

# ANNOUNCEMENTS

G2 Communicator

## DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator 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 G2 Communicator 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 G2 Communicator 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 nine to be used. Look at existing Announcement extensions to aid in selecting the extension for the new Announcement.

# INSTRUCTIONS

Read this set of instructions completely, prior to starting. Follow the instructions below. The images shown throughout this document are examples. Images on your system may appear differently.

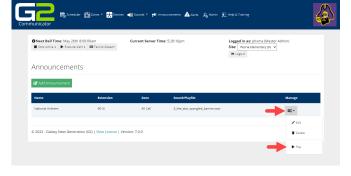


## PLAY AN ANNOUNCEMENT

- 1. Log into **G2 Communicator**.
- 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.





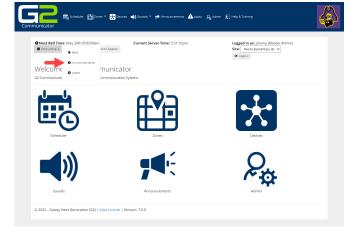
# STOP AN ACTIVE ANNOUNCEMENT

- 1. Log into G2 Communicator.
- 2. Click the **Announcements** icon on the home screen.



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

3. Click the **Stop Announcement** button.



## CREATE AN ANNOUNCEMENT

- 1. Log into G2 Communicator.
- 2. Click the **Announcements** icon on the home screen.

Next Bell Time: May 26th 8:00:00am Stop Active  Evecute Alert  Text-to-Sp	Current Server Time: 5:25:50pm	Logged in as: phxma (Master Admin) Site: Peoris Elementary (9)
Welcome to G2 Commu 52 Communicator - The premiere K-12 Comm		
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#### Announcements

3. Click the Add Announcement button.



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4.	Type the name of the announcement in the	

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Next Bell Time: May 26th 8:00:00am
 Stop Active + Execute Alert + 图 T

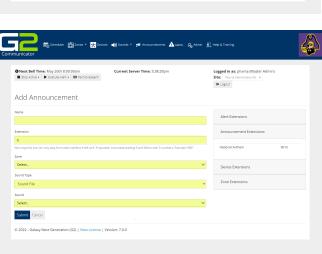
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Announcements

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Version: 7.0.0

- 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.



Next Bell Time: May 26     Stop Active      Execute	ith 8:00:00am e Alert + 🔲 Text-to-Speech	Current Server Tin	19: 5:40:52pm	Logged in as: phxma (Master Admin) Site: Peoria Elementary (9) V
Announcemei	nts			
🕼 Add Announcement				
Name	Extension	Zone	Sound/Playlist	Manage
Name National Anthem	Extension 9010	Zone All Call	Sound/Playlist	Manage Ø <sup>0</sup> <sub>0</sub> v