EZY PA

User Manual

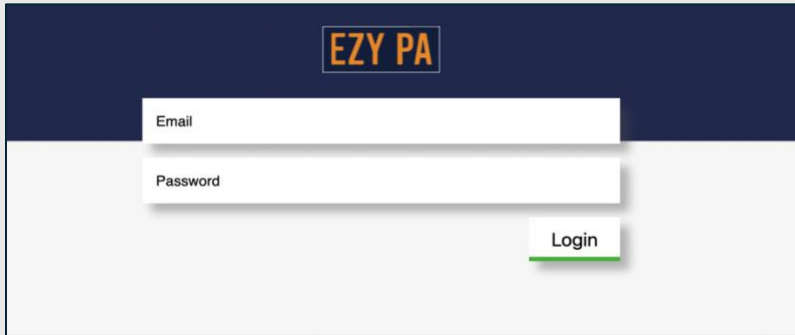## Table of Contents

Introduction

Thank you for purchasing EZY PA!

We have made this guide to help troubleshoot any queries you might come across whilst using this system. If you require additional help, please don't hesitate to contact our Helpdesk team.

www.ezypa.com

Logging into EZY PA

1. Go to www.ezypa.com
2. Click on the top right green button that says "EZY PA USER Login"
3. Log in with the given user email and password that was chosen during setup.

Bell Schedules
Edit a Current Schedule

1. Navigate to the top left menu and click on the 🔔 to access the schedules
2. From the drop down, choose which campus schedule you are trying to access.
3. To edit a **current schedule**, click on the name of the schedule you wish to change.
4. At the bottom of the schedule, click "**Add**".
5. Choose between "**Alert, Bell, Evac, Music, No Music, Speech, or Custom Sound**" in the drop-down menu at the top.
6. Select the time at which you wish the notification to begin and select the duration of the notification as well as which days you wish this notification is to repeat.
   a. If you choose the option to "**play music after**", you must create another event to stop the music.

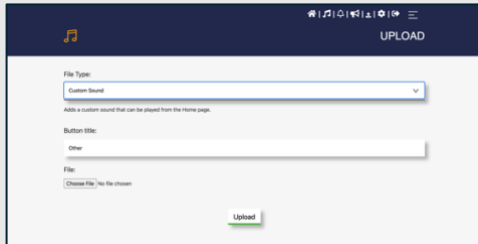## Bell Schedules Cont.

Create a New Schedule

1. Navigate to the top left menu and click on the 🔔 to access the schedules
2. From the drop down, choose which campus schedule you are trying to access.
3. To create a **new schedule**, click "**Add**" and name your new schedule. Click "save".
4. This will take you back to the list of schedules, click on the newly created schedule you wish to edit.
5. At the bottom of the schedule, click "**Add**".
6. Choose between "**Alert, Bell, Evac, Music, No Music, Speech, or Custom Sound**" in the drop-down menu at the top.
7. Select the time at which you wish the notification to begin and select the duration of the notification as well as which days you wish this notification is to repeat.
   a. If you choose the option to "**play music after**", you must create another event to stop the music.

Custom Buttons

1. Navigate to the top left menu and click on the ⬆ to access the file upload page.
2. From the drop-down choose "**custom sound**".
3. Under "**button title**", name your new button.
4. Click on "**choose file**" to choose a sound to upload.
5. Click "**upload**" when finished.
6. The new button will be displayed on the home screen.
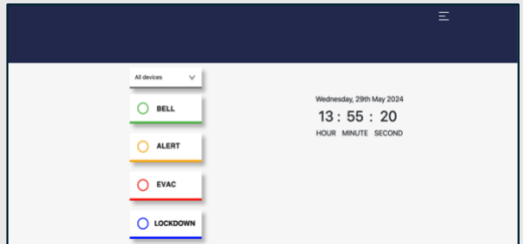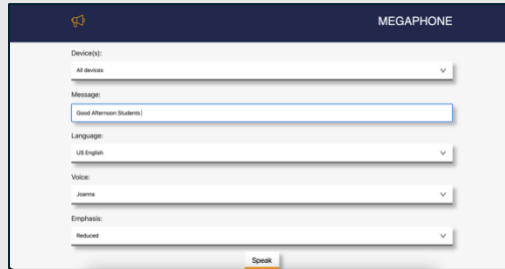
Create a Playlist/Play Music

1. Navigate to the top left menu and click on the ⬆ to access the file upload page.
2. From the drop-down, choose "custom playlist".
3. Click on "choose file" to select mp3 files from your computer. Click upload.
4. To access your playlist, navigate to the top left menu and select 🎵.
5. Select which campus you wish to play music from the drop-down menu.
6. Play music by selecting the songs or the shuffle button. ✕
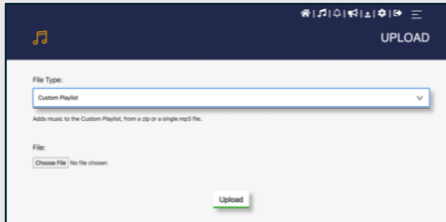
Create an Announcement

1. Navigate to the top left menu and click on the 📢 to access the announcements page.
2. Select which device or campus you wish to make the announcement.
3. Type the message in the text box.
4. Choose the language, voice type, and emphasis in the following drop-down boxes.
5. Click "speak" to make the announcement.

Creating an Announcement (in schedule)

1. Navigate to the top left menu and click on the 🔔 to access the schedules.
2. From the drop down, choose which campus schedule you are trying to access.
3. To edit a current schedule, click on the name of the schedule you wish to change.
4. At the bottom of the schedule, click "Add".
5. Select "speech".
6. Type the message in the text box.
7. Choose the language, voice type, and emphasis in the following drop-down boxes.
8. Select the time and days at which you want the scheduled announcement to be made. Click save.

Playlist Mapping (PC)

1. Find "This PC" and right click, select **Map network drive.**
2. In the folder text box, type **\\ipaddress\playlists**
3. Check the box labelled connect using different credentials
4. Click **Finish**
5. For network credentials, use the name of your network, followed by a backslash, then pi. Example. **networkname\pi**
6. The password is **admin**
7. Click **OK**

EZY PA Installation

1. Plug in the EZY PA unit to the amplifier using the RCA to 3.5mm jack. Use a 6.5mm adaptor if needed.
2. Plug the supplied Rj45 ethernet cable into your data point/network switch.
   a. If in a school, use the curriculum network to ensure best connectivity
3. IP Address (VNC Viewer)
   a. Plug a laptop into the same network and open the VNC viewer.
   b. Search for "**EZY-PA**" and log in using the credentials for the pi. (User: **pi** and password: **admin**)
   c. Identify the IP address by hovering the curser over the two arrows at the top of the page
4. IP Address (alternate)

      a. Plug a monitor, keyboard, and mouse into their respective ports on the EZY PA unit. Retrieve the IP address the same way as step **3c**.

5. Assign a new account by typing the IP address into the web browser and hit enter. Then input the given and press **activate**
      a. License key
      b. Email login
      c. Password

6. Login with your email and password to the device you wish to control EZY PA.
      a. If it is not working, you can contact the EZY PA team to ensure the system is communicating with the server.

FAQ

How to snooze a schedule
1. Navigate to the top left menu and click on the 🔔 to access the schedules.
2. From the drop down, choose which campus schedule you are trying to access.
3. Identify which schedule you would like to snooze and press 🛏
4. Enter the start and end dates you would like the schedule to be snoozed.
5. Click save.

How to reset a password
1. Navigate to the top left menu and click on the ⚙ to access password settings.
2. Enter your current password under Current Password and enter the new password under the New Password and New Password Confirmation.
3. Click Save