



SET SCHOOL NAME, SITE PREFIX & LOGO

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator Installer how to Set the school’s name, upload the school logo and set the site prefix.

Note: These instructions apply to 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 G2 Communicator system.

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GETTING STARTED

To be successful, you will need the following information:

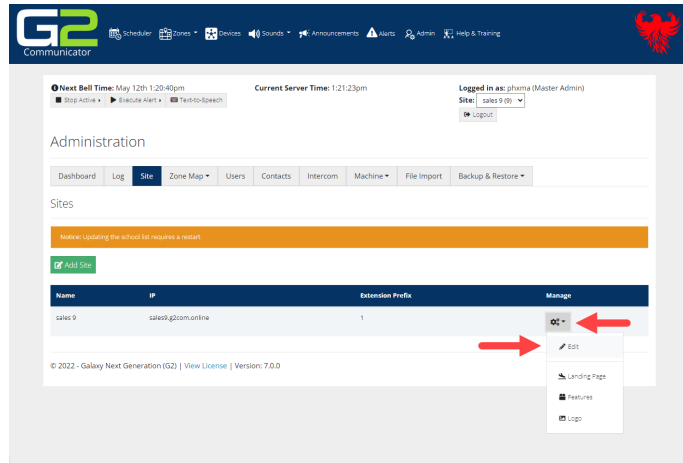
- School Name
- School Prefix
- School Logo image file

INSTRUCTIONS

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

SETTING THE SCHOOL'S NAME AND SITE PREFIX EXTENSION

1. Log into your **G2 Communicator System** and navigate to the **Site** page located on the **Administration** page.
2. Click the **Gears** icon.
3. Click **Edit**.

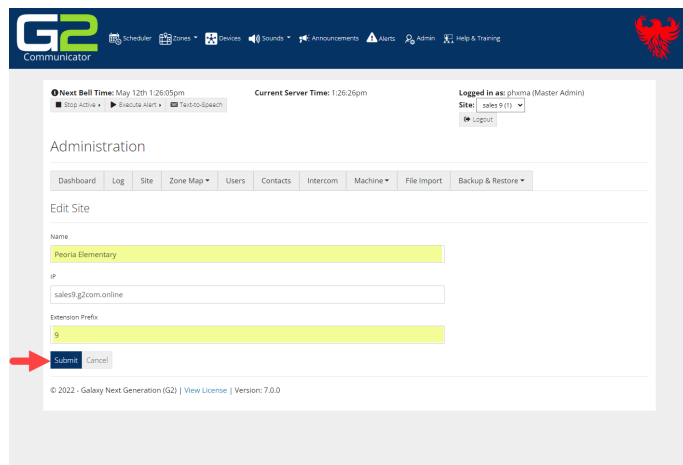


4. Type the **school's name** in the **Name** field.
5. Type the **school's prefix** in the "extension Prefix" field.

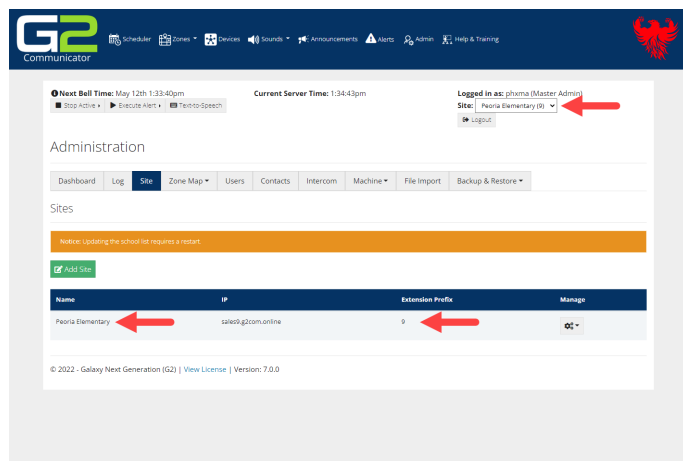
Note: If this installation is for a single school only. Leave the prefix set to 1. If there may be multiple schools using G2 Communicator, set the prefix to match school number within their system.

6. Click the **Submit** button.

Note: The IP address or FQDN will be completed by G2 when the cloud server is initially setup.

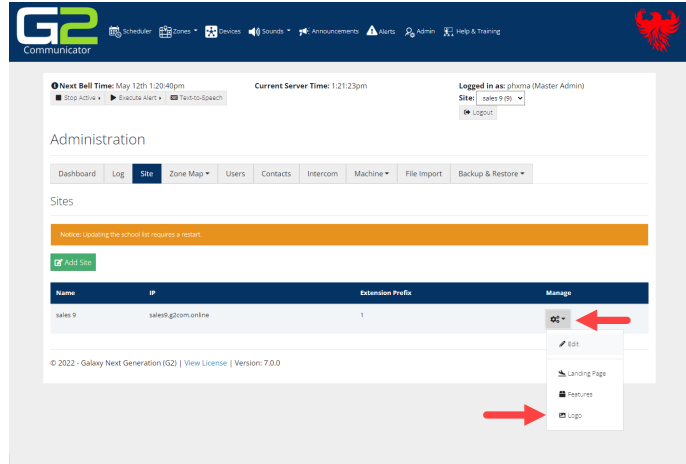


7. The Administration Page | Site will now display the edited school name as well as the edited site prefix.

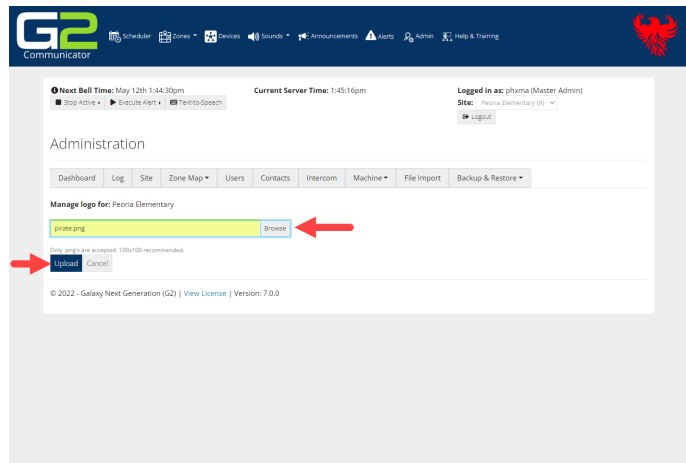


UPLOADING THE SCHOOL LOGO

1. Log into your **G2 Communicator System** and navigate to the **Site** page located on the **Administration** page.
2. Click the **Gears** icon.
3. Click **Logo**.



4. Click the **Browse** button.
5. Browse to the **logo file**.
Note: Only .png files accepted. 100 x 100-pixel images are recommended.
6. Click the **Upload** button.
7. A small window will appear stating the upload successful or not.
8. **Log out** of the system.



9. **Log back into the system to see the new logo.**
Note: If may be necessary to clear your cache or hold the shift key down and refresh the page.

