



DEVICES

Phoenix Bell & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to add, edit and delete devices from the Phoenix Bell & Intercom system.

Note: These instructions apply to Admin and Master Admin users.

This document assumes the reader has the appropriate user credentials, (user name and password), as well as the IP address or DNS name of the Phoenix Bell & Intercom system.

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GENERAL DEVICE OVERVIEW

Devices often called a classroom amplifier or common area endpoint sit on the schools’ network and communicate with the PBI appliance. Each device will have an IP address and generally a SIP extension which allows the device and the PBI appliance to communicate as well as play Bell audio and receive Paging and Intercom audio.

As devices are added to PBI, the appliance will track each device to ensure the device is connected to the network and communicating with the PBI appliance. This allows the user to quickly know if any devices are off-line.

PBI will communicate using the following protocols, SIP, RTP and Multicast with SIP being the most popular.

As a general PBI rule, extensions 1000 through 3999 are used for classrooms, extensions 4000 through 4999 are used for common areas, 6000 through 6999 are used for Zones and the IVR. And the 9000 through 9999 is set aside for announcements.



GETTING STARTED

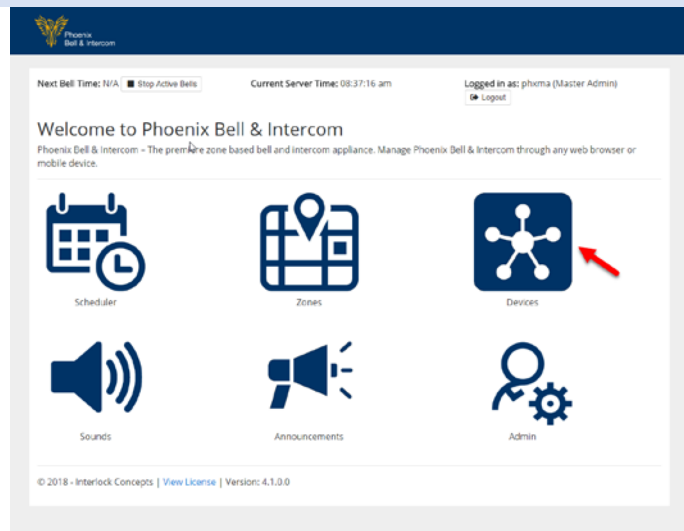
To get started, a plan is always recommended. Best worked out on paper or an electronic worksheet the following items should be included in the plan:

- Name – The name normally consists of the room number or the function of the device, e.g. Exterior North.
- Device Type – While predominantly SIP, the type could also be RTP or Multicast.
- IP – This would be the IP address assigned to the device.
- Extension – This is required of all SIP devices and is used with Paging and Intercom functions

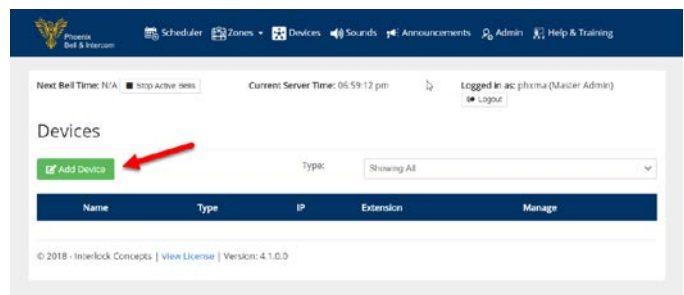
INSTRUCTIONS

ADDING A DEVICE (SIP)

1. Log into PBI
2. Click **Devices** on the home screen



3. Click the **Add Device** button





PBPI Devices

4. Type the device name in the **Name** field
5. Use the drop arrow to select **SIP** in the **Device Type** field
6. *Type the **IP** address of the device in the IP field (Typing the IP address is optional.) If you choose not to add the IP address, leave the field showing 1.1.1.1.
7. Type the extension for the device in the **Extension** field
8. Click the **Submit** button
9. The web browser will reload to the Devices page showing the newly added device.

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 07:00:59 pm | Logged in as: phyma (Master Admin) | Logout

Add Device

Name:

Device Type: SIP

Sip Type: Generic

IP: 1.1.1.1

Extension: 0

Must be four digits. Cannot start with a 0.

Submit Cancel

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10. Within 5 minutes, (after refreshing the screen), the device should show active indicated by the check mark and the handset icon.

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 07:07:03 pm | Logged in as: phyma (Master Admin) | Logout

Devices

Add Device | Type: Showing All

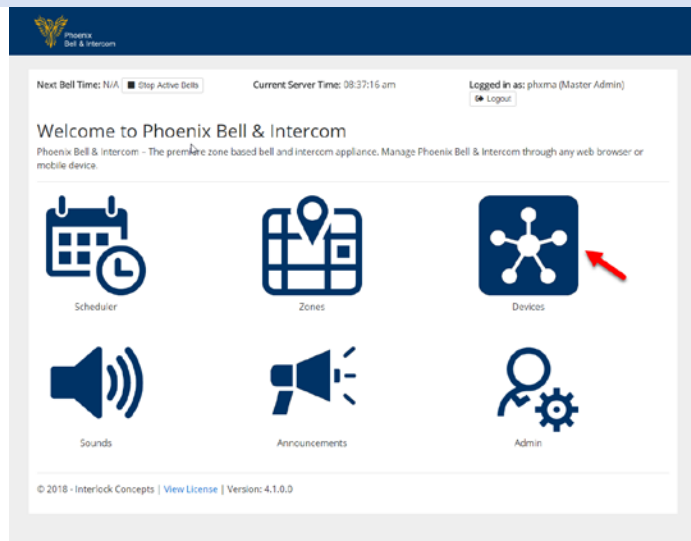
Name	Type	IP	Extension	Manage
SV 101	SIP (Generic)	10.1.10.143	1001 ✓	Manage

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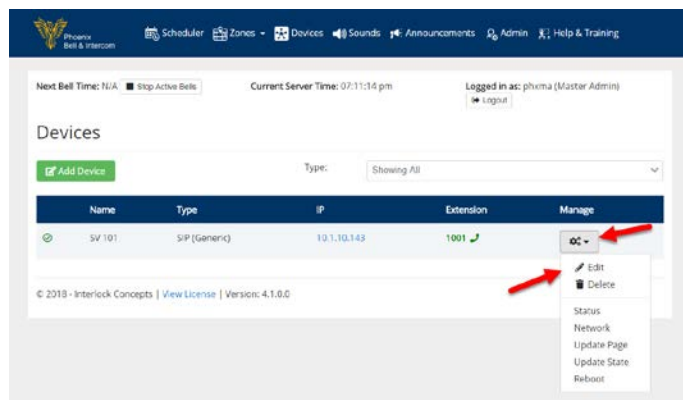


EDITING A DEVICE

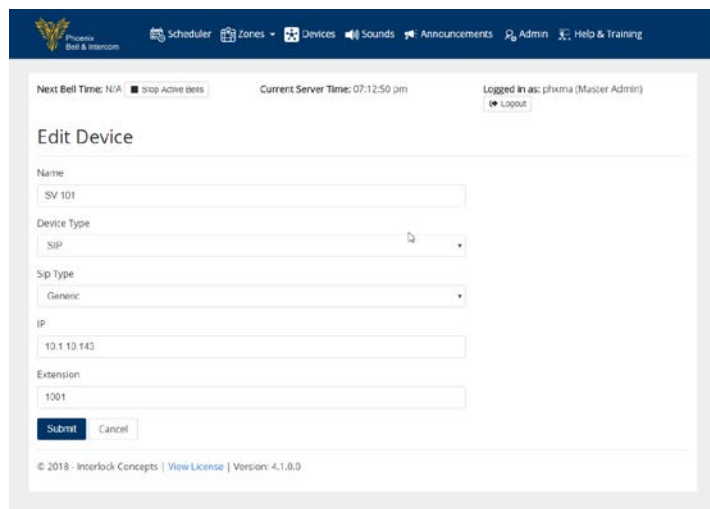
1. Log into PBI
2. Click **Devices** on the home screen



3. Click the **Action** button
4. Click the **Edit** link



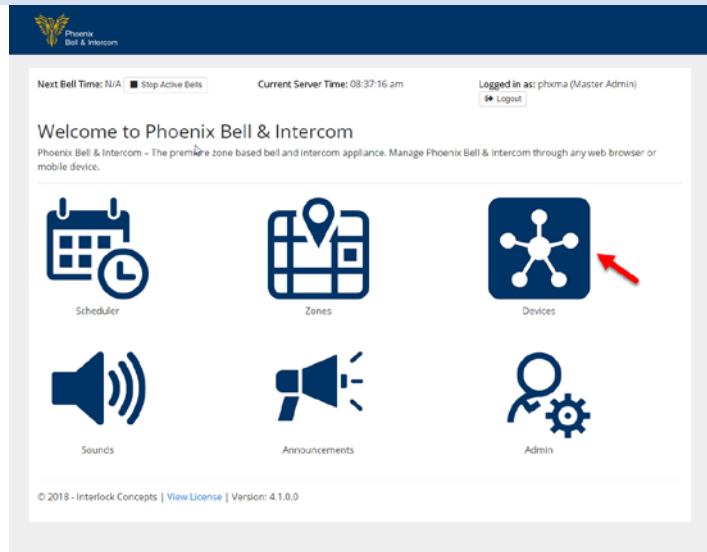
5. Edit the required field(s)
6. Click the **Submit** button
7. The web browser will reload to the Devices page showing the newly added device.





DELETING A DEVICE (ALL)

1. Log into PBI
2. Click **Devices** on the home screen



3. Click the **Action** button
4. Click the **Delete** link
5. The web browser will reload to the Devices page showing the device has been deleted.

