

Akuvox Community Site Guide: Installer

A guide to creating a community site and adding devices to that site.

For **managing** a community site, you will need to sign into the **Property Manager** portal for that site

The screenshot shows the 'TS Tech >> Sites' interface. On the left is a dark sidebar with navigation links: Dashboard, Sites, Users, Firmware, Upgrade, Message, MAC Library, Subscriptions, Integration, Setting, Notification, and Privacy Policy. The main content area has tabs for 'Community', 'Office', and 'Single-Family House'. Below the tabs, it says '4 Community(ies)'. On the left of the table is a blue card with a house icon, a '+ New' button, and a 'Download The Template' button. The table lists community sites with columns: Name, Device Count, End User Count, Property Managers, and Actions.

Name	Device Count	End User Count	Property Managers	Actions
Akubela Test Community	16	16	-	View Edit Add Delete
Akubela Upgrade	0	0	-	View Edit Add Delete
Door status test	0	0	-	View Edit Add Delete
Smartplus app test	1	2	AAAAAAAAAAAAAAAA	View Edit Add Delete

Create Community Site

- ❖ Go to **Sites**
- ❖ Click **+ New**

The 'New Community' form is a modal window with a blue header. It contains several input fields and dropdown menus for creating a new community site. The form includes a red warning message at the top, followed by fields for Community Name, Community Address (with a dropdown), Street, Post Code, Time Zone (with a dropdown), Date Format (with a dropdown), Time Format (with radio buttons for 24-hour time and 12-hour time), Feature Plan (with radio buttons for Basic and Premium), and Landline Service (with radio buttons for On and Off). There are also links for 'Read Instructions' and buttons for 'Cancel', 'Next', and 'Submit'.

Please upgrade doorphone to the latest version otherwise it may affect some features.

* Community Name

Community Address

Street

Post Code

Time Zone

GMT+12:00 Auckland

Date Format

Day-Month-Year

Time Format

☒ 24-hour time ☐ 12-hour time

* Feature Plan

☒ Basic ☐ Premium

The Basic Feature Plan requires one indoor monitor for each family.

Landline Service

☐ On ☒ Off

Landline Service is a premium feature.

Cancel Next Submit

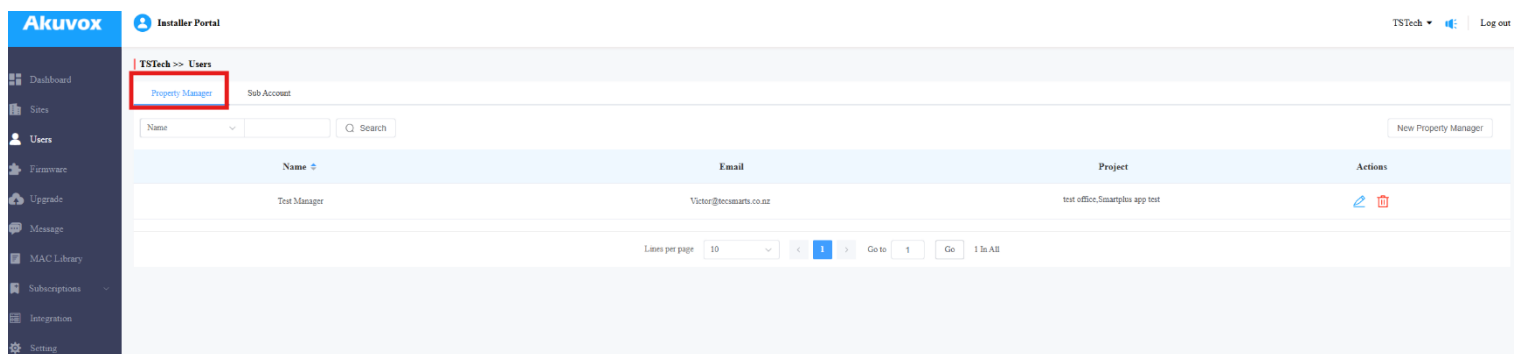
- ❖ A new window will pop up where you can enter the information for your new site. Enter the name, address, time format and zone.
- ❖ 2 Important notes about this window
 - **Feature Plan:**

- **Basic:** Requires an indoor monitor to get the app. They can have 1 master account and up to 3 family members. Additional members will be a \$2 USD fee. If your site has an indoor monitor per house/apartment, then use the basic plan
- **Premium:** Residents can have the app regardless of having an indoor monitor or not. If you have a site where no one has a monitor or only some have monitors, use premium.
- **Landline Service:** Keep this turned off. **This is only available in Canada**

- ❖ Click **Submit**
- ❖ Your site is ready to be modified

Add Property Managers

Property Managers will be able to manage their site. You can create one for the owner of the building so they can manage their sites using the Akuvox cloud and gain better insights into what's happening to their site.



New Property Manager ✕

* First Name

* Last Name

* Email

Language

Monthly Password Update Reminder ☐

Email Two-Factor Authorization for Login ☐

- ❖ Click Users and ensure your in the Property Manager tab
- ❖ Click New Property Manager
- ❖ Enter the information of the new Property Manager
- ❖ When you **submit**, an email will be sent to the Email you entered. This email will have login credentials they can use to sign into the akuvox property manager portal. The website they use is that same as the installer portal (aucloud.akuvox.com)

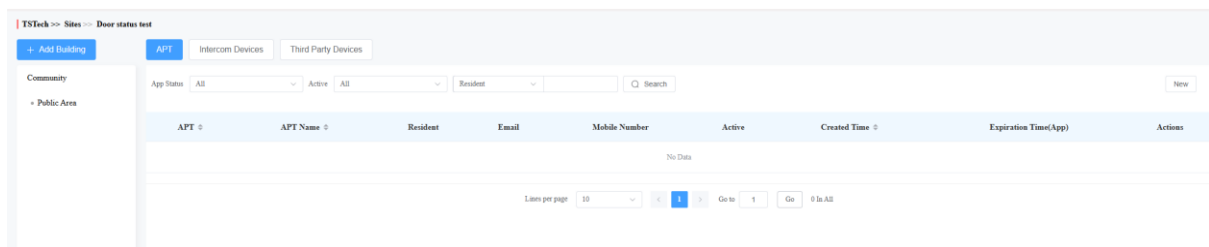
The Property Manager is created but now we need to **add it to the site**

- ❖ Go to Sites > Community
- ❖ Find your site and click the purple icon of a person
- ❖ Click edit
- ❖ The list on the left is the available Property Managers that can be added to the side and the list on the right are Property Managers that are already in that site.
- ❖ Click the checkbox next to the managers name and click Add. The managers name should now be in the right-hand list
- ❖ Click submit and now you'll see the managers name pop up in the Property Manager list for that site
- ❖ You can enable the app for the manager from there as well by click the red switch icon under app.
- ❖ If a property manager forgets their password, they can click reset password and be given a new password

From this Point we'll start working from within the Community Installer Portal



To get here Go to Sites > Community and click the yellow circle on the far right of your community



Create Building

In communities, you can create buildings and create a layout for your devices. This makes them easier to manage and setup in places such as gated communities and apartments.

- ❖ Click add building
- ❖ Name your building. Leave the other settings to **Config on the Device**
- ❖ Click Submit
- ❖ Now you have a virtual representation of a building on your site

Create Devices

- ❖ Click the building where you want the device to be (Building or Public Area)
- ❖ Click Intercom Devices, then click new. If you're adding a device in Public Area, just click Public Area and click new.
- ❖ Add the device information (MAC, Name etc)
- ❖ Click Submit

Enabling and Disabling Access Methods

Note: This feature only works in Community

When you edit the device (Pencil Icon next to the device), you can add the relays you plan to use on the device.

Edit Device

Device Type

Multi-tenants Doorphone

* MAC

Network Group

Network 1

* Device Name

Demo Wall X915S

Allow user to monitor this device?

☒ Yes ☐ No

Allow user to call this device?

☒ Yes ☐ No

Buildings

Directory

☒ All Buildings

Relay1

Off ☒ On

* Relay Name

Relay1

DTMF Code

#

Access Method

☒ SmartPlus Homepage for End User ☒ SmartPlus Talking Page and Monitor Page for End User ☒ PIN

☒ Face ☒ RF Card ☒ Bluetooth ☒ NFC ☒ LPR Camera ☒ Fingerprint

Add Relay

Add Security Relay

Cancel

Submit

For each relay, you can tick and untick the access methods you want to enable or disable for it. For example, you can have Relay 1 take PINs and Face ID but Relay 2 will only take Face ID.

Create Apartments

This is how you add residents to the site. Residents will be assigned to apartments.

- ❖ Click the building you want to add the apartment too.
- ❖ When on the building, make sure you're in APT and click new.
- ❖ Enter the Apartment information and Resident information.
 - If you have a community on a basic plan, apartments will require a monitor.
 - If you have a community on a premium plan, apartments won't need a monitor.
 - You don't have to add a resident on creation of the apartment, as it can be added later. (Good for setting apartments but don't have the resident information yet)

❖ Click Submit

If you want to do more with the site, you will need a **Property Manager Account**.