LOG IN

Phoenix Bell & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to log into their system.

CONTENTS

GETTING STARTED

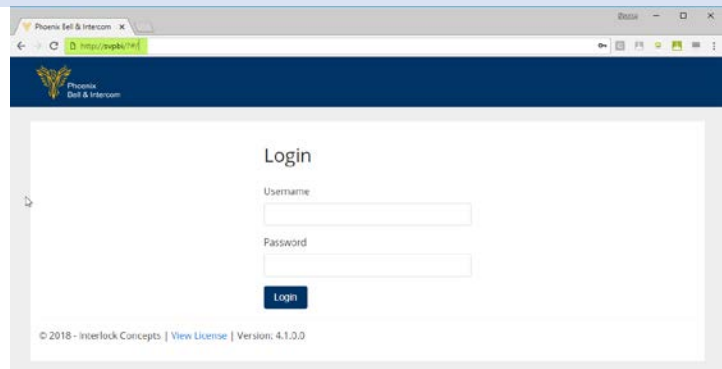To get started the user will need the following:

1. The IP address of their PBI server or the DNS name, (friendly name), setup by their IT department.
   a. IP Example – http://10.10.0.3
   b. DNS Name Example – http://svpbi
2. The account user name and password.
   a. PBI contains three distinct user types
      i. **Standard** – This account can create and set **Schedules**, create bell and paging **Zones**, view all **Devices**, play and upload **Sound** files, start and stop **Announcements**.
      ii. **Admin** – This account has all the **Standard** user abilities plus – add and delete **Devices**, create **Announcements**, see and execute **Intercom** functions, under the **Admin** tab, start and stop services, *add users*, (standard & admin level only), view *machine* level information, *Backup and Restore*.
      iii. **Master Admin** – This account has all the Standard and Admin user abilities plus – the ability to change the server Host name, IP, DNS, Time Zone and Time Server.
   b. The default user names and passwords are:
      i. Standard user – phxuser – ███████
      ii. Admin user – pxhadmin – ██████
      iii. Master user phxma – █████
      iv. *Note: It is highly recommended the default passwords are changed once the system is turned over to the school*.
3. PBI is a browser-based application. The software will function in any modern web browser. However, Chrome is recommended for the best user experience.
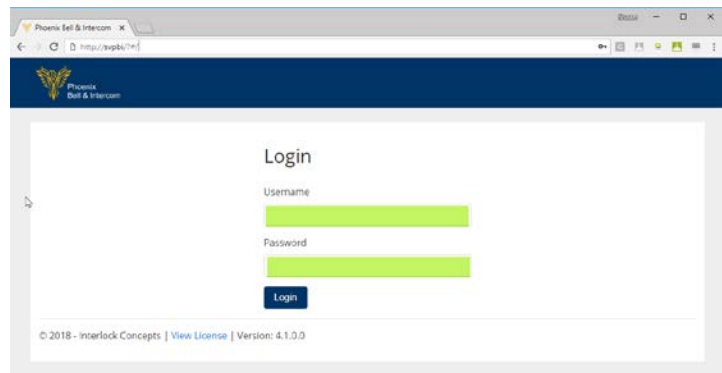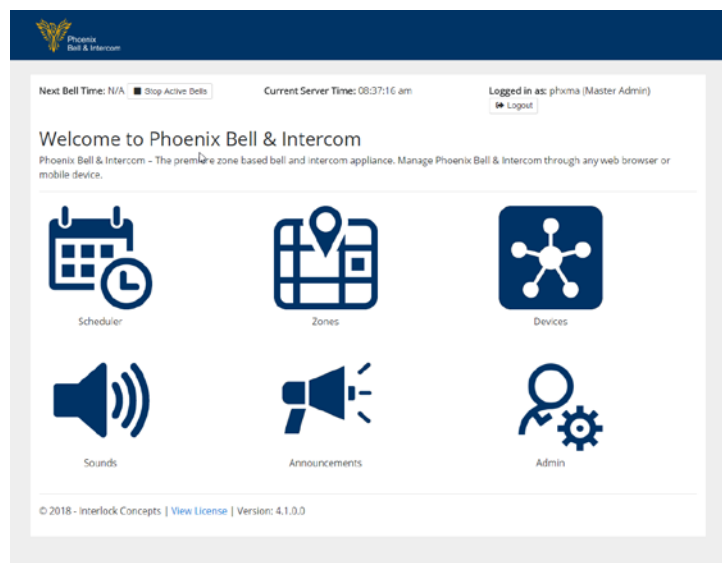
INSTRUCTIONS

LOG IN

1. Launch the web browser
2. Type the ***IP or DNS*** name in the address field

3. Type the ***user name*** and ***password*** in the appropriate fields
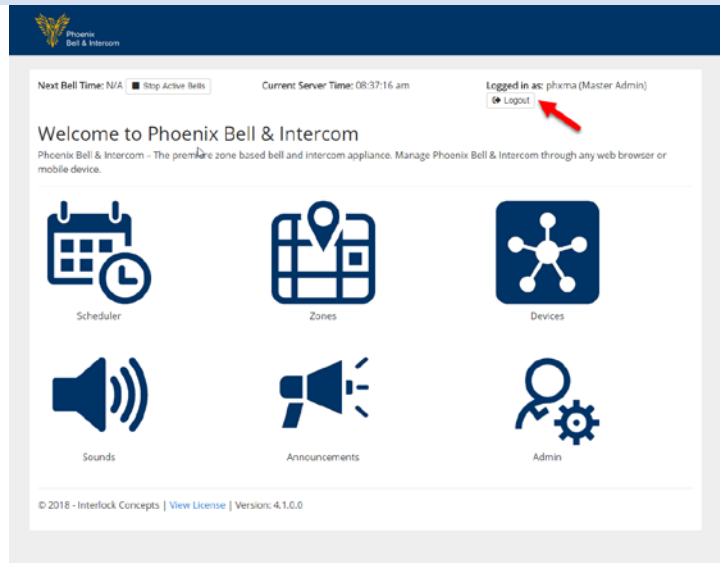4. Click the Login button

5. The browser will display the Welcome screen. The user name and user type will be displayed in the upper right corner.

LOGOUT

1. Click the *Logout* button located in the upper right corner of the window

2. The browser will return to the Login screen.