



ZONES

Phoenix Bell & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to use existing Zones as well as create new Zones.

Note: These instructions apply to Standard, 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.

CONTENTS

- Document Purpose..... 1
- General Zones Overview 1
- Getting Started 2
- Instructions..... 2
 - Show Devices in a Zone 2
 - Adding a Device to a Zone 4
 - Deleting A Device From a Zone 5
 - Creating a Zone 6

GENERAL ZONES OVERVIEW

Zones provide two basic, yet very powerful functions, in the Phoenix Bell & Intercom system and these two functions are interrelated.

The first function of the Zone is to provide a bell sound to the group of devices which make up the Zone. The second function is to provide a group of devices to receive a Paging audio. Simply stated, a Zone may receive bell sounds and Paging audio.

Phoenix Bell & Intercom comes with three built in Zones:

- All Call Ext. 6060 – This Zone will normally contain all devices in the building.
 - *Note: In some cases, (per request of the building) the “Admin Area” device may be removed from the Zone.*
- All Interior Ext. 6061 – This Zone will normally contain only Interior devices.
- All Exterior Ext. 6062 – This Zone will normally contain only exterior devices.
- Other Zones may be created based on the needs of the building.

All Zones have an Intercom Extension associated with the Zone allowing each Zone to receive Paging audio from the Intercom, (BAT), phone or the building phone when integrated with Phoenix Bell & Intercom system.



The install team will generally add all the devices in the building to the All Call Zone as well as the All Interior and All Exterior Zones.

GETTING STARTED

Getting started with Zones is simple. The user will need to know which devices will be included in each Zone. This information is required when creating or modifying a Zone.

Note: If the user will be adding a Zone to the Phoenix Bell & Intercom, the user should plan on an Intercom Extension for the new Zone. All Zone extension begin with the number 6.

INSTRUCTIONS

Methods used in this document.

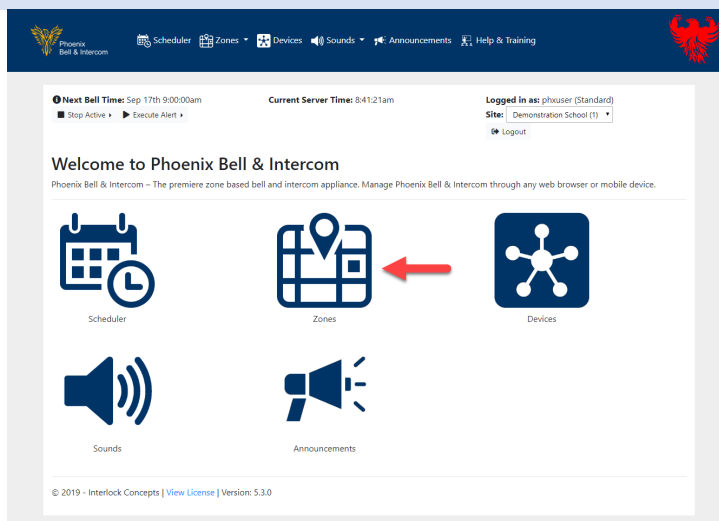
Any item to be clicked or selected will be shown in **bold**.

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***

SHOW DEVICES IN A ZONE

1. Log into Phoenix Bell & Intercom.
2. Click **Zones** on the home screen.





Phoenix Bell & Intercom - Zones

3. Click **Show Devices**.

The screenshot shows the Phoenix Bell & Intercom web interface. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, there is a status bar showing the next bell time (Sep 17th 10:00:00am), current server time (9:15:46am), and the user is logged in as phxadmin (Site Admin) for the site Demonstration School (1). The main content area is titled 'Zones' and features an 'Add Zone' button. Below this is a search bar with the text 'Main'. A table lists the zones:

Name	Devices/Zones	Extension	Color	Manage
All Call	Show Devices	6060	△	☰ -
All Exterior	No devices assigned	6062	△	☰ -
All Interior	No devices assigned	6061	△	☰ -

A red arrow points to the 'Show Devices' button in the 'All Call' row. At the bottom of the page, there is a copyright notice: © 2019 - Interlock Concepts | View License | Version: 5.3.0

The screen will display which devices are a member of the Zone.

4. To Edit the Zone, see [“Adding a Device to a Zone”](#) or [“Deleting a Device From a Zone”](#)

The screenshot shows the Phoenix Bell & Intercom web interface. At the top, there is a navigation bar with icons for Scheduler, Zones, Devices, Sounds, Announcements, Admin, and Help & Training. Below the navigation bar, there is a status bar showing the next bell time (Sep 17th 10:00:00am), current server time (9:16:27am), and the user is logged in as phxadmin (Site Admin) for the site Demonstration School (1). The main content area is titled 'Zones' and features an 'Add Zone' button. Below this is a search bar with the text 'Main'. A table lists the zones:

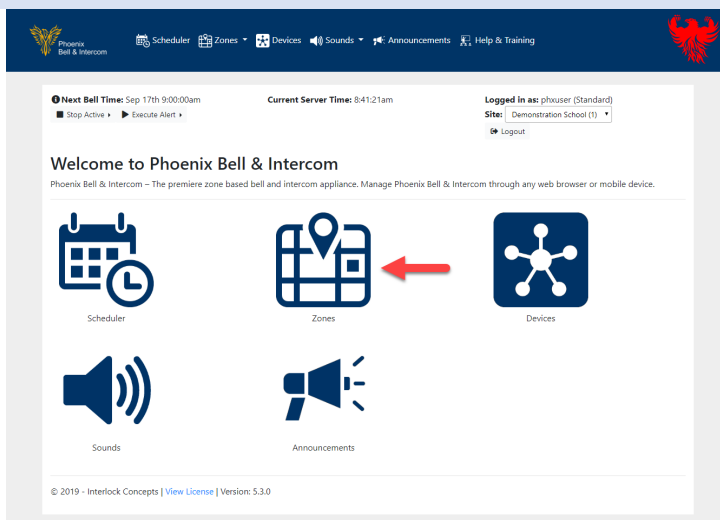
Name	Devices/Zones	Extension	Color	Manage
All Call	Hide Devices [Demonstration School] RM 730 (Ext: 1730)	6060	△	☰ -
All Exterior	No devices assigned	6062	△	☰ -
All Interior	No devices assigned	6061	△	☰ -

A red arrow points to the device '[Demonstration School] RM 730 (Ext: 1730)' listed under the 'All Call' zone. At the bottom of the page, there is a copyright notice: © 2019 - Interlock Concepts | View License | Version: 5.3.0

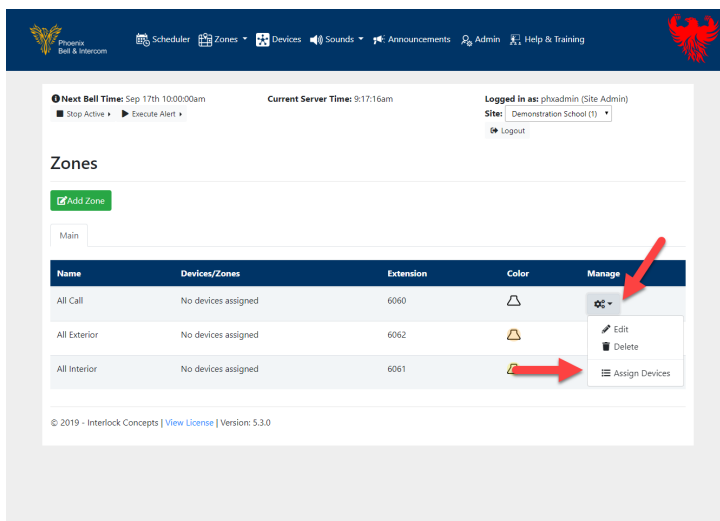


ADDING A DEVICE TO A ZONE

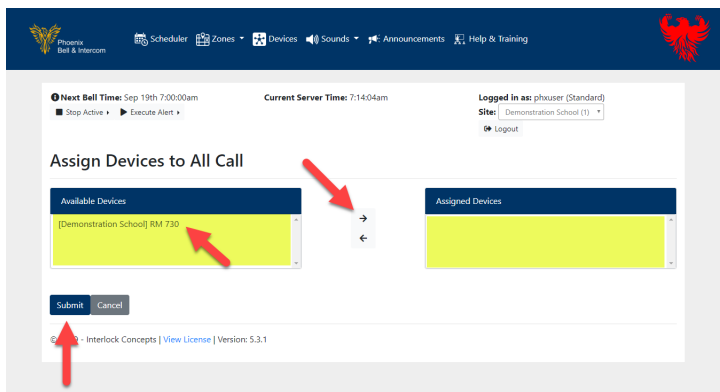
1. Log into Phoenix Bell & Intercom.
2. Click the **Zones** icon.



3. Click the **Action** button.
4. Click **Assign Devices**.



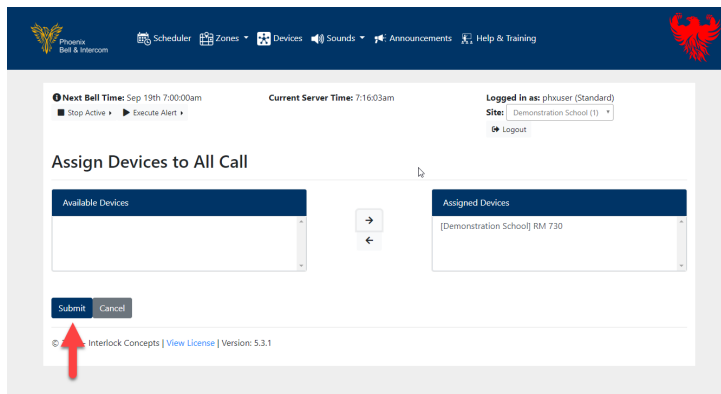
5. Select, (shift click for multiple devices), the device(s) to be added to the Zone from the **Assignable Devices** field.
6. Click the **Right** arrow in the center of the screen to place the device(s) in the **Assigned Devices** field.
7. Click the **Submit** button.





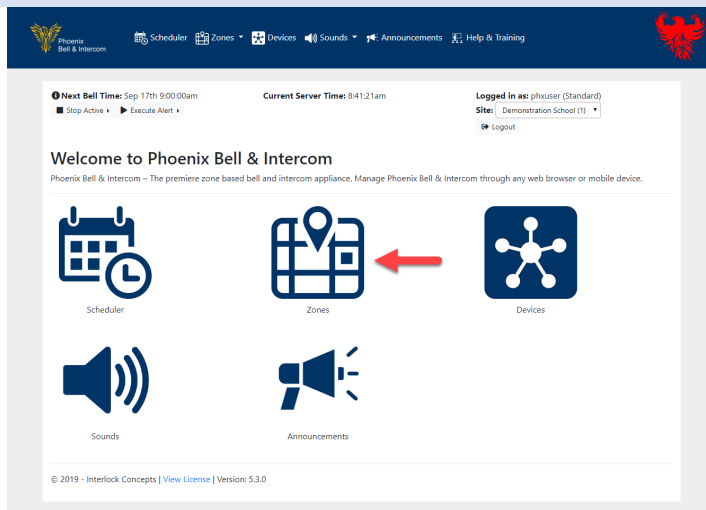
Phoenix Bell & Intercom - Zones

- Image shown right shows a device added to the Zone.

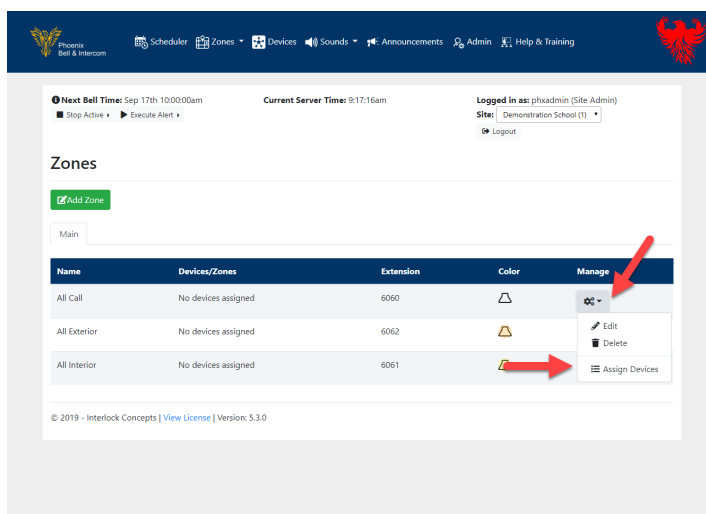


DELETING A DEVICE FROM A ZONE

- Log into Phoenix Bell & Intercom.
- Click the **Zones** icon.



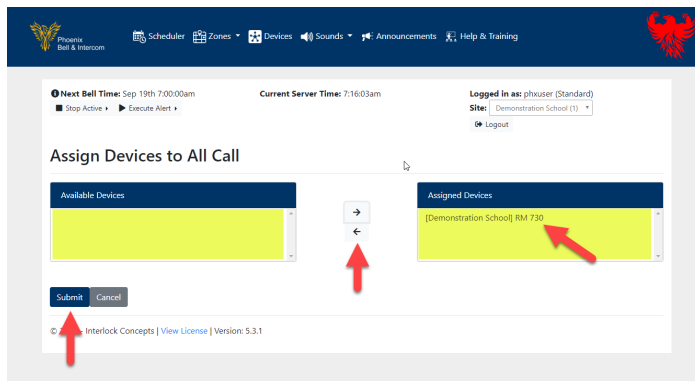
- Click the **Action** button.
- Click **Assign Devices**.



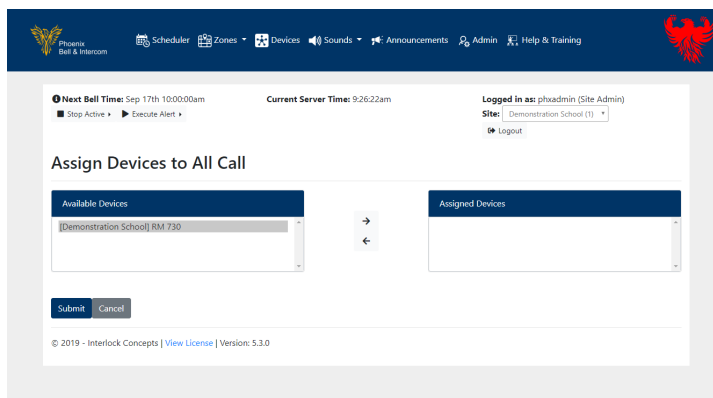


Phoenix Bell & Intercom - Zones

5. Select, (shift click for multiple devices), the device(s) to be added to the Zone from the **Assigned Devices** field.
6. Click the **Left** arrow in the center of the screen to place the device(s) in the **Assignable Devices** field.
7. Click the **Submit** button.

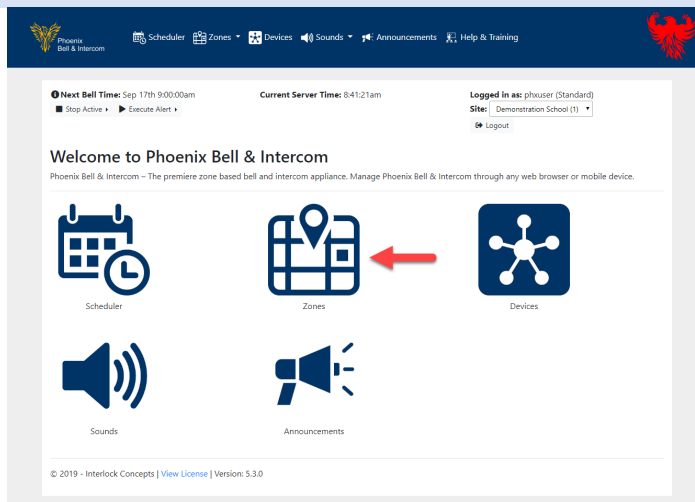


8. Image shown right shows the device removed from the Zone.



CREATING A ZONE

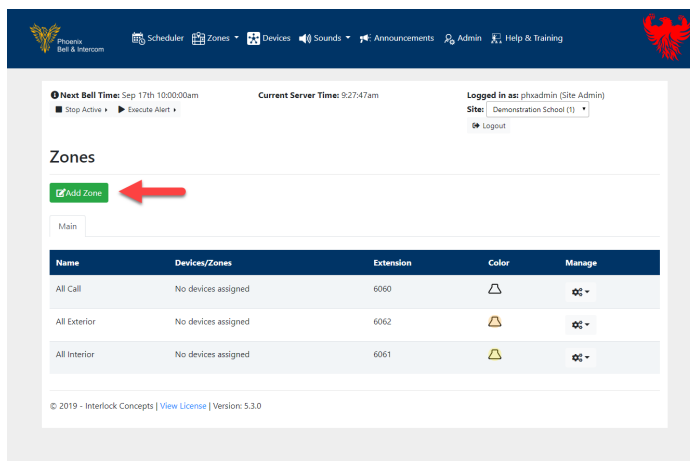
1. Log into Phoenix Bell & Intercom.
2. Click the **Zones** icon.



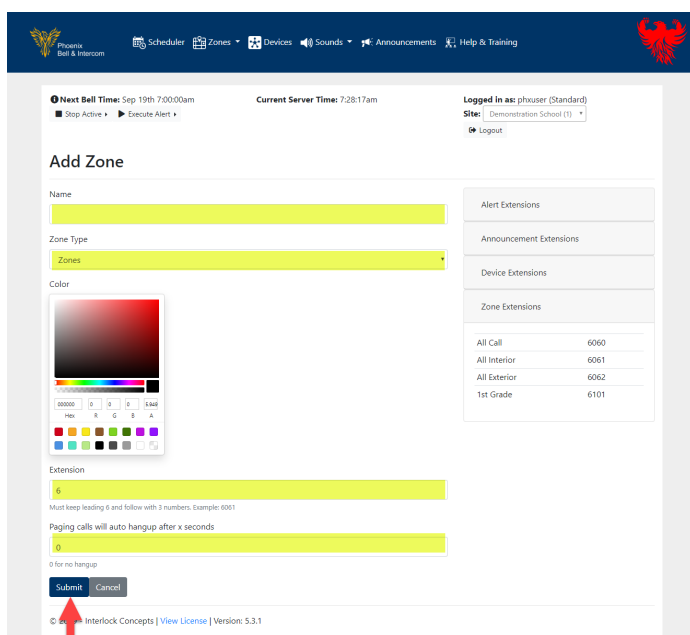


Phoenix Bell & Intercom - Zones

3. Click the **Add Zones** button.



4. Type the name of the Zone in the **Name** field
5. Set the Zone type to **Devices**. (Type = Zones are only used in multi-school installations.)
6. (Optional) Set the Zone color by dragging the slider to choose a color or type the HEX number in the field or choose one of the pre-defined colors.
7. Type the Zone Extension in the **Extension** field
Note: Zone Extensions must start with the number 6.
8. Set **Paging call will auto hang up after x seconds** field. This optional feature will stop a page after a set period of time. Default is zero (0) which is equal to unlimited.
9. Click the **Submit** button



10. Image shown right shows the Zone added.
11. To Add devices to the Zone see [Adding a Device to a Zone](#).

