



# DEVICES

*Phoenix Bell, Paging & Intercom*

## DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell, Paging & Intercom user how to add, edit and delete devices from the Phoenix Bell, Paging & Intercom system.

*Note: These instructions apply to 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, Paging & Intercom system.

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## GENERAL DEVICE OVERVIEW

Devices often called a classroom amplifier or common area endpoint sit on the schools’ network and communicate with the PBPI appliance. Each device will have an IP address and generally a SIP extension which allows the device and the PBPI appliance to communicate as well as play Bell audio and receive Paging and Intercom audio.

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

PBPI will communicate using the following protocols, SIP, RTP and Multicast with SIP being the most popular.

As a general PBPI 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

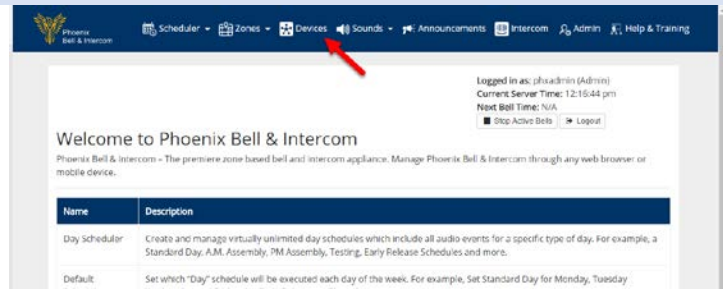
To get started, a plan is always recommended. Best worked out on paper or an electronic worksheet the following items should be included in the plan:

- 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

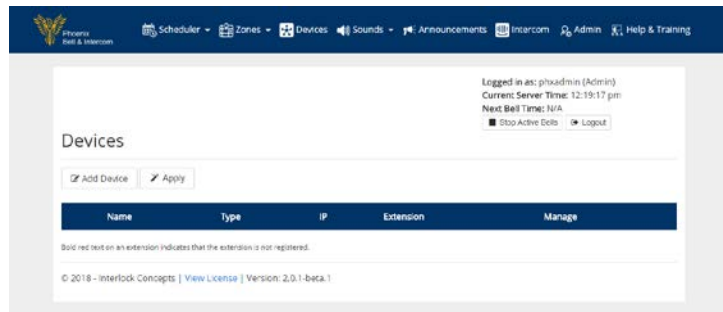
## INSTRUCTIONS

### ADDING A DEVICE (SIP)

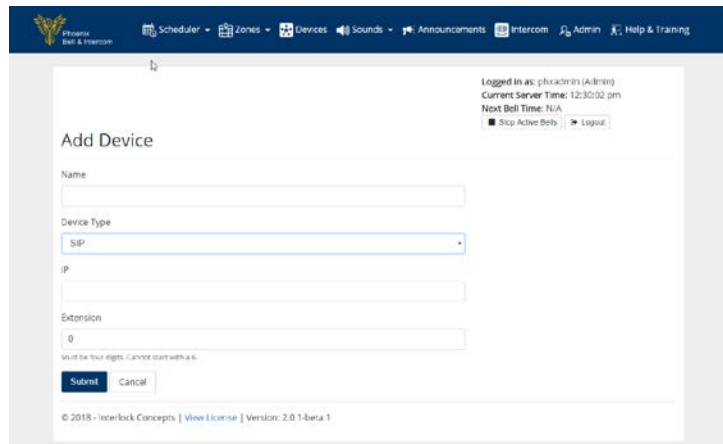
1. Log into PBPI
2. Click Devices in the menu



3. Click the **Add Device** button



4. Type the device name in the **Name** field
5. Use the drop arrow to select **SIP** in the **Device Type** field
6. Type the **IP** address of the device in the IP field
7. Type the extension for the device in the **Extension** field
8. Click the **Submit** button
9. The web browser will reload to the Devices page showing the newly added device.



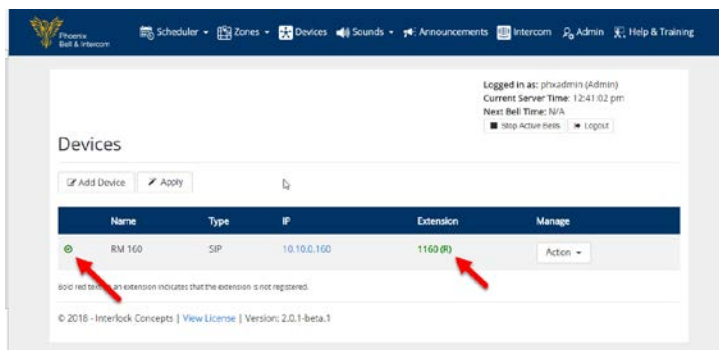


## PBPI Devices

- Click the Apply button to complete the process.

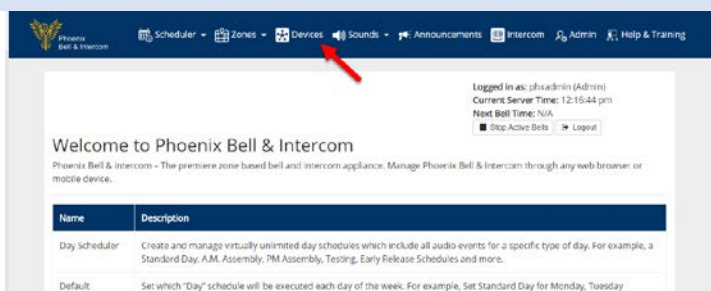
Note: When adding multiple devices, click the apply button when finished adding all the devices.

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

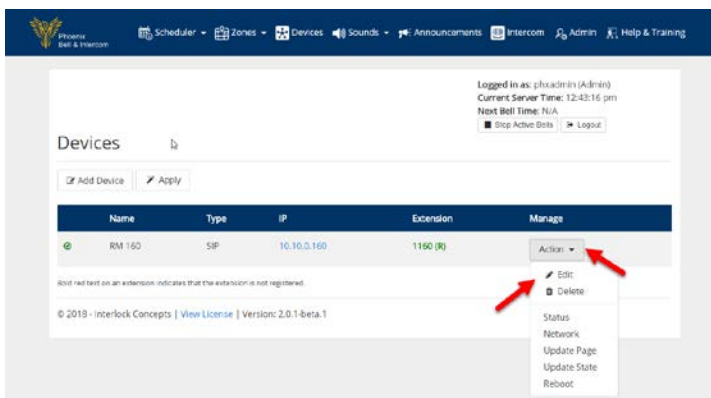


## EDITING A DEVICE

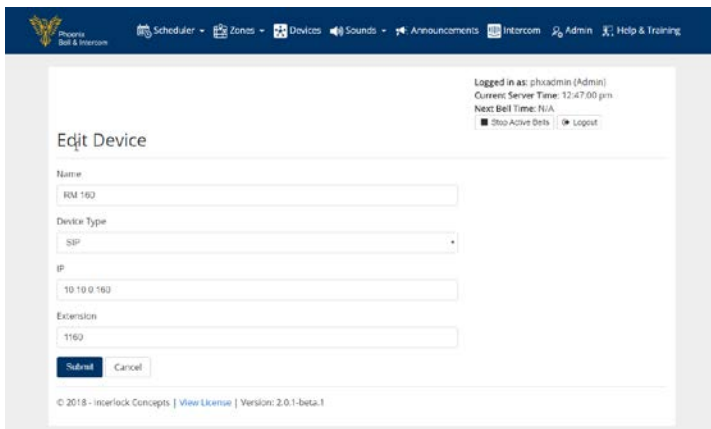
- Log into PBPI
- Click Devices in the menu



- Click the **Action** button
- Click the **Edit** link

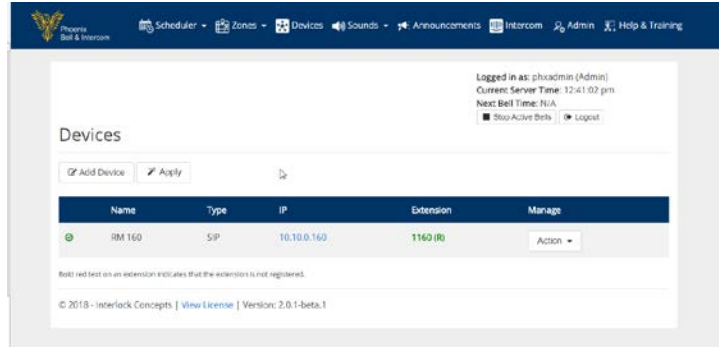


- Edit the required field(s)
- Click the **Submit** button
- The web browser will reload to the Devices page showing the newly added device.



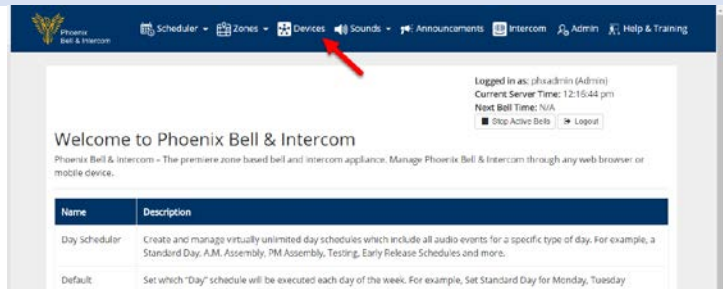


- 8. Click the **Apply** button to complete the process

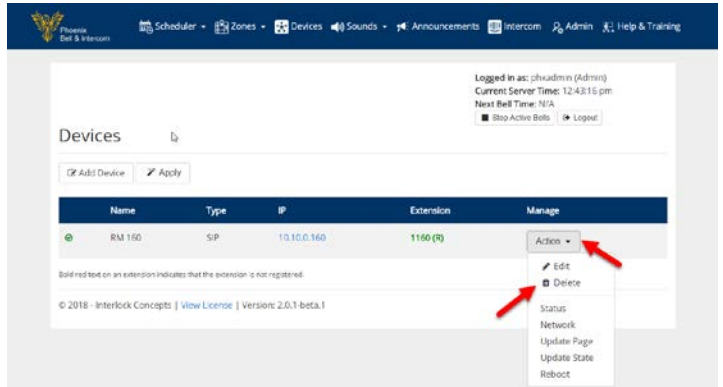


### DELETING A DEVICE (ALL)

- 1. Log into PBPI
- 2. Click **Devices** in the menu



- 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.



- 6. Click the **Apply** button to complete the process.

