



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.

Note: These instructions apply to Standard, Admin, District Admin and Master 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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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://phoenix>
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. **District 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.
 - iv. **Master Admin** – This account has all the District Admin user abilities plus – the ability to add SMS and additional sites to the server.
 - b. The default usernames and passwords are:
 - i. Standard user – phxuser – [REDACTED]
 - ii. Admin user – pxhadmin – [REDACTED]
 - iii. District user – phxdistma - [REDACTED]
 - iv. Master user phxma – [REDACTED]
 - v. *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

Methods used in this document.

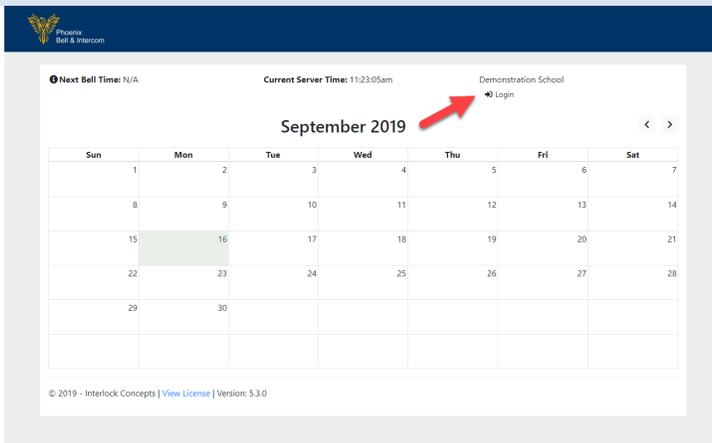
Any item to be clicked or selected will be shown in **bold**.

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

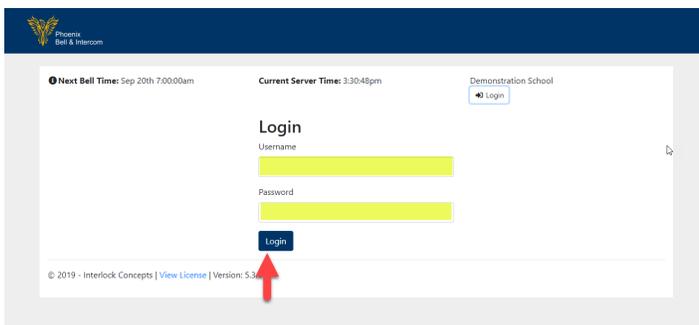
Any field will be highlighted in yellow. The field name will be ***bold italic***

LOG IN

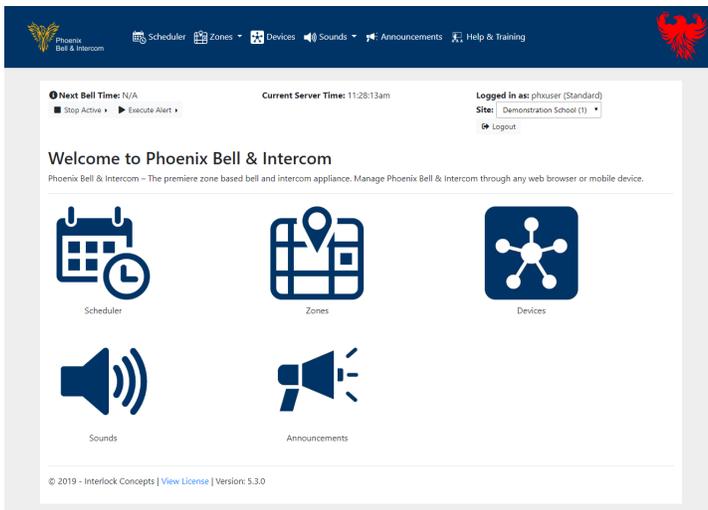
- 1. Launch the web browser.
- 2. Type the IP or DNS name in the address field.



- 3. Type the *username* in the ***Username*** field.
- 4. Type the *password* in the ***Password*** field.
- 5. Click the **Login** button.



- 6. 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.

The screenshot shows the Phoenix Bell & Intercom dashboard. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, and Help & Training. Below the navigation bar, the dashboard displays the following information:

- Next Bell Time: N/A
- Current Server Time: 11:28:13am
- Logged In as: phrauser (Standard)
- Site: Demonstration School (1)
- Logout button (highlighted with a red arrow)

The main content area features a "Welcome to Phoenix Bell & Intercom" message and five icons representing different functions: Scheduler, Zones, Devices, Sounds, and Announcements.

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2. The browser will return to the Login screen.

The screenshot shows the Phoenix Bell & Intercom dashboard with a calendar view for September 2019. The calendar is displayed in a grid format with columns for each day of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for each week. The current date, September 16, 2019, is highlighted in green. The dashboard also displays the following information:

- Next Bell Time: N/A
- Current Server Time: 11:23:05am
- Demonstration School
- Login button

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