

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user on how to install the G2 Activator Mobile Application and configuring it to work with your G2 Communicator server. It also covers how to add users for application access and includes a quick overview of the app's key functions.

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.

GETTING STARTED

To be successful, you will need the following information:

- You will need an account with admin level functionality.

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.

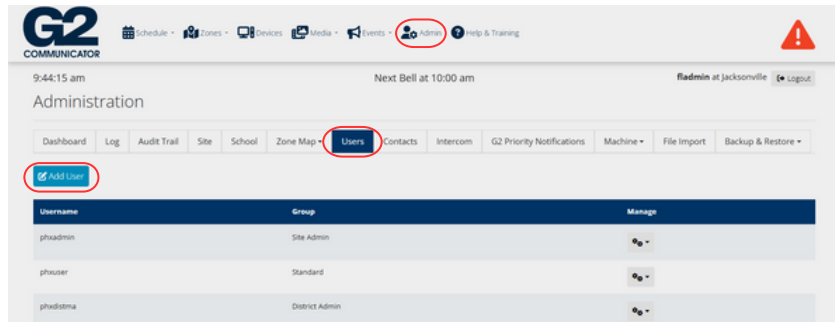
Contents

Document Purpose, Getting Started, Instructions	1
Administrative Setup	2
Create a Specific User to Use the App	2
Enable Self-Registration	3
User Setup	4
Using the App	5
Panic	5
Alert Status	5
Chat	5
Map	5
How to Change the Audio from a Notification	6
Android	6
Apple	6

Administrative Setup

Create a Specific User to Use the App

1. Log into **G2 Communicator** with an existing **Admin level** account.
2. Click the **Admin icon** in the menu.
3. Click on the **Users Tab**.
4. Click the **Add User**.

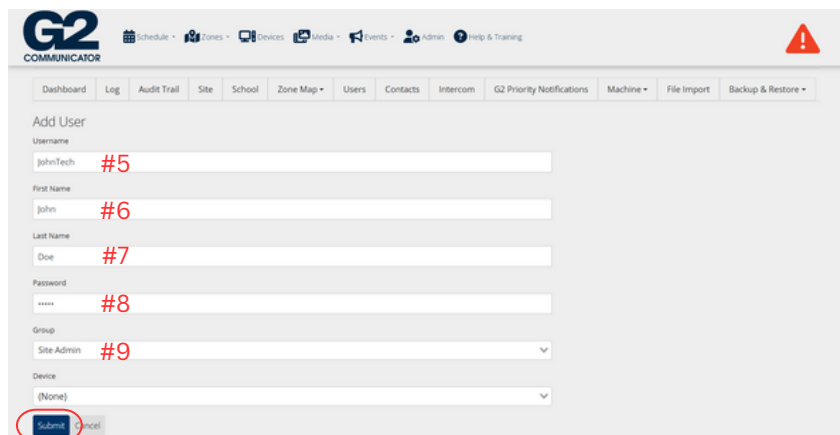


5. Type the desired username in the **Username Field**.
6. Type the new user's First Name in the **First Name Field**.
7. Type the new user's Last Name in the **Last Name Field**.
8. Enter the desired password in the **Password Field**.
9. Select the Account Type in the **Group Field** dropdown menu.

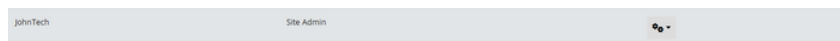
Options include: Standard, Site Admin, Master Admin, District Admin, Basic/Standard and Law Enforcement.

Note: Master Admin status is not usually provided to the End User.

Note: If unsure of group, choose Standard.



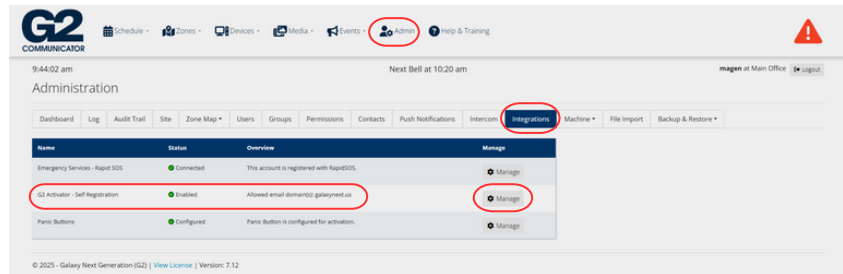
11. The new user is now shown in the **Administration | Users Tab**.



Administrative Setup

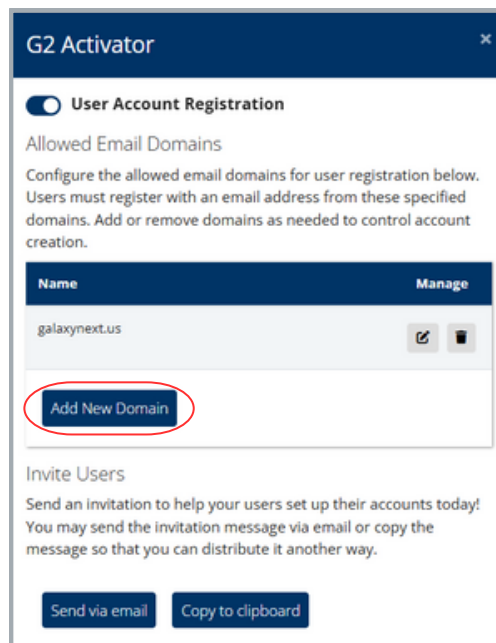
Enable Self-Registration

1. Log into **G2 Communicator** with an existing **Admin level** account.
2. Click the **Admin icon** in the menu.
3. Click on the **Integrations Tab**.
4. Select **G2 Activator – Self Registration**.
5. Click **Manage**.



6. Click **Add New Domain** and save the email domain that is allowed to sign up.

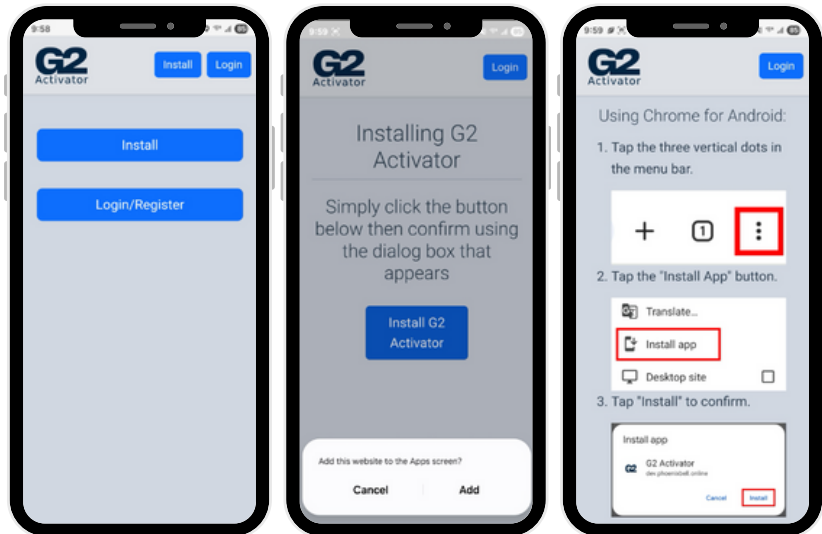
Example: "galaxynext.us" means that email addresses like 'signup@galaxynext.us' can sign up.



User Setup

1. With your mobile phone's default browser: navigate to:
 - a. yourserver.g2com.online/pwa
2. From here, follow on-screen instructions for installation. In general:
 - a. iPhones require you to save the app to your home screen.
 - b. Androids will have a visible option you can click to install.
 - c. More details when you open link on your mobile device.
3. Once installed, open the app and login. Allow permissions for push notifications.
 - a. If self-registration, sign-up for a user account and follow on-screen instructions to create an account first, then login.
 - b. If you created a user directly, simply login with that user.

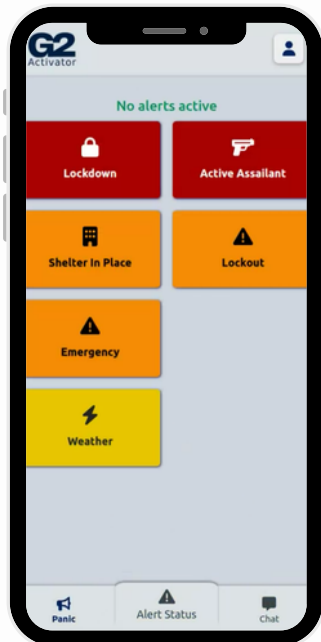
Note: Your phone must be connected to the facility wifi network with direct access to the Communicator installation.



Using the App

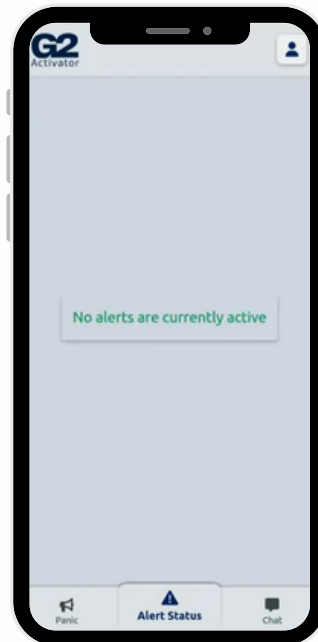
Panic

This view allows you to trigger alerts.



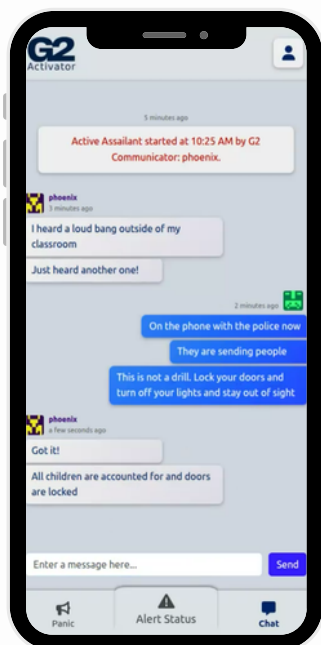
Alert Status

This view quickly shows you the alert status of the building.



Chat

This view shows you the chat to interact with others.



Map

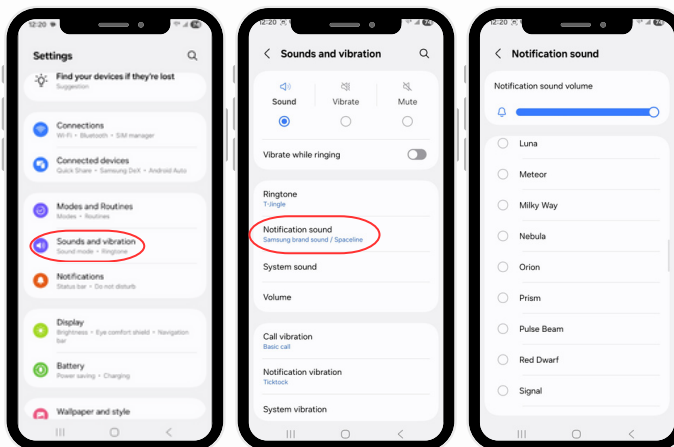
This view shows you the floor plan and location information (if available).



How to Change Audio for a Notification

Android

1. Go to Settings on your phone
 2. Select **Sounds and Vibrations**
 3. Select **Notification Sound**
 4. From the list pick a sound you would like to change the sound to.
- Note:** It will change the tone for all applications.



Apple

1. Go to Settings on your phone
 2. Select **Sounds and Haptics**
 3. Raise the volume for any ringtones and alerts (if needed)
 4. Select **Default Alerts**
 5. From the list pick a sound you would like to change the sound to.
- Note:** It will change the tone for all applications.
- Note:** You will also have to enable sounds for the PWA app.

