



ZONES

Phoenix Bell, Paging & Intercom

DOCUMENT PURPOSE

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

Note: These instructions apply to Standard, 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 ZONES OVERVIEW

Zones provide two basic, yet very powerful functions, in the Phoenix Bell, Paging and 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.

PBPI 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.



PBPI Zones

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 PBPI 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 typically quite simple. The user will need to know if they are going to View what devices are a member of the Zone, edit which devices are part of the Zone, Create a Zone or Delete a Zone.

Note: If the user will be adding a Zone to the PBPI, the user must plan on an Intercom Extension for the new Zone.

INSTRUCTIONS

SHOW DEVICES IN A ZONE

1. Log into PBPI
2. Click **Zones** in the menu
3. Click **Manager**

Logged in as: phuser (Standard)
Current Server Time: 03:06:25 pm
Next Bell Time: N/A
[Also Active Sets] [Logout]

Zones

[Add Zone] [Apply]

Name	Devices	Extension	Color	Manage
All Call	Show Devices	6060	[Color Icon]	Action
All Interior	No devices assigned	6061	[Color Icon]	Action
All Exterior	No devices assigned	6062	[Color Icon]	Action

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4. Click the **Show Devices** button

Logged in as: phuser (Standard)
Current Server Time: 02:54:02 pm
Next Bell Time: N/A
[Also Active Sets] [Logout]

Zones

[Add Zone] [Apply]

Name	Devices	Extension	Color	Manage
All Call	Show Devices	6060	[Color Icon]	Action
All Interior	No devices assigned	6061	[Color Icon]	Action
All Exterior	No devices assigned	6062	[Color Icon]	Action

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PBPI Zones

- The screen will display which devices are a member of the Zone
- To Edit the Zone, see [“Adding a Device to a Zone”](#) or [“Deleting a Device From a Zone”](#)

The screenshot shows the 'Zones' management page. At the top, there is a navigation bar with 'Scheduler', 'Zones', 'Devices', 'Sounds', 'Announcements', 'Intercom', and 'Help & Training'. The user is logged in as 'phouser (Standard)'. The main content area has a 'Zones' heading and two buttons: 'Add Zone' and 'Apply'. Below this is a table with the following data:

Name	Devices	Extension	Color	Manage
All Call	Show Devices RM 140 (Ext. 1160) RM 161 (Ext. 1161)	6060	Red	Action
All Interior	No devices assigned	6061	Blue	Action
All Exterior	No devices assigned	6062	Green	Action

At the bottom, it says '© 2018 - Interlock Concepts | View License | Version: 2.0.1-beta.1'.

ADDING A DEVICE TO A ZONE

- Log into PBPI
- Click **Zones** in the menu
- Click **Manager**

This screenshot shows the same interface as above, but with red arrows pointing to the 'Zones' menu item in the top navigation bar and the 'Manager' sub-menu item that appears when 'Zones' is clicked.

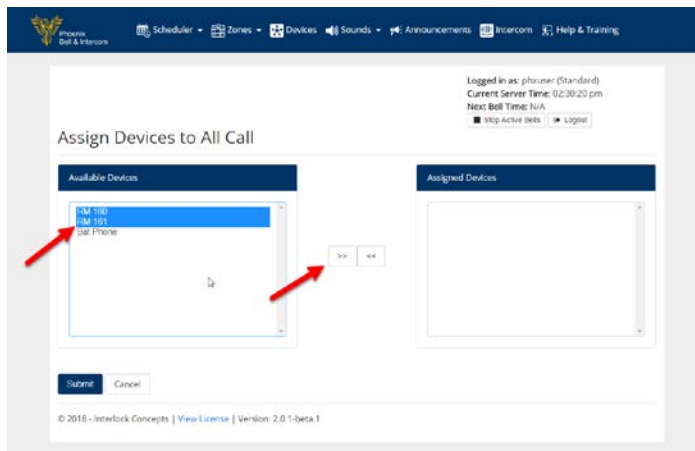
- Click the **Action** button
- Click **Assign Devices**

This screenshot shows the 'Zones' table with red arrows pointing to the 'Action' button in the 'All Call' row and the 'Assign Devices' option in the dropdown menu that appears when 'Action' is clicked.

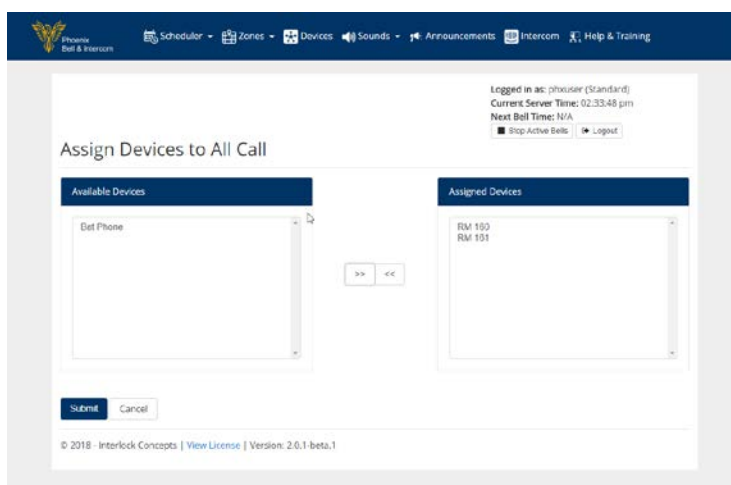


PBPI Zones

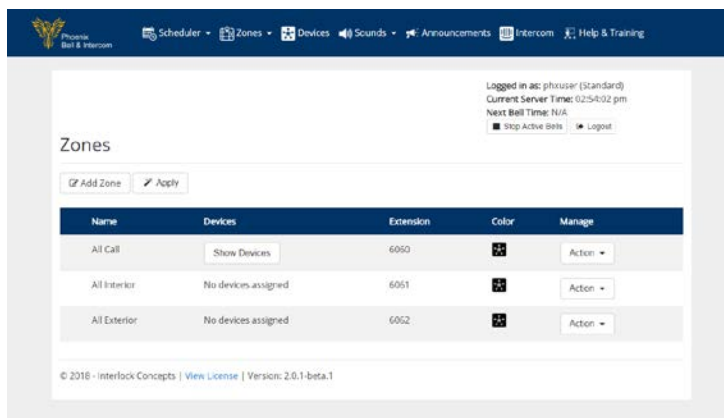
6. Select, (shift click for multiple devices), the device(s) to be added to the Zone
7. Click the **Double Right** arrow in the center of the screen



8. Image shown right shows two devices added to the Zone
9. Click the **Submit** button



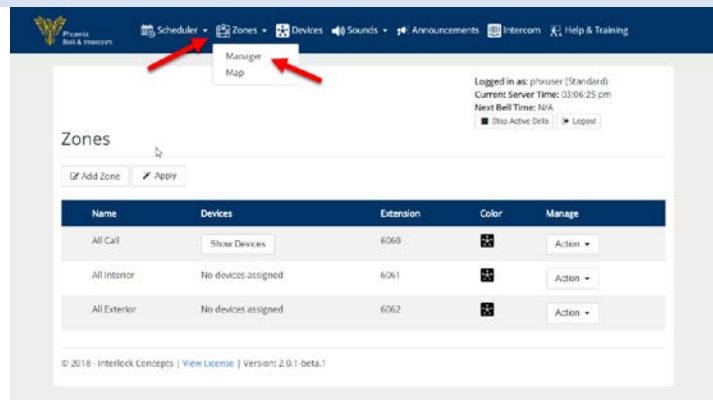
10. Click the **Apply** button to complete the process



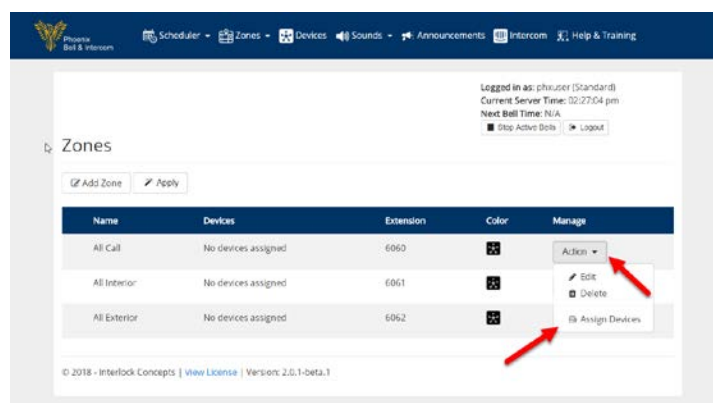


DELETING A DEVICE FROM A ZONE

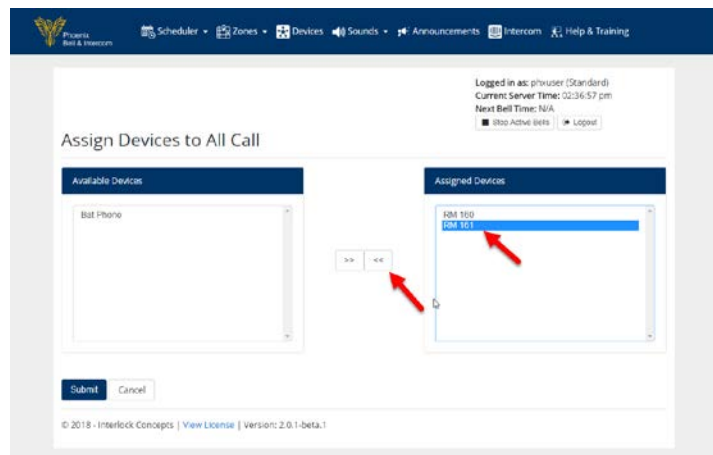
1. Log into PBPI
2. Click **Zones** in the menu
3. Click **Manager**



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



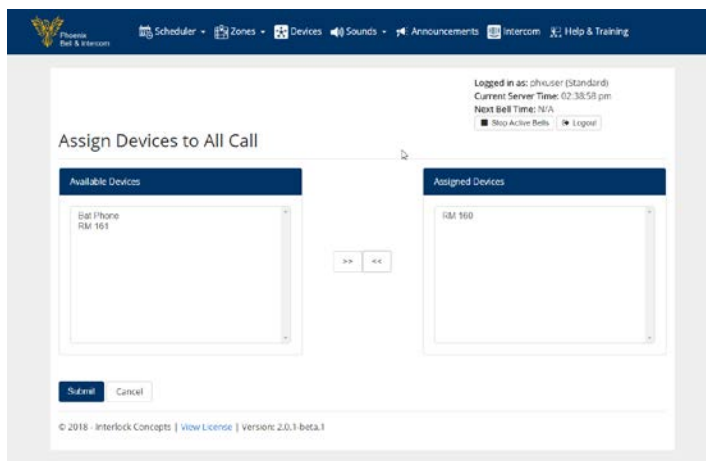
6. Click, (shift click for multiple devices), the device to be added to the Zone
7. Click the **Double Left** arrow in the center of the screen



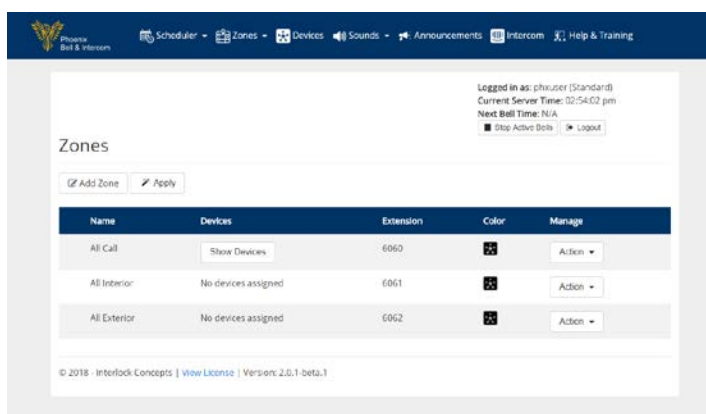


PBPI Zones

- Image shown right shows one device removed from the Zone
- Click the **Submit** button

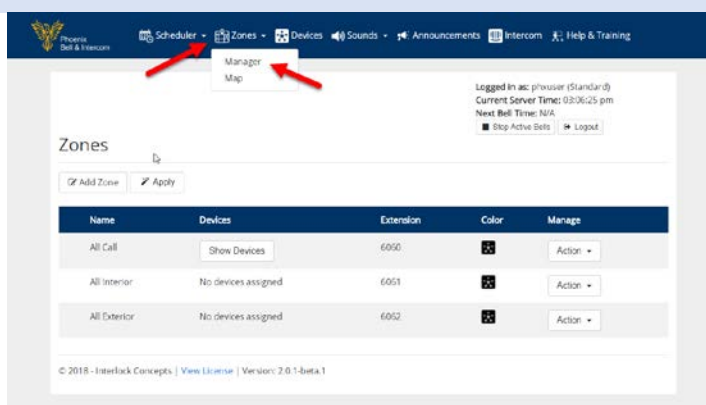


- Click the **Apply** button to complete the process



CREATING A ZONE

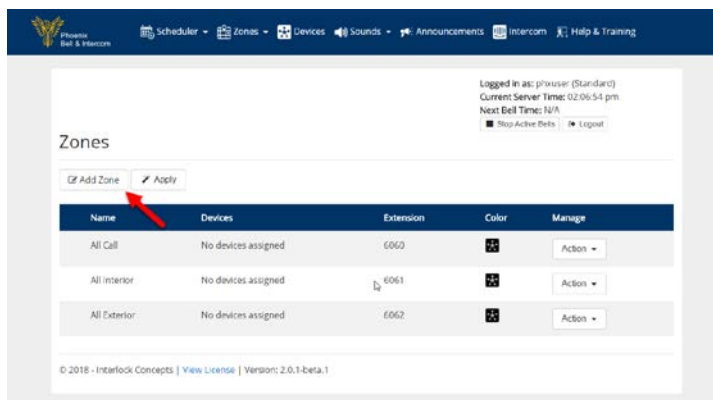
- Log into PBPI
- Click **Zones** in the menu
- Click **Manager**



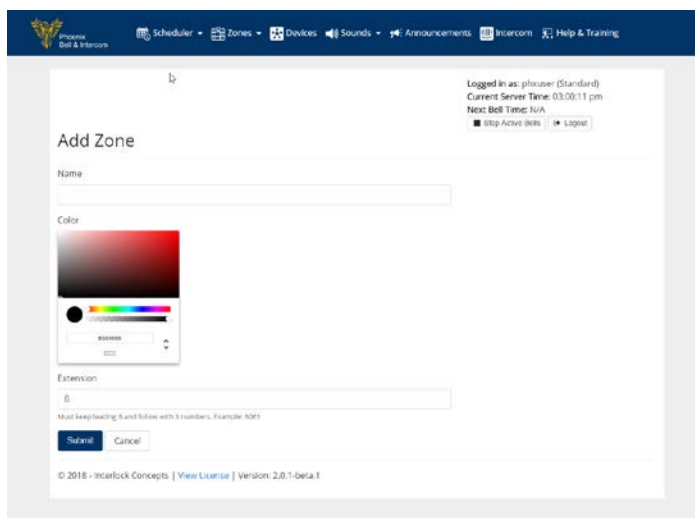


PBPI Zones

- Click the **Add Zones** button



- Type the name of the Zone in the **Name** field
- (Optional) drag the slider to choose a color for the Zone or type the HEX number in the field
- Type the Zone Extension in the **Extension** field
Note: Zone Extensions must start with the number 6.
- Click the **Submit** button



- Click the **Apply** button to complete the process
- Add devices to the Zone ([See Adding a Device to a Zone](#))

