



# ANNOUNCEMENTS

*Phoenix Bell & Intercom*

## DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell & Intercom user how to play and create pre-recorded announcements.

*Note: These instructions apply to Standard, Admin and Master Admin users.*

This document assumes the reader has the appropriate user credentials, (user name and password), as well as the IP address or DNS name of the Phoenix Bell & Intercom system.

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## GETTING STARTED

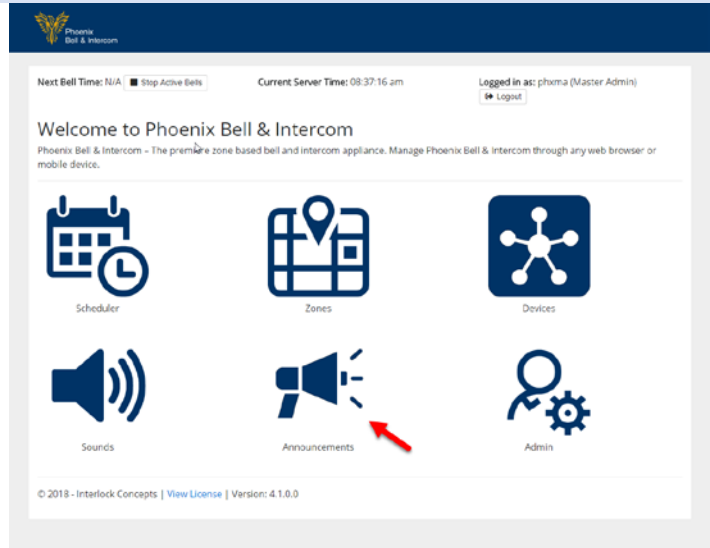
No special requirements are needed to play an Announcement. Creating a new Announcement may require a new audio file to be uploaded to PBI. See PBI Sounds for instructions on uploading audio files. Creating a new Announcement also requires an extension beginning with 9 to be used. Look at existing Announcement extensions to aid in selecting the extension for the new Announcement.



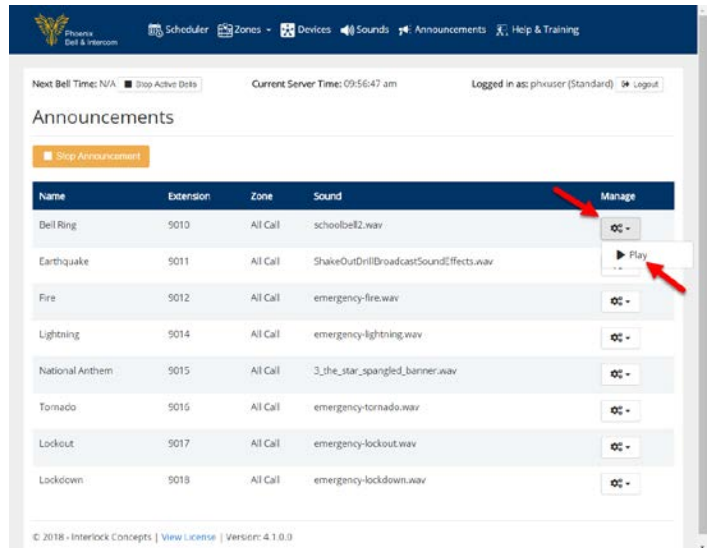
# INSTRUCTIONS

## PLAY AN ANNOUNCEMENT

1. Log into PBI
2. Click the **Announcements** on the home screen



3. Locate the **Announcement** to play in the list
4. Click the **Action** button
5. Click the **Play** icon

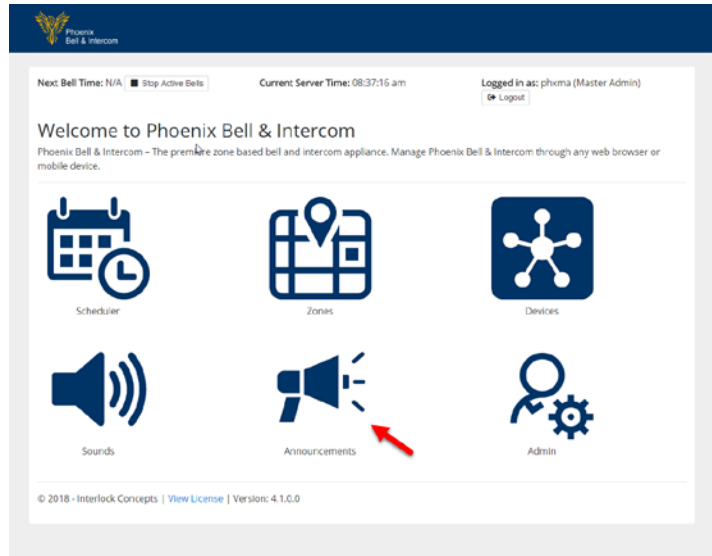




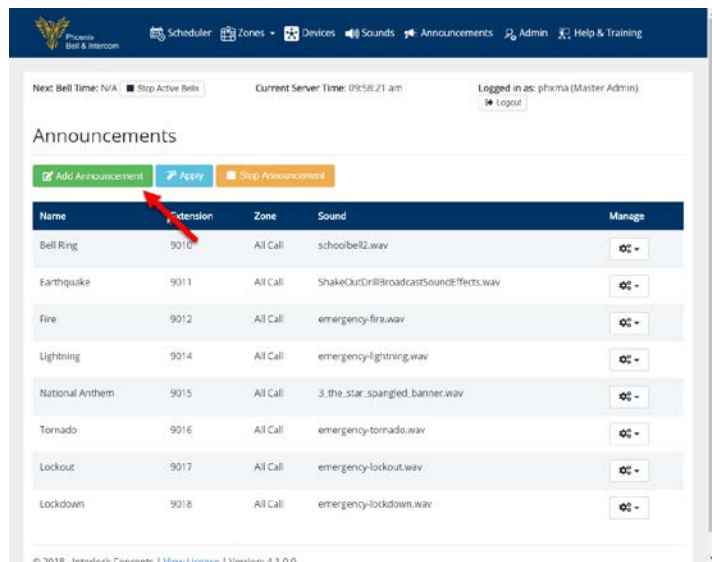
**ADD AN ANNOUNCEMENT**

*Note: Admin User or Master Admin User Required*

1. Log into PBI
2. Click the **Announcements** on the home screen



3. Click the **Add Announcement** button





## PBI Announcements

4. Type the name of the announcement in the **Name** field
5. Type the extension in the **Extension** field
6. Click the **Zone** field to select the Zone where the Announcement will play
7. Click the **Sound** field to select the sound the Announcement will play
8. Click the **Submit** button

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 09:59:07 am | Logged in as: phirma (Master Admin) | Logout

### Add Announcement

Name:

Extension:

Not required, but can only play from web interface if left at 0. If inputted, must keep leading 0 and follow with 3 numbers. Example: 001

Zone:

Sound:

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9. The newly added Announcement will display on the screen

Next Bell Time: N/A | Stop Active Bells | Current Server Time: 10:03:31 am | Logged in as: phirma (Master Admin) | Logout

### Announcements

Name	Extension	Zone	Sound	Manage
Bell Ring	9010	All Call	schoolbell2.wav	<input type="button" value="OC -"/>
Earthquake	9011	All Call	ShakeOutDrillBroadcastSoundEffects.wav	<input type="button" value="OC -"/>
Fire	9012	All Call	emergency-fire.wav	<input type="button" value="OC -"/>
Lightning	9014	All Call	emergency-lightning.wav	<input type="button" value="OC -"/>
National Anthem	9015	All Call	3_the_star_spangled_banner.wav	<input type="button" value="OC -"/>
Tornado	9016	All Call	emergency-tornado.wav	<input type="button" value="OC -"/>
Lockout	9017	All Call	emergency-lockout.wav	<input type="button" value="OC -"/>
Lockdown	9018	All Call	emergency-lockdown.wav	<input type="button" value="OC -"/>
Custom Announcement	9999	All Call	custom_announcement.wav	<input type="button" value="OC -"/>