



Quick Installation Guide

Getting Started

Your package should contain:

- 1 x Vattendance PBX
- 1 x Vattendance Smart Button
- 1 x Power adapter
- 1 x RJ45 Ethernet Cable



Installation

1. Plug the power adapter into power port on the Vattendance PBX
2. Plug the Ethernet cable into the ethernet port on the Vattendance PBX. Plug the other end into any switch port of your router
4. Find the appropriate 3.5mm audio cable to suit your PA System. Plug the 3.5mm end into the top right audio port on the Vattendance PBX (marked "INPUT") and the other end an output on the PA system.
5. Find a second 3.5mm audio cable to suit your PA System. Plug the 3.5mm end into the bottom right audio on the Vattendance PBX (marked "OUTPUT") and the other end into an input on the PA.
6. Plug the Vattendance smart button into a USB port on the PBX
7. Plug the power adapter into the wall to conclude the physical install

Suggestions

- Place the PBX in an area that is well ventilated
- Use a power surge protector
- Wire the sound desk with an "always connected" power point. The PBX needs to run at all times to allow access to recorded meetings.

Configuration

Configure your meeting times

- Dial your allocated phone number.
- When prompted for a PIN, enter your User PIN
- A voice prompt will now say, "Welcome to the Kingdom Hall".
- Press * on your telephone keypad
- When prompted for a PIN, enter your Configuration PIN
- A voice prompt will now say, "Welcome to the configuration console"
- Press 9 on your telephone keypad

You will now be given instructions on how to change meeting times. Follow these instructions and change the meeting times for each congregation.

Vattendance Web Portal

The rest of your configuration can now take place from the Vattendance Web Portal. This can be found at portal.vattendance.com.

As part of the registration process, you will have received a registration email from Vattendance to give you access to this portal. If you do not have access and you should, please contact support@vattendance.com to arrange login details.

From the Vattendance Portal you can do the following:

1. Change PIN's
2. Manage the Known Callers List
3. View reports of both current and historical meetings
4. Add/Remove access to the Vattendance Portal for other users

For a more detailed overview of the Vattendance Web Portal, please see our videos on YouTube. Simply browse to www.youtube.com and search for "Vattendance".