



BACKING UP PBI

Phoenix Bell & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to create and schedule a system backup.

Note: These instructions apply to District 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. This document also assumes the reader is able to navigate to the Admin area of Phoenix Bell & Intercom.

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GETTING STARTED

To be successful with backing up Phoenix Bell & Intercom, you will need at least one of the following:

- FTP location with credentials
- Network location with credentials
- Removable media (flashdrive)

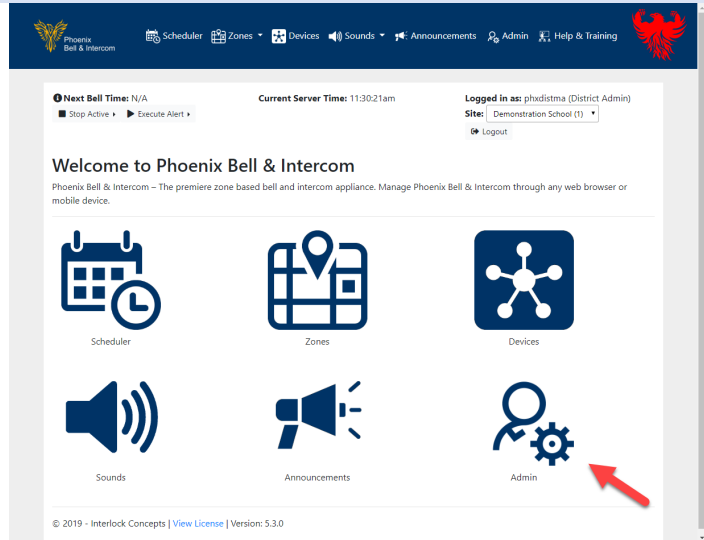
NOTE: All Phoenix Bell and Intercom systems come with FTP access to the PBI Backup cloud. You may choose to leave or remove this feature.



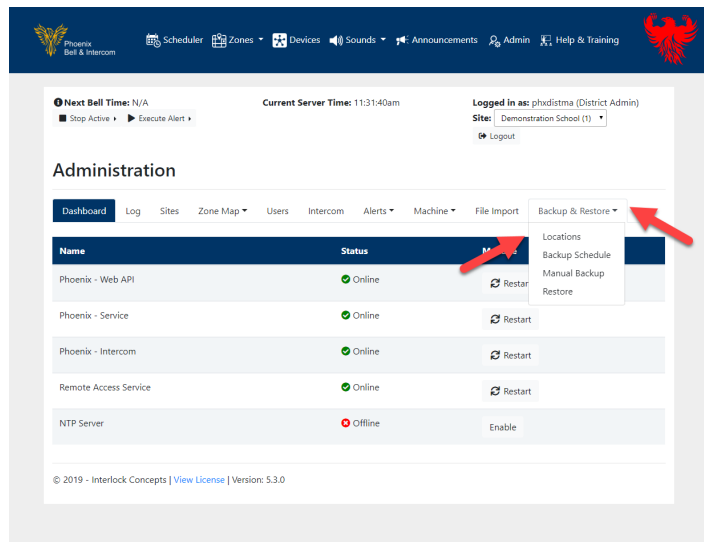
INSTRUCTIONS

CONFIGURING FTP LOCATION

1. Log into the Phoenix Bell & Intercom.
2. Click the **Admin** icon.

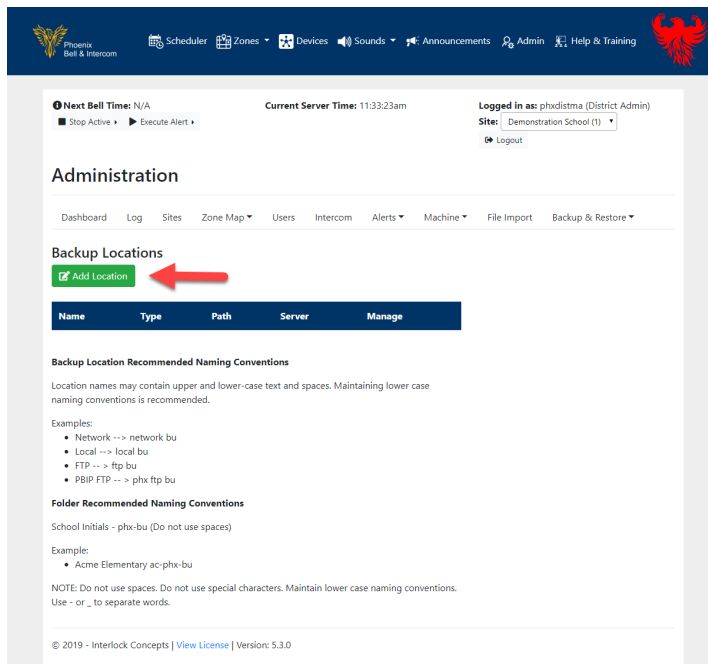


3. Click **Backup & Restore**.

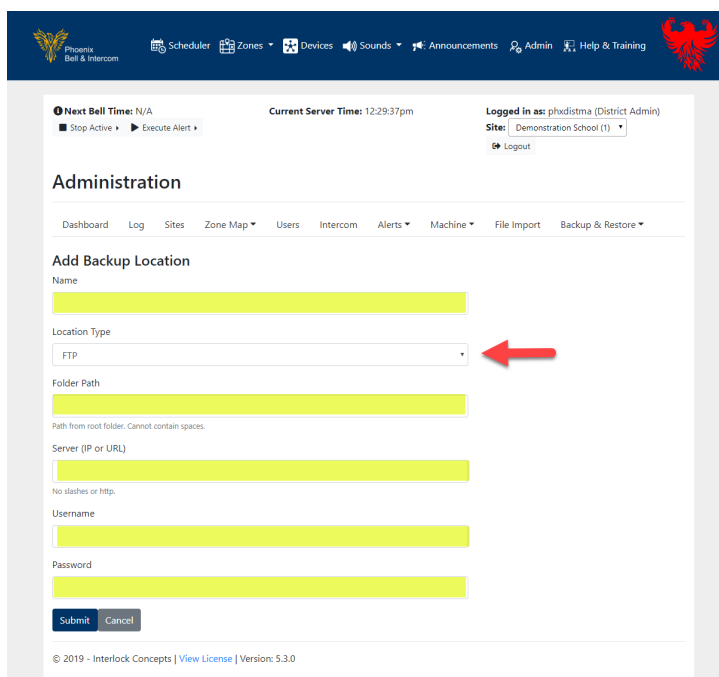




- Click the **Add Location** button.



- Type a friendly name in the **Name** field.
- Click the drop arrow in the **Location Type** field and select **FTP**. (Do not be alarmed, the screen will change.)
- Type the folder name where the backup file will be saved on the FTP site. Do not use any spaces or / in the **Folder Path** field.
- Type the server IP or URL **Server, (IP or URL) field**.
- Type the username with permission to the FTP site in the **Username** field.
- Type the password associated with the username in the **Password** field.
- Click the **Submit** button.





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12. The image shown right is an example of a finished FTP location added to Phoenix Bell & Intercom.

The screenshot shows the Administration page of the Phoenix Bell & Intercom system. The top navigation bar includes links for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. The user is logged in as phxdistma (District Admin) at the Demonstration School (1). The main content area is titled "Administration" and contains a "Backup Locations" section. A red arrow points to the "Manage" icon (a gear) for the "Phoenix-Cloud-FTP" location. Below the table, there are sections for "Backup Location Recommended Naming Conventions" and "Folder Recommended Naming Conventions".

Name	Type	Path	Server	Manage
Phoenix-Cloud-FTP	FTP	az-phxdemo	phoenixbellandintercom.com	

Backup Location Recommended Naming Conventions
Location names may contain upper and lower-case text and spaces. Maintaining lower case naming conventions is recommended.
Examples:
• Network --> network bu
• Local --> local bu
• FTP --> ftp bu
• PBI/FTP --> phx ftp bu

Folder Recommended Naming Conventions
School Initials - phx-bu (Do not use spaces)
Example:
• Acme Elementary ac-phx-bu

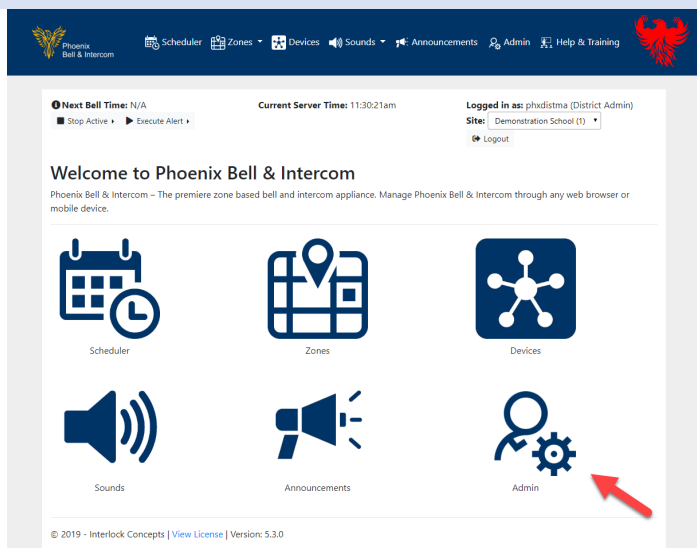
NOTE: Do not use spaces. Do not use special characters. Maintain lower case naming conventions. Use - or _ to separate words.

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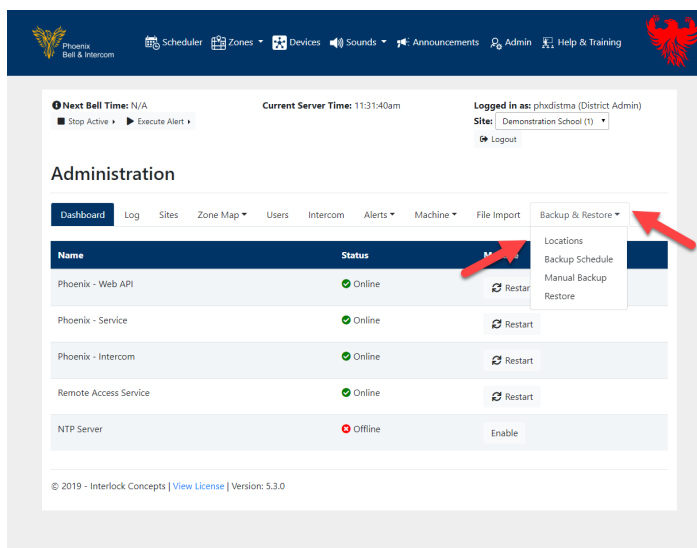


CONFIGURING NETWORK SHARE LOCATION

1. Log into the Phoenix Bell & Intercom.
2. Click the **Admin** icon.



3. Click **Backup & Restore**.





- Click the **Add Location** button.

The screenshot shows the Administration page with a navigation menu including Dashboard, Log, Sites, Zone Map, Users, Intercom, Alerts, Machine, File Import, and Backup & Restore. The 'Backup Locations' section is active, featuring a green 'Add Location' button with a red arrow pointing to it. Below the button is a table with columns for Name, Type, Path, Server, and Manage. The page also includes 'Backup Location Recommended Naming Conventions' and 'Folder Recommended Naming Conventions' sections.

- Type a friendly name in the **Name** field.
- Click the drop arrow in the **Location Type** field and select Network. (Do not be alarmed, the screen will change.).
- In the **Folder Path** field, type the folder name where the backup file will be saved on the Network share. Do not use any spaces or / in the folder path field.
- In the **Server (IP or URL)** field, type the server IP or URL Server, (IP or URL) field.
- Type the username with permission to the Network share in the **Username** field.
- Type the password associated with the username in the **Password** field.
- Click the **Submit** button.

The screenshot shows the 'Add Backup Location' form with several fields highlighted in yellow: Name, Location Type (with a red arrow pointing to the dropdown arrow), Folder Path, Server (IP or URL), Username, and Password. The form includes 'Submit' and 'Cancel' buttons at the bottom. The page also displays 'Next Bell Time: N/A', 'Current Server Time: 12:39:57pm', and 'Logged in as: phudistma (District Admin)'.



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- The image shown right is an example of a finished Network and FTP location added to Phoenix Bell & Intercom.

The screenshot shows the Administration page of the Phoenix Bell & Intercom system. The top navigation bar includes links for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. The user is logged in as phxidistma (District Admin) at Demonstration School (1). The main content area is titled "Administration" and contains a "Backup Locations" section. A green "Add Location" button is visible. Below it is a table with the following data:

Name	Type	Path	Server	Manage
Phoenix-Cloud-FTP	FTP	az-phxdemo	phoenixbellandintercom.com	
Phoenix-Network	Network	phxbkup	10.10.0.3	

A red arrow points to the manage icon for the Phoenix-Network location. Below the table, there are sections for "Backup Location Recommended Naming Conventions" and "Folder Recommended Naming Conventions".

Backup Location Recommended Naming Conventions
Location names may contain upper and lower-case text and spaces. Maintaining lower case naming conventions is recommended.
Examples:
• Network --> network bu
• Local --> local bu
• FTP --> ftp bu
• PBI FTP --> phx ftp bu

Folder Recommended Naming Conventions
School Initials - phx-bu (Do not use spaces)
Example:
• Acme Elementary ac-phx-bu

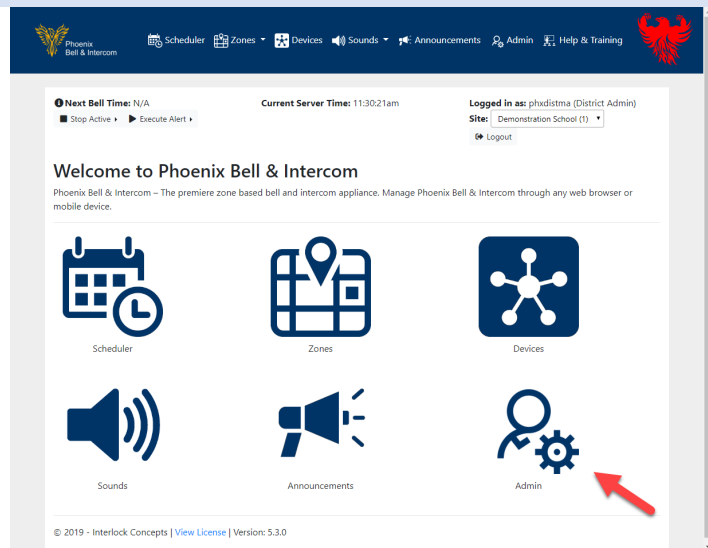
NOTE: Do not use spaces. Do not use special characters. Maintain lower case naming conventions. Use - or _ to separate words.

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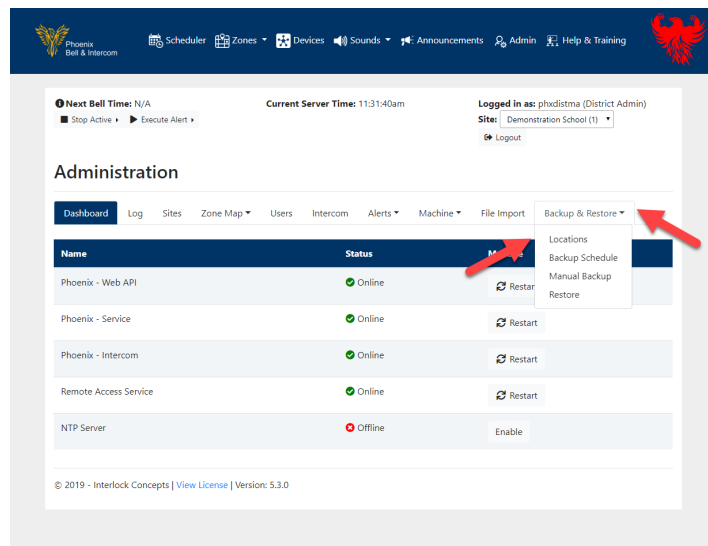


CONFIGURING LOCAL MEDIA REMOVABLE DRIVE LOCATION

1. Log into the Phoenix Bell & Intercom.
2. Click the **Admin** icon.



3. Click **Backup & Restore**.





4. Click the **Add Location** button.

The screenshot shows the Administration page with a navigation menu including Dashboard, Log, Sites, Zone Map, Users, Intercom, Alerts, Machine, File Import, and Backup & Restore. The Backup Locations section is active, displaying a table with columns for Name, Type, Path, Server, and Manage. A red arrow points to the 'Add Location' button. Below the table, there are sections for 'Backup Location Recommended Naming Conventions' and 'Folder Recommended Naming Conventions' with examples and a note.

5. Type a friendly name in the **Name** field.
6. Leave the drop arrow in the **Location Type** field set to Local.

The screenshot shows the 'Add Backup Location' form with fields for Name, Location Type, Storage Device, and Folder Path. The Name and Folder Path fields are highlighted in yellow. The Location Type dropdown is set to 'Local' and the Storage Device dropdown is set to 'None'. Red arrows point to these two dropdown menus. Below the form are 'Submit' and 'Cancel' buttons.



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7. Click the drop arrow in the **Storage Device** field, select the removable media drive.

The screenshot shows the 'Add Backup Location' form in the Phoenix Bell & Intercom Administration interface. The form includes fields for Name, Location Type (set to Local), and Storage Device. The Storage Device dropdown menu is open, showing options: /, None, and /. A red arrow points to the selected option. Below the dropdown, there is a text field for the path and a note: 'Path from root folder. Cannot contain spaces.' At the bottom of the form are 'Submit' and 'Cancel' buttons. The interface also shows a navigation menu with options like Dashboard, Log, Sites, Zone Map, Users, Intercom, Alerts, Machine, File Import, and Backup & Restore. The top of the page displays the current server time as 1:53:18pm and the user as phxma (Master Admin).

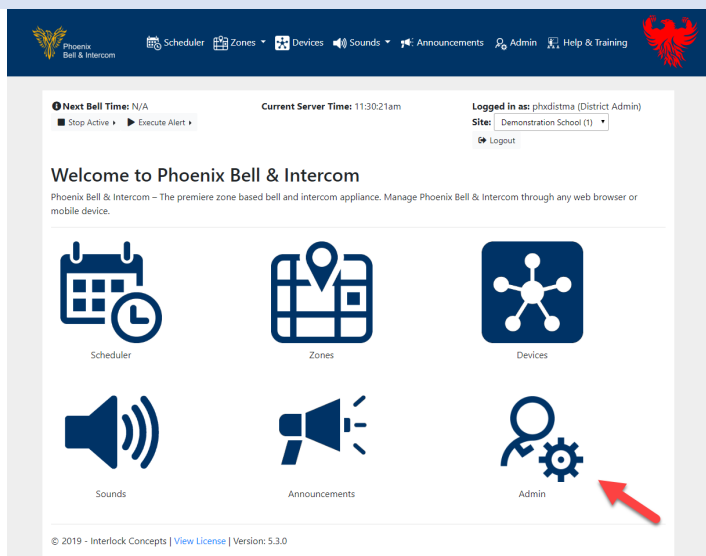
8. Type the folder name where the backup file will be saved on the media drive. Do not use any spaces or / in the **Folder Path** field.
9. Click the **Submit** button.

The screenshot shows the 'Add Backup Location' form in the Phoenix Bell & Intercom Administration interface. The form includes fields for Name, Location Type (set to Local), Storage Device (set to /), and Folder Path. The Folder Path field is highlighted in yellow. Below the Folder Path field, there is a text field for the path and a note: 'Path from root folder. Cannot contain spaces.' At the bottom of the form are 'Submit' and 'Cancel' buttons. The interface also shows a navigation menu with options like Dashboard, Log, Sites, Zone Map, Users, Intercom, Alerts, Machine, File Import, and Backup & Restore. The top of the page displays the current server time as 1:55:34pm and the user as phxma (Master Admin).

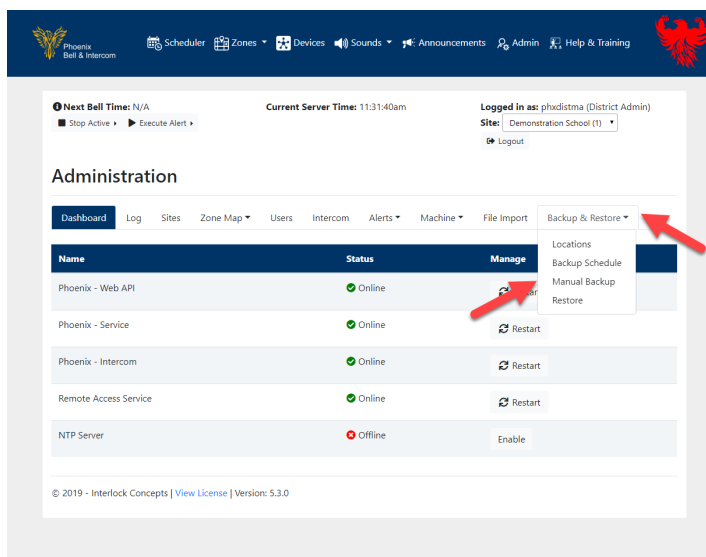


CREATING A MANUAL BACKUP

1. Log into the Phoenix Bell & Intercom.
2. Click the **Admin** icon.



3. Click **Backup & Restore**.
4. Click **Manual Backup**.





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5. In the **Name** field, type a friendly name for the backup file.

Note: Recommended naming conventions for "Manual" backups are Date_Time using hyphens "-" between the digits.

Example: 9-5-19-backup

6. In the **Location** field, click the drop arrow to select where the backup file will be saved
7. Click the **Backup** button. (not shown in the image).

Note: The backup will run in the background and will take several minutes.

8. Once the backup has completed, an alert window will appear on the screen.

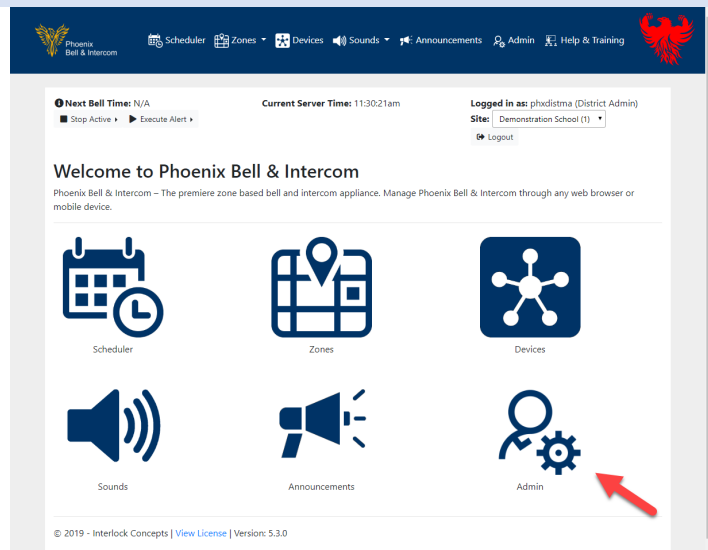
The screenshot shows the 'Manual Backup' section of the Phoenix Bell & Intercom Administration interface. At the top, there's a navigation bar with 'Phoenix Bell & Intercom' logo and various menu items like Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, there's a status bar showing 'Next Bell Time: N/A', 'Current Server Time: 2:07:44pm', and 'Logged in as: phyma (Master Admin)'. The main content area is titled 'Administration' and includes a 'Manual Backup' section. A note states: 'Note: When performing a backup, please allow a few seconds for the backup process to complete.' Below the note, there are input fields for 'Name' and 'Location'. The 'Location' dropdown menu is open, showing options: 'Select...', 'Phoenix-Cloud-FTP', and 'Phoenix-Network'. A red arrow points to the dropdown arrow. Below the dropdown, there's a note about naming conventions: 'Recommended naming conventions for "Manual" backups are Date_Time using hyphens "-" between the digits. Example: May 21, 2018 9:45 AM would read 5-21-18_9-45-am'. At the bottom, there's a copyright notice: '© 2019 - Interlock Concepts | View License | Version: 5.3.0'.

The screenshot shows the 'Manual Backup' section of the Phoenix Bell & Intercom Administration interface after the backup is completed. At the top, there's a notification window that says '10.10.0.168 says Successfully created backup.' with an 'OK' button. Below the notification, the status bar shows 'Current Server Time: 2:10:57pm'. The main content area is titled 'Administration' and includes a 'Manual Backup' section. A note states: 'Note: When performing a backup, please allow a few seconds for the backup process to complete.' Below the note, there are input fields for 'Name' and 'Location'. The 'Name' field contains '9-5-19-backup' and the 'Location' dropdown menu is set to 'Phoenix-Network'. A blue 'Backup' button is visible below the 'Location' field. Below the 'Backup' button, there's a section titled 'Manual Backup Naming Conventions' with a note: 'Recommended naming conventions for "Manual" backups are Date_Time using hyphens "-" between the digits. Example: May 21, 2018 9:45 AM would read 5-21-18_9-45-am'. At the bottom, there's a copyright notice: '© 2019 - Interlock Concepts | View License | Version: 5.3.0'.

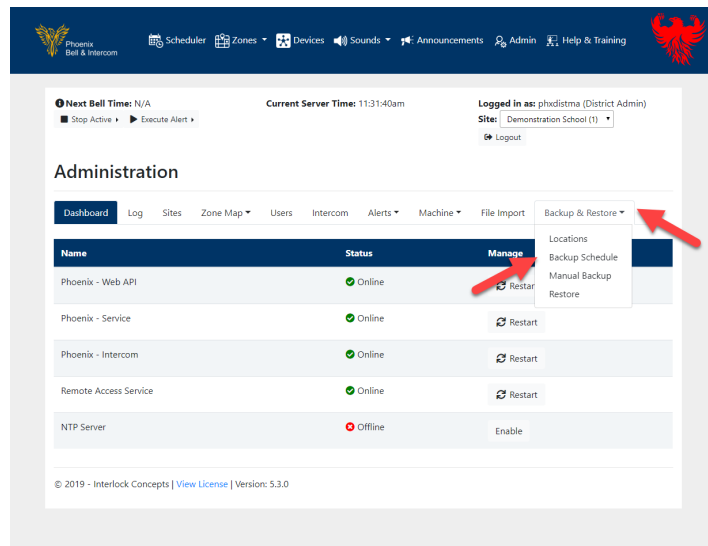


CREATING SCHEDULED BACKUP

1. Log into the Phoenix Bell & Intercom.
2. Click the **Admin** icon.

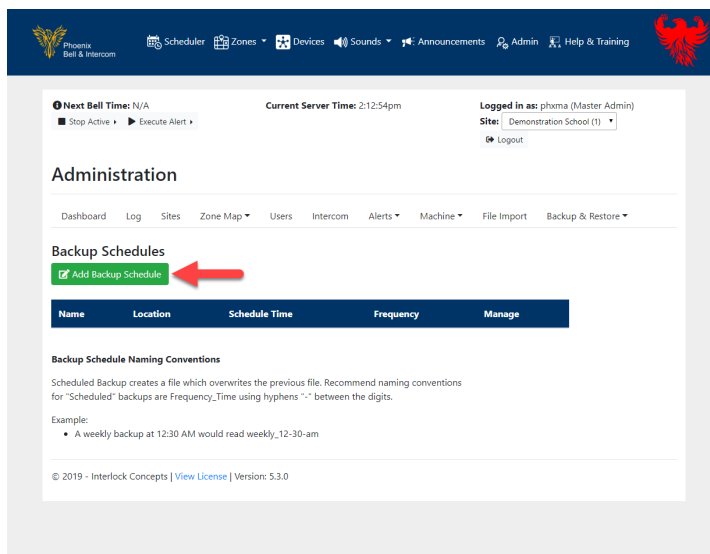


3. Click **Backup & Restore**.
4. Click **Backup Schedule**.

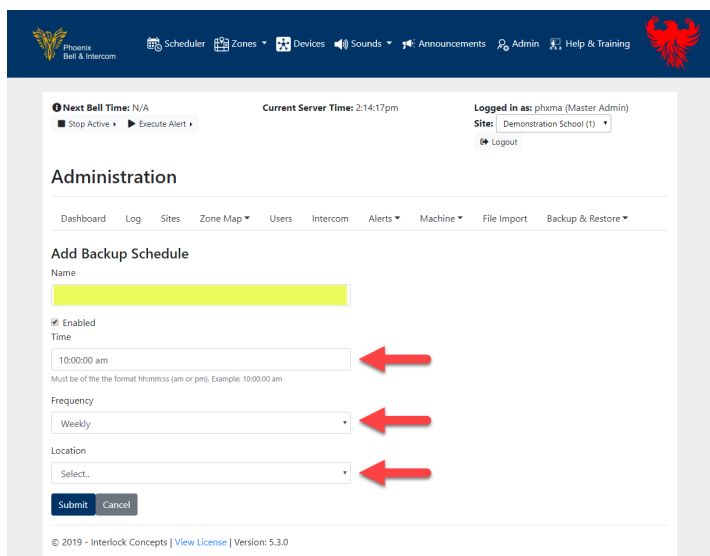




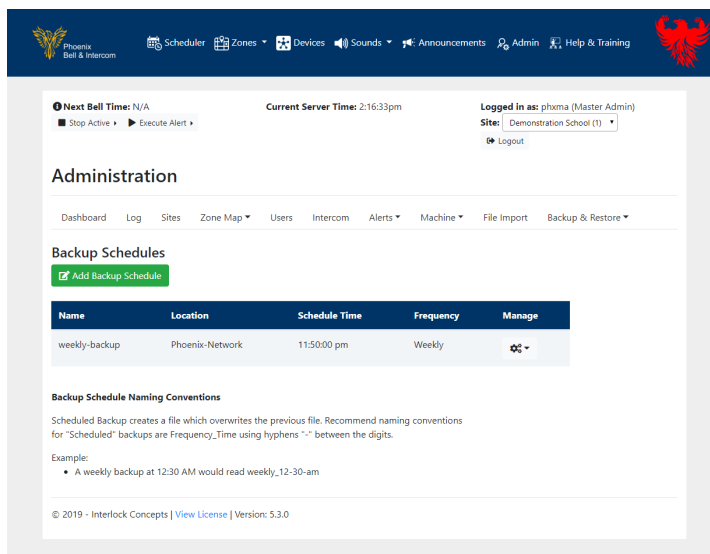
5. Click **Add Backup Schedule**.



- 6. In the **Name** field, type a name for the backup file.
- 7. In the **Time** field, set the time the backup should run.
- 8. In the **Frequency** drop down field, choose the frequency the backup should run.
- 9. In the **Location** field, set the location where the back up file will be saved.
- 10. Click the **Submit** button.



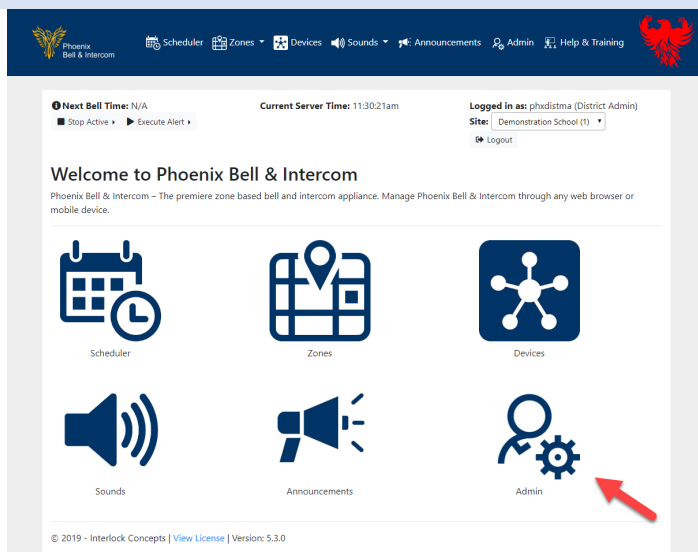
11. The image shown right is an example of a finished Backup Schedule.



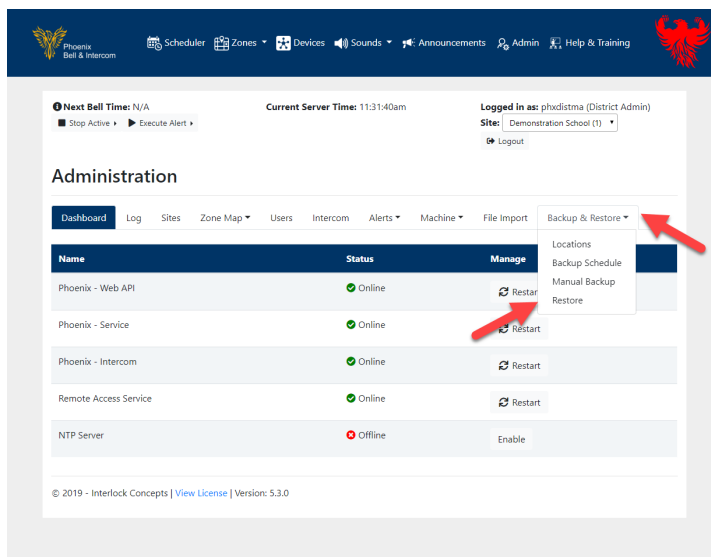


RESTORING A BACKUP

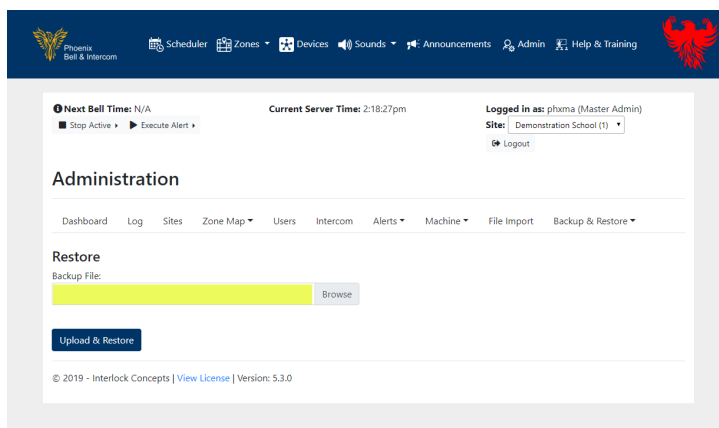
1. Log into the Phoenix Bell & Intercom.
2. Click the **Admin** icon.



3. Click **Backup & Restore**.
4. Click **Restore**.



5. Browse to the location of the backup file to be restored.





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6. Click the **Upload & Restore** button.

Note: If the backup file resides on an FTP site, it will be necessary to download the backup file to your local computer. If the backup file resides on a network share, it will be necessary to map to the share or copy the file to your local computer.

The screenshot shows the Phoenix Bell & Intercom Administration interface. At the top, there is a navigation bar with the Phoenix Bell & Intercom logo, a Scheduler icon, and various menu items: Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, the main content area is titled 'Administration'. Underneath, there is a 'Restore' section. The 'Backup File:' field contains the text 'weekly-backup-phx-backup-2019-09-05.pbf'. Below this field is a 'Browse' button. At the bottom of the 'Restore' section is a blue button labeled 'Upload & Restore', which is highlighted with a red arrow. The interface also shows 'Next Bell Time: N/A', 'Current Server Time: 2:22:14pm', and 'Logged in as: phxma (Master Admin)'. The footer of the page indicates '© 2019 - Interlock Concepts | View License | Version: 5.3.0'.

7. A progress bar will show the upload status. Once the restore is complete, an alert window will appear.

The screenshot shows the Phoenix Bell & Intercom Administration interface after the restore process is complete. The 'Restore' section now shows an 'Upload Progress:' bar that is filled to 100%. Below the progress bar is the 'Upload & Restore' button. An alert window is displayed at the top of the page, showing the IP address '10.10.0.168 says Successfully restored.' and an 'OK' button. The rest of the interface, including the navigation bar and footer, remains the same as in the previous screenshot.