

## FTHD Tutorial – Using the Timer and Options Trays

**Step 1:** From the main screen, in USER mode, tap the “Settings” icon in the lower right corner of the screen. This will bring up the Settings Menu.



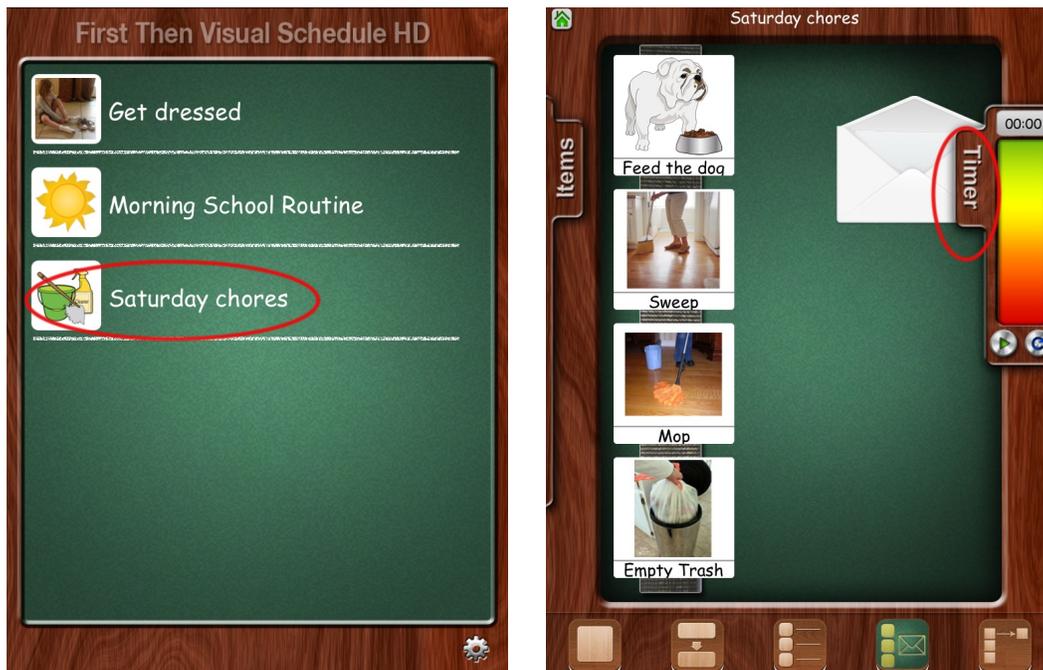
**Step 2:** Scroll down to the bottom of the Settings menu. Under “Timer Feature,” you will see a “Timer” option. Tap where it says “No Timer,” and a menu will pop up, allowing you to set a timer for the entire event, or to time the individual steps within the event.



**Step 3:** If choosing to time the entire event, select “Entire Event” from the popup menu. Tap “Done” when finished.



**Step 4:** Tap the schedule that you wish to time. You will notice two tabs on either side of the screen. To access the timer, tap the “Timer” tab to the right side of the screen, which will pull out the Timer tray.



**Step 5:** To set the time for your event, tap the “Items” tab to the left of the screen. This will pull out the Options tray.



**Step 6:** To set the desired time for the event, tap the clock icon at the top of the Options tray. A window will pop up allowing you to set the time for the event by scrolling up or down to set hours, minutes and seconds as needed for your timed event. Tap “Done” when finished.



**Step 7:** The time for the event will automatically appear in both the Options tray and the Timer tray (NOTE: The timer feature will not show hours, but will translate them to the equivalent minutes).



**Step 8:** To begin the timer, tap the green "Play" button at the bottom of the Timer tray. This will start the timer for your event. At any time, you can pause the timer by tapping the red "Pause" button.



**Step 9:** To reset the timer, tap the blue “Reset” button at the bottom of the Timer tray (NOTE: This will reset any choice board selections as well). An alert will pop up asking if you are sure you want to reset the timer. Tap “OK” to reset the timer.



**Step 10:** To hide either tray while using the schedule with a timer, simply tap the tab itself, and the tray will be hidden.



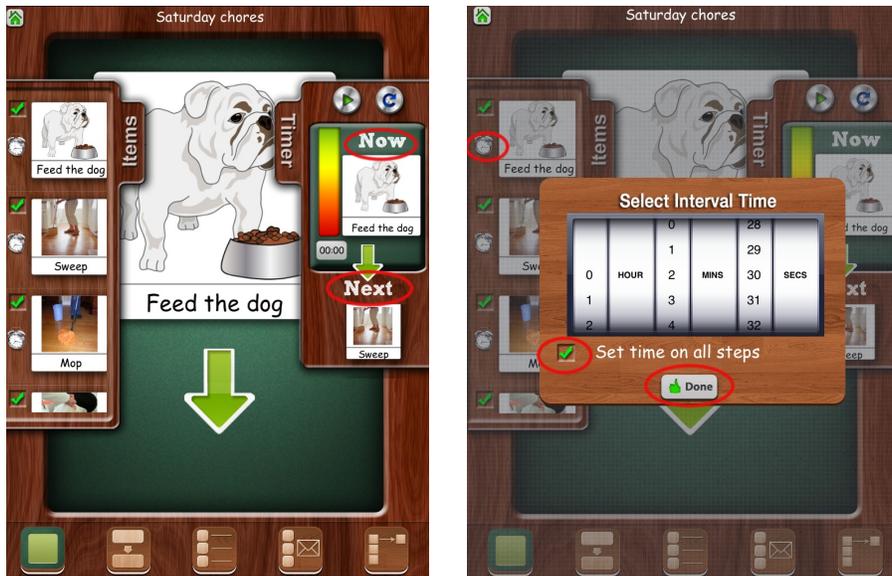
**Step 11:** If you want a sound to play at the end of the timer, go into the Settings menu again and scroll down to the Timer feature. Tap “No Sound,” and a menu will pop up with sound options that will play at the end of each timer. Select the desired sound, and it will play back the selected sound. Tap “Done” when satisfied with your selection.



**Step 12:** If you wish to time each individual step within an event, follow the instructions for accessing the Timer feature, and select “Each Step” from the popup menu. Tap “Done” when finished.



**Step 13:** To use timers for each step, follow the instructions for accessing the Timer tray and Options tray as previously explained. You will notice that the layout is different, and will show each step within the timer window as it is happening. To set times for each individual step, simply tap the clock icon next to each step to bring up the "Set Interval Time" window. You can choose to set an individual time for each step, or you may also choose to set the same time for all steps. You can do this by tapping the "Set time on all steps" box. Tap "Done" when finished.



**Step 14:** Using the timer feature with individual steps is exactly like using it for the entire event, with the exception that once a step is completed, it will move onto the next step. If you have attached sounds to the timer, they will play at the end of each timed step.



**Note:** Timer will continue to run whether the trays are open or hidden, unless manually stopped or schedule is complete.

