

Honeywell Instant Alert System

SETTING UP MULTIPLE ALERT LEVELS

December 2011

The Madison School District believes the Honeywell Instant Alert system is a critical tool to allow the district to broadcast information about the Madison Public schools to all interested parties in the ways they would like to receive messages – Phone, Email or Text.

The system allows users to set different alerting levels so that messages marked as **High Importance**, or other Message Types go to only the devices the user specifies for each message category.

To eliminate unwanted phone calls to your home, office or cell phone numbers, login into the Honeywell System at the following link :

<https://instantalert.honeywell.com/InstantAlert/Login.aspx>,

and modify your **Alert Setup** page as noted.

In the example on the next page, the **High Importance** box is checked for all “Devices,” but only Email is selected for all other messages. By choosing only Email for messages that aren’t **High Importance**, a user can avoid getting phone calls and/or text messages when less critical messages are sent out for things like School Information, Activities, etc.

The Madison School District will only send out messages marked as **High Importance** for Delayed Openings, School Closings, or other time critical events. All other messages will be sent under one of the other categories.

Instant Alert[®] for Schools

Welcome

MY FAMILY ALERT SETUP ALERT HISTORY OTHER CONTACTS

☑ Successfully updated Alert configuration.

Alert Setup

*Add New Device: *Device De
*Select Name:

- Note: Please select which alert types you want to receive on which contact device.
- Note: Select the time of day you would like to allow calls to your phones. For example, if you select 8:00am as a start time and 5:00pm as an end time, the alerts the school sends only during those hours. i.e. if the school sends an alert at 7:30am your work phone will NOT receive the alert.
- Note: If you do not want to receive alerts on a device, please select "X" in the "All" column.

Select this column for High Importance Messages

Select these columns for all other messages

Patrick Rowe

	Devices	All	High Importance	School Information	Transportation	Activities	General	Week
	<input type="text" value="(973)"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight
	<input type="text" value="(973)"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight
	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
X	<input type="text" value="@verizon.net"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
X	<input type="text" value="@txt.att.net"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Kim Rowe

	Devices	All	High Importance	School Information	Transportation	Activities	General	Week
	<input type="text" value="(201)"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight
	<input type="text" value="(973)"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Midnight
	<input type="text" value="@verizon.net"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
X	<input type="text" value="@vtext.com"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	