Alert and Response

Configuration Guide

Learn more at **www.boxlight.com**

frontrow™
by Boxlight®

YOU'RE ABOUT TO IMPROVE COMMUNICATION THROUGHOUT YOUR SCHOOL AND DISTRICT.

FrontRow is the teacher- and tech-friendly way to improve the learning environment in every classroom.

The FrontRow alert and notification system leverages FrontRow's advanced classroom communications systems and Conductor, FrontRow's integrated school- and district-wide communication platform to create a robust alerting and communication system.

This Setup Guide will walk you step-by-step through the setup of the alerting system, providing instruction and how-to for the most common uses. The alerting system works within your Emergency Preparedness Plan providing clear notification to students and staff.

Thank you for choosing FrontRow! You're just steps away from a safer campus.

The FrontRow alert notification feature is not intended to nor can it prevent emergencies. FrontRow Calypso LLC, its agents, employees, subsidiaries, affiliates and parent companies are not responsible for individual applications of the alert notification feature or related equipment, and shall be exempt from liability for any loss, damage, injury or other consequence arising directly or indirectly from said application. In the event of misuse or malfunction of the equipment or any of its components or features, FrontRow Calypso LLC, its agents, employees, subsidiaries, affiliates and parent companies shall be exempt from liability for any loss, damage, injury or other consequence arising directly or indirectly therefrom.

CONTENTS

Introduction 1
Before You Begin

Step 1 2-3
Setting up Notifier

Step 2 4-8
Setting up the Alert from Classrooms

Step 3 9-10
Configuring the Smart Receiver Beacon or Juno LCD

Step 4 11-13
Configuring Conductor Trigger Scripts

Step 5 14-17
Configuring Conductor for Emergency Notifications

Appendix A 18-19
Adding a Strobe Light to the Alerting Sequence

Appendix B 20-24
Adding an Encore! Pop-up Window

Introduction: Before you begin

The FrontRow notification and alerting system leverages the FrontRow ezRoom and Juno Connect classroom systems, and Conductor, a remarkably versatile and easy-to-use school communication platform, used for paging, bells, intercom and emergency communications.

This Setup Guide is designed to help you set up your school's alerting system. The notification and alerting System is designed to be combined with your individual emergency operations plans and procedures to help facilitate notifications and communication during an emergency event. This setup guide assumes that the Conductor server and Conductor Admin station are already installed and that the classroom endpoints (ezRoom or Juno Connect) have already been installed and configured.

IMPORTANT

Remember – The notification and alerting system is an essential part of your school's emergency communications. It is very important that you read this guide and familiarize yourself with the way the system functions. Properly setting up the notification and alerting system includes configuration of the Conductor Admin Station and classroom systems.

In order to maintain communication in the event of a power outage, FrontRow systems, including the notification and alerting system should be connected to power over Ethernet and backup batteries. FrontRow devices will normally run on AC power, but in the event of a power outage, can switch to backup PoE and UPS so that critical communications get through.

FrontRow always recommends having multiple ways to trigger a Notifier alert in the classroom. For assigning ways to trigger alerts, see page 5-9.

For complete Conductor setup instructions including setting up bell schedules , PA zones, bell tones and more, see the Conductor User Guide in the Guides and Resources section of the gofrontrow.com website.

System design and proper implementation is the responsibility of user or user's agents. Conductor must be properly configured and programmed in accordance with the user's system design. Failure to do so could impair Conductor's functionality, including emergency communication and alerts. To help ensure system performance in a variety of adverse conditions, FrontRow recommends supporting the integrity of the server with a secure location, an uninterruptible Power Supply (UPS), a regular practice of server backups, and a backup server.

Admin Station

Conductor

Classroom Systems

ezRoom

Juno Connect

Step 1:

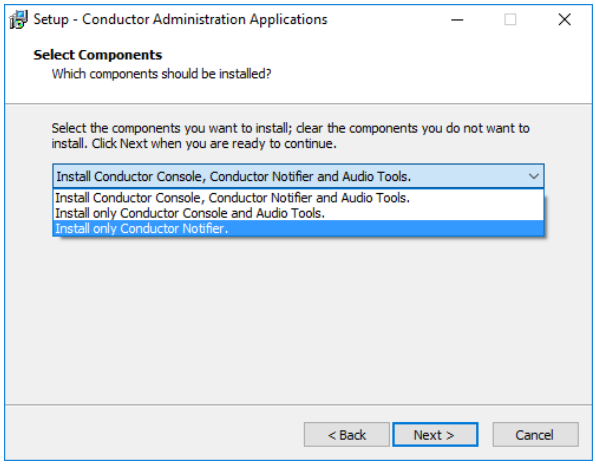
Setting up Notifier

In this section, we will step through installing, configuring and using the Notifier application. Notifier is a pop-up application that, among other things, displays information when an alert button is pressed in a classroom.

Install Notifier

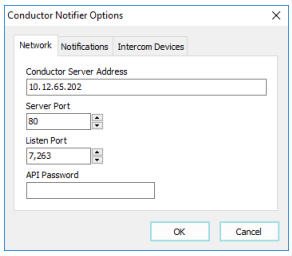
The FrontRow Admin Station comes pre-installed with FrontRow Conductor and the companion Notifier application. However if it will be used as an alerting and notification system, it is recommended that the Notifier application be installed on multiple computers throughout the school or district to receive notifications triggered in classrooms.

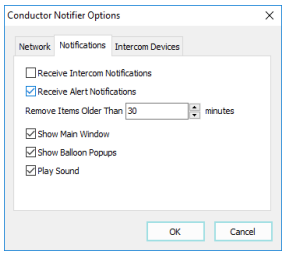
1. Download and install the Conductor Client from gofrontrow.com. If you are already using Conductor / Notifier, you will need to update to the latest version (Conductor Version 2.0.0.2). It is available as a free download from gofrontrow.com/guides-resources along with instructions for updating
2. When selecting what to install, choose **Install only Conductor Notifier**



Configure Notifier

1. After installation, find the Notifier icon in your system tray
2. Right click the icon and choose options.
3. On the Network tab, enter the IP address of the FrontRow Conductor Server
4. On the Notifications tab, un-check **Receive Intercom Notifications** if intercom calls will be answered elsewhere on campus.

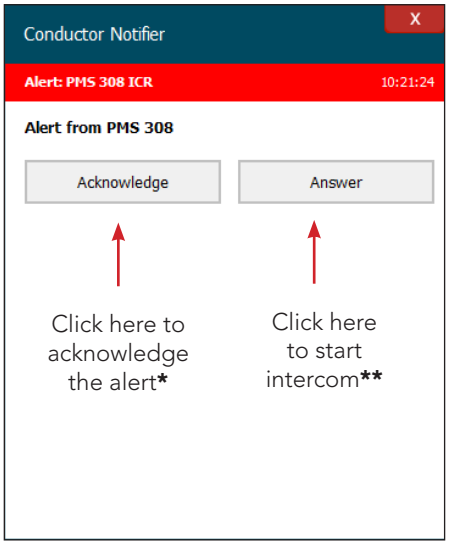




Using Notifier

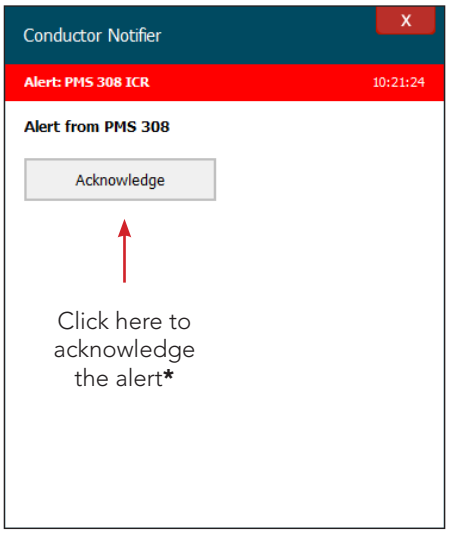
This is the Notifier window when an alert is sent from a classroom or other endpoint. This alert is accompanied by an alarm tone played through the computer's speakers to ensure that the alarm is not missed.

When the alert is received on an Admin station equipped with FrontRow intercom functionality, it can be answered directly from the Notifier application or the alert can simply be acknowledged*, in both cases this will stop the alarm tone.



If Notifier has not been configured for intercom functionality, perhaps because no master device is available for the computer where Notifier has been installed, or if the endpoint location does not have intercom capability, the Answer button will not appear. In this case, the alert can only be acknowledged*.

When an alert is acknowledged from any computer running the Notifier application, it will silence the alerting tone on all other computers that have received the alert and will change the "Acknowledge" button to "Dismiss"



***** In rooms that are equipped with a Smart Receiver or Juno Connect, the system can be configured to give visual and/or audible notification that an alert was received by Conductor. When an alert is acknowledged by a person using the Notifier application, the color of the Smart Receiver Beacon or Juno Connect LCD can be configured to change, letting people in the classroom know that a person has seen the alert. For more information about setting up the visual notifications with the Smart Receiver, see the ICR-01 Smart Receiver or Juno Connect Installer Guide.

****** Intercom functionality must be included in the classroom system and at the location where Notifier is being installed. ezRooms equipped with a Smart Receiver or Juno connect include intercom functionality through the teacher worn microphone. In the event that the teacher is not wearing the microphone, intercom mics can be installed in the ceiling or wall. Juno Connect also includes an intercom mic on the rear of the Juno Tower.

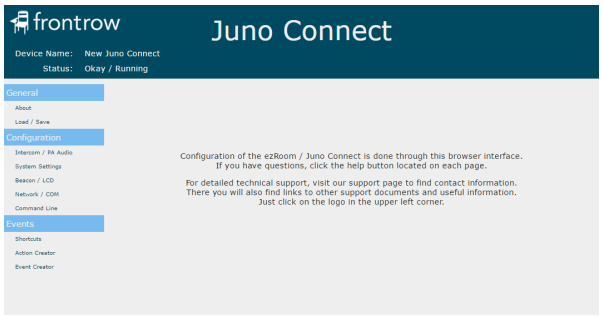
Step 2:

Setting up the Alert from Classrooms

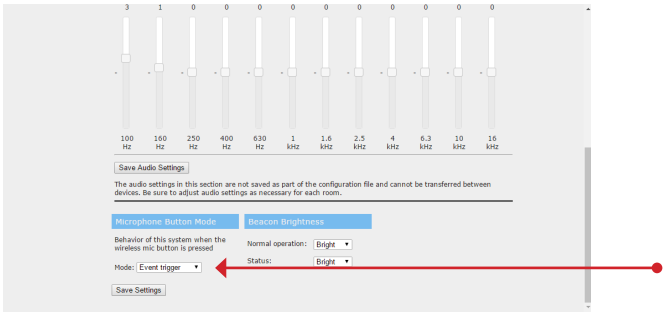
Configure the alert message using the mic trigger function

When an alert is activated from the from the classroom using the trigger function of the Smart Mic (ITM-02), the device (Smart Receiver, Juno Connect) will send information about the location where the alert originated and a description which will be displayed in the Notifier pop-up on computers running the Notifier application.

This section covers configuring the classroom system to send an alert message that will be received by the Notifier application. While there are a variety of ways to initiate an alert (see page 8), this section describes configuring the Smart Mic button and a FrontRow Controller

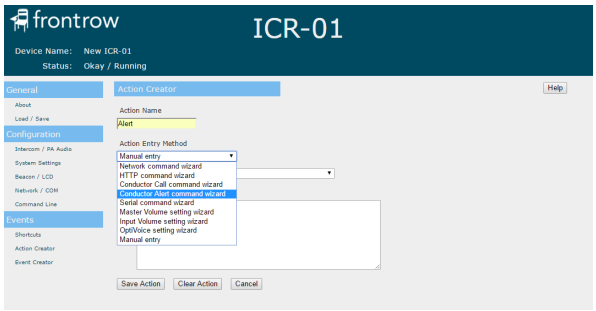


1. Navigate to the device web page (for instructions, see the Smart Receiver or Juno Connect Setup Guides)
2. Click *System Settings* in the left menu
3. Scroll to the bottom of the screen and under *Microphone Button Mode*, select *Event trigger* in the drop down
4. Click *Save Settings*

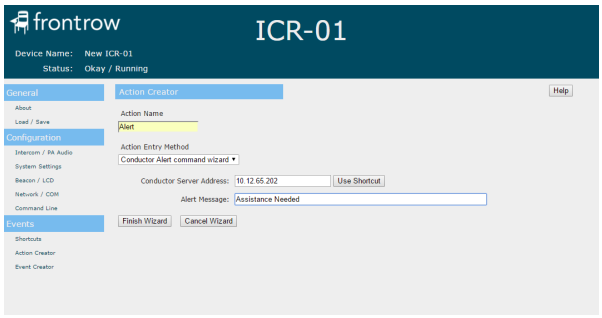


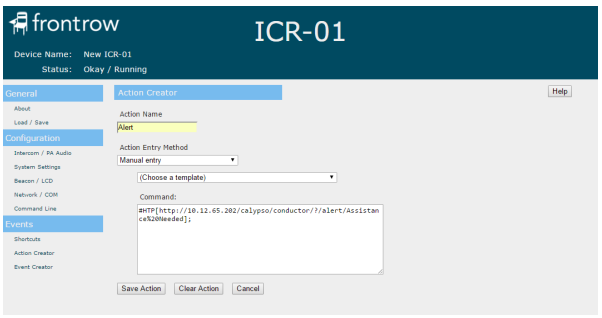
Create the Alert Action (this is the action that will be triggered when the Smart Mic button is pressed)

1. Click *Action Creator* in the left menu
2. Click *New*
3. Give the action a name and in the *Action Entry Method* drop down, select *Conductor Alert command wizard*



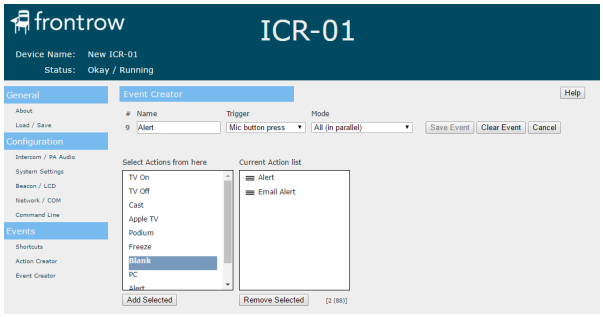
4. Type the IP address of the FrontRow Conductor server (or use a shortcut if one has been created)
5. Type the message that will appear in the Notifier pop-up
6. Click *Finish Wizard*
7. Click *Save Action*





Create the Alert Event The event can include multiple actions. For example, in addition to sending an alert to the Notifier application, an e-mail or text message can be sent, a school-wide message can be played or other programmable action can be triggered.

1. Click *Event Creator* in the left menu
2. Click *New*
3. Name the event
4. Choose Mic button press from the *Trigger* drop down
5. For the *Mode*, choose the order in which you want the actions (if more than one) to be triggered. For this type of event, it will usually be *All (in parallel)*
6. Click the action(s) from the left column (if more than one, use Ctrl + click) that you want to be triggered as part of the event and click *Add Selected*, then click *Save Event (at the very least you'll want to include the action you just created in the previous Create the Alert Action steps).*



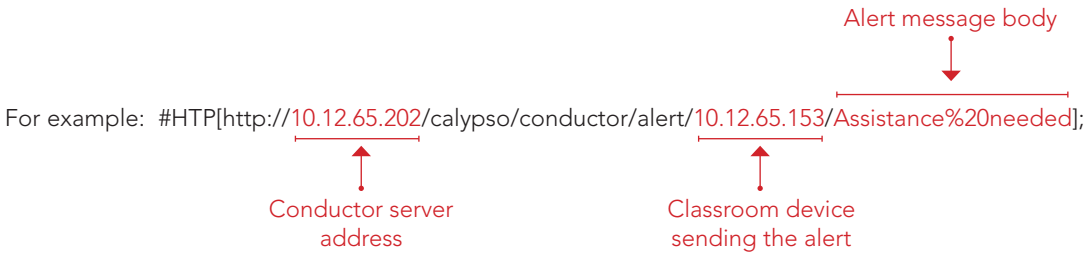
7. This event will be triggered when the ITM-02 microphone Smart Button is pressed and held for 4 seconds.

***Note:** FrontRow recommends more than one trigger location in a classroom in the event that the teacher microphone is not worn when an emergency arises.*

Configure and set up the alert message using a CB6000 Touch-screen Control Panel or CB2000 Keypad Control Panel

CB6000 Touch-screen Control Panel

1. Navigate to the CB6000 web page (for instructions, see the CB6000 Installer Guide)
2. Click *Action Definitions* in the left menu
3. Give the Action a description
4. Enter the command text for the Action. This should be done using an HTP command to send an "alert" message*. Because it is best to associate an alert with a device supporting audio streaming, the IP address of the ezRoom device (Smart Receiver, CM3000, CM800Si, etc.) should follow the "alert/" component.



5. Save the Action
6. Click *Event Definition* in the left menu
7. Create an Event and assign the Event to a button on the CB6000 (see Appendix A and Appendix B in the CB6000 Installer Guide)

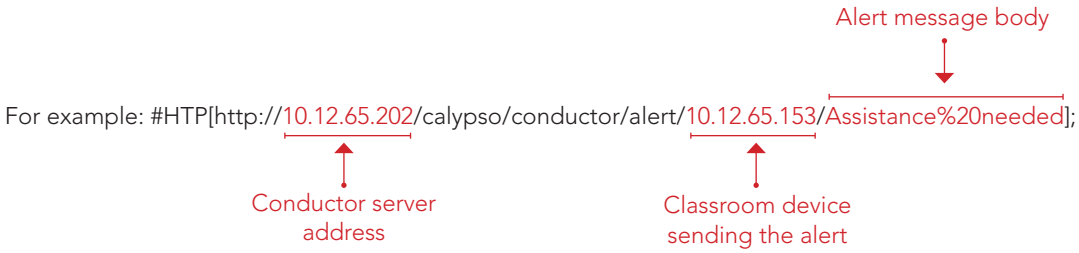
Alerts can also be sent directly from the CB6000 if used in a hallway or other location that does not have an ezRoom installed. However the header of the message displayed in the Conductor Notifier will not contain any information identifying a location other than the IP address of the sending device. In this case, in order to have the alert contain easily readable information about where the alert is being triggered, add location information to the alert message body using the example below*:

***Note:**

- Spaces in the alert message body must be represented by %20. Other special characters may also require special URL-encoded sequences.
- Macros/shortcuts can be used in place of IP addresses (for more on Macros/shortcuts, see Appendix A in the CB6000 Installer Guide)

CB2000 Keypad Control Panel

1. Navigate to the CB2000 web page (for instructions, see the CB2000 Installer Guide)
2. Click *Event Definitions* in the left menu
3. Give the Event a description
4. Enter the command text for the Event in the Action entry box. This should be done using an HTP command to send an "alert" message*. Because it is best to associate an alert with a device supporting audio streaming, the IP address of the ezRoom device (Smart Receiver, CM3000, CM800Si, etc.) should follow the "alert/" component.



5. Save the Event

Alerts can also be sent directly from the CB2000 if used in a hallway or other location that does not have an ezRoom installed. However the header of the message displayed in the Conductor Notifier will not contain any information identifying a location other than the IP address of the sending device. In this case, in order to have the alert contain easily readable information about where the alert is being triggered, add location information to the alert message body using the example below*:

***Note:**

- Spaces in the alert message body must be represented by %20. Other special characters may also require special URL-encoded sequences.
- Macros/shortcuts can be used in place of IP addresses (for more on Macros/shortcuts, see Appendix A in the CB6000 Installer Guide)

Other methods for triggering a Notifier Alert

Third party trigger buttons

Third party trigger buttons can be used to trigger an Alert Event on a FrontRow device equipped with a GPI input. See the individual device installation guides for details on setting up an event triggered by a GPI.

Encore Software (Mac / Windows)

The FrontRow Encore software can be configured to trigger an event on a FrontRow device or send an alert or trigger to a Conductor server. See the Encore User Guide for setting up a control button.

Teacher Edition Control Software (Mac / Windows)

The FrontRow Teacher Edition software can be configured to trigger an event on a FrontRow device. See the Teacher Edition Control Configuration Guide for setting up a control button.

Teacher Edition for iOS

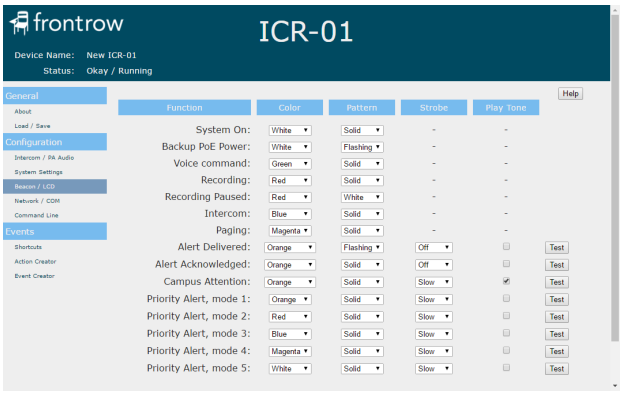
The mobile app can be used on iPhone and iPad, when paired with a CB6000 touch controller.

Step 3:

Configuring the Smart Receiver Beacon or Juno LCD

Configure the Beacon or LCD color and behavior during an alert

This section describes the options that can be configured when an alert is initiated from the classroom or from Conductor (see Step 5).



Navigate to the device web page (for instructions, see the Smart Receiver or Juno Connect Setup Guides)

1. Click *Beacon / LCD* in the left menu

Select a primary color or Do Nothing. Do Nothing will leave the Beacon / LCD screen unchanged from its current color. In the Pattern column, select Solid or a second color that will alternate with the primary color.

IMPORTANT: The ALERT FUNCTIONS should be configured in accordance with the school's Emergency Preparedness Plan. Download and review the FrontRow Guidelines for a Successful Conductor Deployment for more information.

Alert Functions

Alert Delivered:
When a Conductor HTTP alert call is sent, usually by pressing a button in the classroom (on the wall, in software, or using the mic), this automatically confirms to teachers that the alert was delivered to the Conductor Notifier over the network.

Alert Acknowledged
When a person presses the "Acknowledge" button in the Conductor Notifier, this state is activated on the device that sent the alert (or ior was specified in the alert command action). By default, this function returns to the normal System On state after 5 minutes (not user changeable). In this way, a teacher can see that a person has seen their alert.

Campus Attention
When an alert is triggered from a classroom, it may be useful to let other classrooms know that this has occurred, so that they can be better prepared for instructions. By sending a command to the broadcast IP address of the subnet that Conductor is on, all supported devices will activate this function for a period of 4 seconds. To enable this to happen automatically, add a network command action to the event that makes the Conductor HTTP alert call. For example:

#NET[F2, I192.168.1.255, P7262, '#PAS["CAS"];'];

To make this a manual function that is initiated by the office manager or other personnel, create a button in Conductor which sends the #PAS['CAS']; command to the broadcast IP address (e.g., 192.168.1.255) of the subnet that Conductor is on.

Priority Alerts

As schools may want to have different colors and behavior for different types of situations, there are 5 different Priority Alert modes. Typically these will be programmed into various alert buttons in Conductor, using a control action in a trigger script. The commands to use in the control actions are shown below in Step 5. For all FrontRow devices to receive the command at once, set the control action to be sent to the broadcast IP address of the subnet Conductor is on (e.g., 192.168.1.255).

Testing

Press a "Test" button to see a 5 second example of your alert settings for the corresponding row (note that the tone will not be played). This test uses the values currently selected on the web page, not the saved values.

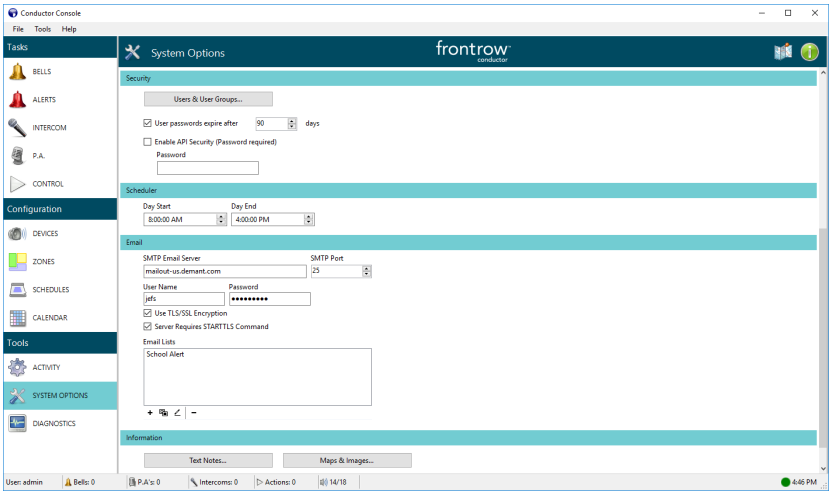
Step 4:

Configuring Conductor Trigger Scripts

When an alert is activated in a classroom, it can simultaneously activate a trigger script in Conductor that can send e-mails or text messages, play emergency instructions, lock doors, display emergency messages and more. This section covers sending an e-mail or text message when an alert is triggered in a classroom.

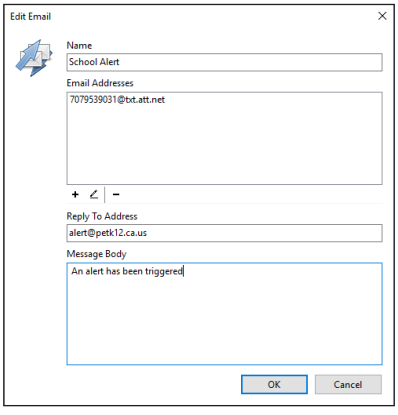
Setting up an e-mail or text message trigger script

1. In Conductor, click System Options (accessing this section may require admin privileges)
2. In the section titled *E-mail* enter the SMTP E-mail Server address and port number, and a user name and password for the e-mail account that will be used to send the message (refer to information from your email provider for these values; some services will also require additional configuration).



3. Set up the e-mail list where the message will go by clicking the + under the *E-mail Lists* box. For text messages, use the e-mail to text function for different carriers. Every major carrier mobile number has a corresponding e-mail address. You can send an e-mail to that address to be delivered to the device as a text message. Depending on the carrier, each format will be different. Below are examples.

AT&T	5551234567@txt.att.net
Verizon	5551234567@vtext.com
Sprint	5551234567@messaging.sprintpcs.com
T-Mobile	5551234567@tmomail.net

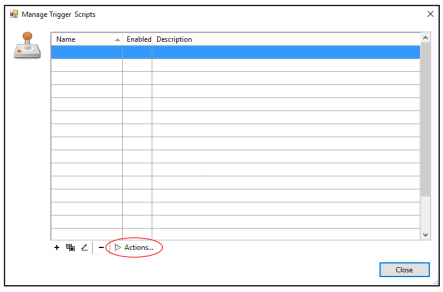


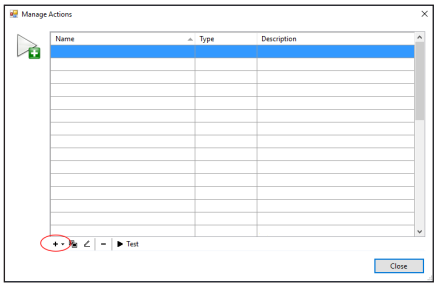
4. Name the list
5. Enter e-mail addresses or e-mail distribution lists by clicking the + under the *E-mail Addresses* box
6. Enter a Reply address
7. Enter the message as it will appear in the e-mail or text message
8. Click OK

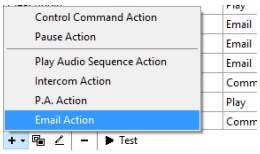
Creating the Trigger Script

A trigger script is a URL that can be sent from another device to trigger an action through Conductor

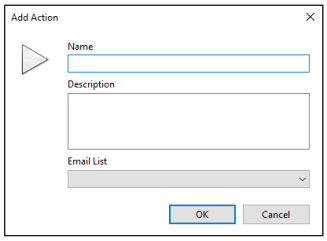
1. In the System Options, click *Trigger Scripts and Actions*
2. Click *Actions*
3. Click + to create a new Action



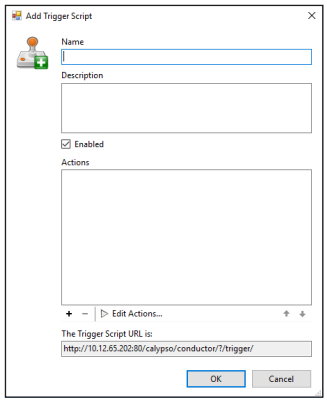




4. Choose *E-mail Action*
5. Name the action and add an optional description



6. Choose the e-mail list created above and click OK
7. Close the Manage Actions window, and in the Manage Trigger Scripts window click the + to create the trigger script
8. Name the trigger script. **Note:** the name you give it will appear as part of the URL that is created and can be found at the bottom of the window

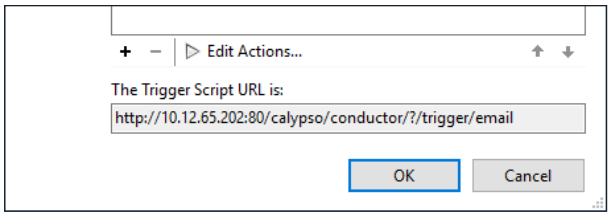


9. Add the action(s) to the trigger script by clicking the + under the *Actions* box
10. Choose the e-mail action created above and click OK. If you have created more actions that you would like as part of this trigger script select those too.

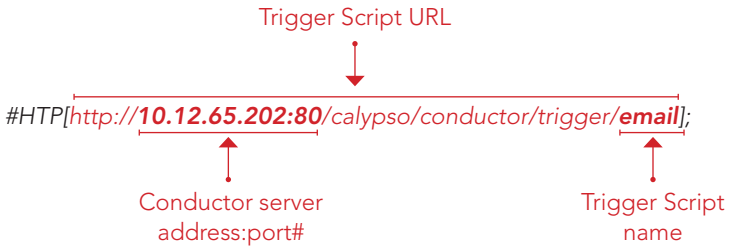
Adding the trigger script to the Alert Sequence in the Classroom

Following the instructions from step 2 on page 4, 6 or 7 (depending on the device), create an action to activate the trigger script for sending an e-mail.

1. Create an action on the device (Smart Receiver, Juno Connect, CB2000, CB6000, CM3000, etc.) using the #HTP format. For the URL, use the URL created in the trigger script that can be found in the Edit Trigger window.



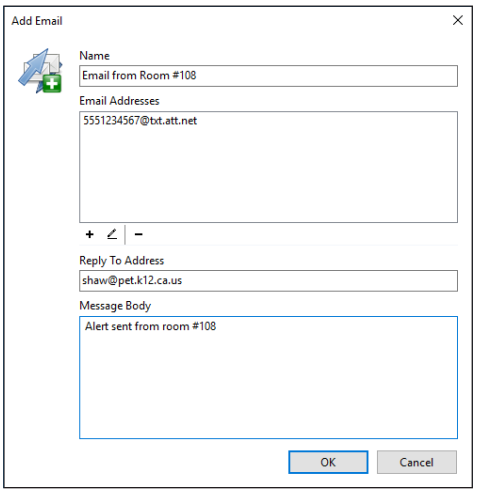
The format for the action should look like this:



2. Add the action to the alert Event (depending on the device)

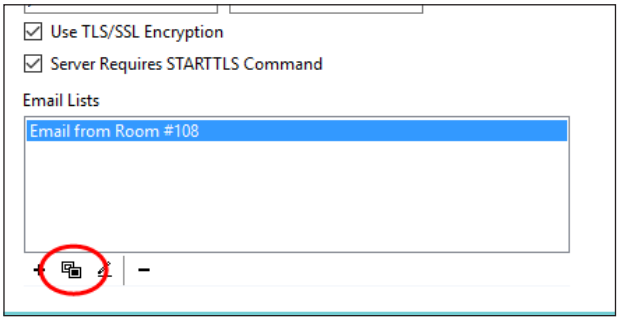
If it is a requirement that each room be identified individually in the e-mail or text, this can be accomplished by creating a e-mail list / action / trigger script combination for each room.

1. The location information should be added to the message body when creating the E-mail List
2. Create an action for this e-mail list with a corresponding Trigger Script



Note: when creating the E-mail List, Action and Trigger Script, include the room number for easy identification

Note: when creating multiple E-mail Lists, Actions and Trigger Scripts, use the copy function and change the pertinent details in the copies



Step 5:

Configuring Conductor for Emergency Notifications

An alert button in Conductor can be used in an emergency to warn people about a fire, intruder, weather, or other scenario. An alert can not only play audio, but can also trigger other actions such as digital signage, door locks, emergency lighting, or activate other devices that can be controlled over the network, serial, IR, or relays. For example, projectors can be made to display evacuation maps using a command to display a stored image. An alert button in Conductor can also be configured to give visual notification in classrooms that have Juno Connect and ezRoom with Smart Receivers and by displaying colors and/or a strobe light (Smart Receiver only).

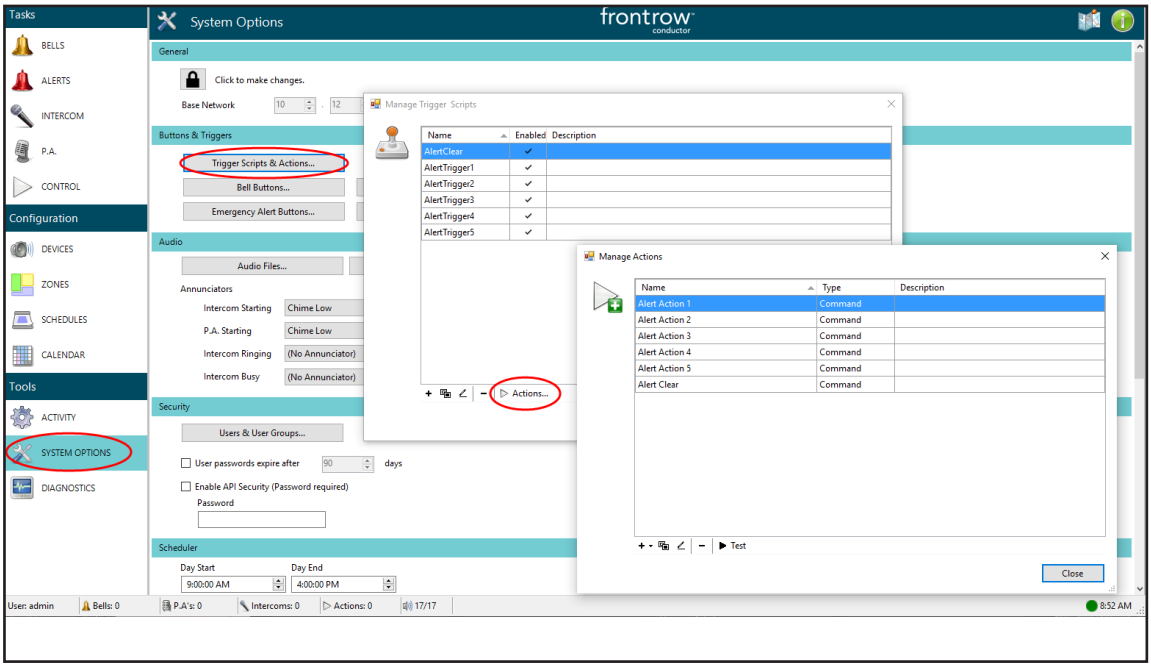
Depending on the nature of the alert, different colors and/or patterns can be displayed on the Juno Connect's LCD screen or the Smart Receiver's Beacon. For more on setting up LCD or Beacon colors, see Step 3 on page 9.

This section specifically covers configuring visual notification of the alert in rooms equipped with a Juno Connect or ezRoom with Smart Receiver. To add other actions to the alert button see the Conductor Setup Guide

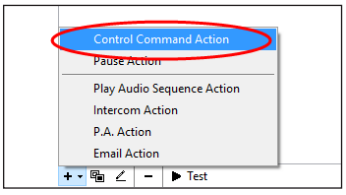
Using alert buttons with Smart Receiver or Juno Connect

Create an Action

1. Click System Options
2. Select Trigger Scripts and Actions
3. Select Actions
4. Click the + to create an Action

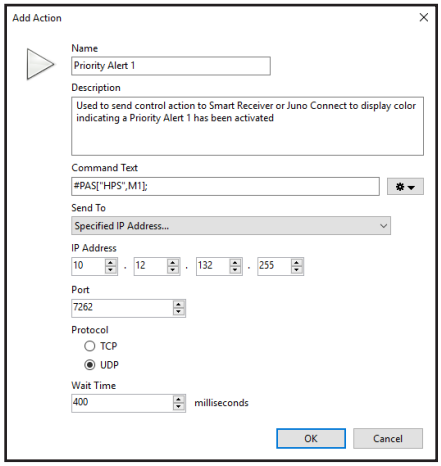


5. Create a Control Command Action



6. Name the action and add an optional description
7. In the Command Text box, enter #PAS[“HPS”,M1]; for the Priority Alert 1 colors to be displayed
8. For the different Priority Alert color versions, change the number following the **M** to **1**, **2**, **3**, **4** or **5**

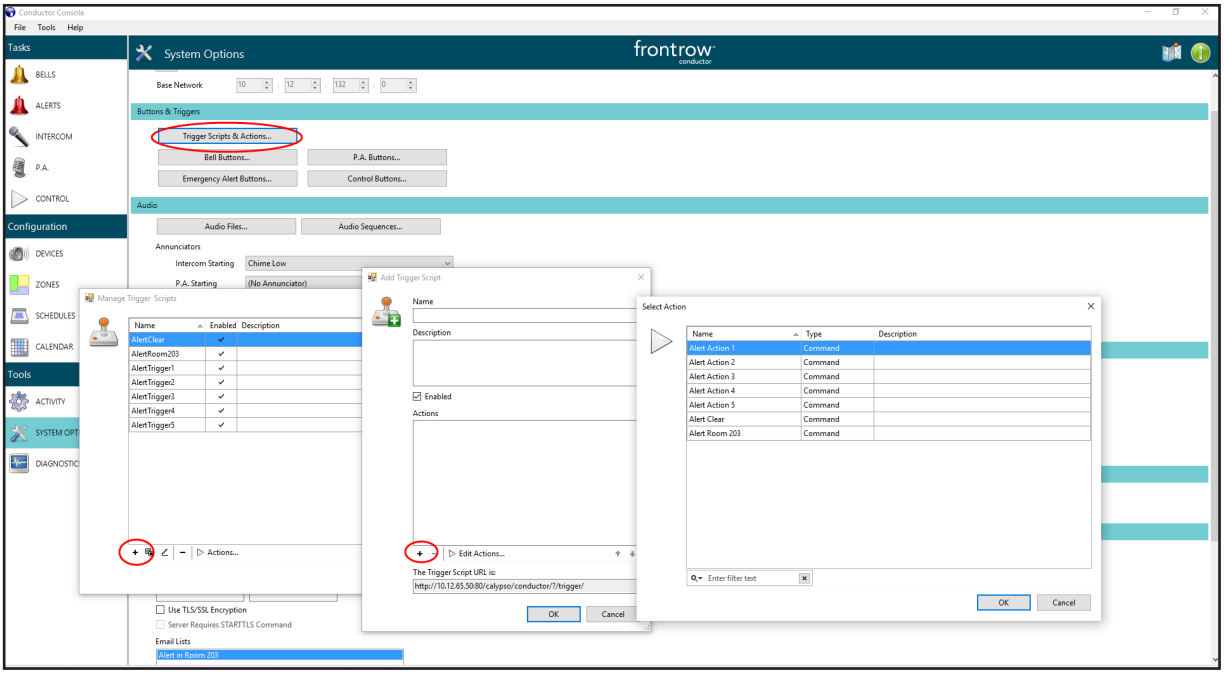
   To change the alert colors and behavior see step 3 on page 9
9. In the Send To drop down choose Specified IP address.
10. Using the base network address for the FrontRow endpoints, change the last three digits to 255 (this will send the action as a broadcast to all devices in the IP range)
11. Select UDP as the protocol and click OK



Create a Trigger Script

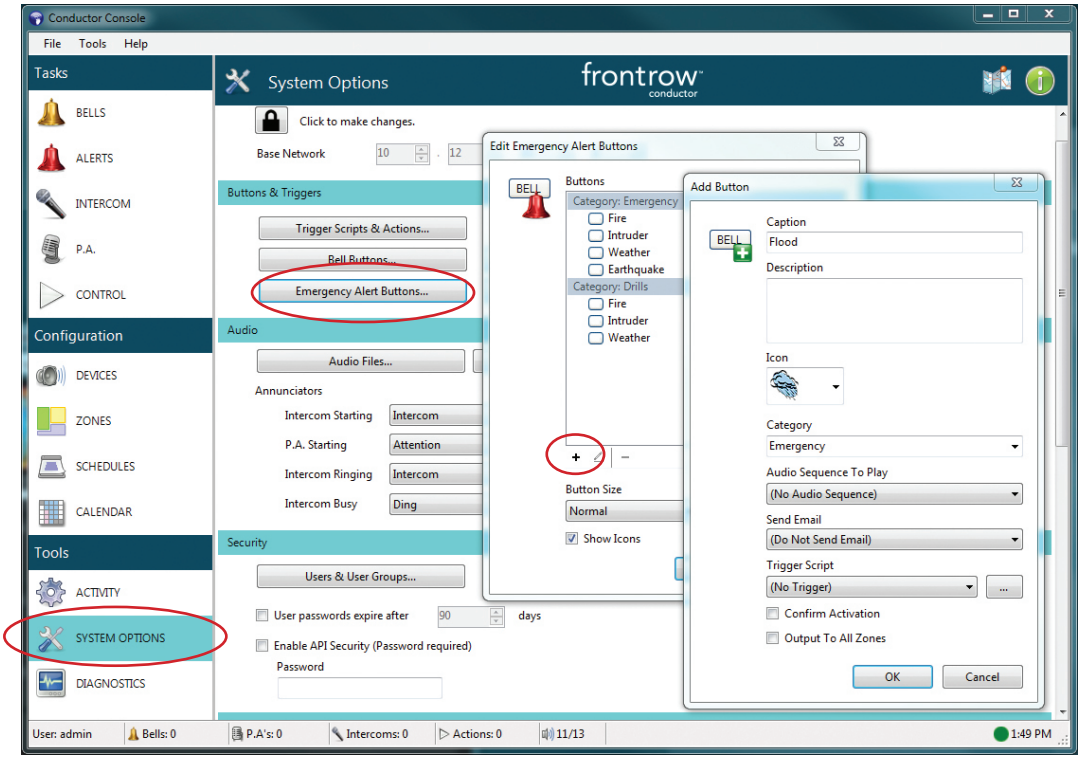
1. Click Trigger Scripts and Actions
2. Click + to create a new Trigger Script
3. Click + to add an Action (created in steps 1 -11 above)
4. Click the desired Action and click OK (this can be combined with other Actions that will be triggered)
5. Name the Trigger Script, add an optional description and click OK

NOTE: For more on creating Actions and Trigger Scripts, see section the Conductor Setup Guide



Creating an alert button and adding the Trigger Script

1. Click System Options.
2. Select Buttons and Triggers > Emergency Alert Buttons.
3. Click + to add an alert button.
4. Fill in the caption that will be displayed on the button and choose an icon for the button.
5. Select or enter a category for the button.
6. Add an audio sequence to be played when this alert button is pressed (e.g. emergency instructions)
7. Optionally, you can choose to have an e-mail sent when the button is pressed. For more on setting up e-mail lists, see the Conductor Setup Guide
8. Add the Trigger Script created above.
9. Checking **Confirm Activation** will prompt "*are you sure?*" when the button is pressed.
10. If **Output to All Zones** is not checked, the user will be prompted to select where (zones, devices) they want the audio to be played when the button is pressed.



Alert Clear Button

It is recommended that an Alert Clear button be created. This can trigger an all clear message to the campus letting students and staff know the emergency is over and they can resume normal operations. This button can also clear any digital signage or Encore! pop-up windows that may have been changed to show information about the alert. This should also be programmed to clear the Beacon or LCD that may be showing alert colors on a Smart Receiver or Juno Connect.

1. Follow the directions in step above for creating an alert button.
2. Create Actions to return items such as digital signage to their normal state. Follow the directions on page 15 for creating an Action
3. Add an audio message that lets students and staff know the emergency is over
4. If using Smart Receivers or Juno Connect in classrooms, create an action to clear the alert colors. In the Command Text box for this Action use the following string #PAS["OFF"];
5. Create the Trigger Script for the button. Follow the directions on page 15 for creating a Trigger Script

Appendix A:

Adding a strobe light to the alerting sequence

A FrontRow strobe light can be added to be triggered when an alert button is pressed in a classroom. The strobe can be useful in the front office, for example, to provide visual notification that can be seen throughout the office when an alert has been triggered in a classroom.

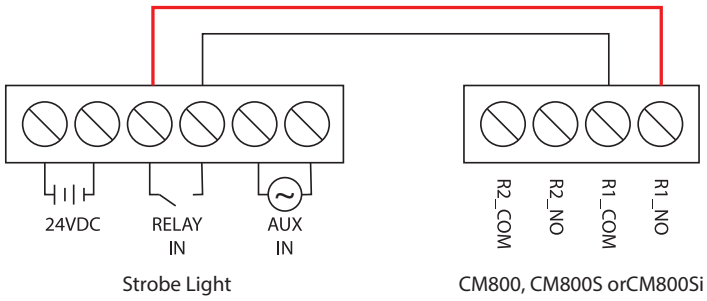
To add a strobe light, the following items are needed:

A. FrontRow networked audio encoder/decoder (CM800, CM800S or CM800Si)

B. FrontRow Strobe Light for Conductor (6400-00012)

Connect the Strobe Light

1. Wire the CM800 device to the strobe light using the following diagram



2. Power the strobe light using the supplied power supply
3. Provide power and network connectivity to the CM800 device by connecting the Admin station CM3000's CLAN port (if used in areas where there is not a CM3000, the CM800 can be powered using AC power)

Create a Trigger Script

1. Click System Options
2. Select Trigger Scripts and Actions
3. Select Actions
4. Click the + to create an Action
5. Create a Control Command Action
6. Name the action and add an optional description
7. In the Command text box, add the string:

   #GPO1["CLOSE", D1000];

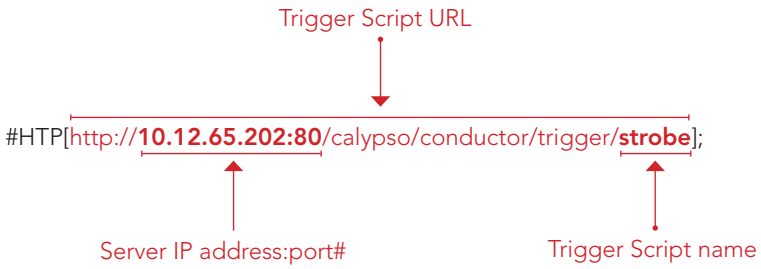
Duration for contact to be closed / strobe to stay on. 250 = 1 second

8. In the Send To drop down, select Specified IP address and enter the IP address of the CM800 connected to the strobe light. Or if the CM800 is a named device in Conductor, choose the name from the list and click OK then close the Manage Actions window.

9. In the Manage Trigger Scripts window, click the + to create a new Trigger Script
10. Name the Trigger Script and add an optional description
11. Click the + to add Actions
12. Locate the Action created in steps 1 - 8 above, highlight it and click OK
13. Copy the Trigger Script URL and click OK

Program the Classroom Devices

1. On the web browser configuration pages for the classroom device, create an HTTP command action using the following string as an example:



2. Add the action to an Event that triggers the Notifier alert

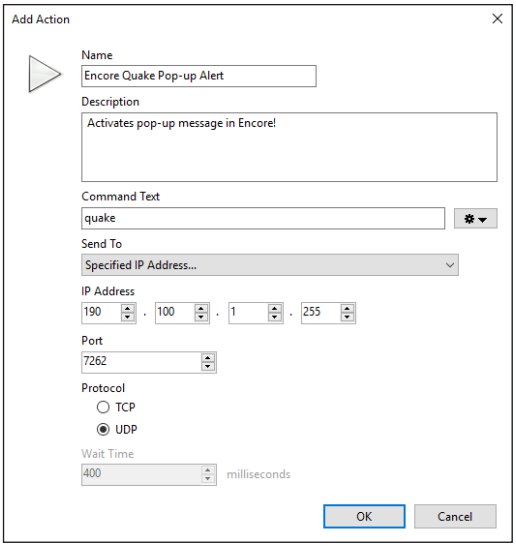
Appendix B:

Adding an Encore! pop-up window to the alerting sequence

Computers running the FrontRow Encore! software can be configured to display emergency messaging when an alert is triggered. This section covers how to configure Encore! to display a message when an alert is initiated in Conductor.

Create a trigger script in Conductor that will send a message to computers running Encore! to display the emergency message

1. Follow the instructions in Step 4 on page 12 to create a trigger script.
2. Create Control Command Action and call it something like Encore Quake Pop-up Alert
3. Give the Action an optional description
4. In the Command Text box type a name that will be used by Encore! to call up an image when the trigger script is activated. Use something like ***lock*** or ***quake***.
5. Choose Send To Specified IP Address...
6. Using the base network address for the computers that are running Encore!, change the last three digits to 255 (this will send the action as a broadcast to all computers in the IP range but requires that the computers running Encore are on the same network as the Conductor server)
7. Select UDP as the protocol



8. Change the port number to 7262
9. Once you have created the Action, add it to a Trigger Script that is initiated by a button in Conductor (see Step 5 on page 14

Configure Encore! to display the emergency image when the button is pressed in Conductor

This section covers creating the page in Encore! that will display the emergency message. It will also explain how to configure Encore! to bring its window to the front of other windows, maximize its window and display the emergency message

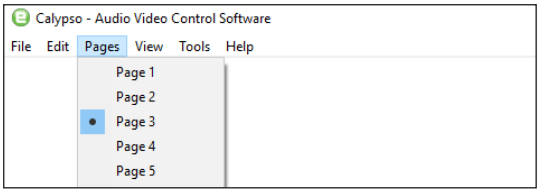
Note: The Firewall settings may need to be configured to allow Encore to receive incoming messages for the appropriate network type (public, private, domain)

1. Install Encore on computers where the pop-up will be displayed

   For more on Encore see the Encore! user guide found at gofrontrow.com/guides-resources

2. Open the Encore software application

3. Click Pages from the menu and choose an unused page



4. From the menu, choose Tools>Layout Design Mode

5. In the Property Editor window, select Picture and click the ellipse on the right side

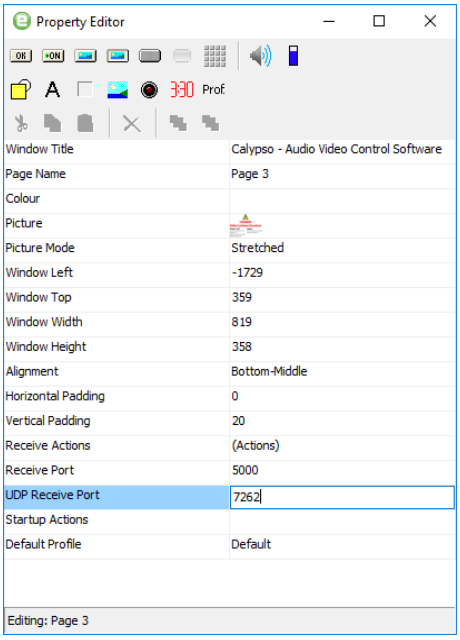
6. Choose the image that will be displayed when the alert button is pressed. Click Open.

   The image should be large enough so that when it is maximized in the Encore! window, it is still clear and sharp.
   Tip: using the resolution of the computers running Encore! create an image that is close to that resolution.
   The image should contain text and /or graphics with instructions for what to do during the emergency.

7. In the Property Editor window, select Picture mode and choose Stretched

8. In the Property Editor window, select UDP Receive Port and change to 7262

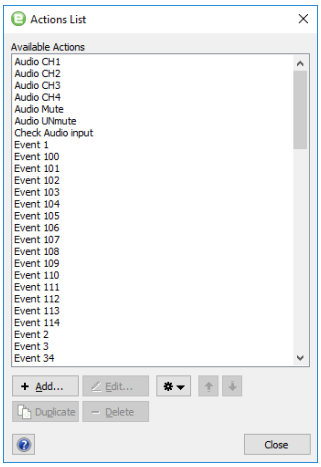
9. Close the Property Editor window



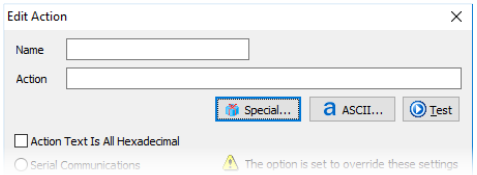
Create actions

These are the specific actions that will be triggered when the alert is initiated (“bring to front,” “maximize,” etc)

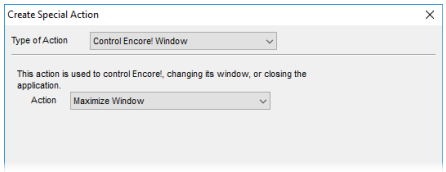
1. Click Tools from the menu and select Actions List
2. Click + Add...



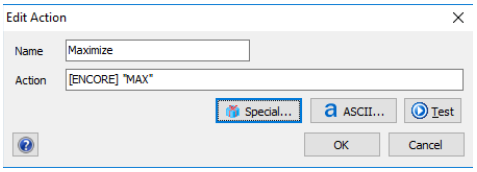
3. Name the new action “**Maximize**” (without the quotes).
4. Click Special



5. In the Type of Action drop down, select Control Encore! Window
6. In the Action drop down, select Maximize Window and click OK



7. Click OK to save the Action



8. **From the Actions list, again Click + Add...**
9. Name the Action “**Jump to Page 3**” (no quotes, 3 was used in this example, but may be a different page number). Just be sure to use the page number you chose where you added the image.
10. Click Special
11. In the Type of Action drop down, select Change Page

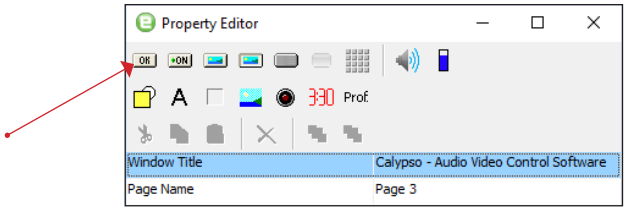
12. In the Change to Page drop down select Page 3 (3 was used in this example, but may be a different page number)
13. Click OK then OK again to save the Action
14. **From the Actions list, again Click + Add...**
15. Name the "**Bring to Front**" (no quotes)
16. Click Special
17. In the Type of Action drop down, select Control Encore! Window
18. In the Action drop down select Bring Encore! to the Front
19. Click OK then OK again to save the Action
20. **From the Actions list, again Click + Add...**
21. Name the Action "**Jump to Page 1**" (no quotes, page 1 will typically be the main control page)
22. Click Special
23. In the Type of Action drop down, select Change Page
24. In the Change to Page drop down select Page 1
25. Click OK then OK again to save the Action
26. **From the Actions list, again Click + Add...**
27. Name the Action "**Restore**" (no quotes)
28. Click Special
29. In the Type of Action drop down, select Control Encore! Window
30. In the Action drop down select Restore Window
31. Click OK then OK again to save the Action

Create the control to display emergency messages in Encore! when an alert button is pressed in Conductor

1. From the Encore! menu select Pages>Page 3 (3 was used in this example, but may be a different page number)
2. Click Tools>Layout Design Mode
3. In the Property Editor window select Receive Actions and click the ellipse on the right side
4. Click + Add...
5. In the Pattern box enter the text you used in the Command Text box when creating the trigger script (e.g. lock, quake). **Note:** This must appear exactly as it was typed in the Conductor Trigger Script (case, etc.)
6. To the right of the actions box, click the ellipse then choose *Jump to Page 3*, *Maximize*, and *Bring to Front*.

Create a button that can be clicked to return to Encore's normal state (this can also be done using a Conductor Trigger Script as part of an All Clear button (follow the directions below to change the page back to the Encore! normal state page).

1. In Encore, choose the page created above with emergency notification image.
2. Click Tools>Layout Design Mode
3. In the upper left of the Property Editor window, click the button labeled OK. This will add a button to the page.
4. Click the New Button that is on the page and in the Property Editor window, click Label and change to Back
5. Optionally change the appearance of the button by customizing the color or font



6. In the Property Editor window, highlight Press Actions and click the ellipse
7. Locate the **Jump to Page 1** action (page 1 will typically be the main control page) and the **Restor**e action and add them to the control and click OK
8. Close the Property Editor

frontrow™

by Boxlight®

© 2025 Boxlight © 2025FrontRow Calypso LLC Phonic Ear, FrontRow, Calypso and the names of Phonic Ear, Calypso, and FrontRow products are trademarks or registered trademarks of FrontRow Calypso LLC in the U.S. and other countries.

1550-00027/RevA 0220