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.

CONTENTS

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.

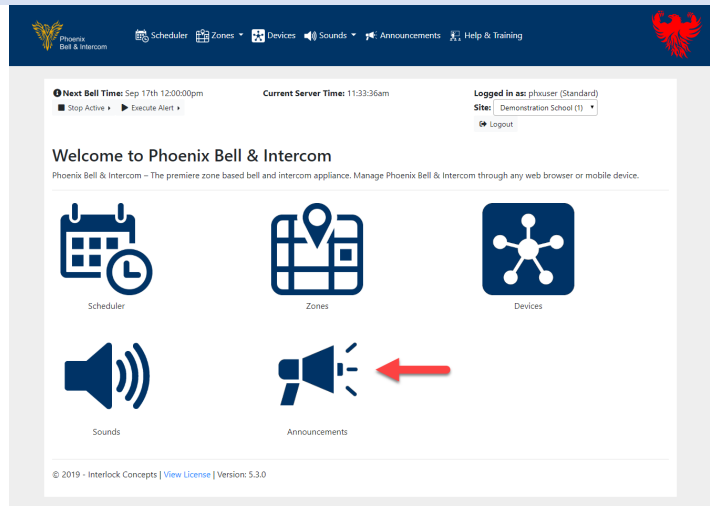Any item to be clicked or selected will be shown in **bold**.

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***
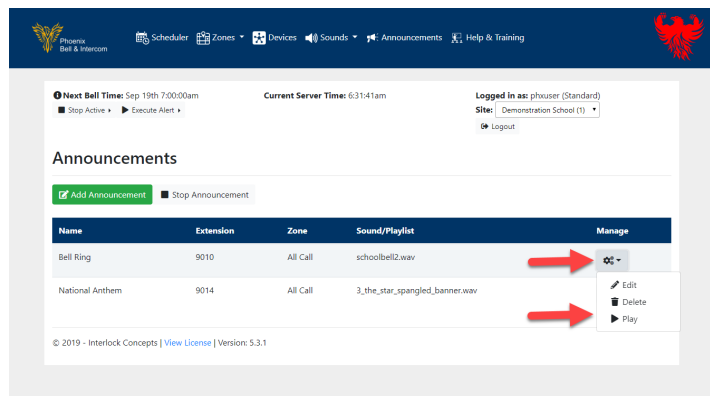
PLAY AN ANNOUNCEMENT

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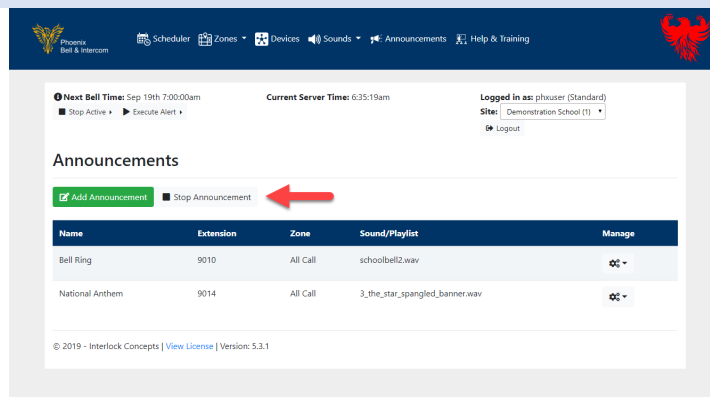2. Click the **Announcements** icon on the home screen.

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.
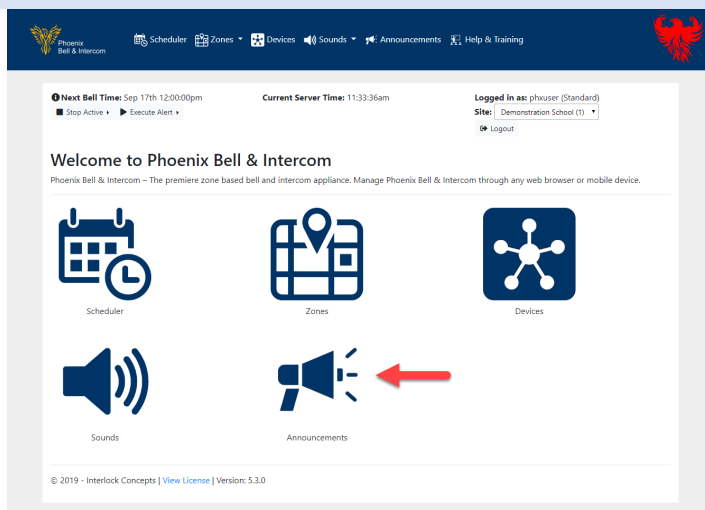
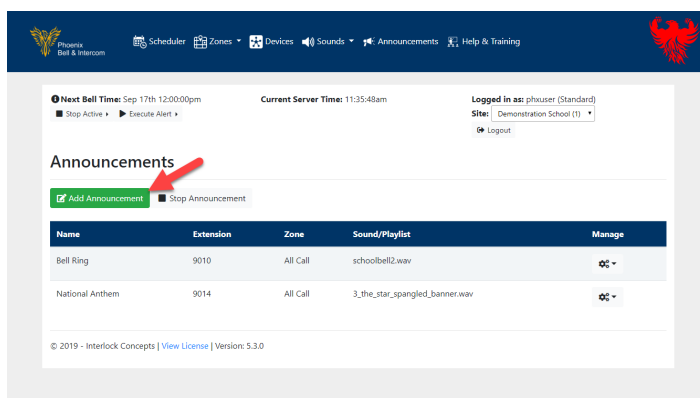1. Click the **Stop Announcement** button.
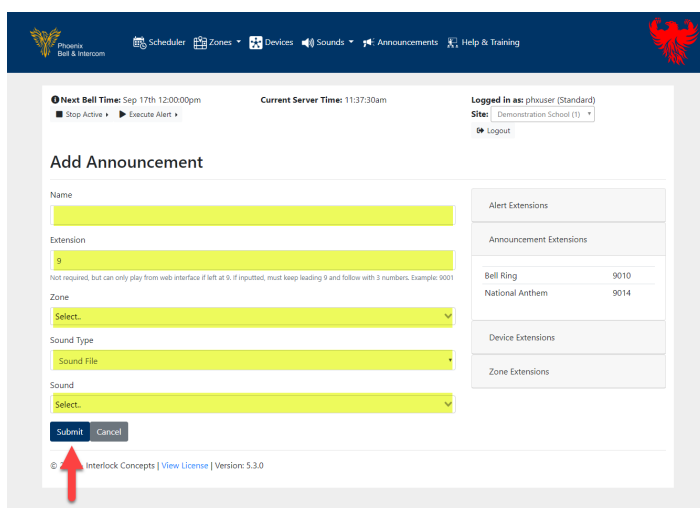
ADD AN ANNOUNCEMENT

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.

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