

SAFE Panic Button User Guide



The **SAFE** (*Send Alert For Emergency*) button is a panic button system for your PC. It allows you to send an emergency message to other machines on your network asking for assistance.

The SAFE button is the perfect support tool for anyone who may be threatened, may need to raise the alarm for a medical emergency or might just need immediate assistance.



The SAFE Button sits on your PC desktop above all other applications so it's easily accessible.

Running the application

After running the installer the SAFE Panic Button is automatically put in the Startup folder on each machine, so that the button is launched as soon as the PC is logged in. You can also just double click the SAFE icon on the desktop to launch the program.

1st Run of the application

The first time that the application is run you will see a window which will look as below:

1st Run Configuration

Please enter your Room Name\Location:

Please enter the IP Address of the SAFE Master:

Continue Cancel

Enter your **Room Name** or **Location**. This name will be shown on any alerts that are sent so it should be descriptive. **Don't** use names of staff as they may move to another room.

The IP Address of the SAFE Master is also required. This is the IP address of the machine that the **SAFE Master** software is running on.

Once this information is entered click on the Continue button and the SAFE button will appear on your screen.

Positioning

The button can be moved to any part of your screen. Just left click and hold the button down while dragging to a new part of the screen.

The SAFE button will remember its last location for the next time you start your machine.



Send for Assistance

It's easy to send an alert, just double click on the SAFE button. The button will then turn red and an alert message will be sent to every PC that is running the software.



Alternatively, the button will go back to its ready state after approximately 20 seconds once an alert has been sent.

Cancelling an Alert

If you accidentally activate an alert then just double click on the button again within approximately 20 seconds. An Alert Cancellation message will then be sent to every PC and the button will turn green again.





Settings

To access the application settings Right Click on the SAFE button and select the “*Settings*” option from the drop down list. This will open a settings window which should look similar to below:

A screenshot of a settings window titled "Settings". The window has a green header bar. Below the header, there are four sections: "Room Name\Location:" with a text box containing "RECEPTION"; "Hot Key:" with a checked checkbox and a dropdown menu showing "F12"; "Group or Zone:" with a text box containing "default"; and "Sound Alerts:" with a checked checkbox. At the bottom, there are two buttons: "Save" and "Cancel".

From here you can change the *Room Name/Location* entry.

You can also assign a *Hot Key* which you can use instead of double clicking the SAFE button. In the example above “F12” has been assigned. Please be aware that other programs running on your PC may also use Hot Keys. Make sure you choose one that is not already in use. By default Hot Keys are turned off.

Not every SAFE button needs to be in the same *Group* or *Zone*. At first install all SAFE buttons appear in the **Default** group.

If your building has several floors or branch locations then it would be useful to split them up into groups. All users in the same group will receive alerts from that group **only**. This is useful as for example someone on the 12th floor of a building wouldn’t respond to an alert sent by someone on the first floor.

To change the group you are in, or to create a new group, just type the name into the Group or Zone box. Make sure that any other PC’s that need to be in the same group also change their settings.

Setting *Sound Alerts* to on will play a sound when you receive an alert message. This option can also be turned off.

Once you’ve made your changes you can click the *Save button* to save the changes. If you don’t want to keep any of the changes then click the Cancel button.

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Changing Messages

You are also able to change the default alert and cancellation messages that are displayed on screen. To do this just open up the file “**thispc.ini**”. You should see the following entries:

[messages]

alert_title=Message Alert

alert_message=Urgent Assistance Needed For

cancel_title=Alert Cancelled

cancel_message=Alert Cancelled For

The four entries can be changed to whatever you want and in any language.

NOTE: Try to keep the messages short so they will fit within the message window.

Standby Mode

If the SAFE button loses connection with the SAFE Master then it will go into Standby Mode.

At this point the button will turn grey.

Every 20 seconds the SAFE button will check if the Master is running again and connect automatically.

Closing the Application

If you want to close the SAFE button just Right Click on the button and select “**Exit**”.

Please be aware that if the SAFE button is not running you will not be able to send or receive alerts.