

# Enabling Existing Messages On the NEXEO | HDX™ Base Station

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.

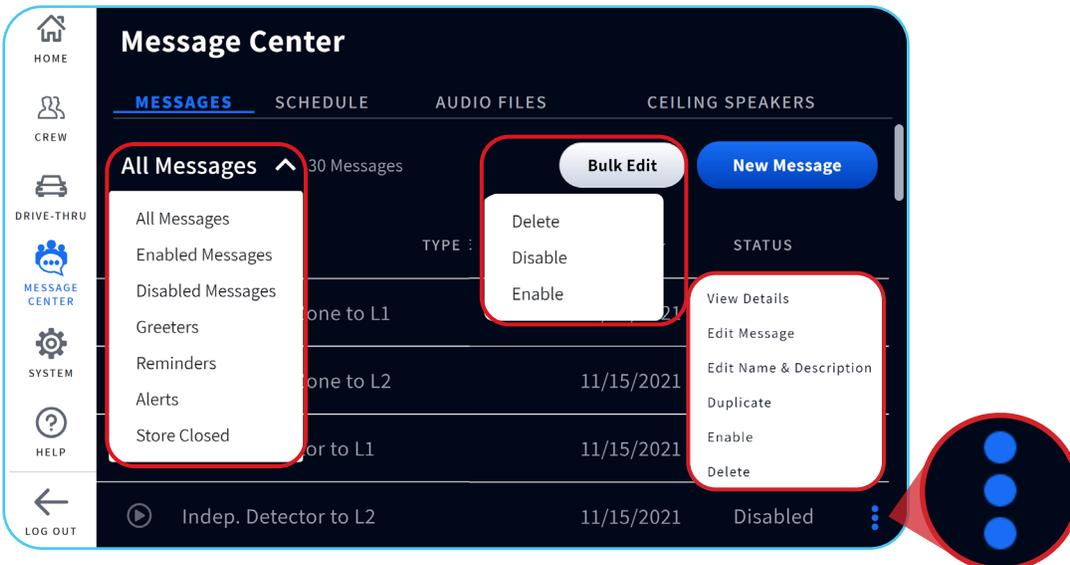
## Understanding the Message Center Home Screen

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**.

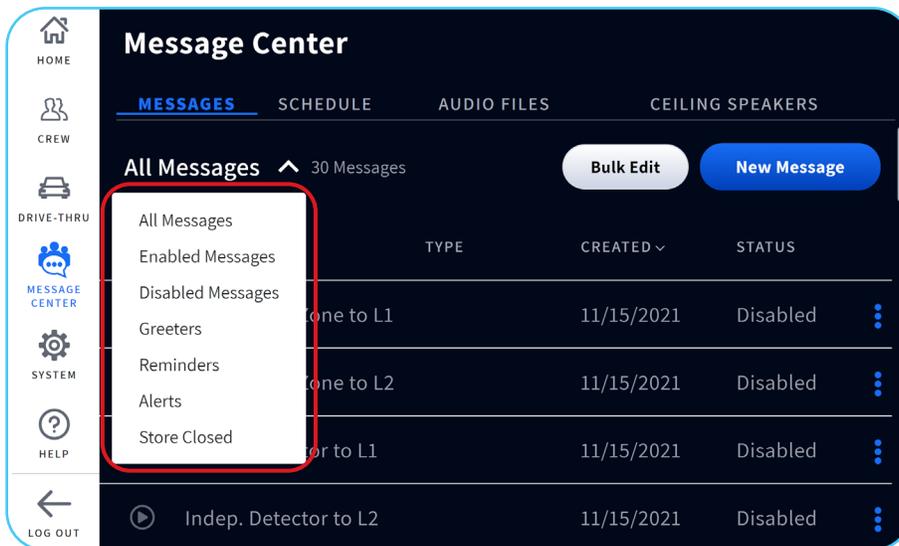


3. Tap the **dropdown arrow** next to **All Messages** to filter which Message types you would like to see.
4. Tap **Bulk Edit** to **Delete, Disable, or Enable** all Messages.
5. Tap the **3 dots** to the right of each Message to view more details or take additional actions.

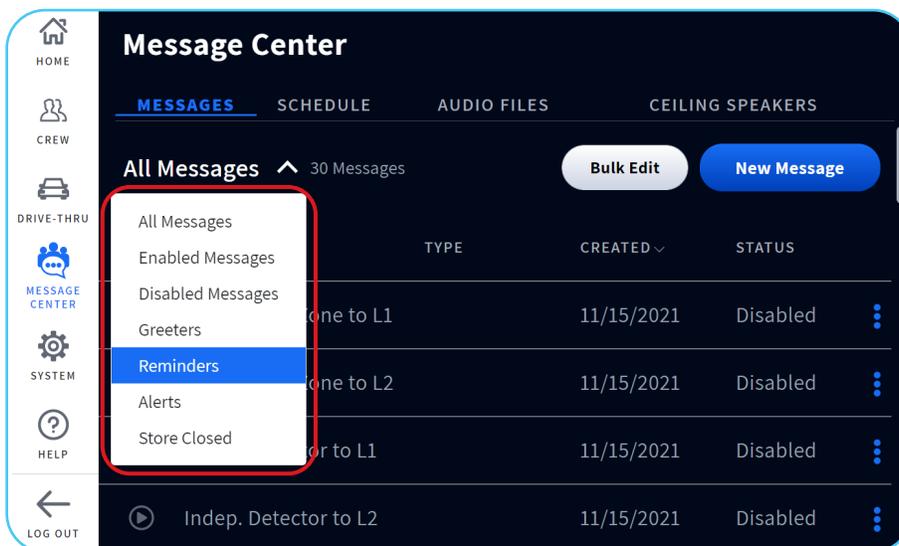


## Enabling Existing Message Center Alerts

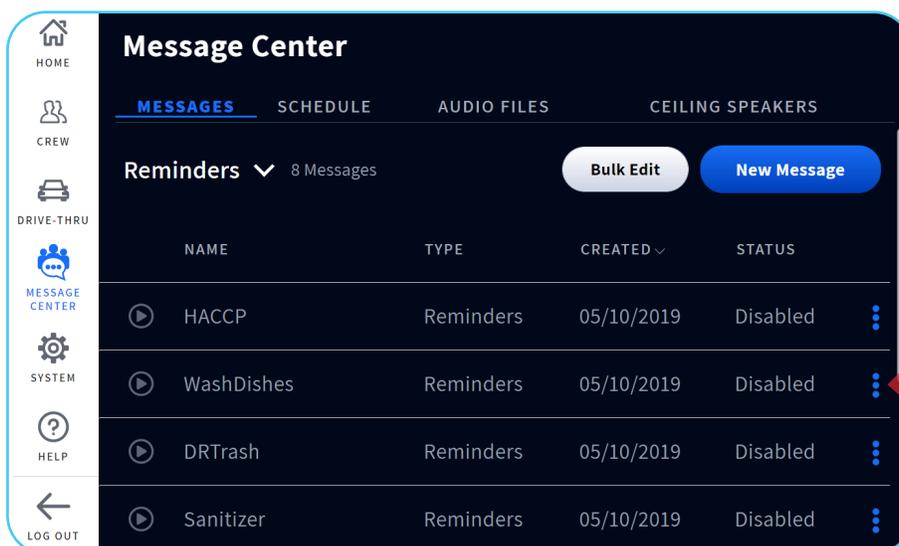
1. To enable one of the available **Greeters**, **Reminders**, or **Alerts**, tap the **dropdown arrow** next to **All Messages** to select which Message Type you would like to enable.



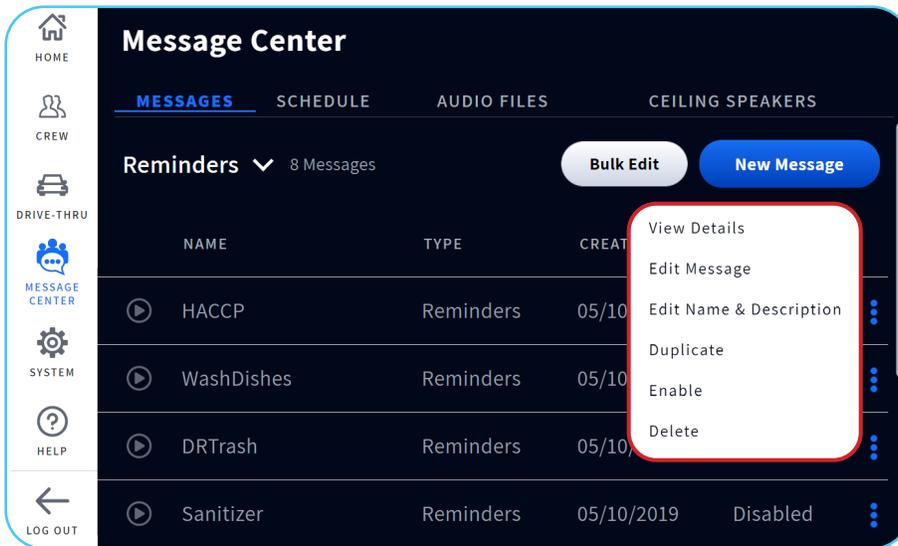
2. In this example, we will **enable a Reminder** to wash dishes every 4 hours. Tap on **Reminders**.



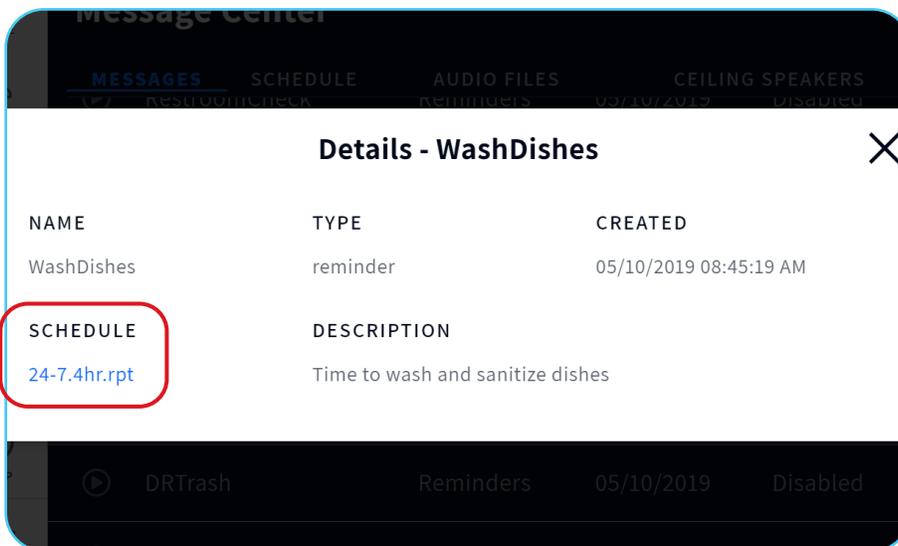
3. Scroll down to locate the Wash Dishes Reminder. Then, tap the **3 dots** next to the Reminder.



4. Tap on **View Details** in the pop-up box to see information about the Reminder.

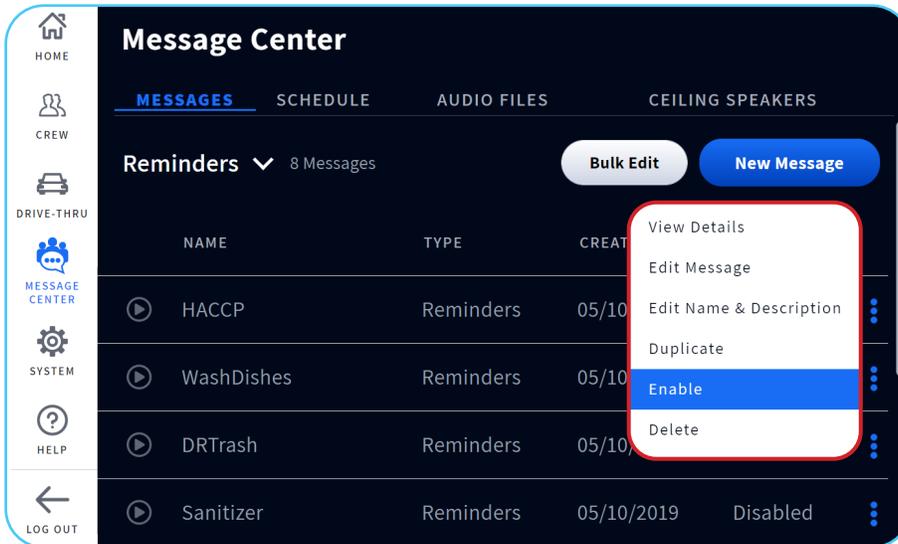


5. The Reminder has a Schedule associated with it. In this example, the Reminder to wash dishes will be heard all day and night (**24-7**). It will occur every 4 hours (**4hr.rpt**).



6. If the Schedule assigned to the Reminder meets your needs, tap **Enable** to enable the Reminder.

**Note:** If the Schedule assigned to the Reminder does NOT meet your needs, you can **Edit Message** or create a **New Schedule**.



For help, call 800.848.4468 (options 1,2, and 3) or email: [support@hme.com](mailto:support@hme.com)

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