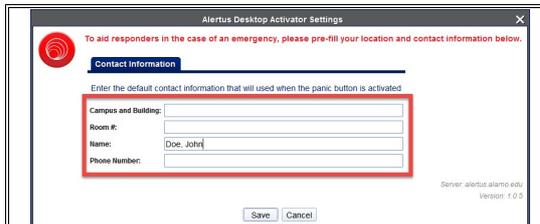
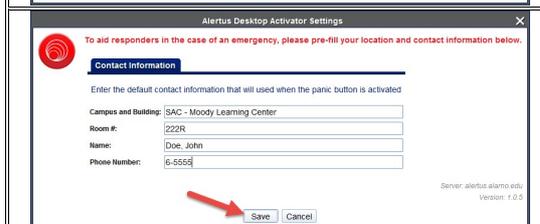
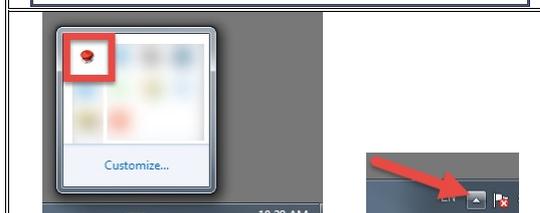
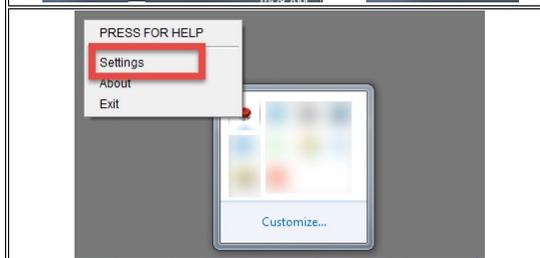


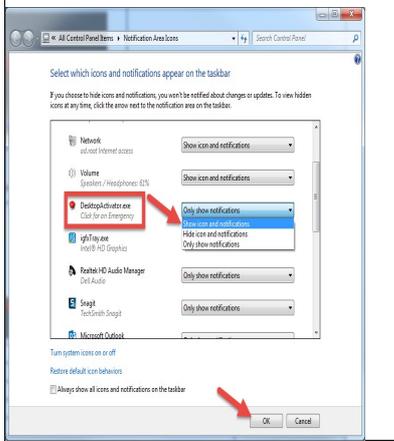
Alertus E-Panic Button

Alertus E-Panic Button has been installed on select machines across the Alamo Colleges District. This tool gives the user the ability to quickly and easily notify the Alamo Colleges District Police Department of an issue they are experiencing with just a couple of clicks. The following guide walks you through how to register your contact information for Alertus, how to pin the Alertus application to your task bar to make it more readily available, and how to send a panic alert to the ACPD.

	<p>When Alertus is first installed, you will be prompted to enter your contact information. This is the information that the Alamo Colleges Police Department will receive in the event of an emergency. It is imperative that you use accurate information for prompt assistance.</p>
	<p>Once you have entered your contact information including your Campus (or District office location), building, office number, and phone number, click Save.</p>
	<p>To modify your contact information - for a typographical error or an office change, for example - find the red Alertus icon in your Windows system tray and right click (Note: You may need to click the '^' icon for additional applications.)</p>
	<p>Click on "Settings"</p>
	<p>Modify your contact information as necessary, verify the information, and click Save.</p>

Pin Alertus to Task Bar and System Tray

	<p>In order to make the E-Panic Button more readily available to you, we strongly encourage you to pin it to your Taskbar.</p> <p>When Alertus was installed on your computer, it placed an icon on your desktop called "Desktop Activator".</p>
	<p>Right click on the "Desktop Activator" icon and in the dialogue menu, find "Pin to Taskbar".</p>

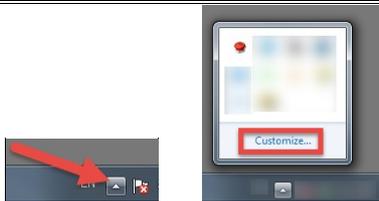


Left click on "Pin to Taskbar".

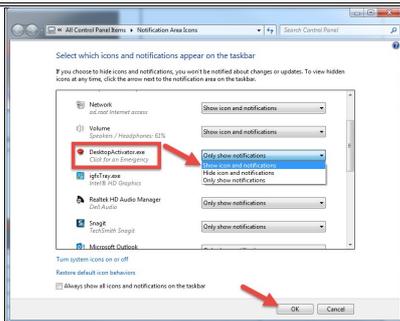


Now you have pinned Alertus to your Desktop. It will be available at all times and you can send a panic alert with just a few clicks.

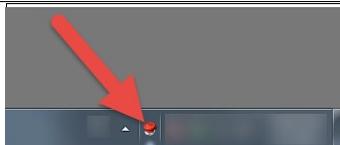
Alternatively, you may wish to pin the Alertus application to your System Tray in the lower right hand corner of your screen. To do this, follow these steps:



To permanently pin the Alertus icon to the bottom right hand corner in your System Tray, start by clicking the 'A' icon, and then click on "Customize..."



Next, scroll through your list of applications until you find **DesktopActivator.exe**. Click the drop down box and choose **Show icon and notifications**. Select OK.



You have now pinned the Alertus icon to the bottom right of your screen, giving you easy access to send an alert.

To Send a Panic Alert (DO NOT TEST During 1st Setup - Use only in case of Emergency. (If you send a Panic Alert, DPS will be dispatched to your area).



In order to send a panic alert to the Alamo Colleges District Police Department, first locate the Alertus icon that you pinned in your Taskbar.

Click on the Alertus (Desktop Activator) icon.



Verify that the information you entered when you first registered the E-Panic button is still correct, and then click Send Alert.



Once your alert has been sent to the Alamo Colleges District Police Department, you will receive a success message. Simply click OK to close out this window. Once the Police Department receives your panic alert, they will dispatch an officer to your location.

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