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.
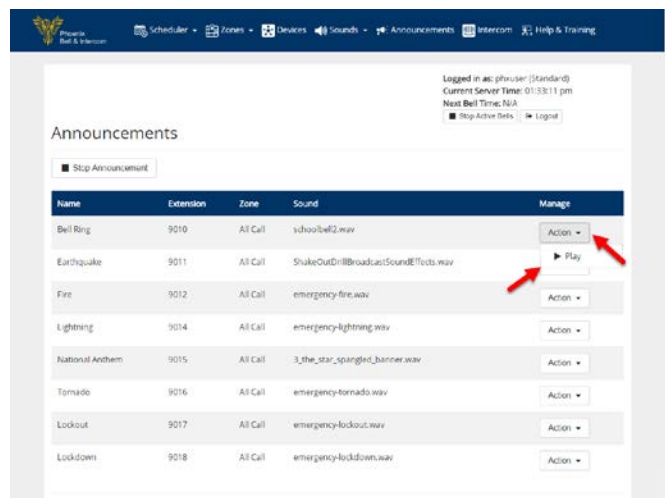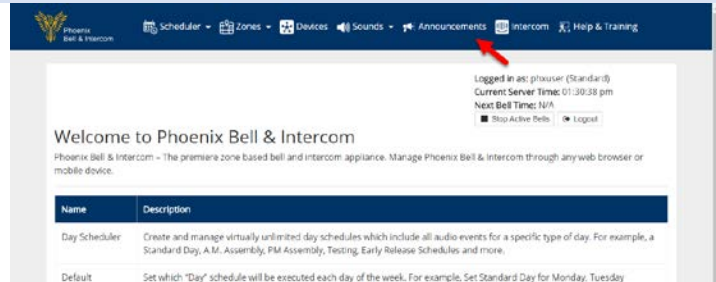
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GETTING STARTED

No special requirements are needed to play an Announcement. Creating a new Announcement may require a new audio file to be uploaded to 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
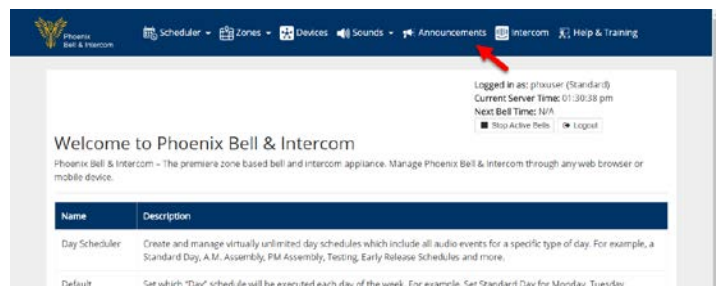
PLAY AN ANNOUNCEMENT

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

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** field to select the sound the Announcement will play
8. Click the **Submit** button

9. The newly added Announcement will display on the screen