More than just a wireless system, the NEXEO Platform enables group conversations, provides an interactive base station display, and delivers the latest generation of HDX audio. Message Center is a key feature in the Base Station where you can create, enable, disable, or schedule messages for your crew.
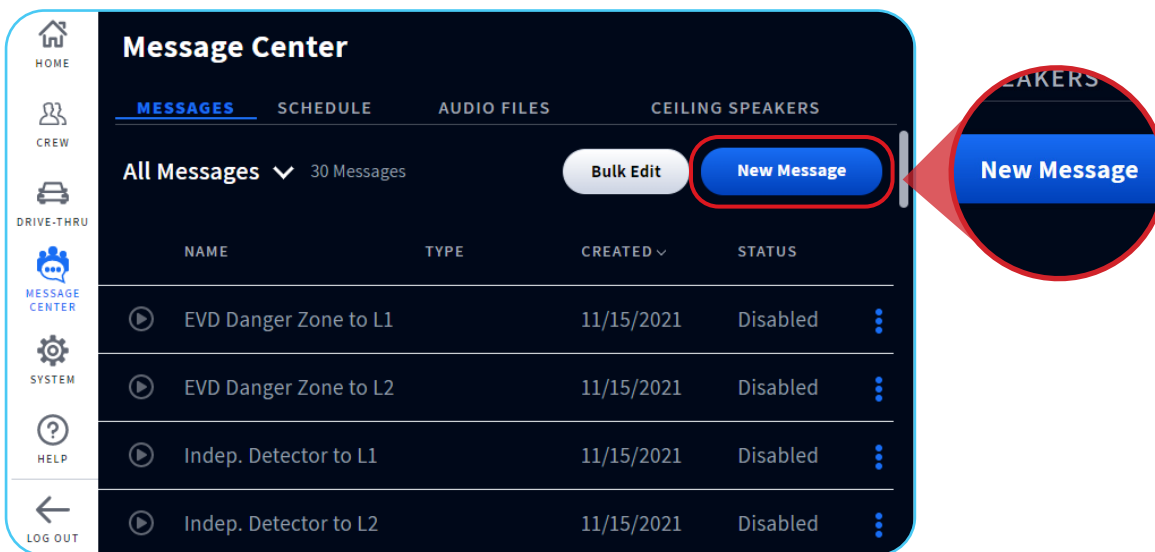
Creating & Scheduling New Messages

1.   Once your system is installed and configured to your store specifications, the Home Screen will display.
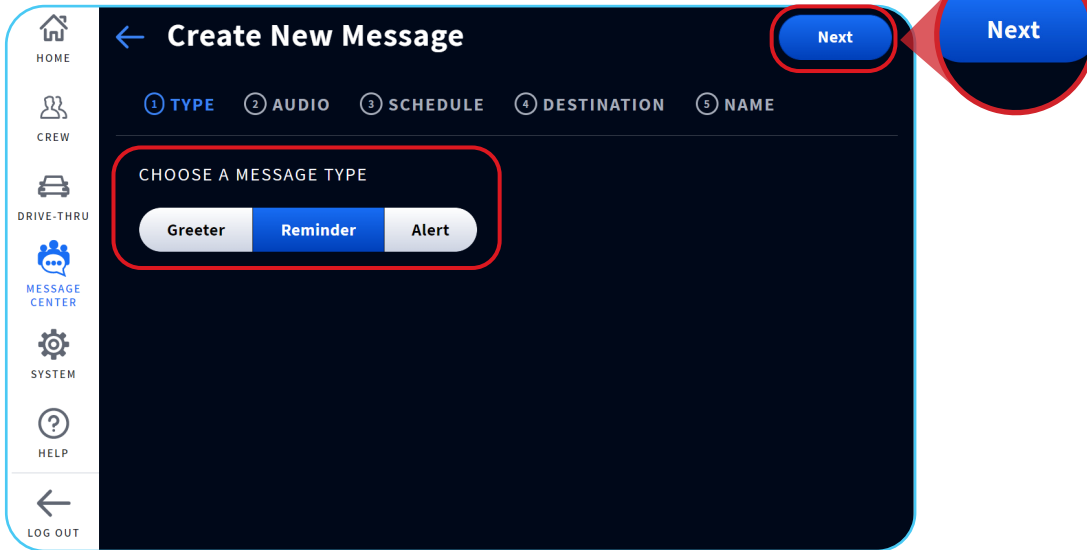
2.   Tap **Message Center** on the left side bar.

> **Note**: A PIN is required to access the Message Center page. If you cannot locate the PIN, consult with your Manager to obtain it or contact Tech Support for assistance at **800-848-4468**.
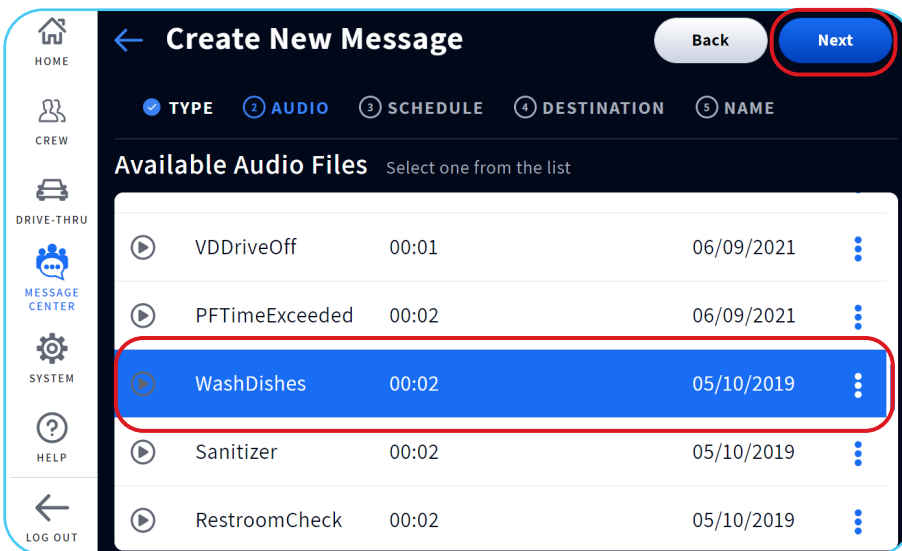

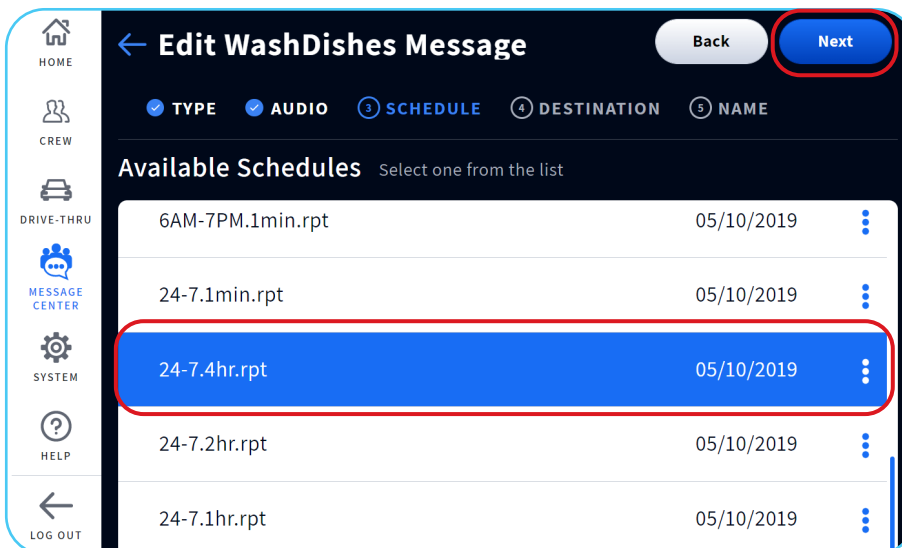3.   Tap **New Message** on the right side of the screen.

4. Choose your desired **Message Type** preferences. You can choose between **Greeter**, **Reminder**, and **Alert**. In this example, we will **create** a **Reminder** to wash dishes every 4 hours.

5. Tap **Next**.

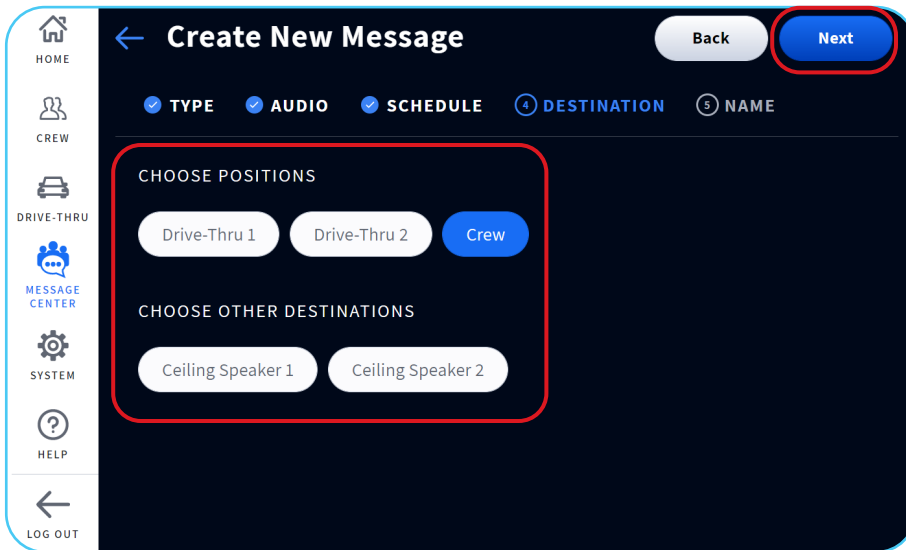6. Select your desired **Available Audio File** from the list. Then, tap **Next**.

7. Select your desired **Available Schedule** from the list. Then, tap **Next**.
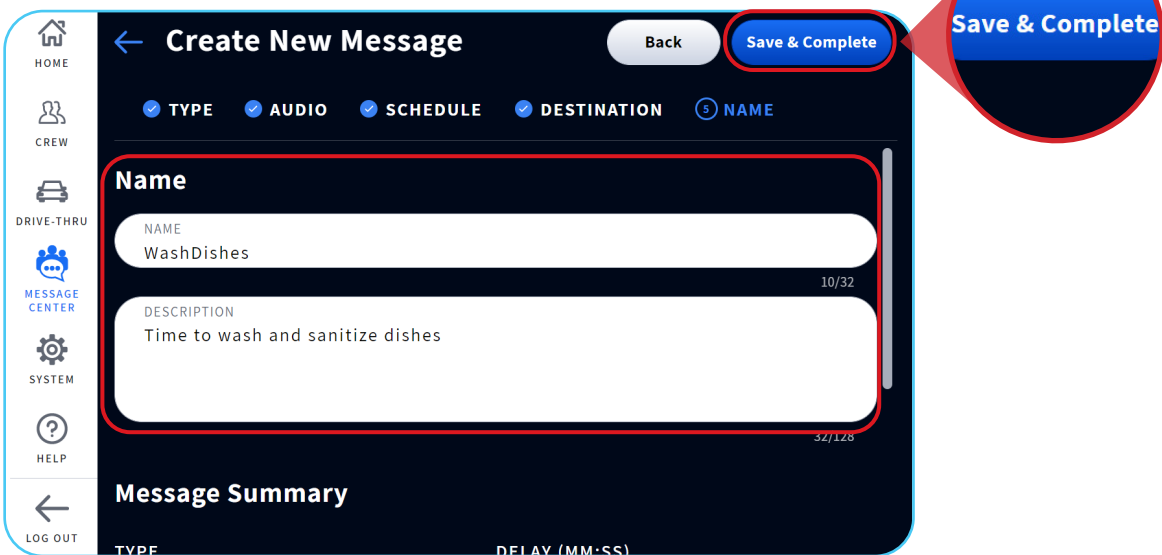
8. Choose your desired **Positions** and **Other Desinations** (who will hear the Alert message).

            Note: Your **Positions** and **Other Destinations** will be determined by the **Type** of Message you selected and your store's setup (e.g. Ceiling Speakers).
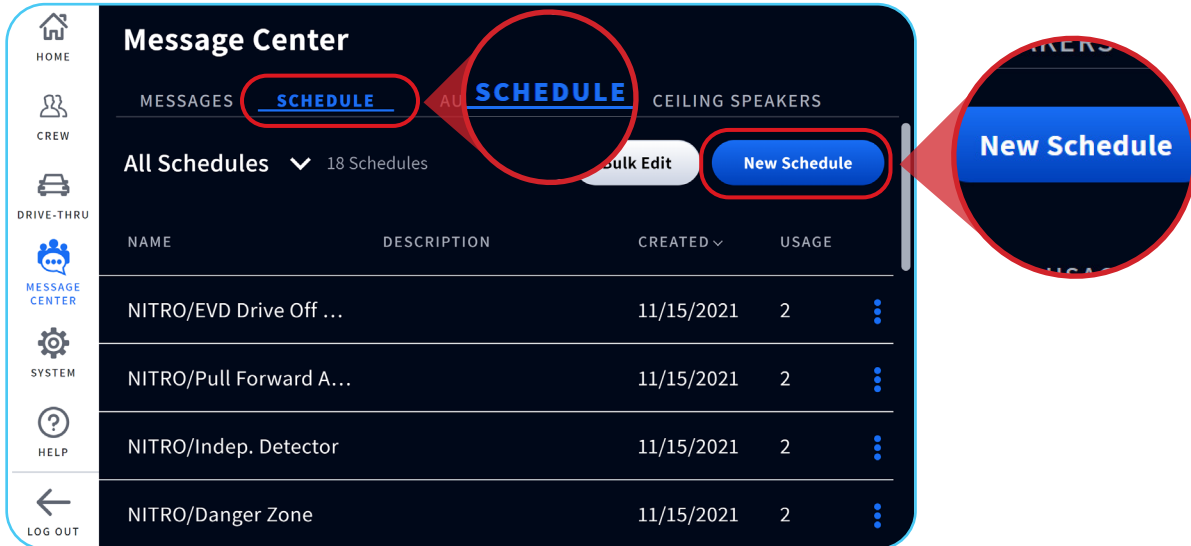
9. Tap **Next**.

10. Type a **NAME** and **DESCRIPTION** for your new Message. Then, tap **Save & Complete**.
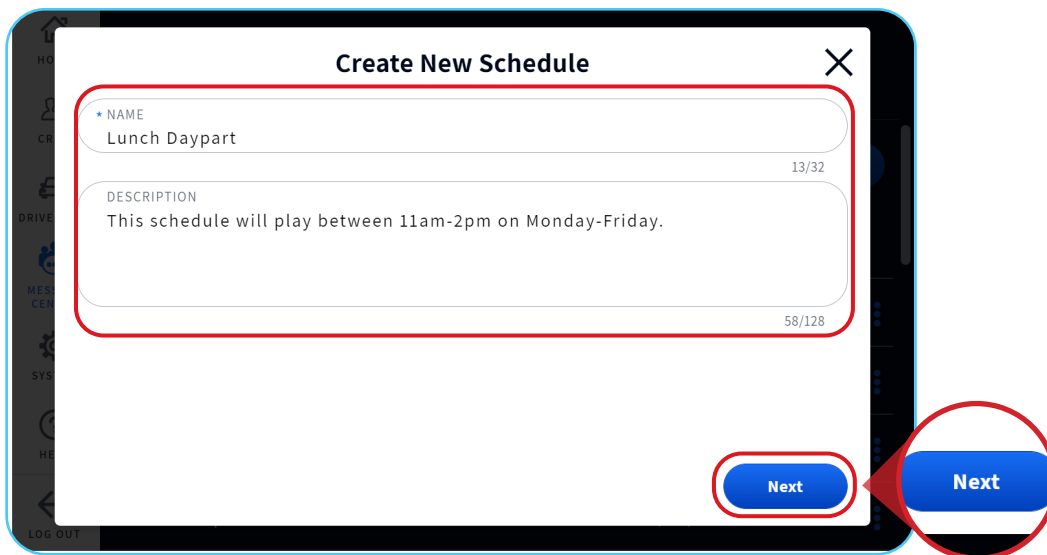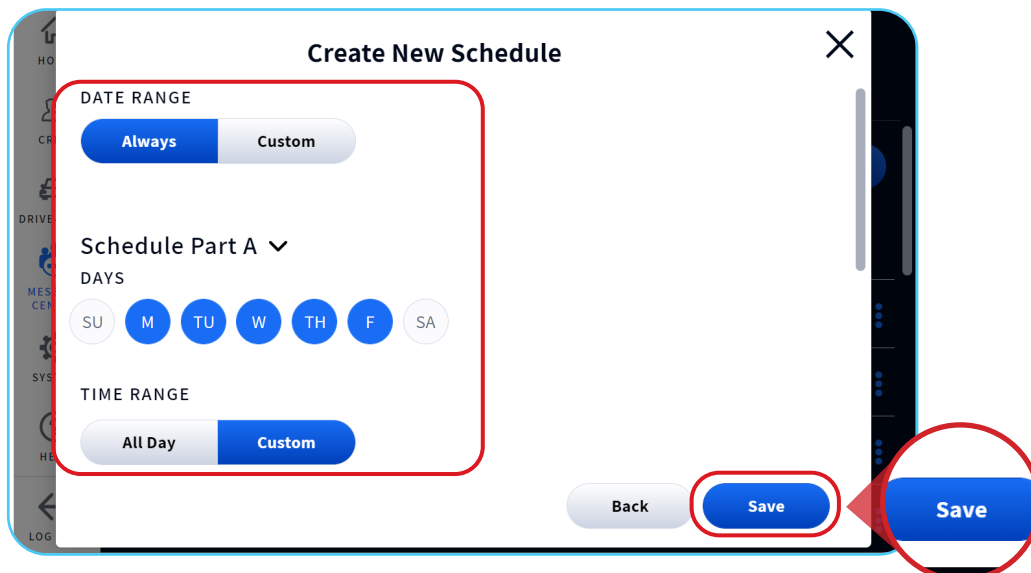
Creating a New Schedule

1. Tap the **SCHEDULE** tab at the top to navigate to the SCHEDULE screen.

2. Tap **New Schedule** to create a new Schedule for your Messages.
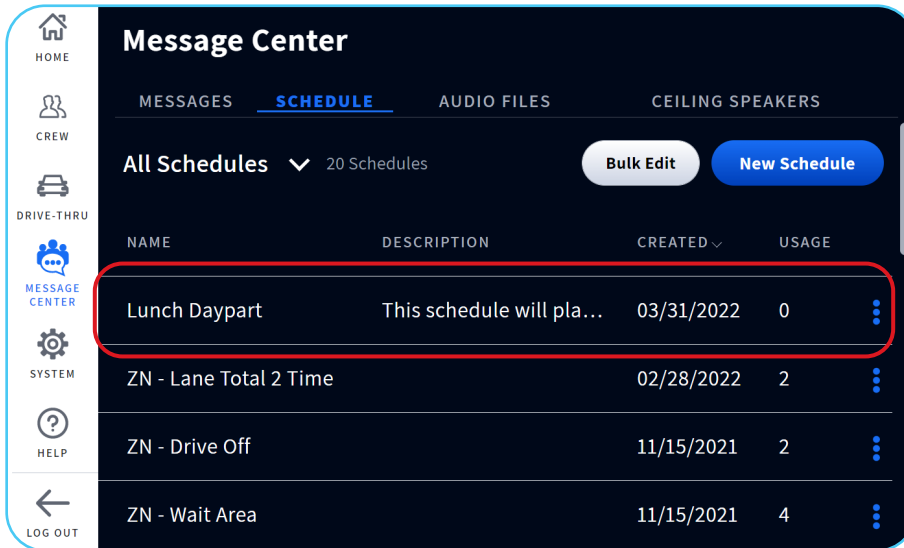

3. Type a **NAME** and **DESCRIPTION** for your new Schedule. Then, tap **Next**.

4. Select your desired **Schedule** preferences. You can customize the **DATE RANGE**, **DAYS**, **TIME RANGE**, **REPEAT Interval**, and **Dayparts**. Then, tap **Save**.
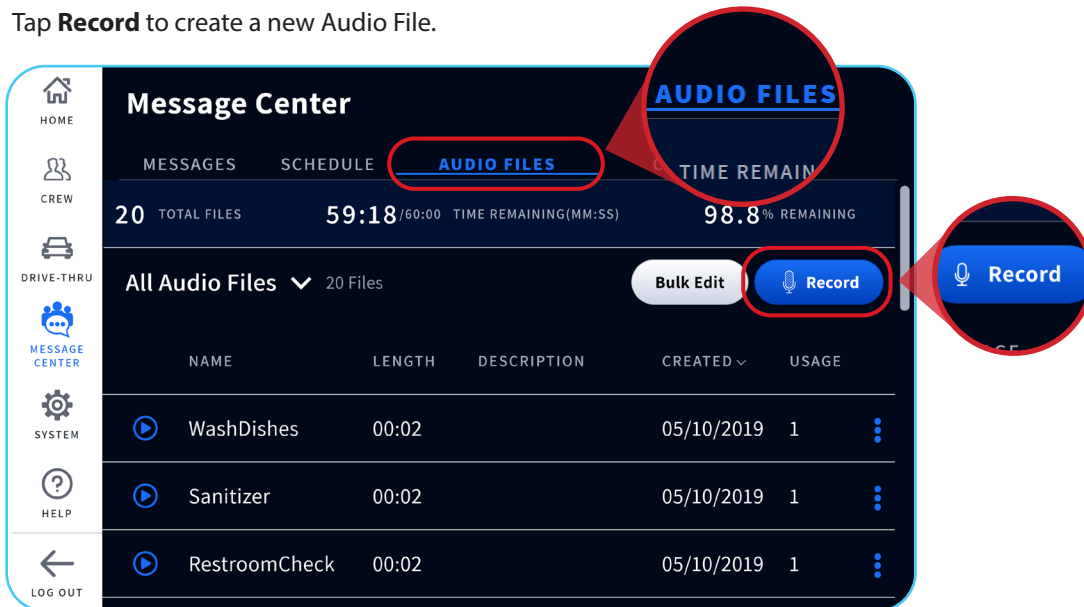
5. Your **New Schedule** can be accessed on the **SCHEDULE** page when creating a New Message.
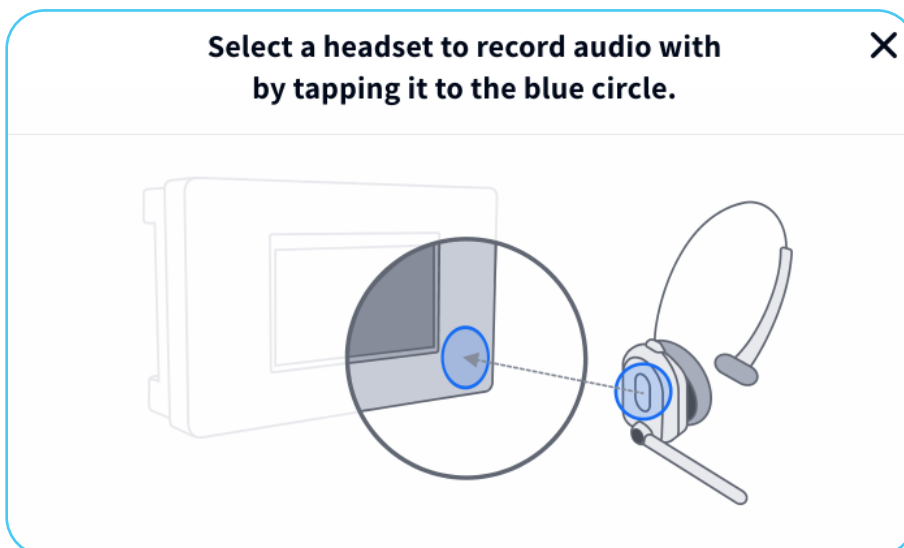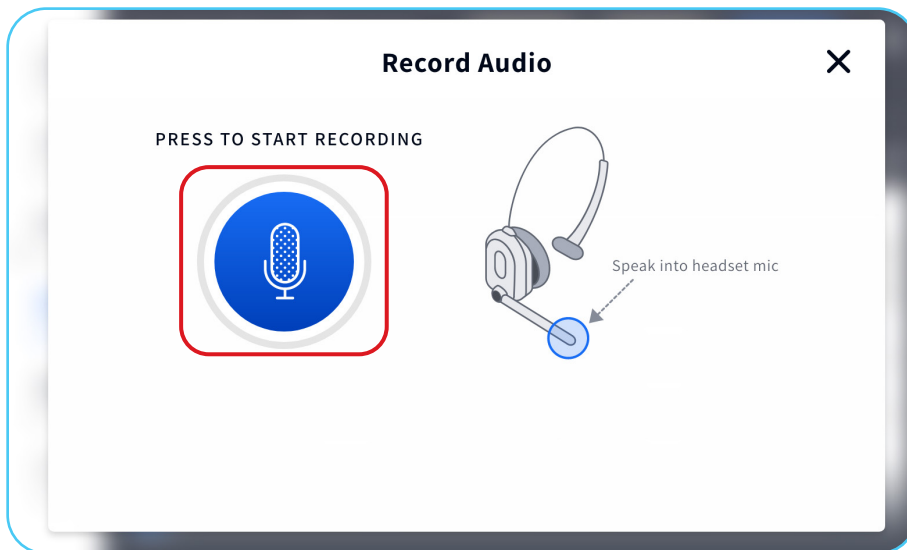

Recording a Custom Message

1. Tap the **AUDIO FILES** tab at the top.
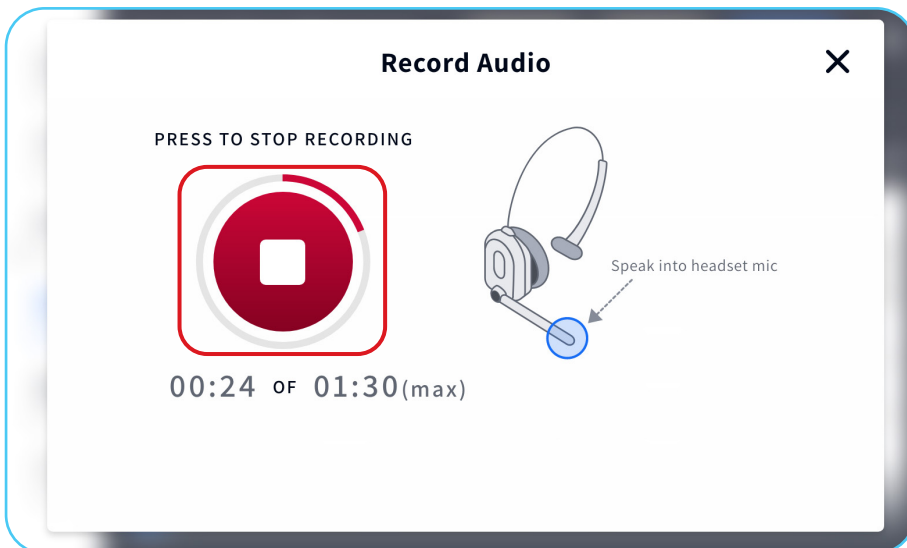
2. Tap **Record** to create a new Audio File.

3. You will be prompted to tap the headset you would like to record with to the blue circle.
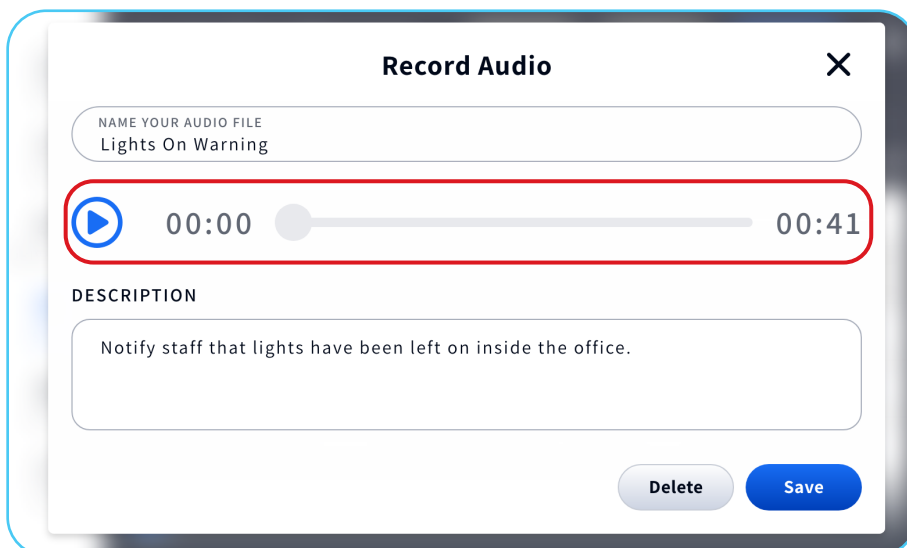
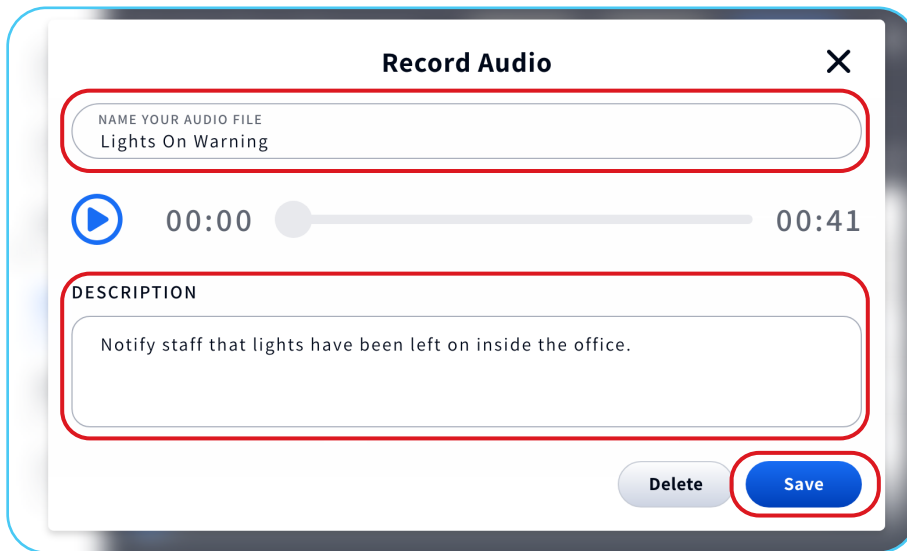4. Press the **blue microphone icon** to start recording your Message.

5. Press the **red stop icon** to finish recording your Message.
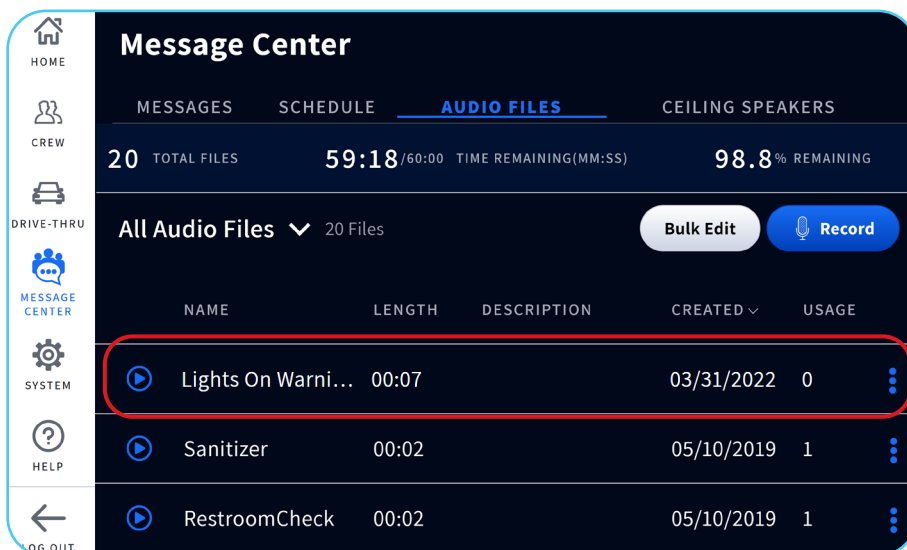

6. Tap the **blue play button** to listen to your audio recording.

7. Type a **NAME** and **DESCRIPTION** for your new Message. Then, tap **Save**.

8. Your new **Audio File** can be accessed on the **AUDIO FILES** page when creating a New Message.

HME Training Portal
Find instructional videos, supporting documents, and other guides.

www.hme.com/training
Scan to Visit ▶