Management Suite™

Version 5.0

Advanced Features and Applications
For Chime Master® Carillons
and Chime Control Systems

Supporting
2200
Systems

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INTRODUCTION

This suite of applications allows you to use your PC to graphically create multiple ringing schedules, synchronize the clock, back up schedules and settings and keep the operating system up to date. In addition, advanced capabilities that would add complexity to the easy to use front panel menus are unlocked in the applications that are provided in the Premium version of the software.

Please follow all installation and connection instructions below before attempting to use this software.

INSTALLATION

If you ordered the Premium Management Suite with your Chime Master product, your package should have included an installation disc, this manual and a USB cable. Carillons with a front panel SD card slot are supplied with the latest Management Suite version that was current at the time of shipment. We suggest you always obtain the latest version of Management Suite by downloading it from:

www.chimemaster.com/download

Do not connect the Chime Master unit to your PC with the USB cable until the software has been installed. This will allow device drivers to be properly registered for your system.

System Requirements

Management Suite is fully compatible with computers running under Microsoft Windows versions 2000 to 8 (not RT). It is also compatible with all Chime Master products that have a USB port. The user who runs the installation needs to be the administrator of the network or at least the administrator of the local computer to override firewall and security settings. A firmware update may be needed to get certain applications to work, and a copy of the latest firmware is supplied with the software (for systems supporting USB firmware updates).

After you have finished installing the software, and run it for the first time, click the Update Firmware menu button to update your Chime Master product.

Installation Guide

Installation Procedure

1. Insert setup disc into your computer. If Autorun does not proceed, click **Run** on the Start menu and enter **<CD drive letter>:\setup.exe**. If you downloaded the installation files from the website, open the ZIP file, drag the installation folder to your desktop and find setup.exe in it.
2. The installer will guide you through the process. Click **Next**.
3. License Agreement must be read and "I Agree" selected in order to proceed.
4. Click **Next**, observe selectable contents to be installed, and click **Next**.
5. Choose shortcut options and click **Next**.
6. Select install location and users if defaults are not desirable. Click **Next**.
7. Click **Next** to begin installation. It should take no more than a minute to finish.
8. After successful completion, click Close and restart the PC.

Optionally Configure Windows Firewall for use with the Premium Management Suite and Mobile Apps:

Windows XP

1. Open Firewall settings by holding the Windows key while pressing R, then type firewall.cpl (enter).
2. Click the Exceptions tab, click the Add Port button and enter "Chime Master Remote" and 6777 for the port number, and make sure TCP is selected.
3. Click OK to create the exception. Click OK to close Windows Firewall.

Windows Vista, 7 & 8

1. Open Firewall Advanced settings by holding the Windows key while pressing R, then type wf.msc (enter).
2. Click "Inbound Rules" in the left column of the window.
3. Click, "Action" at the top of the page and from the dropdown menu, choose "New Rule." Select Rule type "Port" then click Next.
4. Select TCP and type 6777 for the specific local port and click Next.
5. Select "Allow the connection" and click Next.
6. When asked, "When does this rule apply?" **Domain**, **Private** and **Public** should all be checked.
7. Type "Chime Master Remote" for the name and click Finish. Close the window.

This should allow mobile devices that connect to your local network to connect to the system. If you need access beyond your local area network, consult your IT administrator for help forwarding port 6777 of your Windows PC to the public internet.

Connecting to the Chime Master System

Using a standard USB cable, connect the smaller, square connector to the USB port on the back of the carillon. Connect the rectangular end to your personal computer.

Whenever connecting or disconnecting this cable, Management Suite should be closed.

Windows usually displays the New Hardware Wizard once the connection is made. After a successful installation of the software and drivers, select automatic installation for the driver. This will occur each time a different system is connected to the computer. If a notice concerning Windows Logo testing pops up click "Continue Anyway." After it is done loading, click "Finish."

If the driver does not load automatically, disconnect the carillon and try opening [MillDriverInstall.exe]. The default driver location is:

C:\Program Files\Chime Master\Millennium Suite\MillDriverInstall.exe

After a successful installation, locate and open the *Management Suite* from a shortcut or from a program menu. If the connection between computer and carillon is detected, a "Ready" status will be displayed at the bottom of the menu panel.

Synchronizing Titles

Press the *Remote Control* button to test the connection between the carillon and the PC. You should see on your PC screen the same display that the carillon shows. Close the remote control window.

The Jukebox and Scheduler applications will be easier to use if the PC has the titles from your music and bell-ringing library. Press the *Jukebox* button on the menu screen. From the Jukebox menu, select *Titles* then *Get Device Titles*. Press *OK* to confirm. You will see in the bottom status bar the progress of the title transfer process. In about a minute you should see your library titles in the right pane of the Jukebox window. Close the Jukebox window.

If your system schedule has been set up and programmed, but has not been backed up to this PC yet, press the *Backup* menu button. Follow the instructions on page 45 to back up your carillon setup memory.

MAIN MENU

Main Menu for Premium Management Suite connected to the Platinum Carillon with all options.

The ***Free*** downloaded Management Suite will not show all of the menu buttons shown above. Depending on the capabilities of your Chime Master system and its firmware revision, you may have fewer or additional buttons compared to the panel above.

Other information pertaining to the connected carillon will be displayed in the upper right-hand box. A customer service representative may request these if you call for technical support. You can hide this box by right-clicking on the panel and de-selecting *View-Details*.

M = Model
F = Firmware Version (MMYY)
L = Library Catalog Version
V = Installed Voices

T = Tower Bells option
R = Recording librarian option
D = Clock Dial interface option

Menu Customization

Right clicking your mouse in the button area of the main menu allows you to customize the menu. You can hide the details panel displayed on the right of the window, resize buttons and hide buttons you don't use. The default button sizes are handy for a touch screen, but feel free to make them smaller if you always use a mouse.

Some features require the carillon to enter a dedicated communications mode called *USB Slave Mode*. Switching between slave and normal modes may cause the carillon to reboot, resulting in a minute delay. The status bar at the bottom of the application screens indicates the current mode of the carillon.

Always make USB connections to the carillon before starting Management Suite. Allow a few seconds after connecting for the drivers to load.

Leaving Management Suite Open

These features depend on you leaving the Management Suite main menu open:

- Church Bell Remote Mobile App
- Daily Time Synchronization to the Time Server

If you wish to use these features, leave the menu open and lock the computer rather than logging out to prevent unauthorized access. You should set your power settings to prevent the computer from sleeping or automatically going to standby after a period of inactivity.

PREMIUM SETTINGS

Upgrading from *Free* to Premium Features

If you find that you need more features than the ***Free*** download provides, call us for the price of a Premium License. There is no limit to the number of computers you are allowed to install the software license to. If you have already purchased the license, the license code will be on the packing slip that accompanied your system. To enter the License code to unlock all of Management Suite's features follow this procedure:

1. Open the Management Suite menu on your PC.
2. Right-click over the menu window and select *Licensing*. This will open a new, smaller window, which prompts you to enter a License Key.
3. If we have emailed your key to you, highlight the Key in your email and right-click to copy it to the Windows clipboard. In the small Management Suite window, click *Paste from Clipboard* and the Key will be entered.
4. You can also enter the key from the packing slip or printed email.
5. Continue as prompted to exit and restart Management Suite.
6. You should see additional menu buttons.

Administrator Panel

Root Directory

This directory defaults to the user's My Documents directory for storing Millennium Suite files for backups and schedules. If several users login to the PC to schedule the bell system, they will not be able to access files saved by other users. You may also wish to use a network server to store your files on, and this can be specified here. This works best if the network directory is mapped to a drive letter.

Network Time Server

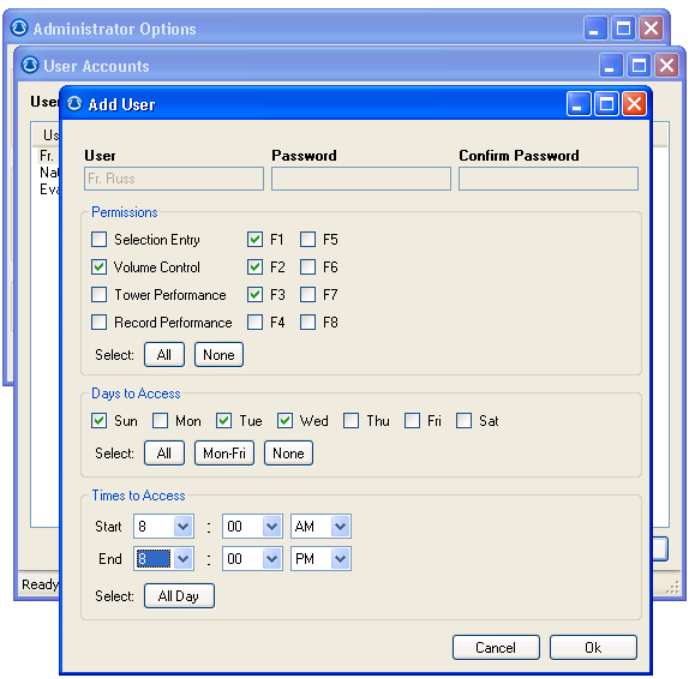
Normally the default timeservers work for the time sync function. If you do not have Internet access on your network or prefer to use your own server, enter its address and port (typically 123) and select if it uses the NTP or NIST protocol.

Mobile App Host

The *Administrator* panel is also used to set up the host for mobile apps. Before setting up your mobile app, be sure that you have downloaded the latest Management Suite and updated the carillon firmware after installing the software. Also, be sure to configure the Windows Firewall for use with the remote app as described on page 6.

To enable the host server for the mobile app, make sure the check box "Run host at startup" is checked. The app host will automatically start the next time you launch Management Suite. Write down the Address and Port shown on the *Administrator* Panel. You will need to enter them into the mobile app.

Click the User Accounts button in the Administrator window to add a mobile user and assign access rights. There is no need to create complicated user names and passwords. You will need to use your mobile keyboard later to enter them into the app.



Configuring Church Bell Remote Mobile App

Download and install the Church Bell Remote app from the Play Store or App Store. You can easily find it by searching for Church Bell Carillon. Connect your mobile device to the church Wi-Fi connection. The Wi-Fi access point needs to be on the same LAN as the PC running Management Suite for them to be able to connect.

Start the Church Bell Remote app. You will see a warning that a host has not been set. Touch OK and then touch the Settings menu button. Touch the Host menu item, then the Add button on the top right corner of the Hosts screen. Enter the name of the church in where the Add Host screen asks for Name (St John Wi-Fi), the App Host address displayed in the Management Suite panel, and then make sure that the Port is set to the same value. Tap the Ok button at the bottom of the screen. Tap the Settings button to back out to the settings menu, and then close it.

If you create entries in the Hosts list, you wish to delete, press and hold them for the delete menu.

When the app connects to the host PC, you will be prompted to enter the User Name and Password that you set up in the User Accounts Administration window above. Tap Log In and you should be able to ring your bells.

For additional information, read the online help file accessible from the mobile app settings menu.

Permissions of a User

You may want to edit the permissions of any user, including:
Selection Entry – ability to enter a specific song or bell function
F1-F8 – access to the pre-programmed function buttons
Tower Performance – use of the keyboard to perform
Record Performance – use of the keyboard to practice

For example, you may want to grant the cemetery owner across the street the permission to play a specific, requested song and F3 (toll) on Monday through Friday, and not the permission to adjust the volume. For this individual user, check the Selection Entry box and the F3 box; check boxes Monday through Friday and adjust times if desired.

Error Messages

Host Suspended - You cannot control the bell system when someone else is locally using the Management Suite on the host PC. Return the Management Suite to the Main Menu window.

Firmware Update Required - The firmware version in the carillon does not support the remote app. Compatible firmware is distributed with the Management Suite, which us used to perform the update.

Error Communicating - The app can reach the Management Suite host, but is not receiving status from the carillon. Check the USB connection and restart the Management Suite.

Host may not be running - The app is not able to reach the Management Suite host system.

- Did you correctly enter the IP address of the host PC? If it is assigned dynamically, has it changed?
- Is the host PC running?
- Is the Management Suite running?
- Double check that your mobile device is connected to the same Wi-Fi network as the host PC.

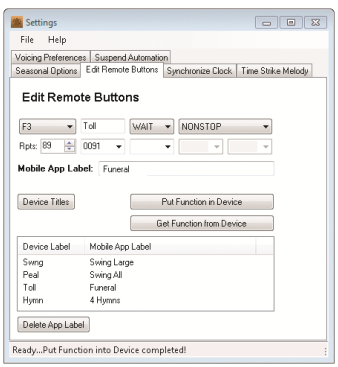
Connection attempt timed out - This generally involves the firewall(s) ignoring incoming connection requests.

- Did you set up the port exception in Windows Firewall? See Installation guide on page 7.
- Are other router firewalls preventing access?
- If you are trying to access through the public Internet with a slow connection, try increasing the Connection Timeout in the app settings.

For more advice, visit: churchbell.mobi/help.html.

Edit Remote Buttons

When the system is in Standby mode (not playing, displaying the current time), buttons 1 through 8 can be programmed to manually trigger selections to play. Buttons 1 through 4 are available on the optional mini remote control. All eight buttons are available to the mobile app *Church Bell Remote.* In addition, all eight button programs correspond to macro codes 7901 through 7908. You can use these macro selection codes to schedule automatic play of the selections programmed in the buttons, including Annual Events and Non-Recurring Events.



Pull down the button code you wish to program *F1* through *F8* in the left field. After you have edited the changes, click *Put Function into Device* to transfer the settings to the carillon.

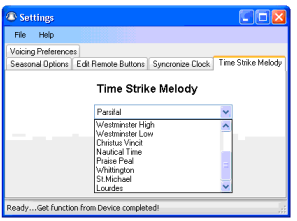
Buttons 1 through 4's four-character (short) name are displayed on the lower line of the carillon's display. These can be edited in the field to the right of the button pull-down selector. The Church Bell Remote mobile app uses the first two characters of the button's short name to determine which icon to display for the function. The Mobile App Label allows you to give the function a more meaningful long name that will display beneath the button in the mobile app.

Synchronize Clock

The internal carillon clock can be synchronized to internet timeservers using the time zone you set in Windows on the host computer. If the checkbox for *Automatically Synchronize Date and Time* is selected, the time will set every day if the Management Suite is running and left at the main menu. Manual synchronizing can be done by clicking the button on this settings tab. If your network does not access the Internet and you have your own time server, the

Premium Management Suite's *Administrator* options allow you to specify the time server's address.

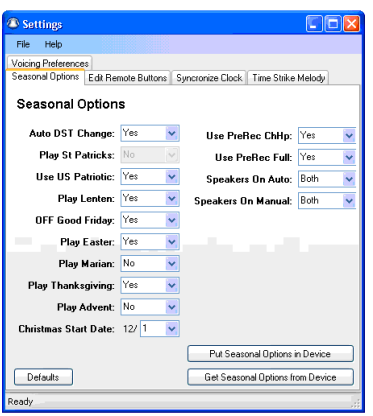
Time Strike Melody



Millennium carillons are not limited to the Westminster chime for clock striking. Use the pull down menu to select the melody you would like to use. If you select *User Sel Strike*, you can enter selection numbers into the four fields for each quarter. Any valid selection number will work. If you have the recording librarian, you can even play your own clock chiming melody on the keyboard

Seasonal Options

Use this panel to select the SmartAlmanac™ seasons you wish to use to automatically substitute seasonal music. In addition, you can select which music arrangements you would prefer the almanac to use when randomly selecting seasonal music on a Millennium carillon.



Unless otherwise indicated below, if you say *No* to a particular season then the system will continue to play non-seasonal music. Except for Patriotic, the settings only affect the sacred seasonal random groupings listed on page 22.

Make the settings described below then click the *Put Seasonal Options in Device* button to update the carillon.

Automatic Daylight Saving Time

Set this option to *Yes* if the system is to automatically set the clock forward and back for Daylight Saving Time.

Use US Patriotic

If this option is set to *Yes* then the system will play patriotic music on Independence Day and Memorial Day (all seasonal groups).

Play Lenten

If this option is set to *Yes* then Lenten music for Grp1 and Grp3 selections will play from Ash Wednesday until Good Friday.

Off on Good Friday/Saturday

If this option is set to *Yes* then there will be no sacred seasonal music to play. If you have Grp1 or Grp3 selections programmed, the system will remain silent. If the option is set to *No*, the system will continue to play Lenten music on Good Friday and Holy Saturday.

Play Easter

If this option is set to *Yes* and the Marian season is also set to *Yes* then Easter music will play from Easter Sunday until the end of April. If Marian is set to *No* then Easter music only plays for one week.

Play Marian

If this option is set to *Yes* then:

1. Marian hymns will play August 15 and 22, December 8, and the entire month of May.
2. Catholic hymns will be selected for sacred music.

If this option is set to *No* then:

1. Non-seasonal music will play during the Marian seasons.
2. Protestant hymns will be selected for sacred music.

Play Thanksgiving

If this option is set to *Yes* then Thanksgiving music will play on the Sunday preceding Thanksgiving Day and again on Thanksgiving Day.

Play Advent

If this option is set to *Yes* then Advent hymns will play from the First Sunday in Advent until the Christmas start date set below. In addition, the Advent setting determines when the Christmas Season ends.

Yes – Christmas ends on January 5 (before Epiphany)
No – Christmas ends on December 26.

Christmas Start Date

Christmas music cannot be disabled. Instead, the date Christmas music begins to play can be set from December 1 to December 24.

Use Pre-recorded Chime and Harp Arrangements

If this option is set to *Yes*, the factory-supplied music using two part Chime and Harp music is enabled. If these are the only arrangements available and you set the option to *No* all factory supplied random music will be disabled. Disabling the Harp accompaniment can be selected in the *Voicing Options* tab if available on your carillon (Millennium Gold and Platinum Editions).

Use Pre-recorded Full Carillon Arrangements

If this option is set to *Yes*, the factory supplied music using the full range carillon music is enabled. If these are the only arrangements available and you set the option to *No* all factory supplied random music will be disabled.

Zone Auto-Mute™ Settings

Both automatic play (any music or bell ringing activated by the automatic schedule) and manual play (music or bell ringing activated by the remote control or Play Selections menu) can be set so that the speakers will operate inside only, outside only or both (inside and outside).

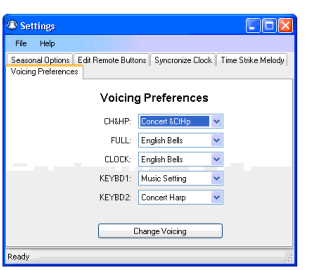
Generally you would set the automatic mode to play either both or outside only. The factory defaults are to play both inside and outside for automatic and manual selections.

Let's say for an example, that you only wish the keyboard performances to be heard inside. That is, all non-keyboard bell-ringing needs to play outside only. To accomplish this, set automatic to outside, and manual to outside. Because these options do not affect the keyboard performance modes, only the keyboard will be heard through the inside speakers.

When the system is playing, the green front panel lights will indicate which speakers are active.

Voicing Preferences

This option is only available on the Millennium electronic carillon systems. Set the musical voice for each arrangement style, clock striking and keyboard modes.



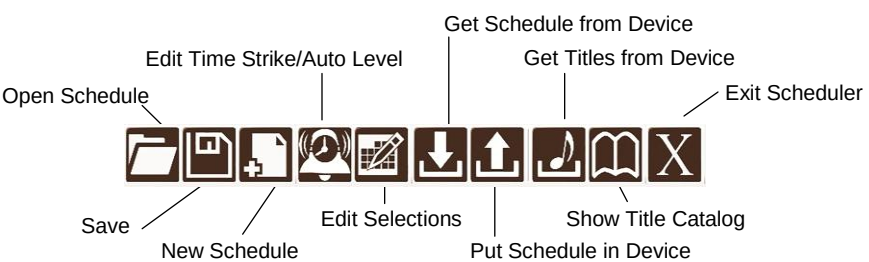
SCHEDULER

With the scheduler, you can view, edit, and save multiple weekly schedules to your personal computer. A schedule can be loaded into your carillon unit at any time.

The text editing modes are useful for programming non-time strike events such as music and liturgical ringing such as Angelus and call to worship bells. The Time Strikes/Auto Levels modes are the best way to program time striking and set the playing volume for certain times of the day.

Review the Weekly Schedule

On the main *Management Suite* menu, click the Scheduler button to open this application. A standard menu bar is located at the top of the window. Use the File menu to open and save schedules to your hard drive. Use the Edit menu to open additional panels for schedule editing and the Device menu to transfer data between the PC and the carillon. Data transfer can only be accomplished when the carillon is connected to your computer via the USB interface. Toolbar buttons can be used instead of the pull-down menus.



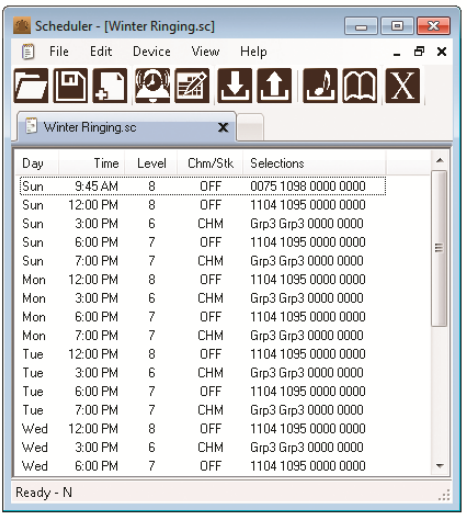
Scheduler toolbar

To open and view a schedule,

1. Select *New Schedule* from the file menu for a blank schedule, or
2. Select *Open* from the file menu to review a previously saved schedule, or
3. Select *Get Schedule from Device* from the Device menu to see the current schedule. Detailed instructions for this are on page 31.

Filter the Schedule Listing

Click the right mouse button in the empty space of the schedule to set filtering options to view all time slots, slots with time-strike options, or times with other events programmed.



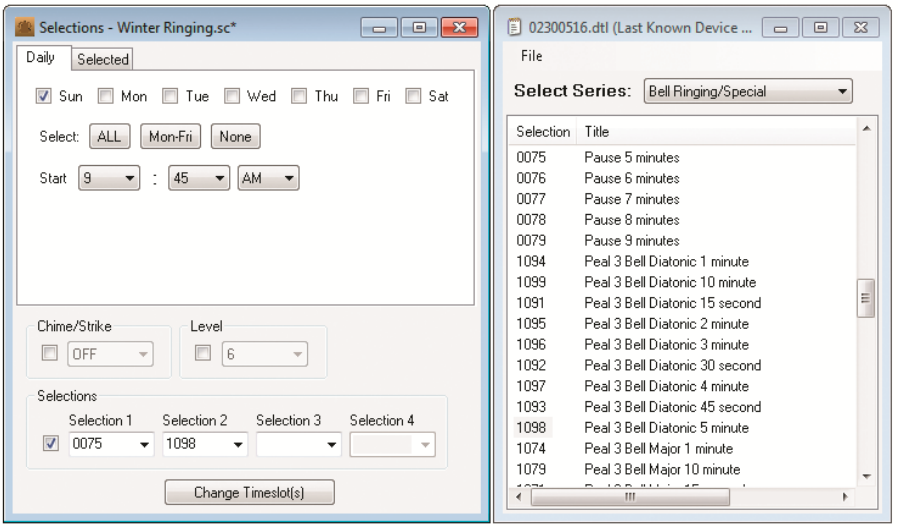
Schedule with empty time slots hidden.

The schedule window lists the day, time slot, programmable volume level, time strike mode, and selections for each quarter-hour of the week. Multiple schedules can be open at a time in the tabbed window-viewing environment. It is a good idea to name and save your file when starting a new schedule and to save often.

Creating and Editing Weekly Schedules

The schedule data is predominant in the Scheduler window and is used to select certain timeslots or view the current schedule file. It is important to remember that the schedule you are working on is not loaded and active in the carillon's schedule memory until it is put there (see *Uploading Schedules to the Carillon* on page 28). Keep in mind that someone else may have edited the schedule on the carillon since the last Scheduler file was uploaded into it.

A good habit to get into might be to get the active schedule (described on page 28) from the carillon and save it as "backup-(today's date)" before making changes to it.



Daily schedule editing in Edit Selectionswith title lookup.

Selections

You will notice four sets of "0000" for every quarter-hour under Selections in a new schedule listing. These are fields that hold selections for anything other than time strike programs. If you are entering a specific song or bell ringing operation, the selection number is entered directly into the selection field. You can also copy and paste the selection number using Cntl-C and Cntl-V.

If you don't want to begin ringing on the quarter-hour, a pause macro can be programmed to delay the beginning of the program. Pause macro codes are on the pull-down menu in each selection field. For example if you want to ring a swinging bell at 8:55, program an eight-minute and then a two-minute pause before the ringing code in the 8:45 time slot.

To erase a selection in the text edit mode, choose the blank selection from the pull-down menu, or enter four zeros.

The following Random Group tables show two different ways to program random music. You can directly enter a Grp*n* selection (using the pull-down

menu) for each random song, or choose a 70*xy* block macro code to play multiple musical selections in one selection slot. Since the numeric macro codes define how a performance ends, selections placed to the right of them will not play in the automatic schedule.

	SmartAlmanac™ Random Group Macro Codes
Grp1	Sacred hymns mixed with non-sacred music, follows the almanac seasons
Grp2	Sacred hymns mixed with non-sacred music, always non-seasonal
Grp3	Sacred hymns only, follows the almanac seasons
Grp4	Sacred hymns only, always non-seasonal
Grp5	Non-sacred music only, will play patriotic and Christmas in season
Grp6	Non-sacred music only, always non-seasonal
Grp7	Patriotic music independent of season
Grp8	Marian hymns independent of season
Grp9	Custom User Group (See page 37)

70xy *Random Music Block Macro Codes*			
x	**(Length of Block)**	**y**	**(Music Group)**
0	Plays four selections	**0**	Alternate Grp4 and Grp6
1	Plays until 5 min before next quarter hour	**1**	Grp1 – Mixed
2	Plays until end of current quarter hour	**2**	Grp2 – Mixed non-seasonal
3	Plays through current and next quarter hour	**3**	Grp3 – Sacred Hymns
		4	Grp4 – Non-seasonal Hymns
		5	Grp5 – Non-sacred
		6	Grp6 – Non-sacred, Non-seasonal
		7	Grp7 – US Patriotic
		8	Grp8 – Marian Hymns
		9	Grp9 – Custom User Group (See page 37)

Note: 70*xy* codes must be the final selection programmed in a time slot. Subsequent selections will not play because the ending time of the macro corresponds to the beginning of the next time slot.

Edit Selections Panels

Click the *Edit Selections* tool bar button or select it from the *Edit* menu. A window will open with a panel that allows you to change one time slot. Tabs at the top of the window allow you to select other methods of setting the time so that you can program multiple days, a range of time or only those time slots that you have selected in the schedule-viewing window.

Although you can program changes to the time striking and volume levels in the Edit Selections panels, it is easier to do that in the Edit Time Strikes/Auto Levels mode described below. When you open a text mode editing panel the check boxes for level and time strike changes are unchecked to prevent unintended changes.

Selections may be programmed in the lower portion of the *Edit Selections* panels. Up to four selections can be entered per time slot from left to right. To enter a numeric selection, click your mouse in the selection window and then type the four-digit selection number. The cursor will advance to the next selection window after you make the entry. To program macro codes for pauses and random music groups use the drop down button next to the selection window, and select the code.

To erase selections you have entered, use the pull down button to select a blank entry. You should do this from right to left because the editing panel does not allow blank selections between programmed selections.

Add new events to the weekly schedule

Click the *Edit Selections* tool bar button or choose it from the *Edit* menu. In the daily tab, only the days selected and the categories selected (Chime/Strike, Level or Sections) will change. Under Selections, you can type in a 4-digit selection, choose a Pause (Pau 1-8), choose to play a selection from a randomized list (Grp 1-9) or enter a macro function button code (793*). When the screen displays what you wish to change, click *Change Timeslot(s).* This present screen will not change but the master schedule behind it will show these changes.

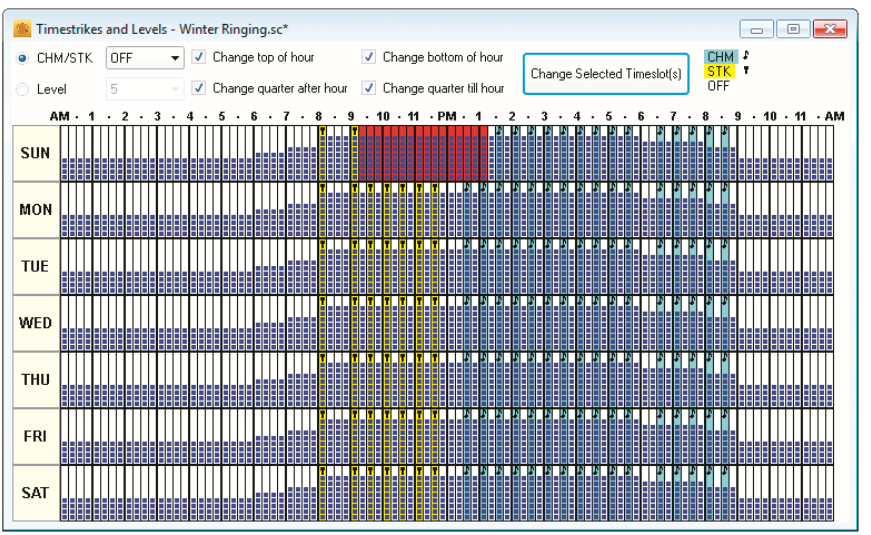
To use the selected tab, first highlight one or more times on the main scheduler screen. Once you have the times you wish to change selected, choose *Edit Selections* and the Selected tab. Again, only the selected categories will be edited. This is also how you delete a time.

Make changes to existing events

You should edit like timeslots together. That is, edit all of the call to worship (Mass) times, the Angelus times, and then all of the music times.

1. Right click in the schedule list and select *View slots with selections*.
2. Click line by line in the main viewing window to highlight timeslots. Hold the control key while clicking with the mouse to combine your choices if they are not consecutive in the list. If they are consecutive, you can drag a selection box around them.
3. Click the *Edit Selections* button. A new window will pop up with tabbed panels that can be used to select timeslots and make changes. Use the *Selected* tab to edit the existing timeslots you have selected above.

Time Strikes/Auto Levels Editing



Editing the weekly schedule in Time Strikes/Auto Levels mode.

Time strike options and scheduled volume level changes can easily be set in the Time Strikes/Auto Levels edit mode. Click the *Edit Time Strikes/Auto Levels* button. This window represents each quarter hour of the week as cells of a grid.

White cells have the time strike turned off. The CHM (chime melody) mode is programmed in those time slots whose cells are colored light blue and have a musical note at the top of the cell. The STK (strike only) mode is programmed in those time slots colored yellow with a hammer at the top of the cell. These options are detailed below.

Selected cells change to red when they are ready to edit. To select the times you wish to edit in Edit Time Strikes/Auto Levels, you may click single or multiple cells while holding [Ctrl] on the keyboard. You can click and drag a rectangular selection box around multiple cells to select a range of days and times.

Quarter-hour selection check boxes at the top of the window enable or prevent quarters of the hour from being changed. This allows you to set only the top of the hour, or top and half for a selected range of time. Use the pull down menu to select the level or style of time striking and then click the *Change Selected Timeslots* button to modify the selected cells.

After making changes you can deselect all selected times by clicking in the areas to the left or right of the grid or beginning a new selection without holding the Ctrl key.

Volume Level

Changing the volume level throughout a 24-hour day and on different days of the week can be accommodating to the surrounding community and compensate for changes in ambient noise levels (such as rush-hour traffic or early morning calm). The outside speaker level can be set at 1-8 (quiet to loud), the default being 6. The level is shown on the Time Strikes/Auto Levels panel in as a bar graph with one to eight segments.

Using one of the selection methods, enable Level and choose the desired level number from the pull-down list. Repeat for as many changes in volume level that are needed at various times.

Time Strike Options

When CHM is selected, the clock-chime melody (Westminster Chime) plays on the selected quarter hour(s) and will be followed at the top of the hour with a toll of the hour. When STK is selected, the top of each hour is marked *only* with a toll of the hour, and all other quarters are marked by a

single strike. When OFF is selected, no time announcement shall be rung for that particular quarter-hour.

For example, it may be desirable that the Westminster melody and time strike be used every quarter-hour throughout the day, and at night, only have the top and bottom of each hour tolled on a lower volume setting to minimize noise in the community.

Transferring Data to/from the Carillon

Get Titles from Device

Generally, you only need to do this once. After that, the Scheduler and jukebox functions will remember the titles available. Click the *Get Titles from Device* tool bar button or choose it under the Device menu. You will be prompted to confirm; click OK.

After a moment, a new window will be generated, displaying the available library selections. Depending on the system model you have, more than one list may be available under the *Select Series* pull-down. These are special ringing functions and musical arrangements for different bell voicings.

The *Show Device Titles* tool bar button is used to view this library once it is downloaded. This feature is a useful tool when composing your schedule, to look up numbers for music titles and options. You can use copy (ctrl-c) and paste (ctrl-v) to put these numbers into your schedule editing fields.

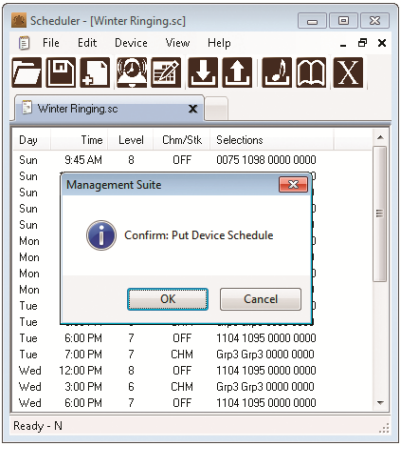
Uploading Schedules to the Carillon

As you are composing a new schedule, it is a good idea to save the file periodically. When it is finished, it might be a good idea to double check codes and settings and look over the Edit Time Strikes/Auto Levels view.

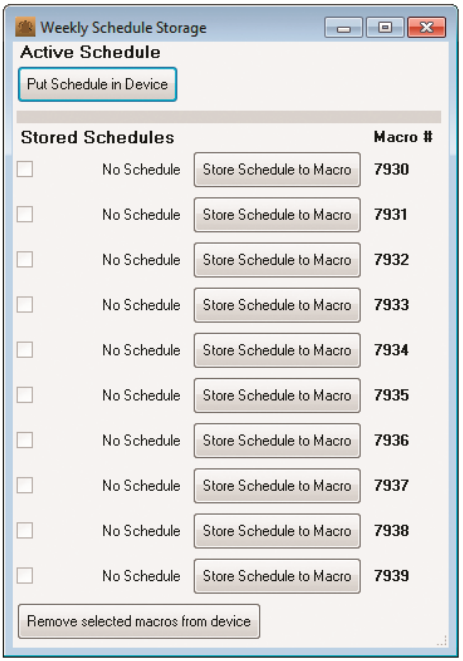
Connect the carillon to your PC. Open the Management Suite software. Notice whether the status bar indicates "Not Connected" or "Ready."

1. Click on the Scheduler
2. Open the schedule you wish to load from where it was saved.
3. If the system is playing, wait for it to finish, or press the [Cancel] button twice to cause it to stop and return to the standby mode.

4. The schedule you wish to load must currently be in view. If multiple schedules are open in the scheduler, click on the tab of the schedule you want to load.
5. Click on the *Put Schedule into Device* button on the toolbar.
6. One of the following panels will open.



Free Management Schedule Storage confirmation – Click OK



Premium Management Schedule Storage window choices

7. ***Premium Management Suite Only*** To store the schedule into active memory (the current weekly schedule), click *Put Schedule in Device* at the top of the window. Alternately, save the schedule in FLASH memory so it can be made active later when a macro selection code is executed. The macro selection number is displayed to the right of each *Store Schedule to Macro* button. The file names of previously stored schedules are listed to the left of programmed macro storage buttons.
8. ***Premium Management Suite Only*** You can remove schedules from macros by selecting the check boxes on the left side of the Storage window and click the button at the lower left of the window. You do not have to clear macros before replacing them with new schedules.

Managing Multiple Weekly Schedules

Premium Management Suite Only

Up to ten weekly schedules can be stored in FLASH memory to be transferred to active schedule memory when the associated macro code is executed. The macro code can be programmed anywhere a selection number is normally entered. It is generally not a good idea to place these schedule activation codes in a weekly schedule unless it is a temporary schedule and you want to replace it with a default later in the week.

Typically you will have a schedule for various times of the year. The one-time or annual event schedules are the logical place to program the schedule transfer macros at the appropriate time. The macro codes are 7930 – 7939.

Any edits made to the active schedule either from the system front panel editing screen or with the Scheduler application will not affect the copy in FLASH memory. The next time a macro overwrites active memory, changes will be lost if they are not saved with the Scheduler application. No provision is made to transfer a schedule to FLASH except with the Scheduler application.

Get Schedule from Device

Click the *Get Schedule from Device* tool bar button or choose it under the *Device* menu. You will be prompted to confirm or choose to retrieve a macro schedule. A new window will display the current schedule.

It is not saved automatically, but will prompt you to save it to a file when closing the window before saving.

SPECIAL EVENTS

Premium Management Suite Only

Special events are times you want the system to play automatically, but not on a weekly basis. A favorite song can be used to commemorate an anniversary or other special occasion. Ringing for a special service that will not be repeated can be programmed in advance. Annual or One Time events can also be used to execute macros to transfer weekly schedules from FLASH memory to active memory. 70xy codes cannot be entered here. However, you can use macro function codes (793*)

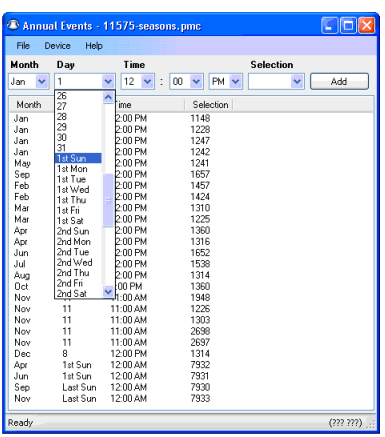
Events programmed at the same time will occur in the order they occur in the list. The list can be sorted by either double clicking the column headings or selecting events and pressing [Ctrl]+[cursor Up] or [Ctrl]+[cursor Down] keys.

Annual Events

A month, date, time and a selection number define a typical annual event. In addition to hard dates, you can also define a day in the first, second, third, fourth or last week of the month.

One-Time Events

Any selection can be programmed to play once for special events or memorials. One-time events are programmed exactly like the annual events with the addition of an input field for the year.

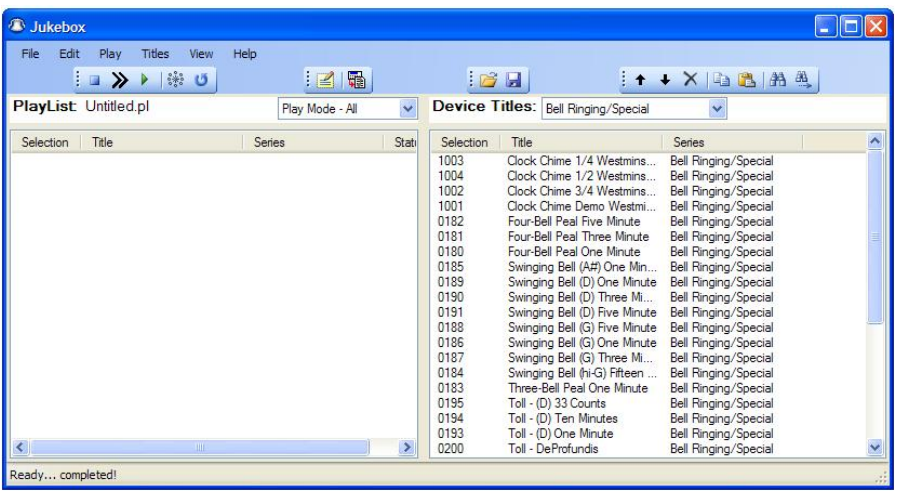


CREATING CONCERTS

The Jukebox app lets you create and save play lists that can be used for special events and concerts. It is much more flexible than the carillon's built-in manual mode.

Getting Started

Connect the carillon unit to your PC, and then open the *Management Suite* program. Note whether "Ready" status is indicated. Click the Jukebox button to open this feature. If the carillon is not ready, either wait until the automatic operation is finished, or open the *Remote Control* panel to cancel the current operation (or press the red Cancel button on the front panel twice if it is within convenient reach).



Concert Playlist

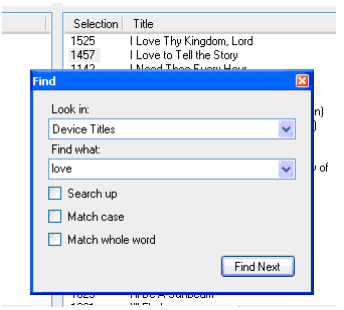
If the right pane in the Jukebox window is empty, you need to get the library listing from your carillon unit. Go to *Titles - Get Titles from Device* or click the button on the tool bar. It should display the list momentarily. Once the Title list is downloaded, you may select the type of music available from the *Titles* pull-down above the list. Familiarize yourself with the menus and available options. Context menus for each pane are available with a right mouse click.

Building a Play List

A play list must be created before any music or special functions can be played by Jukebox. You can save play lists for different occasions in separate files.

Searching for Titles

If you know any part of a selection title or number, the find tool makes them easier to locate. Open the *Find* window from the *Edit* menu or by pressing [Ctrl-F].



The Find tool in Jukebox makes searching for titles easier.

In most cases search results will appear at the top of the window, however, one or more will be visible with a gray selection number at the current position of the list. Closing the *Find* window will show the found selection in a higher contrast color. Clicking *Find Next* will search to the next occurrence of the search text.

Adding Selections

Once a desired title is found, you may simply drag-and-drop the number into your play list from the current title list. *Copy* and *Paste* can also be used by right mouse clicking in the appropriate list, using the toolbar buttons, Edit menu, or [Ctrl+C] (copy) and [Ctrl+V] (paste) on your keyboard. Keep in mind that multiple selections can be highlighted before bringing into the play list window by using [Ctrl] and/or [Shift].

Note that only the selection numbers are highlighted when selections are marked. Selections can be repeated in the play list any number of times.

Moving and Deleting

Selections can be added to the play list in any order. Re-order the play list using the *Move Selections Up* and *Move Selections Down* buttons. Another easy method is to use [Ctrl] and/or [Shift] to highlight selections, and then click and hold left-mouse while dragging to any position on the list where you wish to drop them. Selections will be grouped together in one block, in the same order they first appeared. Note, however, that the move up and down commands keep the original number of "gaps" between multiple, spaced apart selections when moving, whereas dragging with the mouse lumps them together.

Another way to change the order is to double click the column headings to sort by selection number or title. Re-ordering in this way does not flag the file for saving (by putting an asterisk next to the file name). You must intentionally save the sort order if you want to keep it.

The delete function ("X") will take any and all selected titles off of the currently open play list. There is no undo for deletions.

Create Title

There may be cases when you wish to rename a selection to something more familiar or create a personalized description. Click on Create Title in the toolbar, enter the appropriate code number, enter your new title, and type the series it belongs to if you wish. The new title and selection number will appear only in this play list.

Play Menu and Options

The three play controls are *Play, Next Selection* and *Cancel All.* You can also start playing the playlist from the carillon remote control or app if the playlist is displayed in the active Jukebox window.

Play Mode

Pull down your choice of *All* or *Selected*. For the latter, if you wish to only play certain selections from the chosen play list hold [Ctrl] and/or [Shift] on your keyboard to help highlight the selection numbers you want to play. Note that if *Play Mode – Selected* is active, but no selection numbers are marked, clicking *Play* will have no result.

Random Shuffling and Repeat

The *Random* button plays the list in random order so no selection plays twice until all have been played. Click the *Repeat* button to keep repeating the current play cycle. Both of these buttons are highlighted as long as they are active, and both can be used together. When both are selected, the random order will change every repeat cycle.

Selection Advance, Stop, and Closing

The *Advance* button is clicked to cancel the current selection being played and begin playing the next selection. To cancel the entire concert, click the *Stop* button.

If you close the Jukebox window during playback the concert will conclude after the current selection has completed.

Remote Activation

When a playlist is open in the active window, the PLAY button on the remote control will activate the current play mode. Pressing the STOP button once will cancel the current selection and begin playing the next selection. Pressing the STOP button to cancel the current selection, then pressing immediately again will cancel the remainder of the play list.

Viewing Options

Premium screen mode can be selected from the *View* menu and serves as a large sign for passerby to see what is being played in a kiosk situation. This screen is customizable from the *Change Full Screen Look* panel of the *View* menu. Right-click to exit full screen mode or press [Esc] on your keyboard.

Full Management Suite Only

Custom User Group Nine

The Chime Master contains a database for eight categorized lists of music that are suitable for various times of year. In addition, a century of moving liturgical dates is included so the system knows which music lists to use. We call this feature SmartAlmanac.™ Using the *Custom Grp9* librarian feature, you instruct the carillon what music you would like to hear during the following seasons as well as non-seasonal times.

US Patriotic	Good Friday	Marian	Advent
Lent	Easter	Thanksgiving	Christmas

Other groups can be scheduled in addition to Grp9, but you will probably want to make it your exclusive music group if you want to insure that the system only plays the music you prefer.

Seasonal Play Lists

The *User Group Nine* feature looks and works very similar to the *Jukebox* feature. The left pane of the window is where you will build the random play list for each season. The required number of songs you place in each season depends upon the number of selections you play each day and how much variety you want. We recommend at least six selections per season.

Building the Play Lists

After opening the *User Group Nine* window, select a season from the pull down menu. You should see a list of music in the right pane. If you don't see them you can get the title listing from the carillon using the *Titles* menu.

All of the features used to build the Jukebox playlist are available in the Group Nine librarian, including title searches, and drag and drop editing (see page 34).

If your carillon supports more than one type of arrangement, you can pull down either *Chime and Harp* or *Full Carillon* music arrangements from the *Device Titles* menu. You can mix the arrangements in the play list, but try to choose the arrangement you prefer for each song.

Do Not Leave a Season Blank

If you leave a season blank and do not disable that season in the carillon's seasonal options or do not use another random group to schedule music, the carillon will not play any music at the scheduled time. If you wish to continue to play non-seasonal music for Group Nine during one or more of the other seasons, copy all of the selections from the non-seasonal list to the seasonal list. To do this, open the Non-Seasonal list, then click on the first selection number to select it and press [Ctrl-A] (select all) to select the entire list. Press [Ctrl-C] (copy) to copy the list of non-seasonal selections. Now select the season you wish to copy the music to, and press [Ctrl-V] (paste) to add the selections to this season.

Adjust Tempo for a Song

This feature affects MIDI sequence files stored in the Millennium carillon. It cannot be used on the Model Six because it is not a MIDI based instrument. It also does not affect MP3 files stored on an optional SD card.

Adjusting the tempo of swinging bells will break them. Don't do it.

Transpose a Song

This feature affects MIDI sequence files stored in the Millennium carillon. It cannot be used on the Model Six because it is not a MIDI based instrument.

We do not recommend transposing Chime and Harp selections because they utilize a split-keyboard. Transposing these selections up may result in accompaniment notes playing on the lower chimes. Transposing down may cause melody notes to play on the harp bells (or disappear if harp bells are turned off).

Transposing swinging bells and peals will break them. Don't do it.

Load SD Titles

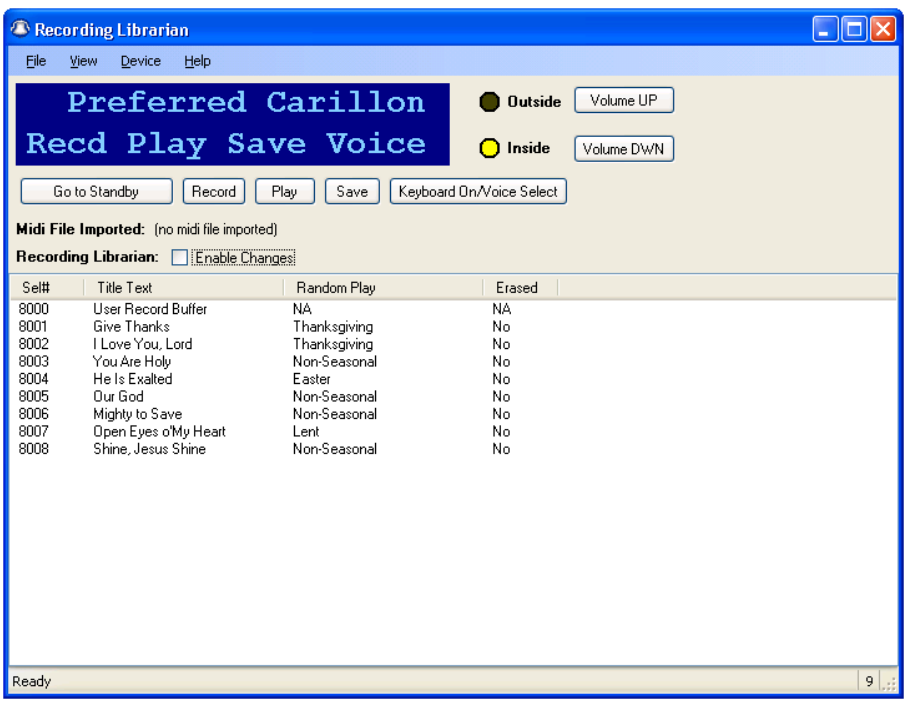
If the carillon has an SD card option, you can load MP3 files onto it and play them by the number given in the file name (see the carillon operating manual). If you would also like to see the titles appear in the Management Suite title lookup (and in the onscreen carillon listings), they can be entered with this feature.

As titles are added to the list, it automatically sorts in alphabetical order. Each card's titles should be saved to a separate file.

Buttons on the left side of the window select one of six cards the titles represent. All six of the cards can be stored in memory simultaneously, then you change which one is active when you change cards without having to reload the titles.

Recording Librarian

The Recording Librarian is a specialized remote control panel for the Record option on the Millennium carillon. You should be familiar with making recordings using the Millennium keyboard before using this application. The menu button for the Recording Librarian will not appear unless your carillon has the factory installed record option, and the Management Suite is installed with a Premium license.



Record a Performance

Clicking the *Record a Performance* button (which changes to *Go to Standby*) activates the record menu and places the carillon in the rehearsal mode. Automation is suspended while the record menu is active. If you wish to exit the record menu to resume the automatic schedule, press *Go to Standby*.

The keyboard is active for practicing through the inside speakers only. If you wish to play through the outside speakers, you can click on the *Outside* indicator. The *Volume Up/Down* buttons allow you to adjust the level of the inside monitor speaker.

The bell voice that will be used for the recordings is listed at the top of the blue display screen. To select alternate bell voices, click the *Keyboard On/Voice Select* button.

The *Record* button enables the carillon for recording from the keyboard. If you do not begin to play the keyboard within 10 seconds, the recording will cancel. If you have previously recorded something into the temporary memory buffer without saving it, the system will ask you if you mean to *Replace* the *Last Take*. If you mean to erase the last recording without saving it, press *Yes* to continue.

The *Play* button allows you to review the temporary recording buffer (selection 8000).

The *Save* button transfers the recording from the temporary memory to permanent read only memory and assigns the recording a selection number. This takes a little time and when complete, the selection will appear as *Untitled* at the end of the selection listing. The system returns to the automation standby mode after saving a selection, so you will have to click *Record a Performance* to return to the record menu.

Title and Categorize Your Recording

If you title your selection, it will be available in the title lookup for the Jukebox and other music library applications. To process the song you have just recorded, select the last selection in the list by clicking on it. If you can't remember what it was, right click it and select *Play* (from the pop-up menu, not the button at the top) to audition it.

Click the *Enable Changes* checkbox to allow editing. Double click 'Untitled' to open the *Title Text* field, and type the title of the selection (up to 20 characters). Double click the item in the *Random Play* field to select an almanac season to add the selection to (unless you wish to add it to the User Group 9 list). When you have finished titles and categories for all of the selections you wish to change, click *Save Changes to Device*.

Import a MIDI file

Instead of using the *Record* function to capture a performance on the keyboard, you can import a MIDI file. This file has to be saved from a notation editor or sequencing program in a format that is compatible with the librarian:

MIDI format 0 file (single track)

Only the tempo given at the beginning of the file will be used, tempo changes are not supported.

Open the Recording Librarian application and select *Import MIDI 0* from the file menu. You can either navigate to where the midi file is, or drag it into the *Open* file dialog. The song is imported into the temporary recording buffer (selection 8000) overwriting any selection contained there. Make sure you save the last recording before importing or recording a new one.

To audition the song, click the *Play* button. You can change the voice it plays on by clicking the *Keyboard ON/Voice Select* button. You may have to transpose the selection in the sequencing software to make it sound right on the bells. When the selection sounds the way you want it, click on the *Save* button and it will be added to the list of recordings as *Untitled*.

REMOTE CONTROL

This feature of the *Management Suite* looks and operates very similar to the front panel of your carillon. The keypad operates the same, and the display will show exactly what appears on the carillon panel. You can remote control the carillon by using this screen.

Click the Remote Control button on the main menu to open the remote panel shown below. Refer to the Carillon operating manual for operational features and menus.

Remote Control works as if you are in front of the Carillon.

Avoid using this remote panel while playing from the MIDI keyboard. The Recording Librarian screen (page 39) can be used instead for best results. If you need all of the features of the remote control panel before and after your performance, we advise that you freeze the display screen by clicking on it while playing the keyboard. The area around the display will turn gray to indicate that the screen is not updating.

An alternative to mouse-clicking buttons in the Remote Control is to use your computer keyboard. Refer to the following table for these shortcuts:

Remote Control - Computer Keyboard Shortcuts	
Carillon Keypad button	**PC Keyboard button**
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
Cancel/Stop	Esc
Enter/Play	Enter/Return
Cursor ↑ → ↓ ←	↑ → ↓ ←
	End (to Exit)

Control from Anywhere

In addition to the smart phone/tablet app, Splashtop.com, Team Viewer, GotoMyPC.com and LogMeIn.com are additional resources for remote control software that allow you to control the carillon from other computers and mobile devices.

You can customize the button sizes for fitting your touch-screen tablet or smart phone that you use to remote into your system. Use the *Button Size* and *Button Layout* options under the *View* menu to arrange the buttons to fit your screen.

UPDATE FIRMWARE

This feature is used to update the firmware in your Carillon unit. The latest standard firmware is included with each release of the Management Suite software.

If customized features have been installed on your system, or foreign language support, these features may be lost if you update your firmware with the standard firmware supplied. Call if you are not sure if you need to update.

After launching the update application, click the ***Update*** button in the window. All of the update files that are applicable to your system will be displayed. The last four digits indicate the revision number and year of release in the format RNYY. Use the highest revision number of the most recent year when you select the file.

If we email the firmware update file to you, save the attachment to your desktop, and then drag it into the Open file dialog windows so you can select it.

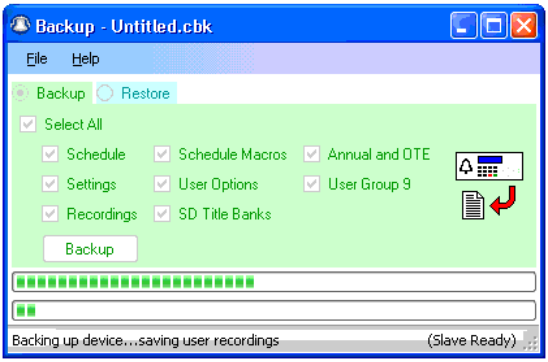
UPDATE LIBRARY

Instructions for updating your library will be supplied along with library update files.

If a library file is emailed to you, the easiest way to get it into the proper folder for the Management Suite is to click on the ***Update Library*** button, then drag the files into the file dialog screen.

BACKUP

You can perform various backups of important files and settings using this feature.



Schedules, setup data and user recordings can be backed up all at once or into separate backup files.