



LOG IN

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to log into their system.

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 G2 Communicator system.

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GETTING STARTED

To be successful, you will need the following information:

To get started the user will need the following:

1. The IP address of their G2 Communicator server or the DNS name, (friendly name), setup by their IT department.
 - a. Local on Premise System - IP Example – <http://10.10.0.3>
DNS Name Example – <http://g2communicator>
 - b. Cloud Version – <https://myschool.g2com.online>
2. The account username and password.
 - a. G2 Communicator 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.
 - b. The default usernames and passwords are:
 - i. Standard user – phxuser – XXXXXXXXXX

- ii. Admin user – pxhadmin – [REDACTED]
- iii. District user – phxdistma - [REDACTED]
- iv. *Note: It is highly recommended the default passwords are changed once the system is turned over to the school.*

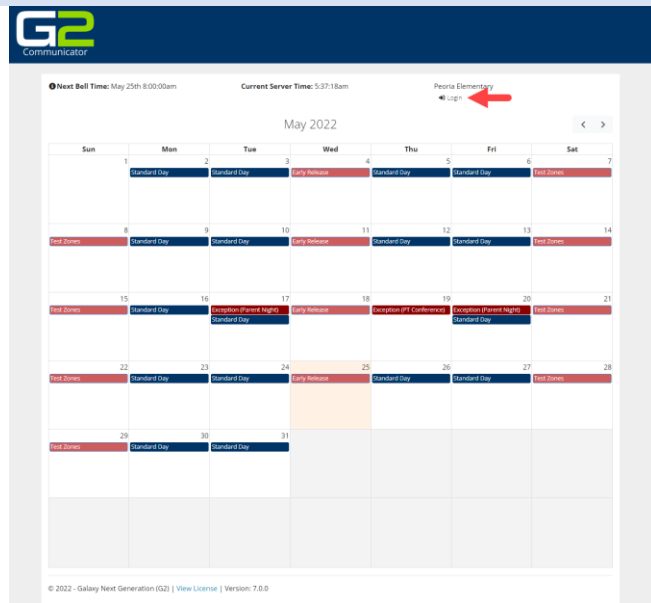
3. G2 Communicator is a browser-based application. The software will function in any modern web browser. However, Chrome is recommended for the best user experience.

INSTRUCTIONS

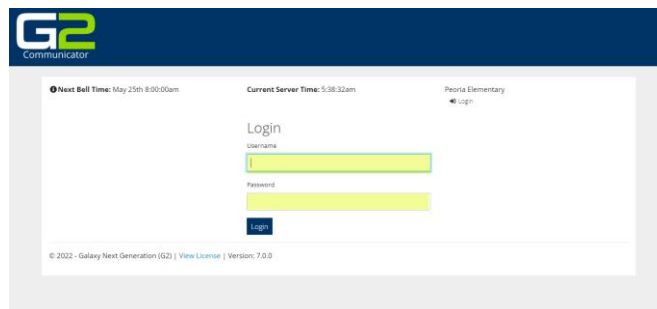
Completely read this set of instructions prior to starting. Follow the instructions below. The images shown throughout this document are examples. Images on your system may appear differently.

LOG IN

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

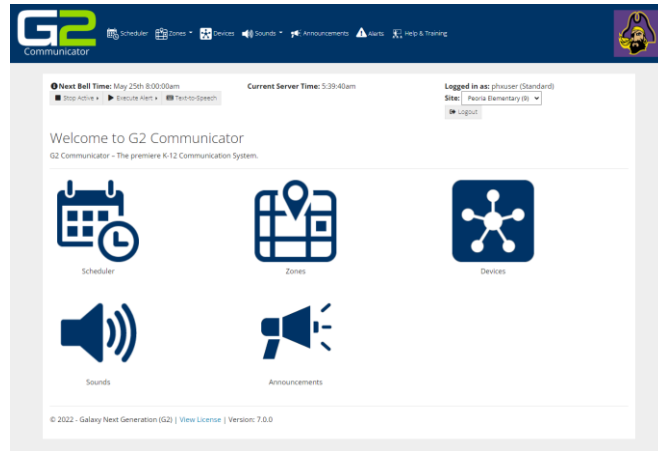


3. Type the **username** in the **Username** field.
4. Type the **password** in the **Password** field.
5. Click the **Login** button.



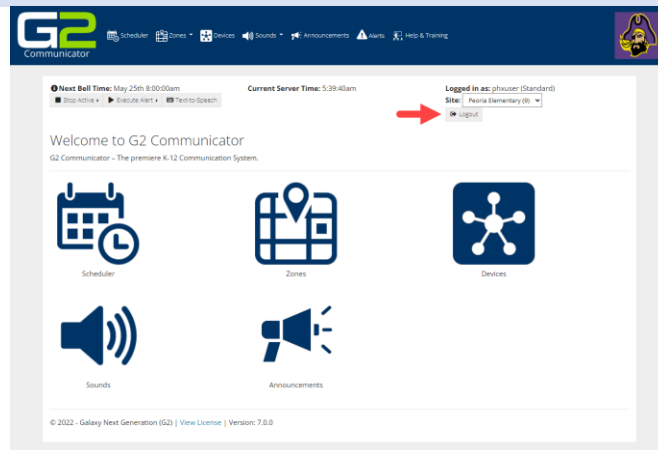
Log In

- The browser will display the **Welcome** screen. The **username and user type** will be displayed in the **upper right corner**.



LOG OUT

- Click the **Logout** button located in the **upper right corner of the window**.



- The **browser** will return to the **Login** screen.

