

CORTEK ELECTRO  
SMART BELL & PA SYSTEMS

USER MANUAL

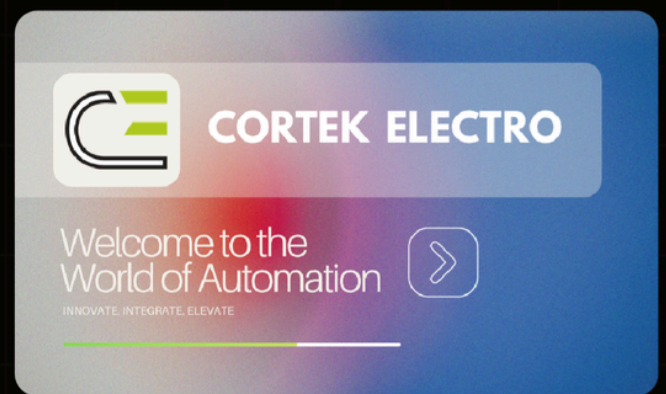
# SMART SCHOOL 360

**AUTOMATIC SCHOOL BELL  
& PUBLIC ADDRESS  
SYSTEM**

---

*"Welcome to the World of  
Automation"*

INNOVATE. INTEGRATE. ELEVATE



*Device Welcome Screen*

VERSION 1.0 — JUNE 2026  
For school administrators and staff

Read this manual fully before operating the device

# TABLE OF CONTENTS

01 Welcome Screen

02 Main Screen

03 Programming Timetable

04 Adding a New Task

05 Mode Selection (A0 / A1 / A2)

06 Play Manually

07 Microphone (PA System)

08 MP3 Player

09 Zone Selection

10 Volume Control

11 Wi-Fi Setup

12 Settings

13 Password Reset

14 Update Programming

15 Language Change

16 Contact Info

16 Battery Indicator

17 Emergency Siren

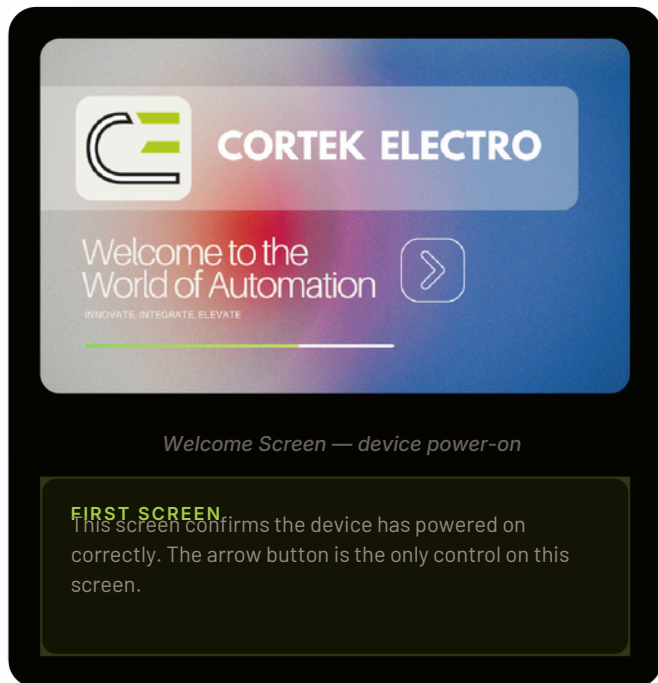
18 Silent Mode

19 Power Off

20 Troubleshooting

**⚠ Before You Begin:** Ensure the device is on a stable, ventilated surface. Keep away from water. Do not open the casing. Contact Cortek Electro support for installation issues.

# WELCOME SCREEN



When the Smart School 360 powers on, the Welcome Screen confirms the device is starting correctly. It shows the Cortek Electro logo, tagline, and a forward arrow to proceed.

1

### Power on the device

This screen displays: **CORTEK ELECTRO**, "Welcome to the World of Automation", and the subtext *INNOVATE. INTEGRATE. ELEVATE.*

2

### Wait for the screen to finish loading

The green progress bar at the bottom fills as the system initialises. Wait until it is complete – this takes 10–15 seconds.

3

### Press the forward arrow ( > ) button

Tap the rounded square arrow icon. The system loads the Main Screen.

**Note:** The progress bar on the welcome screen is static – it does not animate. Wait for the screen to fully load before pressing the arrow (about 10–15 seconds after powering on).

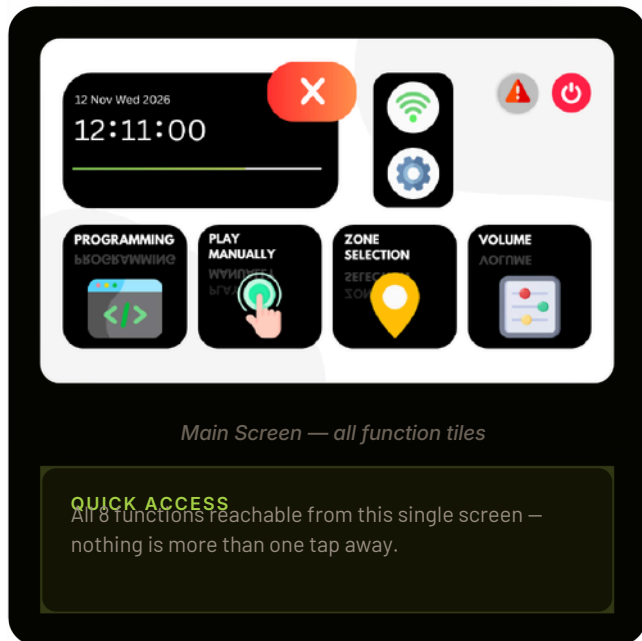
### After a Full Power-Off (AC + Battery off)

- 1 Power on and press the arrow on the Welcome Screen. The time display will show **11:11:11** – this is normal. The device is requesting the current time from the internet.
- 2 The device will automatically return to the Welcome Screen. Press the arrow again – the time will now be correct and updated.

**⚠ If the time does not update:** Check that Wi-Fi is connected and that the internet is active (Main Screen → Wi-Fi icon). If Wi-Fi is connected but the time is still wrong, fully power off the device (AC and battery), wait a few seconds, then switch it back on and repeat the steps above.

# MAIN SCREEN

The Main Screen is your control hub. All functions are accessed from here. It shows the current date and time and eight function buttons.



## SCREEN LAYOUT EXPLAINED

### Top Left – Date & Time Card

Shows the current date (e.g. 12 Nov Wed 2026) and live time in large digits. The green progress bar below shows the battery/power status. The red X button at the top right of this card stops current playback.

### Top Centre – Wi-Fi & Settings

Two stacked buttons: the **Wi-Fi** icon (top) opens the wireless network setup; the **Settings** gear icon (bottom) opens the Settings menu.

### Top Right – Emergency & Power

The red **triangle** (⚠) triggers the Emergency Siren. The red **power button** shuts the device down safely. Both require confirmation before activating.

### Bottom Row – Four Function Tiles

<b>PROGRAMMING</b> – set automated bell schedules	<b>PLAY MANUALLY</b> – instant audio, mic, MP3
<b>ZONE SELECTION</b> – choose which speaker zones are active	<b>VOLUME</b> – adjust all audio levels

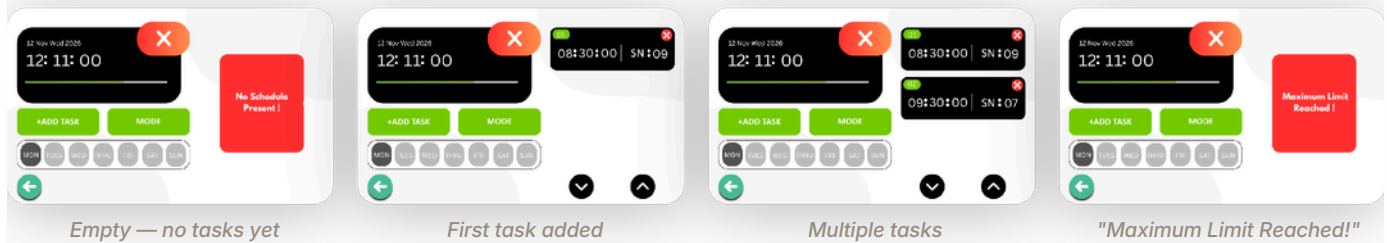
# PROGRAMMING TIMETABLE

Programming is where you setup the automated bell schedule. All scheduled bells for the day – or week – are entered and managed here.



Tap **PROGRAMMING** on the Main Screen. You will be asked to enter the password first (see Section 13 for password entry steps).

## THE PROGRAMMING SCREEN — FOUR STATES



Empty — no tasks yet

First task added

Multiple tasks

"Maximum Limit Reached!"

## SCREEN ELEMENTS

### Day Selector Pills (MON → SUN)

Tap a day to view its schedule. Active day is highlighted. The list on the right updates to show only that day's tasks.

### +ADD TASK button (green)

Open the Add Tasks screen to create a new scheduled bell. See Section 04 for the full steps.

### MODE button (green)

Opens the Mode Selection popup to switch between A0, A1, and A2 schedules. See Section 05.

### Task Cards (right panel)

Each saved task shows as a numbered card: **01** → **08:30:00 | SN:09**. The time is when it will ring; SN is the sound number assigned. Tap the red X on a card to delete that task.

## STATUS MESSAGES

### "No Schedule Present!"

Shown in a red card when no tasks have been added for the selected day. Tap **+ADD TASK** to begin.

### "Maximum Limit Reached!"

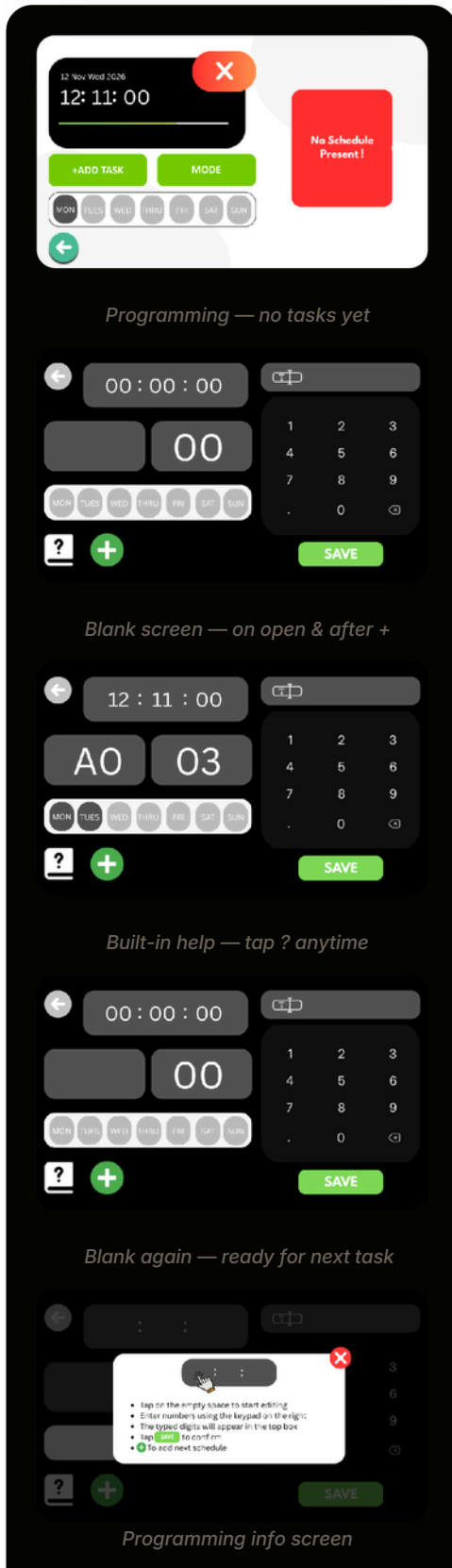
Shown when you have added the maximum number of tasks allowed for that day. No more tasks can be added until an existing one is deleted.



Enter all tasks for the entire week in one session. Use the scroll arrows (▼▲) to navigate a long task list. Tasks run automatically every day until deleted.

# ADDING A NEW TASK

The Add Task screen is where you program each individual bell. Enter the time and song number – pressing **SAVE** after each – then select the mode, pick repeat days, and press **+** to save and start the next task.



Enter password → Programming screen opens → tap the green **+ADD TASK** button. The Add Task screen appears blank and ready.

## STEP-BY-STEP

1

### Tap the time field – type HH using the keypad – press **SAVE**

The time field at the top activates. Type the **hour digits** (e.g. 0,8 for 08) on the right-hand keypad, then press the green **SAVE** button to confirm.

2

### Type **MM (minutes)** – press **SAVE**

Type the **minute digits** (e.g. 3,0 for 30), then press **SAVE** again to confirm the minutes.

3

### Type **SS (seconds)** – press **SAVE**

Type the **second digits** (usually 0,0), then press **SAVE**. The time display now shows the full time (e.g. 08:30:00).

4

### Tap the **SN field** – type the **Song Number** – press **SAVE**

Tap the **SN field** (right side of the time display box). Use your **sound reference sheet** to find the correct number for this bell (e.g. Morning Prayer = 01, Short Bell = 03). Type the number on the keypad, then press **SAVE**.

5

### Check the **Mode (A0 / A1 / A2)**

The mode tile (left side, below the time) shows which timetable this task belongs to. Tap it to change if needed – A0 = Regular school, A1 = Exams, A2 = Vacation.

6

### Tap the **repeat days (e.g. MON, TUES, WED)**

Tap each day pill to toggle it on (dark) or off (grey). For a bell that only runs Monday to Wednesday, tap **MON**, **TUES**, and **WED** only. Tap a selected day again to deselect it.

7

### Press **+** to save and return to a blank screen

The green **+** button (bottom-left) saves this task and **clears the screen back to blank**, ready for the next entry. Go back to Step 1 and repeat for every bell in the timetable.

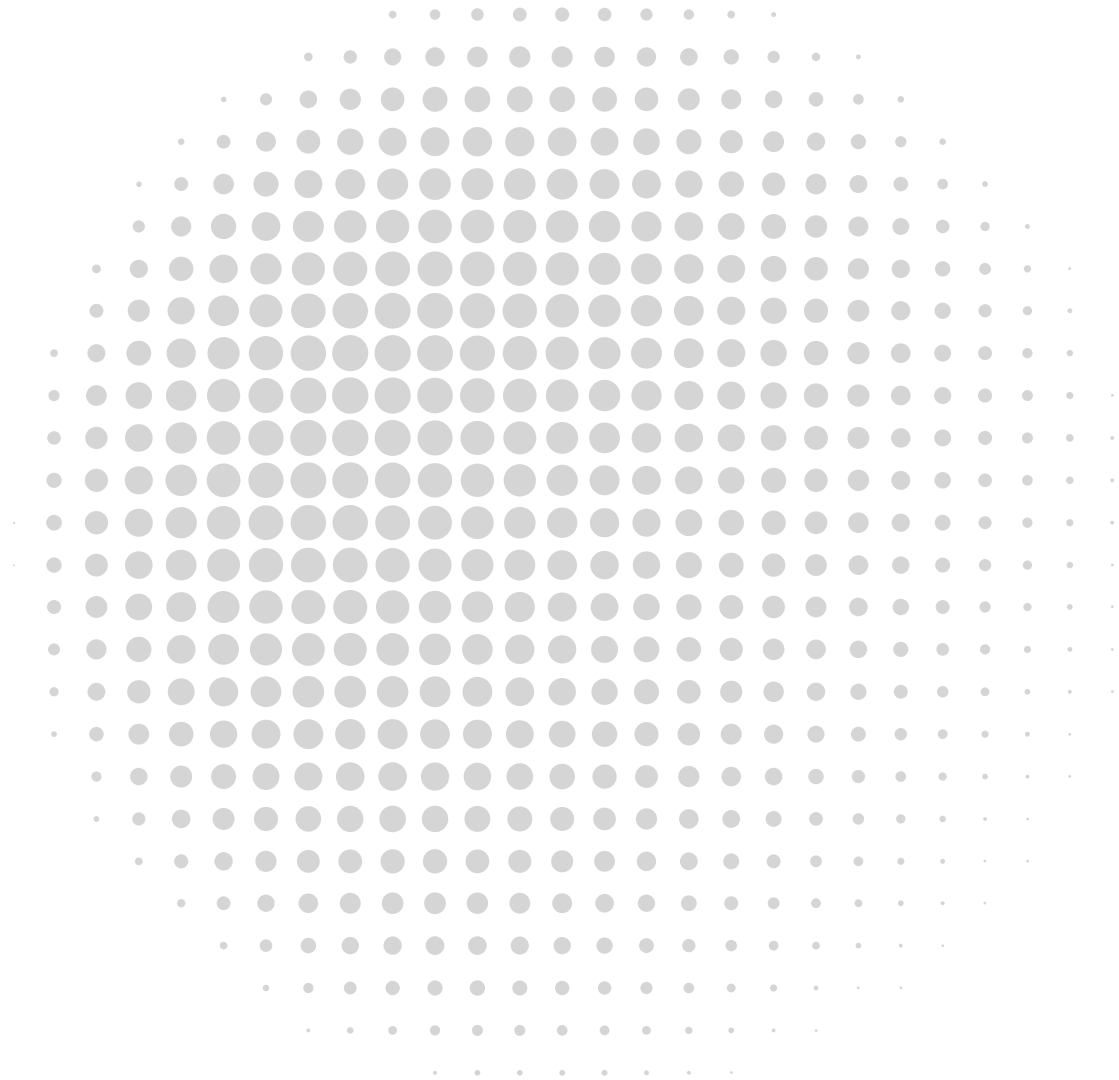
⚠ **Press SAVE after every number entry** – HH, MM, SS, and SN each require their own SAVE press. If you skip SAVE for any field, that value will not be stored and the task will be wrong.

💡 Keep your **Cortek sound reference sheet** beside the device while programming. It lists every SN number and the audio clip it plays.

📘 **Two ways to customise your timetable:**

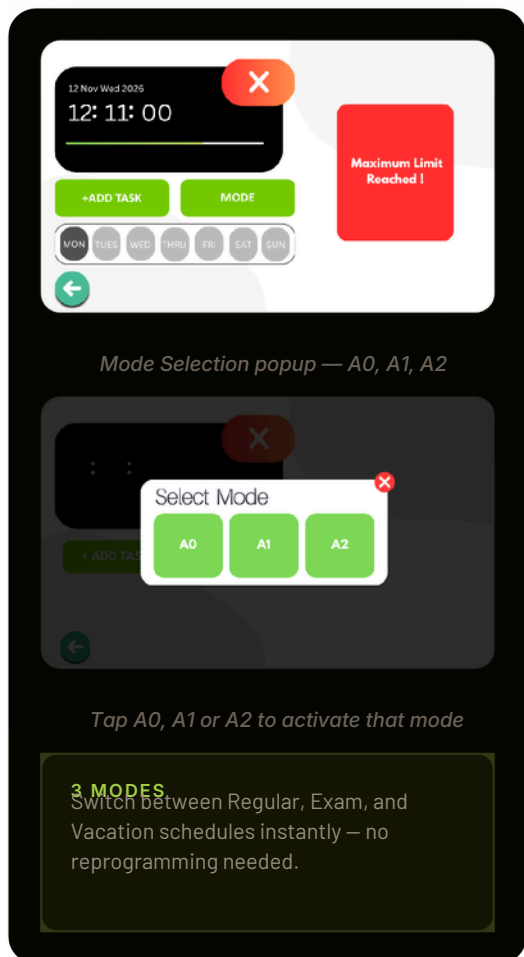
**Vertical** – different bells at different times within the same day (e.g. 07:30 Morning Prayer, 09:00 Short Bell, 12:00 Long Bell on Monday).

**Horizontal** – the same time slot plays a different audio on different days (e.g. 07:30 Morning Prayer on Monday, 07:30 National Anthem on Tuesday, 07:30 School Prayer on Wednesday). To do this, create a separate task for each day with the same time but a different SN number, and select only that specific day.



# MODE SELECTION

The device stores three separate timetables – A0, A1, and A2. Mode Selection lets you switch between them instantly with a single tap.



In the Programming screen, tap the **MODE** button. A popup appears with three mode options. Tap your choice and it activates immediately.

## A0

### Regular School

Your standard daily timetable – morning bell, class periods, breaks, and close of school. Use this during normal school weeks.

## A1

### Examination Schedule

A pre-programmed exam timetable with adjusted bell times. Switch to A1 on exam days – no reprogramming needed.

## A2

### Vacation / Special Schedule

For holiday programs, Saturday lessons, or special events. Store a custom schedule here so switching is instant.



Program all three modes at the start of each term. Switching between them takes one tap – no need to re-enter schedules each time the timetable changes.



**Using Mic or MP3 without interruption:** If you want to use the Microphone or MP3 Player without any scheduled bells cutting in, switch to **Empty Mode** first – no schedule runs in Empty Mode. This is recommended for assemblies, events, or any session where uninterrupted audio is needed.

# PLAY MANUALLY

Play Manually gives you instant control over stored audio. Tap any audio button to play it immediately – overriding any scheduled bell currently running.



Tap **PLAY MANUALLY** on the Main Screen. The top of the screen shows the **MIC** (microphone) and **MP3** buttons, plus a back arrow. The audio tiles are displayed below, split across pages.



Page 1 — Prayer & Bell buttons

Page 2 — Manual 1-4

Page 3 — Manual 5-8

## AUDIO BUTTONS — PAGE 1



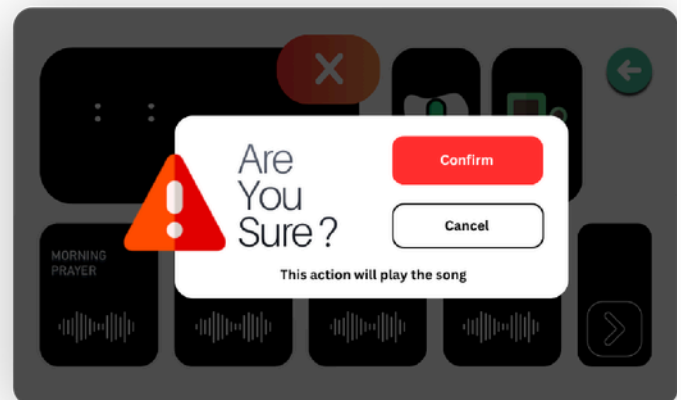
## PAGES 2 & 3 — MANUAL BUTTONS

Page 2: **Manual 1, 2, 3, 4**

Page 3: **Manual 5, 6, 7, 8**

Use the < and > arrows (right side) to navigate between pages.

## CONFIRMATION DIALOG



"Are You Sure?" — tap Confirm to play

1

### Tap any audio button

The "Are You Sure? This action will play the song" dialog appears.

2

### Tap Confirm to play / Cancel to dismiss

The selected audio starts broadcasting through active speaker zones immediately.

3

### Tap the red X button to stop

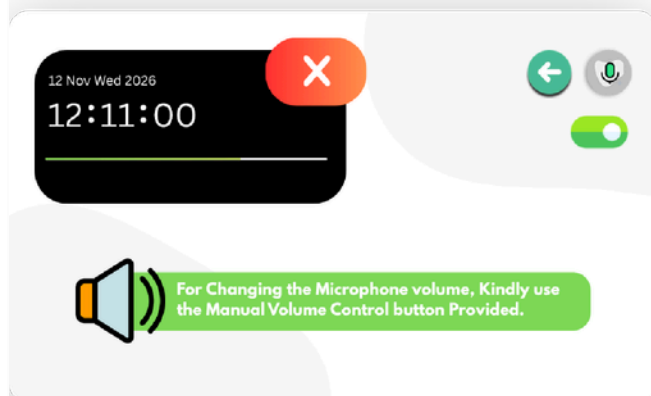
The red X button (top of screen, on the time card) stops all manual playback.

# MICROPHONE & MP3 PLAYER

## SECTION 07 – MICROPHONE (PA)

Make live announcements broadcast instantly through all active speaker zones.

Open **Play Manually** → tap the **MIC** button (top row).



Microphone screen

1

### The MIC screen opens with a toggle switch

The green toggle (top right) enables/disables the microphone. Ensure it is switched ON (green) before speaking.

2

### Speak into the microphone

Your voice broadcasts through the active speaker zones immediately.

3

### Adjust microphone volume

Use the **Manual Volume Control button** on the device hardware (not on screen). The screen note reads: "For changing the Microphone volume, kindly use the Manual Volume Control button provided."

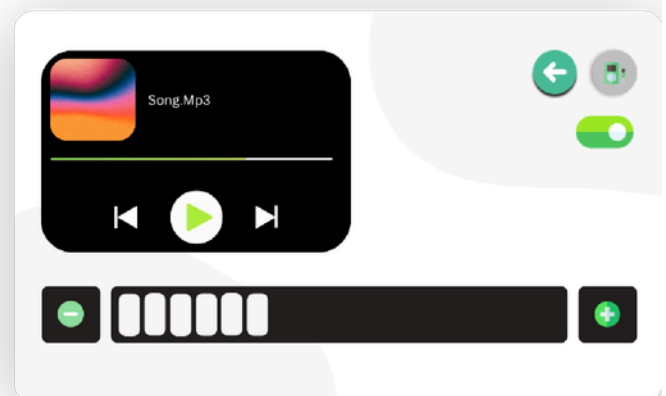


**Schedule takes priority over the Microphone.** When a scheduled bell plays, the microphone will automatically cut off for the duration of the bell, then automatically switch back on once the schedule finishes – as long as you remain on the MIC screen with the MIC toggle switched ON. You do not need to do anything; it resumes by itself.

## SECTION 08 – MP3 PLAYER

Playstored music files independently of the scheduled bell system.

Open **Play Manually** → tap the **MP3** button (top row).



MP3 Player screen

1

### The MP3 Player opens with the current track

Shows the album art, file name (e.g. Song.Mp3), and a green progress bar for playback position.

2

### Use playback controls

◀ = Previous track · ▶ = Play/Pause · ▶ = Next track. Use the toggle switch (top right) to enable/disable.

3

### Adjust volume with the – / + bar

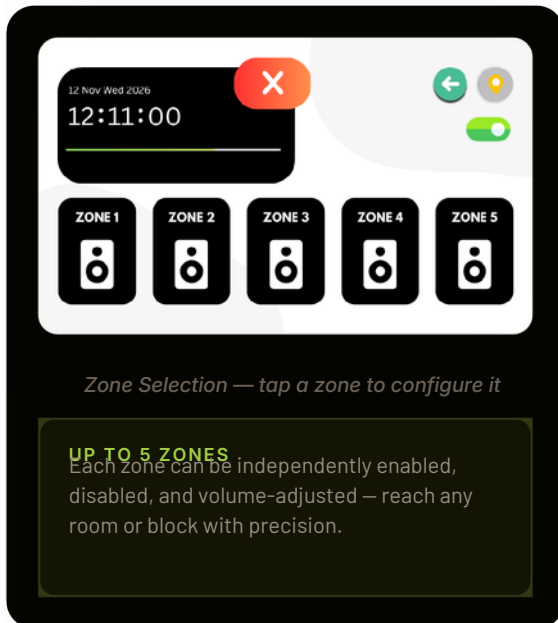
Tap the – (minus) button to decrease, + (plus) to increase the MP3 playback volume. The bar shows the current level.

# ZONE SELECTION

Zone Selection lets you choose which speaker zones receive audio – and control the volume for each zone independently.



Tap **ZONE SELECTION** on the Main Screen. The screen shows all five zone tiles.



## WHAT EACH ZONE TILE SHOWS

**Overall Toggle (top right):** The green ON/OFF toggle at the top right of the screen enables or disables **all zones at once**. Switch it OFF to mute every speaker zone simultaneously; switch it ON to restore all zones.

**ZONE 1-5:** Each zone represents a separate speaker group (e.g. Block A classrooms, outdoor field, offices). Tap any zone tile to open its individual volume and enable/disable page.

1

### Tap a zone tile (e.g. ZONE 1)

The zone volume controls screen opens, showing that zone's name, a toggle switch, and a volume slider bar.

2

### Toggle the zone ON or OFF

The green toggle (top right) enables or disables audio output to that zone. Green = active.

3

### Adjust zone volume with – / + buttons

Use the minus (–) and plus (+) buttons on either side of the volume bar. Each tap changes the level by one step.

4

### Tap the back arrow to return to Zone Selection

Repeat for each zone you want to configure.

## INDIVIDUAL ZONE VOLUME SCREENS (ZONES 1-5)



Zone 1

Zone 2

Zone 3

Zone 4

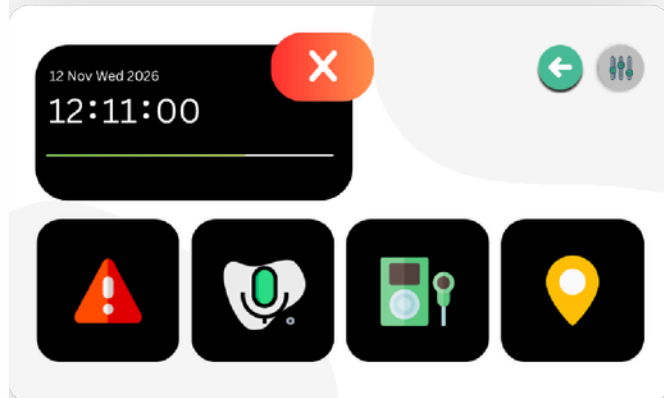
Zone 5

# VOLUME CONTROL

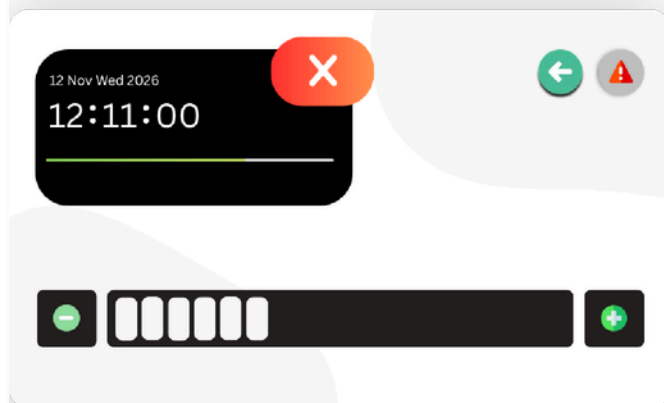
The Volume section provides central control over the audio levels for all sources on the system — emergency, microphone, MP3, and individual zones.



Tap **VOLUME** on the Main Screen. The screen shows four source tiles. Tap any tile to open that source's volume control.



Volume main — four source options



Volume slider — — / + controls

## THE FOUR VOLUME SOURCES



### Emergency Volume

Controls the volume of the Emergency Siren. Adjust with the — / + bar.



### Microphone Volume

Sets the broadcast level for live PA announcements. Use the physical Manual Volume Control button on the device for fine-tuning.



### MP3 Volume

Control the playback level for the MP3 player. Independent of the microphone and bell volumes.



### Zone Volume

Open the zone volume page for per-zone level adjustment. Also accessible via Zone Selection (Section 09).



On every volume page, tap — to decrease and + to increase. The bar shows the current level visually. Tap the back arrow when done.

# WI-FI SETUP

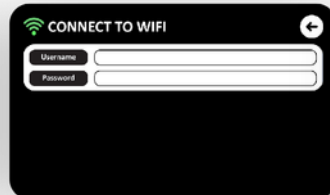
Connect the Smart School 360 to your school's wireless network to enable remote updates and future connectivity features.



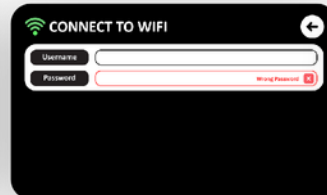
On the Main Screen, tap the **Wi-Fi** icon (top of the centre stacked buttons). The Connect to Wi-Fi screen opens.



Step 1 — select a network



Step 2 — enter credentials



Wrong Password error



On-screen keyboard

1

### Select a network from the Nearby Wi-Fi list

The screen shows available networks. Tap the → **arrow** beside the network name you want to connect to. Tap the ↻ **refresh** icon (top right) to rescan for networks.

2

### Enter the Username (SSID) and Password

Tap the Username field and type the exact network name. Then tap the Password field and type the password. The on-screen keyboard appears automatically.

3

### Use the keyboard to type

The device keyboard appears below the fields. Tap **CAPS LOCK** to toggle uppercase letters. Tap ⌫ to delete. Tap **Enter** to confirm.

4

### The device connects

If credentials are correct, the system confirms the connection. If wrong, a red **"Wrong Password"** message appears beside the Password field — re-enter and try again.

## KEYBOARD — CAPS MODE



CAPS LOCK active — uppercase input

**⚠ Wi-Fi names and passwords are case-sensitive.**  
"School\_WiFi" and "school\_wifi" are different. Double-check capitalisation if connection fails.

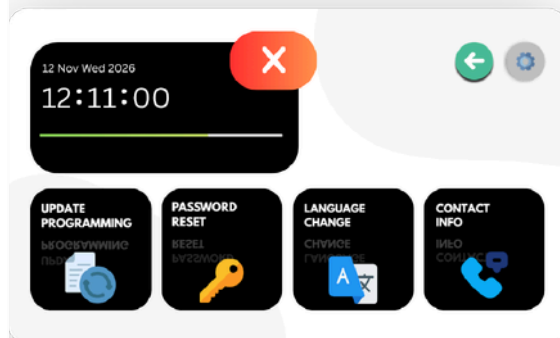
**💡** Tap **ESC** on the keyboard to dismiss it without saving. Use the ← back arrow at the top right of the screen to return to the Main Screen at any time.

# SETTINGS

Settings contains four administrative functions: updating the programming schedule, resetting your password, changing the display language, and viewing contact information.



On the Main Screen, tap the **Settings (gear)** icon in the centre stacked buttons. Enter the password when prompted.



*Settings — four function tiles*

## UPDATE PROGRAMMING

Syncs and updates the device's programming schedule from an external source. A loading animation plays while the update runs. See Section 14 for full details.

## PASSWORD RESET

Change the access password for Programming and Settings. A multi-step process: enter previous code → enter new code → re-enter new code to confirm. See Section 13.

## LANGUAGE CHANGE

Change the display language of the device interface. Currently shows English. See Section 15 for details.

## CONTACT INFO

Displays a QR code linking to Cortek Electro's contact details and support information. Scan with your phone to access. See Section 16.

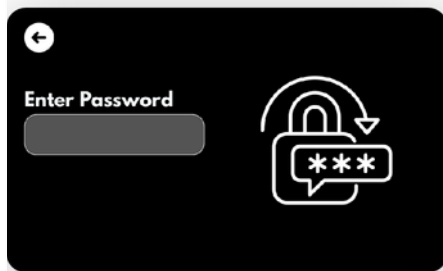
# PASSWORD RESET

The password protects access to Programming and Settings. Follow these steps to change it. The password is numeric – use the number keypad.

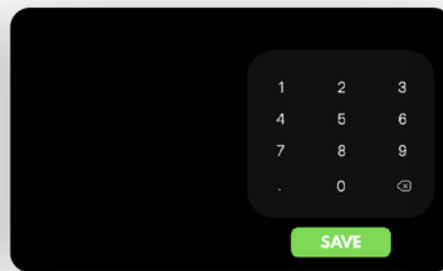


**Settings → PASSWORD RESET.** Also reached automatically when you tap Programming or Settings on the Main Screen.

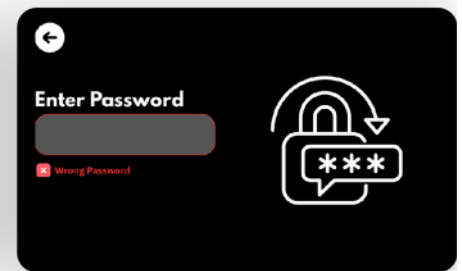
## PASSWORD ENTRY (WHEN ACCESSING PROTECTED SCREENS)



Enter Password screen



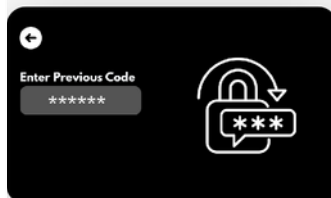
Numeric keypad + SAVE



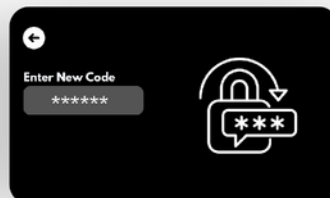
"Wrong Password" error state

- Tap the password field to activate the numeric keypad. Enter your code using the number buttons. Tap **SAVE** (green) to submit. A "Wrong Password" message appears in red if the code is incorrect – tap the field again to retry.

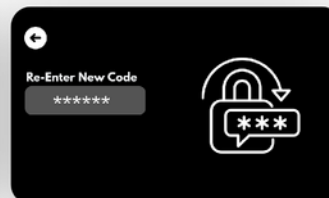
## CHANGING THE PASSWORD — STEP BY STEP



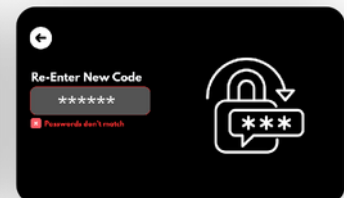
Step 1 — Enter Previous Code



Step 2 — Enter New Code



Step 3 — Re-Enter New Code



Error — Passwords Don't Match

1

### Enter Previous Code

Type your current password using the numeric keypad. The field shows asterisks (\*\*\*\*\*). Tap SAVE to proceed.

2

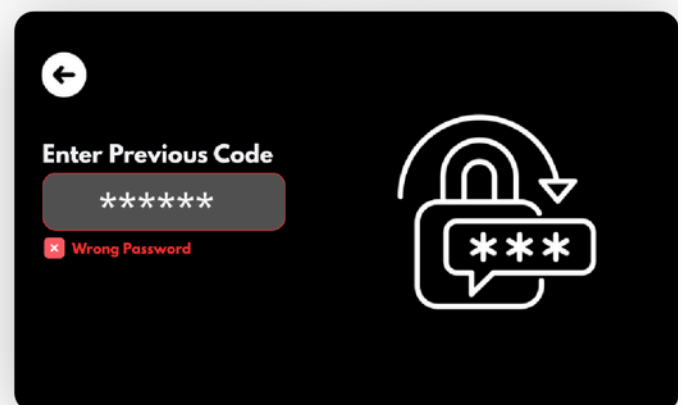
### Enter New Code

Type your new password. It must be different from the previous one – "Old and new passwords can't be the same" will appear if they match.

3

### Re-Enter New Code to confirm

Type the new password again exactly as entered in step 2. If they don't match, "Passwords don't match" appears in red – repeat from step 2.



Wrong Previous Code error

- Write your password down** and keep it in a secure location. If forgotten, contact Cortek Electro support – you cannot access Programming or Settings without it.

**Password saved**

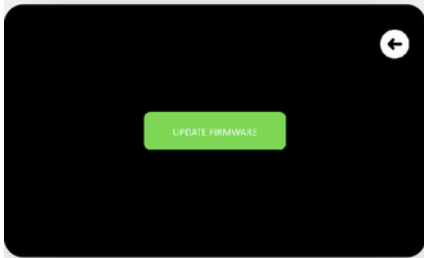
Once both entries match, the password is updated immediately. The new code is required from this point forward.



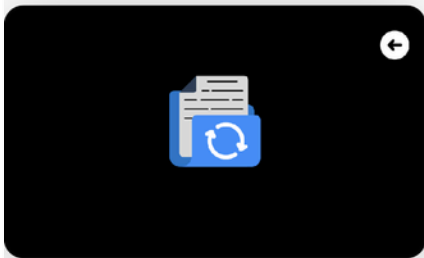
# UPDATE, LANGUAGE & CONTACT INFO

## SEC 14 — UPDATE PROGRAMMING

Updates the device firmware and programming data from an external source. Run this when instructed by Cortek Electro support or after a firmware release.



Tap UPDATE FIRMWARE to begin



Update in progress — do not power off

**1 Go to Settings → Update Programming**  
The screen shows a green **UPDATE FIRMWARE** button on a dark background.

**2 Tap UPDATE FIRMWARE**  
The device begins the update. A file-sync animation plays while the process runs.

**⚠ Do not power off the device during an update. Ensure the device has a stable power supply before starting.**

## SEC 15 — LANGUAGE CHANGE

Change the display language of the device interface.



Language Selection screen

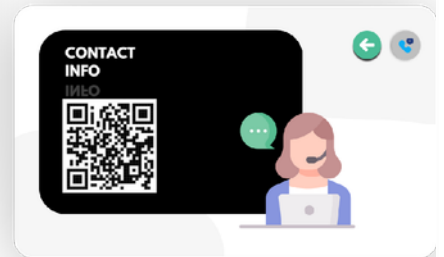
**1 Go to Settings → Language Change**  
The Language Selection screen opens showing the current language (English).

**2 Tap the language button**  
Tap **ENGLISH** (or other available language) to select it. The interface updates to the chosen language.

**i** Use the ← back arrow at top right to return to Settings without making a change.

## SEC 16 — CONTACT INFO

Displays a QR code containing Cortek Electro's support contact details. Scan it with your phone to access the information instantly.



Contact Info — scan QR code with phone

**1 Go to Settings → Contact Info**  
A QR code is displayed on the left side of the screen.

**2 Scan the QR code with your phone camera**  
Your phone opens the Cortek Electro contact page with phone numbers, email, and website details.

**i** Keep this screen available when calling support — the technician may ask for your Device ID found in this section.

# BATTERY, EMERGENCY, SILENT & POWER OFF

**SECTION 17 — IMMEDIATE ACTION**

## EMERGENCY SIREN

*Step 1 — Confirm trigger*      *Step 2 — Siren active*      *Step 3 — Confirm stop*

**To Activate**

Tap the red **triangle** (top right of Main Screen) → dialog appears → tap **Confirm**. The siren starts immediately across all zones.

**To Stop**

Tap the **Power button** (top right) → "Stop the emergency alarm" dialog → tap **Confirm**. Normal operation resumes.

**Important**

Emergency overrides **ALL** scheduled bells and manual audio. The siren plays continuously until manually stopped — it will not stop on its own.



## SECTION 18

# SILENT MODE

Pauses all scheduled automatic bells while keeping Play Manually, Microphone, and MP3 available for manual use.

### HOW TO USE

1

#### Tap the red **×** button on the Main Screen

Located on the top-right of the Date/Time card. Scheduled bells are paused immediately.

2

#### Tap **×** again to resume normal operation

The schedule restarts and bells will ring at their next programmed time.



**Use Silent Mode for:** visiting dignitaries, special assemblies, prayer sessions, or any period where automatic bells should not interrupt.

## SECTION 19

# POWER OFF

Safely shuts down the Smart School 360. Always use this procedure – never cut power abruptly.

### HOW TO SHUT DOWN

1

#### Tap the Power button (top right of Main Screen)

The red circular power icon is in the top-right corner alongside the emergency triangle.

2

#### Tap Confirm when prompted

A confirmation dialog appears. Tap **Confirm** to proceed with shutdown, or **Cancel** to return.

3

#### The device safely powers down

All settings and schedules are saved automatically before shutdown.

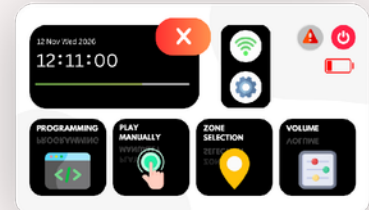


Do not disconnect the power supply while the system is operating. Always use the Power Off button to shut down safely.

## SECTION 16

# BATTERY INDICATOR

The battery icon on the Main Screen shows the current charge level. When the battery is low, a red battery warning icon appears – act immediately.



Low battery icon — visible on Main Screen



**Critical red icon – charge now**



When the red battery icon appears, connect the device to mains power immediately to avoid unexpected shutdown.

# TROUBLESHOOTING

If the device does not behave as expected, check below before contacting support. Most issues are resolved in under two minutes.


PROBLEM	LIKELY CAUSE	SOLUTION
<b>No sound from speakers</b>	Zone muted, low volume, or speaker disconnected	Go to Zone Selection and confirm the zone toggle is ON (green). Check Volume is not at zero. Check speaker cables are connected. Confirm the amplifier is powered on.
<b>Schedule not ringing</b>	Wrong mode active, or Silent Mode is on	Open Programming → check the current Mode (A0/A1/A2) is correct. Verify the task time and day selections are right. Ensure the red X has not put the device in Silent Mode.
<b>Cannot connect to Wi-Fi</b>	Wrong SSID or password, or router out of range	Re-enter the network name and password – both are case-sensitive. Move the device closer to the router. Tap the ↻ refresh icon to rescan. Recheck credentials with your IT administrator.
<b>Password forgotten</b>	Password was changed and not recorded	Contact Cortek Electro support using the QR code in Settings → Contact Info. Support can issue a reset code. Write your password down after resetting.
<b>Microphone too quiet</b>	Volume not adjusted correctly	Use the <b>Manual Volume Control button</b> on the physical device hardware – the microphone level is not adjusted on screen. Increase the knob/button on the device casing.
<b>"Maximum Limit Reached!"</b>	Too many tasks added for that day	Delete an existing task by tapping the red X on its card in the Programming screen, then add the new one.
<b>Screen unresponsive</b>	Device frozen or low power	Check power supply is connected. Wait 30 seconds. If still unresponsive, use the power button to shut down and restart using the welcome screen procedure. Contact support if the issue persists.

## CORTEK ELECTRO

### STILL NEED HELP?

Contact the Cortek Electro support team. Scan the QR code in **Settings → Contact Info** to reach us directly. Have your Device ID ready when you call.

 [www.smartschool360.co.in](http://www.smartschool360.co.in)

 Scan QR in Settings → Contact Info for full details

Smart School 360 User Manual v1.0 — June 2026  
© Cortek Electro. All rights reserved.