



ANNOUNCEMENTS

Phoenix Bell, Paging & Intercom

DOCUMENT PURPOSE

The purpose of this document is to instruct the Phoenix Bell, Paging & 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, Paging & Intercom system.

CONTENTS

- Document Purpose..... 1
- Getting Started 1
- Instructions..... 2
 - Play an Announcement 2
 - Add an Announcement..... 2

GETTING STARTED

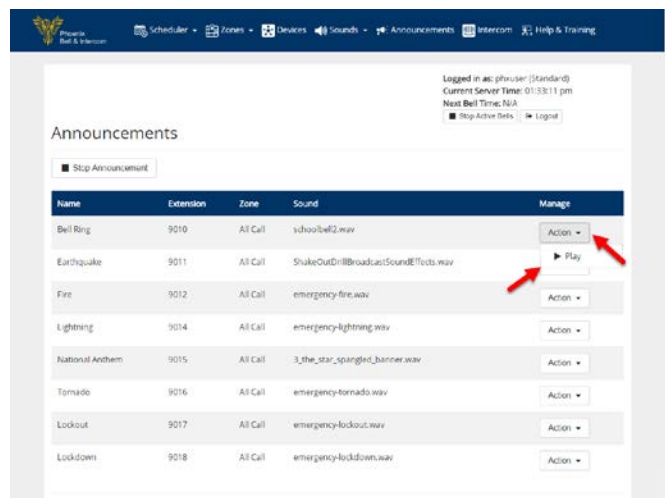
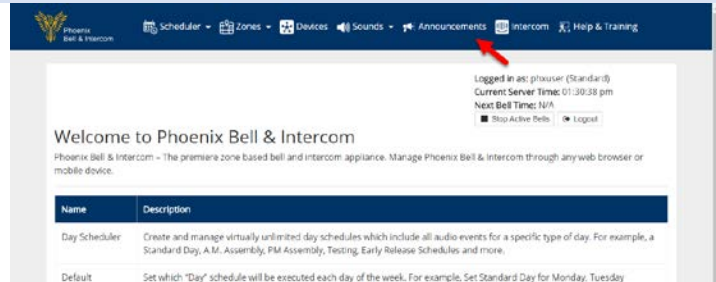
No special requirements are needed to play an Announcement. Creating a new Announcement may require a new audio file to be uploaded to PBPI. See PBPI Sounds for instructions on uploading audio files. Creating a new Announcement also requires an extension beginning with 9 to be used. Look at existing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



INSTRUCTIONS

PLAY AN ANNOUNCEMENT

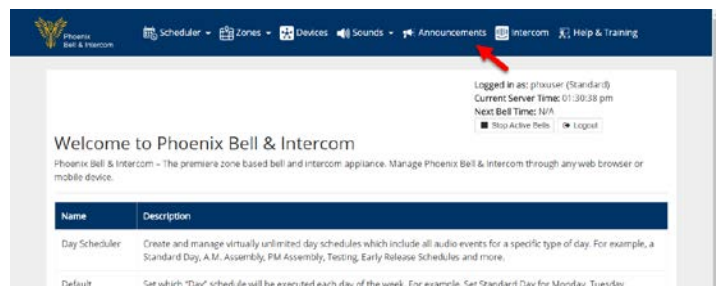
1. Log into PBPI
2. Click **Announcements** in the menu
3. Locate the **Announcement** to play in the list
4. Click the **Action** button
5. Click the **Play** icon



ADD AN ANNOUNCEMENT

Note: Admin User or Master Admin User Required

1. Log into PBPI
2. Click **Announcements** in the menu





PBPI Announcements

3. Click the **Add Announcement** button

Logged in as: phadmin (Admin)
Current Server Time: 01:38:42 pm
Next Bell Time: N/A
■ Stop Active Bells | Logout

Announcements

Add Announcement Apply Stop Announcement

Name	Extension	Zone	Sound	Manage
Bell Ring	9010	All Call	schoolbell2.wav	Action
Earthquake	9011	All Call	ShakeOutDrill@broadcastSoundEffects.wav	Action
Fire	9012	All Call	emergency-fire.wav	Action
Lightning	9014	All Call	emergency-lightning.wav	Action
National Anthem	9015	All Call	3_the_star_spangled_banner.wav	Action
Tornado	9016	All Call	emergency-tornado.wav	Action
Lockout	9017	All Call	emergency-lockout.wav	Action
Lockdown	9018	All Call	emergency-lockdown.wav	Action

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

Logged in as: phadmin (Admin)
Current Server Time: 01:43:11 pm
Next Bell Time: N/A
■ Stop Active Bells | Logout

Add Announcement

Name

Extension

Not required, but can only play from web interface if left at 9. If inputted, must keep leading 0 and follow with 3 numbers. Example: 9999

Zone

Sound

© 2018 - Interlock Concepts | View License | Version: 2.0.1-beta.1

9. The newly added Announcement will display on the screen

Logged in as: phadmin (Admin)
Current Server Time: 01:45:36 pm
Next Bell Time: N/A
■ Stop Active Bells | Logout

Announcements

Add Announcement Apply Stop Announcement

Name	Extension	Zone	Sound	Manage
Bell Ring	9010	All Call	schoolbell2.wav	Action
Earthquake	9011	All Call	ShakeOutDrill@broadcastSoundEffects.wav	Action
Fire	9012	All Call	emergency-fire.wav	Action
Lightning	9014	All Call	emergency-lightning.wav	Action
National Anthem	9015	All Call	3_the_star_spangled_banner.wav	Action
Tornado	9016	All Call	emergency-tornado.wav	Action
Lockout	9017	All Call	emergency-lockout.wav	Action
Lockdown	9018	All Call	emergency-lockdown.wav	Action
Custom Announcement	9999	All Call	Custom_Announcement.wav	Action

© 2018 - Interlock Concepts | View License | Version: 2.0.1-beta.1