ZONES

G2 Communicator

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user how to use existing Zones as well as create new Zones.

Note: These instructions apply to Standard, Admi, 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.

CONTENTS

GENERAL ZONES OVERVIEW

Zones provide two basic yet, very powerful functions, in the G2 Communicator 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.

G2 Communicator comes with four 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.
- School Announcements Ext. 6063 – This Zone will normally contain Interior devices minus the office.
- Other Zones may be created based on the needs of the building.

All Zones have a Paging Extension associated with the Zone allowing each Zone to receive Paging audio from the Intercom Console, (BAT), phone, or the building phone, when integrated with the G2 Communicator system.

The install team will generally add all the devices in the building to the All Call Zone as well as the All Interior, All Exterior, and School Announcement 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.
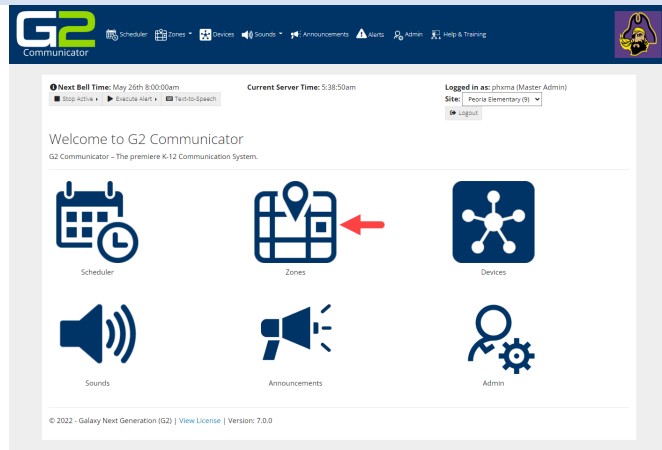
Note: *If the user will be adding a Zone to the G2 Communicator, the user should plan on an Intercom Extension for the new Zone. All Zone extensions begin with the number 6.*
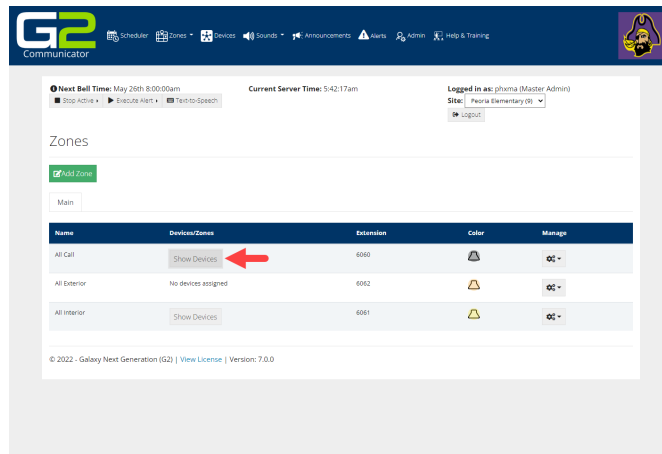
INSTRUCTIONS

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.
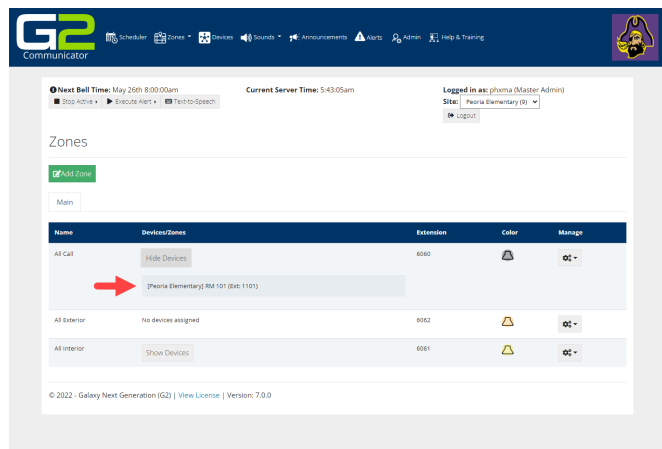
SHOW DEVICES IN A ZONE

1. Log into **G2 Communicator**.
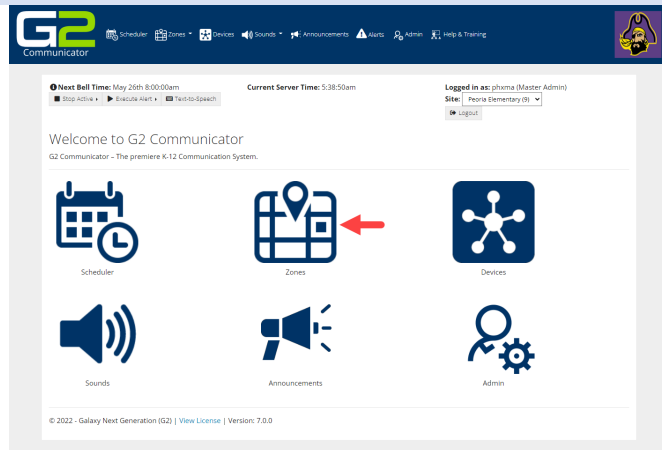2. Click **Zones** on the home screen.

3. Click **Show Devices**.

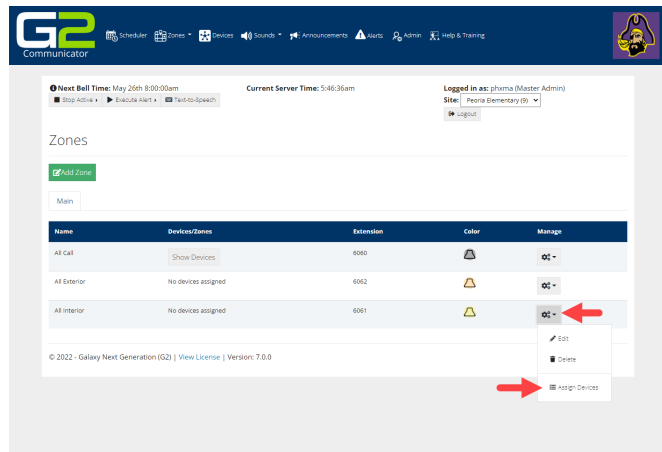4. The screen will display which devices are a member of the Zone.
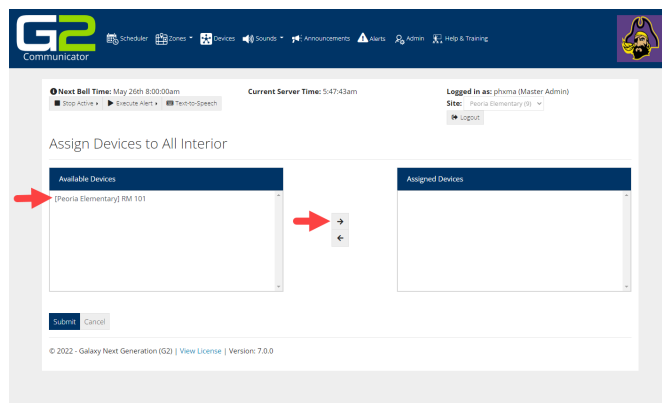
ADDING A DEVICE TO A ZONE

1. Log into **G2 Communicator**.
2. Click **Zones** on the home screen.

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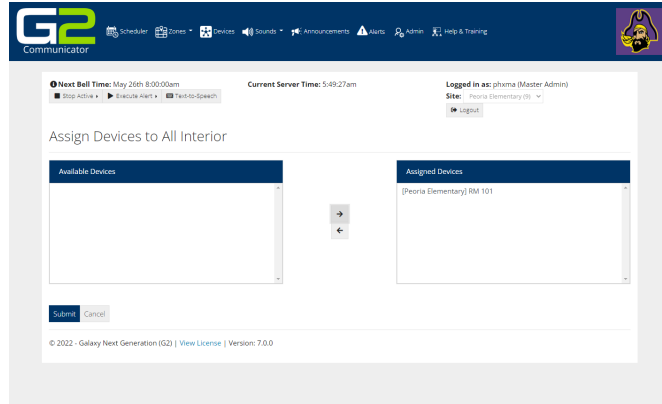4. Click **Assign Devices**.

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.
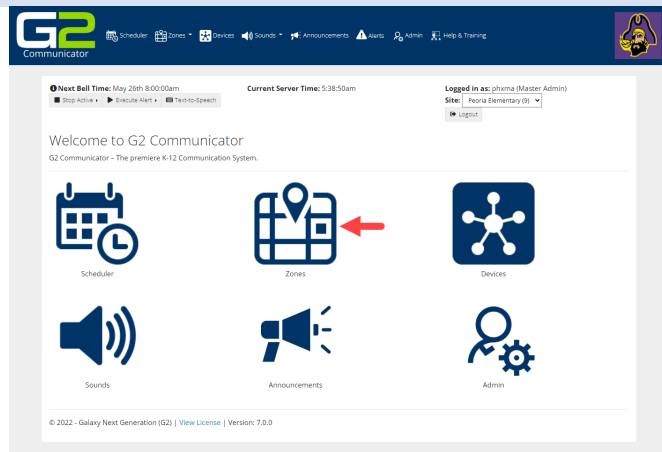7. Click the **Submit** button.
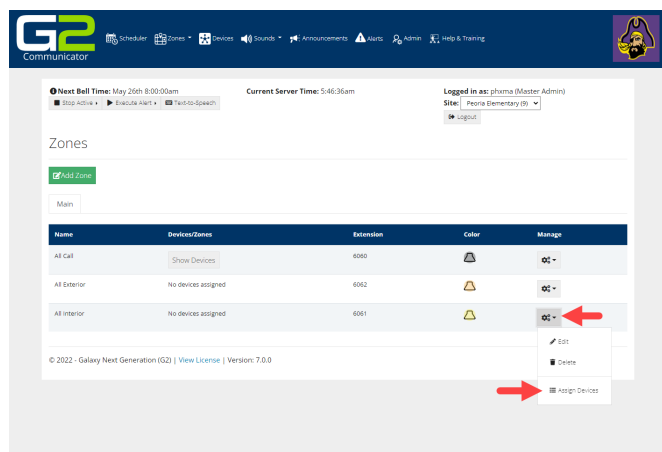
Zones

8. The room is now added to the Zone.

REMOVING A DEVICE FROM A ZONE

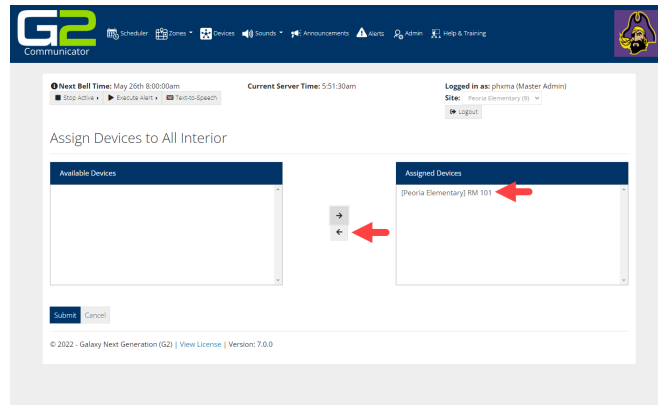1. Log into **G2 Communicator.**
2. Click **Zones** on the home screen.

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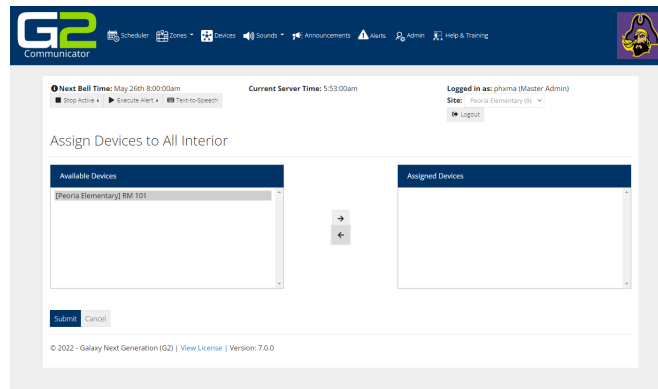4. Click **Assign Devices**.

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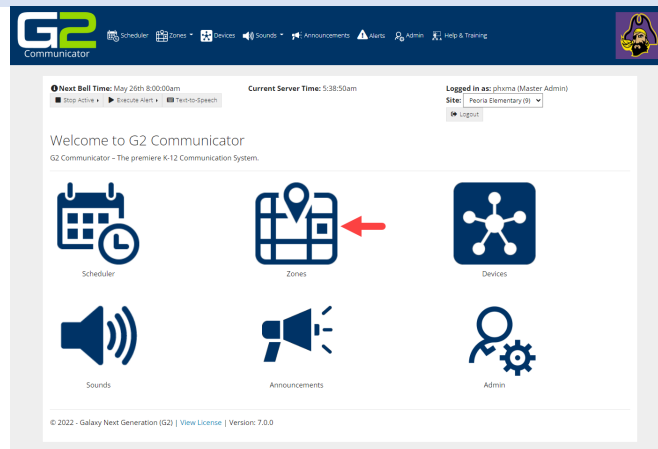7. Click the **Submit** button.

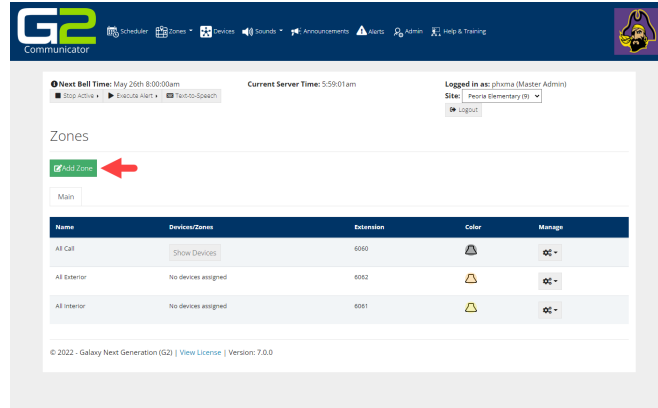8. The room is now removed from the Zone.

CREATING A ZONE

1. Log into **G2 Communicator**.
2. Click **Zones** on the home screen.

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. The Zone has been added.