



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 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 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 the Phoenix Bell & Intercom System. See the “Sounds” file on the Help and Training web page 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

Methods used in this document.

Any item to be clicked or selected will be shown in **bold**.

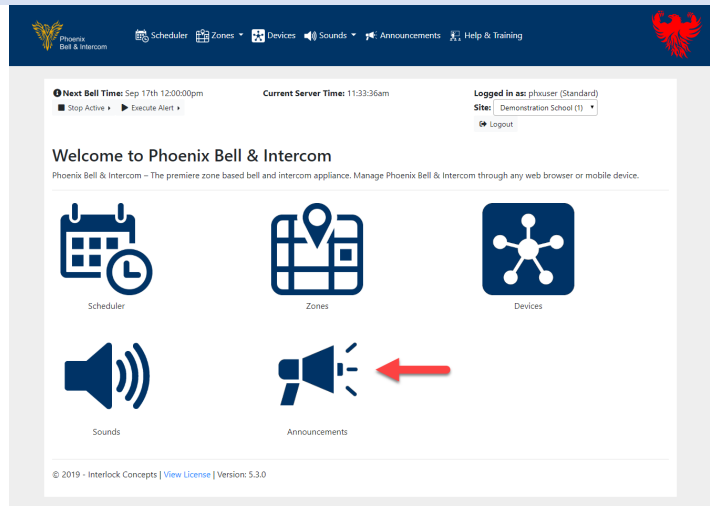
Item on the image will have a red arrow pointing towards the item

Any field will be highlighted in yellow. The field name will be ***bold italic***

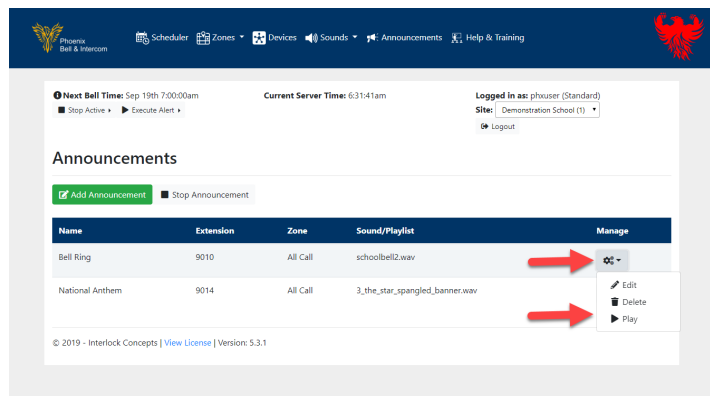


PLAY AN ANNOUNCEMENT

1. Log into Phoenix Bell & Intercom.
2. Click the **Announcements** icon on the home screen.



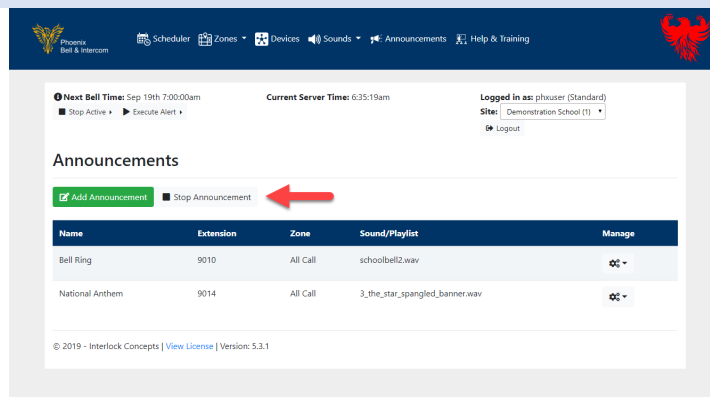
3. Locate the **Announcement** to play in the list.
4. Click the **Action** icon.
5. Click the **Play** icon.



STOP AN ACTIVE ANNOUNCEMENT

In the event an active Announcement must be stopped before its scheduled ending, complete the following.

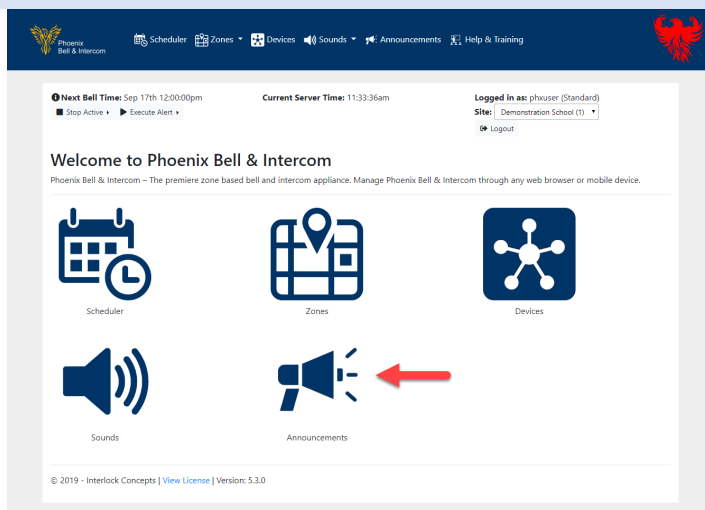
1. Click the **Stop Announcement** button.



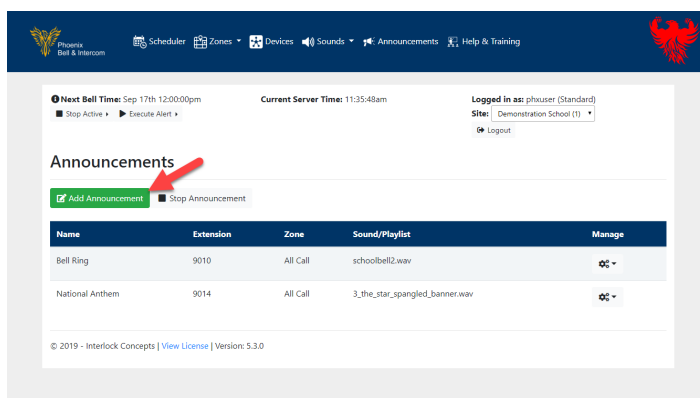


ADD AN ANNOUNCEMENT

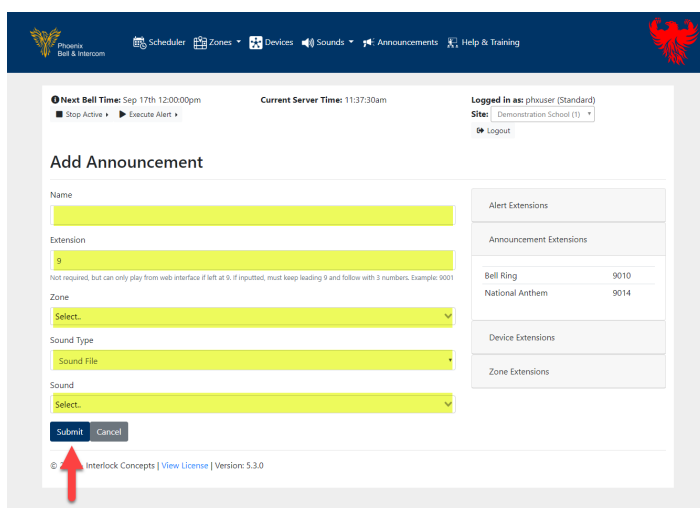
1. Log into Phoenix Bell & Intercom.
2. Click the **Announcements** icon on the home screen.



3. Click the **Add Announcement** button.



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 Type** field and choose the sound type.
8. Click the **Sound** field to select the audio file for the Announcement.
9. Click the **Submit** button.





Phoenix Bell & Intercom - Announcements

10. The newly added Announcement will display on the screen.

The screenshot shows the Phoenix Bell & Intercom web interface. The top navigation bar includes links for Scheduler, Zones, Devices, Sounds, Announcements, and Help & Training. The main content area displays the following information:

- Next Bell Time:** Sep 19th 7:00:00am
- Current Server Time:** 6:15:32am
- Logged in as:** phouser (Standard)
- Site:** Demonstration School (1)

The **Announcements** section features a table with the following data:

Name	Extension	Zone	Sound/Playlist	Manage
Bell Ring	9010	All Call	schoolbell2.wav	OC -
National Anthem	9014	All Call	3_the_star_spangled_banner.wav	OC -
Custom Announcement	9025	All Call	10_9_8_Countdown.wav	OC -

A red arrow points to the 'Custom Announcement' row. The footer of the page reads: © 2019 - Interlock Concepts | [View License](#) | Version: 5.3.1