone Description (optional) field.
4. In the Zone Port field, enter the zone port.
5. Perform one of the following to finalize the process:
 - Click **ADD ZONE** to add the zone.
 - Click **Cancel** or **Back to Location List** to cancel any pending information.

NOTE: Click **Delete** to remove the content item from the Zones and Locations list.

Add Location button

To add a location to the system:

1. Click **Add Location**. The Add Location page opens.



The screenshot shows the 'Add Location' page. At the top left is the title 'Add Location' in blue. At the top right is a button with a left-pointing arrow and the text 'Back to Location List'. Below the title, there are three input fields: 'IP Address:' followed by an empty text box, 'Port:' followed by a text box containing the number '23', and 'Admin Password:' followed by an empty text box. At the bottom center is a blue button with the text 'Connect'.

2. In the IP Address field, enter the IP address of the device you are adding.
3. In the Port field, change the default port number if applicable.
4. In the Admin Password field, enter the device admin password if required.

- Click **Connect**. If the new location is found, the device information appears on the following screen.

Add Location[↩ Back to Location List](#)

IP Address:

Port:

Admin Password:

Device Found
Product Model: PVS 407D - Digital PoleVault Switcher
Part Number: 60-1466-01
Firmware version: 5.00.0000

Location Name:

Location Description (optional):

MLC IP Address (optional):

Video Camera URL:

Add to Zone:
▼

ADD LOCATION **Cancel**

- In the **Location Description (optional)** field, enter a brief description of the device or location if desired.
- In the **MLC IP Address (optional)** field, enter the IP address of the MLC tied to the device or location if desired.
- If applicable, enter the URL of the video camera, that is paired with the device, in the **Video Camera URL** field.
- In the **Add to Zone** drop-down list, select the desired zone of the location.
- Perform one of the following to finalize the process:
 - Click **ADD LOCATION** to save the pending changes.
 - Click **Cancel** or **Back to Location List** to cancel any pending information.

NOTE: Click **Delete** to remove the content item from the **Zones and Locations** list.

Zones and Locations lists

The Zones and Locations lists are separated by zones. They display information about related devices on the network. The following information is displayed in independent columns:

- **Location Name** — Displays the user-defined name of the device.
- **Model** — Displays the product model name of the device.
- **IP Address** — Contains a link to the internal web page of the device.

NOTE: The internal web pages provide options to configure, operate, or view device settings.

- **Action** — Contains options to edit or delete the location item.

NOTE: To expand or collapse panels, click the up or down arrow in the top heading of the desired zone.

Locations not assigned a zone appear in the Unassigned Locations list.

Edit zones

1. In the heading of the desired zone, click **Edit Zone**. The Edit Zone page opens.
2. In the Zone Name field, enter a new name.
3. In the Zone Description (optional) field, enter a brief description of the zone or the devices grouped in it if desired.
4. In the Zone Port field, enter the zone port.
5. Perform one of the following to finalize the process:
 - Click **SAVE** to upload the file with the specified information.
 - Click **Cancel** or **Back to Location List** to cancel any pending information.

NOTE: Click **Delete** to remove the content item from the Zones and Locations list.

View individual device status web pages of applicable devices

In the IP Address column of the desired location, click **IP address**. If the device has internal web pages, it opens in a web browser. Otherwise, the connection fails.

Edit a location

To edit location settings:

1. In the Action column of the desired location, click **Edit**. The Edit Location page opens.

The screenshot shows the 'Edit Location' page. At the top left is the title 'Edit Location' and at the top right is a 'Back to Location List' button. Below this is a light blue header box containing the text 'PVS 407D - Digital PoleVault Switcher' and 'Firmware ver:'. The main form area contains several fields: 'IP Address' with the value '10.13.197.7', 'Port' with the value '23', 'Admin Password' with masked characters '*****', 'Location Name' with the value 'Room 143', 'Location Description (optional)' with the value 'English Room', 'Video Camera URL' (empty), 'Add to Zone' with a dropdown menu showing 'Administration Building', and 'Has Intercom' with an unchecked checkbox. At the bottom of the form are three buttons: 'SAVE' (blue), 'Delete' (red), and 'Cancel' (grey).

2. In the IP Address field, edit the IP address of the device.
3. In the Port field, edit the port of the device.
4. In the Admin Password field, edit the password of the device.
5. In the Location Name field, edit the location name.
6. In the Location Description (optional) field, enter a brief description of the device or location if desired.
7. If applicable, edit the URL of the video camera installed at that location in the Video Camera URL field.
8. In the Add to Zone drop-down list, select the desired zone of the location.

9. If a CC 101P intercom panel is installed in the room, check the **Has Intercom** checkbox to enable the intercom features for this location. If the box is unchecked, the GVCCS server disables the intercom features for this location in the **Call, Listen In** and **Instant Alert** windows.

NOTE: Locations with the **Has Intercom** box checked (enabled) show a  symbol in the **Location Manager** panel.

10. Perform one of the following to finalize the process:
 - Click **SAVE** to save the pending changes.
 - Click **Cancel** or **Back to Location List** to cancel any pending information.

NOTE: Click **Delete** to remove the content item from the **Zones** and **Locations** list.

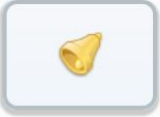
Delete a location

To delete a location:

1. In the **Action** column of the desired location, click **Delete**. The **Confirm Deletion** dialog box opens.
2. Perform one of the following to finalize the process:
 - Click **Yes, Delete** to confirm the deletion.
 - Click **Cancel** to keep the content item.

Preset Manager Page

The Preset Configuration panel contains a list of presets to appear on the Presets Bar. There is a limit of six presets available.

Preset Buttons				
Icon	Name	Location	Media	Action
	Bell	All Zones	▶ Short Bell 	Edit Delete
	Daily Message	All Zones	▶ Pep Rally Message 	Edit Delete
	Notification	All Zones	▶ Class Cancelled 	Edit Delete
	Important	All Zones	▶ Test of Alert System 	Edit Delete
	Weather Alert	All Zones	▶ Safety Check 	Edit Delete
	No Class	All Zones	▶ No Class Today 	Edit Delete

Add Preset Button

To add a preset button:

1. Click **Add Preset**. The Add Preset page opens.
2. Enter the required information in each panel to create the preset (see [Preset Settings](#)). To navigate between panels, click **Next** or **Previous** as applicable. The tabs of panels with completed information appear green and become links as well.
3. Perform one of the following to finalize the process:
 - Click **Create** to confirm pending changes and return to the Preset Configuration page.
 - Click **Cancel** or **Back to Preset List** to remove any pending changes and return to the Preset Configuration page.

Preset Buttons list

The **Preset Buttons** list displays the available presets with options to preview, edit, or delete them.

The following information is displayed in independent columns:

- **Icon** — Displays the icon representing the preset in the **Presets Bar**.
- **Name** — Displays the name of the preset displayed in the **Presets Bar**.
- **Location** — Displays the associated zones.
- **Media** — Displays the name of the associated audio item with a preview image that can be clicked to display a larger view of the image or video. Clicking the **Play** button previews the audio.
- **Action** — Contains options to edit or delete the preset.

Preview the audio content

1. To preview the selected audio, click the **Play** button. The audio file plays once. The button turns into a **Pause** button while the audio file is playing but reverts to **Play** when the audio is finished playing.
2. To stop the audio, click the **Pause** button.

Edit a preset

1. In the **Action** column of the desired preset, click **Edit**. The **Edit Preset** page opens.
2. Change any of the settings as desired (see [Preset Settings](#)). To navigate between panels, click **Next** or **Previous** as applicable or click the desired tab.
3. Perform one of the following to finalize the process:
 - Click **SAVE** to confirm pending changes and return to the **Preset Configuration** page.
 - Click **Cancel** or **Back to Preset List** to remove any pending changes and return to the **Preset Configuration** page.

Delete a content item

1. In the **Action** column of the desired content item, click **Delete**. The **Confirm Deletion** dialog box opens.
2. Perform one of the following to finalize the process:
 - Click **Yes, Delete** to confirm the deletion.
 - Click **Cancel** to keep the content item.

Preset settings

Preset settings are set when adding a new preset (see [Add Preset Button](#)) or editing an existing preset (see [Edit a preset](#)). The page layout is the same for either with the following panels containing related settings:

- [Preset Name](#)
- [Zones and Locations](#)
- [Media](#)

Preset Name tab

To configure the preset name:

The screenshot shows the 'Add Preset' form with three tabs: '1 Preset Name Basic Information', '2 Zones and Locations Select Destinations', and '3 Media Select Audio and Image/Video'. The 'Preset Name' tab is active. It contains three fields: 'Preset Name:' with a text input field, 'Preset Description:' with a larger text area, and 'Select an icon:' with a dropdown menu showing 'No icon'. At the bottom right are buttons for 'Previous', 'Next', 'Create', and 'Cancel'. A 'Back to Preset List' link is in the top right corner.

1. In the **Preset Name :** field, enter the desired name for the preset.
2. In the **Preset Description :** field, enter a brief description of the purpose or characteristics for the present.
3. In the **Select an icon :** drop-down list, select an icon to display with the preset name in the **Preset Bar**.

Zones and Locations tab

Add Preset - Important [Back to Preset List](#)

1 Preset Name
Basic Information

2 Zones and Locations
Select Destinations

3 Media
Select Audio and Image/Video

☐ All Zones (Entire Campus)

☐ AAA Karen Zone
☐ Building 1 Pre-school
☐ Building 2 Elementary
☐ Niok Test
☐ Riok
☐ Zone TEST

Selected Destinations

Previous
Next
Create
Cancel

In the list of zones, select the checkboxes for the desired locations. Select destinations appear in the Selected Destinations panel.

Media tab

Add Preset - Important [Back to Preset List](#)

1 Preset Name
Basic Information

2 Zones and Locations
Select Destinations

3 Media
Select Audio and Image/Video

Select Audio

Type
All
Announcements
Bell Announcement
Chrome
Dark Side of the Moons

Sound
BellA
Code Yellow Look Down
Drain Damage
Eclipse
Emergency Alert

Select Image/Video

LOCKDOWN IN PROGRESS VIDEO

CLASS IS CANCELLED

LOCKDOWN

SAFETY CHECK IN PROGRESS

Test Alert

Weather Alert

Previous
Next
Create
Cancel

1. From the Select Audio: list, select the desired Type and Sound to play.
2. To preview the selected audio, click the **Play** button. The audio file plays once. The button turns into a Pause button while the audio file is playing but reverts back to Play when the audio is finished playing.
3. To stop the audio, press the **Pause** button.

4. From the **Select Image/Video** list, select the check circle below the desired Image or video to display.
5. To preview, click on the image. The image drops into the screen. Click elsewhere on the screen to close the image.
6. If you are satisfied with your choices, click **Create** to finalize the Preset. You may also click **Previous** to change your options or **Cancel** to cancel the Preset.

User Manager Page

The User List panel contains a list of users and roles.

User List					Add New User
Users					
Username	Full Name	Email	Role	Action	
User 01	First Last	user01@example.com	admin	Edit	Delete
User 02	First Last	user02@example.com	admin	Edit	Delete
User 03	First Last	user03@example.com	admin	Edit	Delete

Add New User button

To add a new local user:

1. Click **Add New User**. The Add New User page opens.

Add New User

Back to User List

Username:

First Name:

Last Name:

E-mail:

Role:

admin

ADD USER

Cancel

2. In the Username field, enter a desired username. The username must be unique in the User List.
3. In the First Name field, enter the given name of the user.
4. In the Last Name field, enter the surname of the user.
5. In the E-mail field, enter a contact e-mail address for the user.
6. In the Role drop-down list, select one of the following:
 - **admin** — Allows access to all features.
 - **user** — Limits access to local features. The Schedule and System Manager pages are not accessible.

7. Perform one of the following to finalize the process:
 - Click **ADD USER** to add the user to the User List.
 - Click **Cancel** or **Back to User List** to cancel and return to the User List.

User List

The User list displays user information with options to edit or delete them.

The following information is displayed in independent columns:

- **Username** — Displays the username of the user.
- **Full Name** — Displays the first and last name of the user in that order.
- **E-mail** — Displays the e-mail address of the user.
- **Role** — Displays the access privileges of the user.
- **Action** — Contains options to edit or delete the preset.

NOTES: To sort users by username, full name, e-mail, or role, click the heading of the desired column in the User list.

- User information can be sorted in ascending or descending order.
- Only one column can be sorted at a time.

Edit user information

1. In the Action column of the desired user, click **Edit**. The Edit User page opens.
2. If desired, enter a new given name in the First Name field.
3. If desired, enter a new surname in the Last Name field.
4. If desired, enter a new e-mail address in the E-mail field.
5. If desired, select a new role in the Role drop-down list.
6. Perform one of the following to finalize the process:
 - Click **SAVE USER** to save pending changes.
 - Click **Cancel** or **Back to User List** to cancel any pending information.

NOTE: Click **Delete** to remove the content item from the User List.

Delete a user

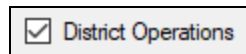
1. In the Action column of the desired content item, click **Delete**. The Confirm Deletion dialog box opens.
2. Perform one of the following to finalize the process:
 - Click **Yes, Delete** to confirm the deletion.
 - Click **Cancel** to keep the content item.

District Operations Page

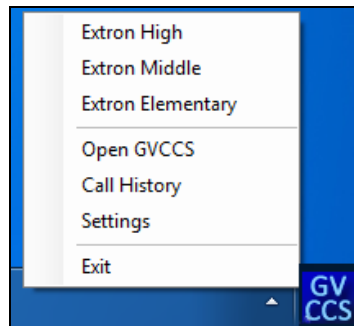
The District Operations page allows the administrator to broadcast live announcements to selected campuses, or all campuses, within a district. Follow the instructions on the page to select the campuses and start live announcements.

To access the District Operations page:

1. Ensure the **District Operations** checkbox on the **GVCCS Help Desk Client** configuration page is checked.



2. Right-click the **GVCCS Help Desk** icon on the taskbar. Campus locations are listed at the top.



3. Click **Open GVCCS** to open the District Operations page.

District Operations

Broadcast Options

- To make a live announcement to one or more campuses, click the checkbox beside each desired campus and then click the "Start Live Announcement" button.

-OR-

- Click on a campus preset button to broadcast a preset to that campus.

Broadcast to Selected Campuses

Confirm your selected destinations below. When you are satisfied with your selections, click the "Start Live Announcement" button to begin your live announcement.

Selected Destinations

Extron Elementary

START LIVE ANNOUNCEMENT

☐ All Campuses

☒ Extron Elementary

Extron Elementary homepage

Bell

Safety Check

Emergency

Daily Message

Lock Down

Class Cancelled

☐ Extron Middle

Extron Middle homepage

Shelter In Place

Daily Message

Lock Down

Weather

Class Cancelled

Glossary

Content	An audio file with specified information for name and purpose (type).
Destination	Selected locations or zones for broadcast.
Event	A content item with a specified time to activate. Events are defined with schedules.
Location	A device connected to the network.
Preset	A selected content item to play at specified locations.
Schedule	Programmed times to automatically play specified content items.
UDP	UDP (User Datagram Protocol) - A connectionless protocol providing "best effort" delivery of packets across networks.
Zone	A group of similar locations by purpose or geography.
Zone port	UDP Priority zone port where the default UDP port number is 2020. The zone port is used to make an announcement or a page to a group of rooms under the same zone/location in a campus.

Extron Warranty

Extron Electronics warrants this product against defects in materials and workmanship for a period of three years from the date of purchase. In the event of malfunction during the warranty period attributable directly to faulty workmanship and/or materials, Extron Electronics will, at its option, repair or replace said products or components, to whatever extent it shall deem necessary to restore said product to proper operating condition, provided that it is returned within the warranty period, with proof of purchase and description of malfunction to:

**USA, Canada, South America,
and Central America:**

Extron Electronics
1230 South Lewis Street
Anaheim, CA 92805
U.S.A.

Asia:

Extron Asia Pte Ltd
135 Joo Seng Road, #04-01
PM Industrial Bldg.
Singapore 368363
Singapore

Japan:

Extron Electronics, Japan
Kyodo Building, 16 Ichibancho
Chiyoda-ku, Tokyo 102-0082
Japan

Europe:

Extron Europe
Hanzeboulevard 10
3825 PH Amersfoort
The Netherlands

China:

Extron China
686 Ronghua Road
Songjiang District
Shanghai 201611
China

Middle East:

Extron Middle East
Dubai Airport Free Zone
F13, PO Box 293666
United Arab Emirates, Dubai

Africa:

Extron South Africa
3rd Floor, South Tower
160 Jan Smuts Avenue
Rosebank 2196, South Africa

This Limited Warranty does not apply if the fault has been caused by misuse, improper handling care, electrical or mechanical abuse, abnormal operating conditions, or if modifications were made to the product that were not authorized by Extron.

NOTE: If a product is defective, please call Extron and ask for an Application Engineer to receive an RA (Return Authorization) number. This will begin the repair process.

USA: 714.491.1500 or 800.633.9876

Asia: 65.6383.4400

Europe: 31.33.453.4040 or 800.3987.6673

Japan: 81.3.3511.7655

Africa: 27.11.447.6162

Middle East: 971.4.299.1800

Units must be returned insured, with shipping charges prepaid. If not insured, you assume the risk of loss or damage during shipment. Returned units must include the serial number and a description of the problem, as well as the name of the person to contact in case there are any questions.

Extron Electronics makes no further warranties either expressed or implied with respect to the product and its quality, performance, merchantability, or fitness for any particular use. In no event will Extron Electronics be liable for direct, indirect, or consequential damages resulting from any defect in this product even if Extron Electronics has been advised of such damage.

Please note that laws vary from state to state and country to country, and that some provisions of this warranty may not apply to you.