



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 District Admin users.

This document assumes the reader has the appropriate user credentials, (username 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; IP Speaker, Zone Controller, HUB, Clock, Classroom Amplifier or Common Area Endpoint sit on the schools’ network and communicate with the Phoenix Bell & Intercom appliance. Each device will have an IP address and generally a SIP extension which allows the device and the Phoenix Bell & Intercom appliance to communicate as well as play Bell audio and receive Paging and Intercom audio.

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

Phoenix Bell & Intercom will communicate using the following protocols, SIP, RTP and Multicast with SIP being the most popular.

As a general Phoenix Bell & Intercom 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

Methods used in this document.

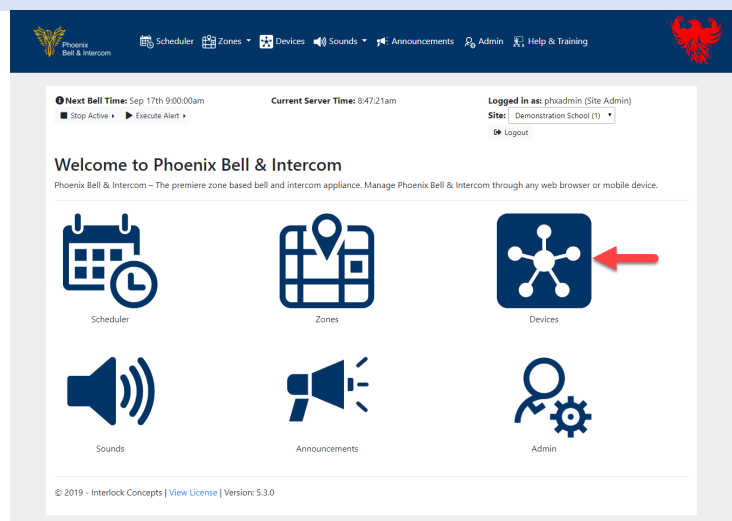
Any item to be clicked or selected will be shown in **bold**.

Item on the image will have a red arrow pointing towards the item

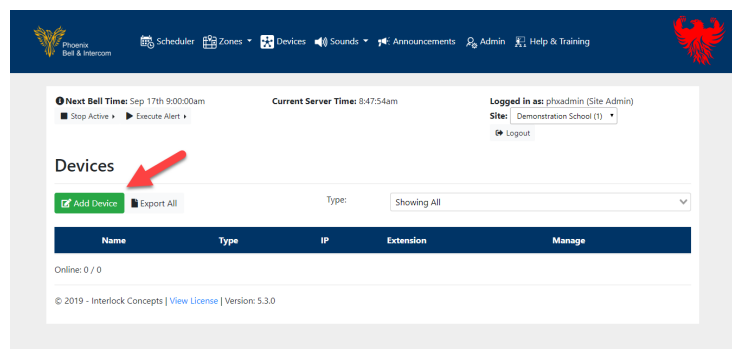
Any field will be highlighted in yellow. The field name will be ***bold italic***

ADDING A DEVICE (SIP)

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



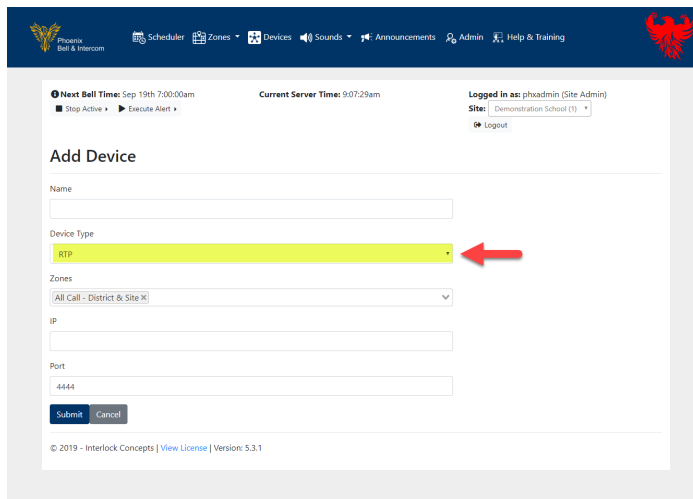
3. Click the **Add Device** button.



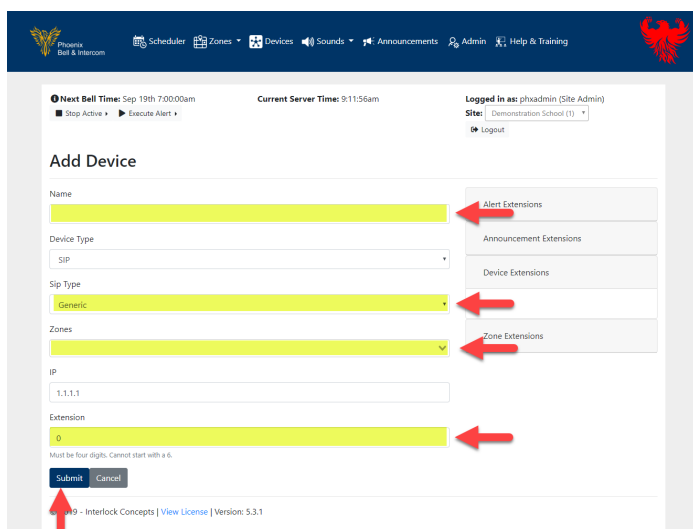


Phoenix Bell & Intercom - Devices

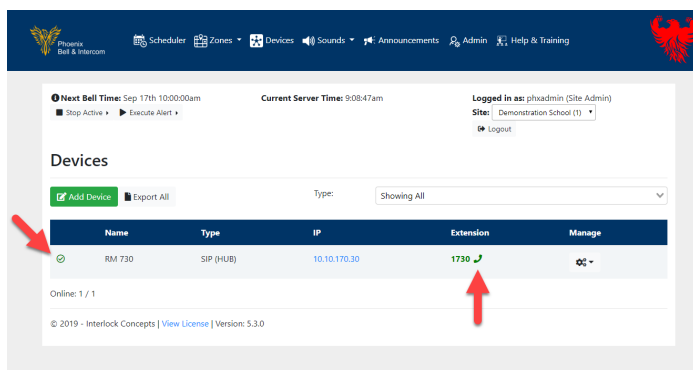
- Click the down arrow in the **Device Type** field.
- Select **SIP**.



- Type the device name in the **Name** field
- Use the drop arrow to select **SIP** in the **Device Type** field to select the type of device being added. If unknown, use Generic.
- *(Optional) Type the IP address of the device in the IP field. If you choose not to add the IP address, leave the field showing 1.1.1.1.
- Type the extension for the device in the **Extension** field.
- Click the **Submit** button.
- The web browser will reload to the Devices page showing the newly added device.



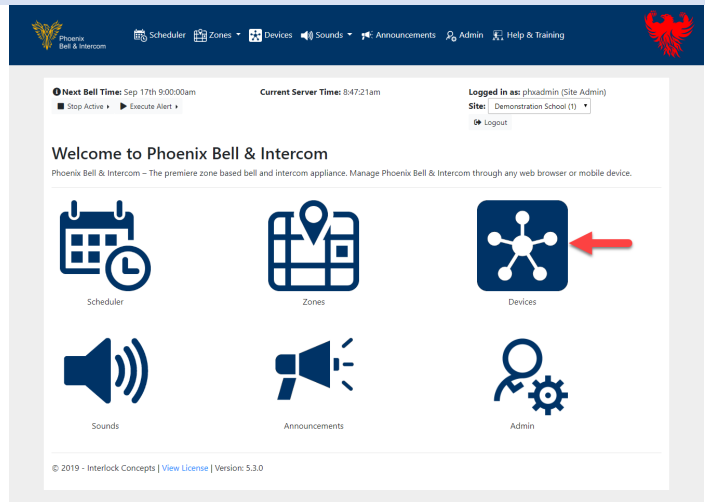
- Within 5 minutes, (after refreshing the screen), the device should show active indicated by the check mark and the handset icon.



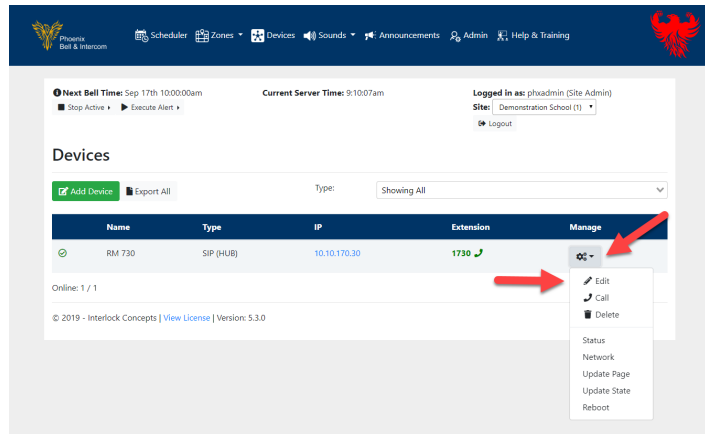


EDITING A DEVICE

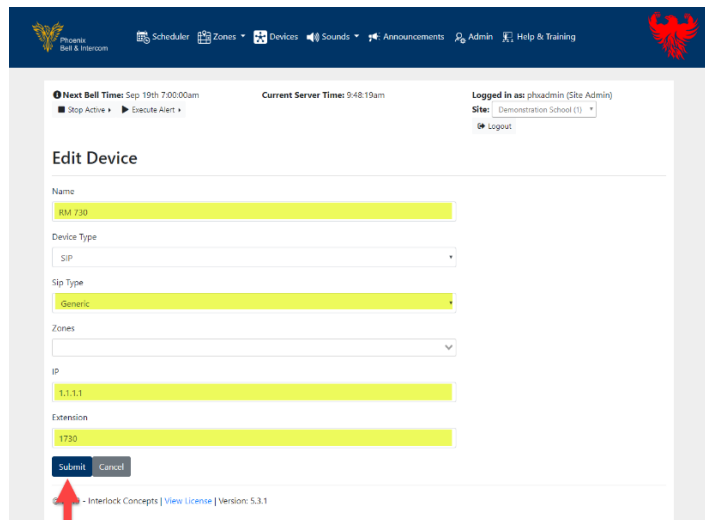
1. Log into Phoenix Bell & Intercom.
2. Click the **Devices** icon.



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



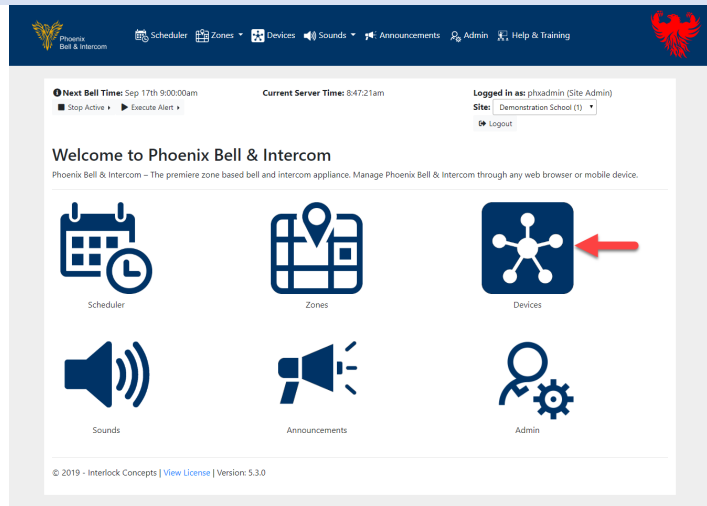
5. Edit the required field(s).
6. Click the **Submit** button.





DELETING A DEVICE (ALL)

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



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.

