## Enabling Existing Messages On the NEXEO | HDX<sup>™</sup> 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.

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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.

	номе	Message Center			SPEAKERS		
	255 crew	All Messages V 30 Messages	KODIOTILLI	Bulk Edit	New Message		
<b>Ö</b>		NAME					
MESSAGE	MESSAGE CENTER	EVD Danger Zone to L1				:	
CENTER	SYSTEM	EVD Danger Zone to L2				:	
	(?) HELP	Indep. Detector to L1				:	
		Indep. Detector to L2					
	LOG OUT	Indep. Detector to L2					

- 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.

номе	Message Ce	nter				
23	MESSAGES S	CHEDULE	AUDIO F	ILES	CEILI	NG SPEAKERS
CREW	All Messages	30 Messages	ſ		Bulk Edit	New Message
DRIVE-THRU	All Messages Enabled Messages		түре :	Delete Disable		STATUS
MESSAGE CENTER	Disabled Messages Greeters	one to L1		Enable	2	View Details Edit Message
SYSTEM	Reminders Alerts	one to L2		1	1/15/2021	Edit Name & Description Duplicate
(?) HELP	Store Closed	or to L1		1	.1/15/2021	Enable Delete
LOG OUT	Indep. Dete	ector to L2		1	1/15/2021	Disabled

## **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.

Номе	Message Cen	iter				
23	MESSAGES SC	HEDULE	AUDIO FILES	CEILING	SPEAKERS	
	All Messages \land	30 Messages		Bulk Edit	New Message	
DRIVE-THRU	All Messages Enabled Messages		ТҮРЕ	CREATED ~	STATUS	
MESSAGE CENTER	Disabled Messages Greeters	ione to L1		11/15/2021	Disabled	•
SYSTEM	Reminders Alerts	ione to L2		11/15/2021	Disabled	•
(?) HELP	Store Closed	or to L1		11/15/2021	Disabled	•
LOG OUT	Indep. Detec	tor to L2		11/15/2021	Disabled	:

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

номе	Message Ce	nter			
<u>2</u> }	MESSAGES S	CHEDULE	AUDIO FILES	CEILING	SPEAKERS
	All Messages 🖍	30 Messages	(	Bulk Edit	New Message
DRIVE-THRU	All Messages Enabled Messages		ТҮРЕ	CREATED 🗸	STATUS
MESSAGE CENTER	Disabled Messages Greeters	ione to L1		11/15/2021	Disabled
SYSTEM	Reminders Alerts	one to L2		11/15/2021	Disabled
HELP	Store Closed	or to L1		11/15/2021	Disabled
LOG OUT	Indep. Dete	ctor to L2		11/15/2021	Disabled

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

номе	Me	ssage Center				
쏘	MES	SSAGES SCHEDULE	AUDIO FILES	CEILING	SPEAKERS	
	Rem	inders 🗸 8 Messages	1	Bulk Edit	New Message	
ä		NAME	ТҮРЕ	$CREATED{\scriptstyle\smile}$	STATUS	
MESSAGE CENTER	۲	НАССР	Reminders	05/10/2019	Disabled	•
SYSTEM	۲	WashDishes	Reminders	05/10/2019	Disabled	:
(?) HELP	۲	DRTrash	Reminders	05/10/2019	Disabled	•
	۲	Sanitizer	Reminders	05/10/2019	Disabled	:

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

<b>СС</b> Номе	Message Center		
뫄	MESSAGES SCHEDULE	AUDIO FILES	CEILING SPEAKERS
CREW	Reminders 🗸 8 Messages		Bulk Edit New Message
DRIVE-THRU	NAME	ΤΥΡΕ	CREAT View Details
MESSAGE CENTER	HACCP	Reminders	05/10 Edit Name & Description
SYSTEM	WashDishes	Reminders	05/10 Enable
(?) HELP	DRTrash	Reminders	05/10, Delete
LOG OUT	Sanitizer	Reminders	05/10/2019 Disabled

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**).

Message	Center			
MESSAGES	SCHEDULE DITICITECK	AUDIO FILES	CEILIN US/IU/ZUIS	G SPEAKERS
	Details	- WashDish	es	×
NAME	TYPE		CREATED	
WashDishes	reminder		05/10/2019 08:4	5:19 AM
SCHEDULE 24-7.4hr.rpt	<b>DESCRIPT</b> Time to was	I <b>ON</b> sh and sanitize di	shes	
DRTras	h	Reminders	05/10/2019	Disabled

## 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.

номе	Me	ssage Center			
쏘	MES	SSAGES SCHEDULE	AUDIO FILES		CEILING SPEAKERS
CREW	Rem	inders 🗸 8 Messages		Bulk	Edit New Message
DRIVE-THRU		NAME	ТҮРЕ	CREAT	View Details Edit Message
MESSAGE CENTER	۲	НАССР	Reminders	05/10	Edit Name & Description
SYSTEM	۲	WashDishes	Reminders	05/10	Enable
(?) HELP	۲	DRTrash	Reminders	05/10	Delete
LOG OUT	۲	Sanitizer	Reminders	05/10/	/2019 Disabled

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

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