



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

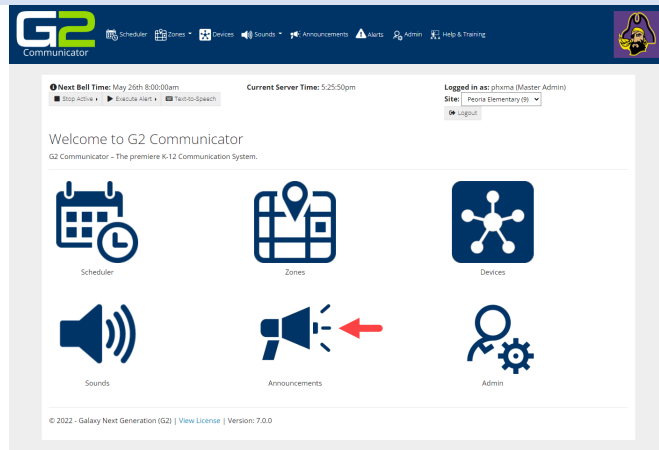
No special requirements are needed to play an Announcement. Creating a new Announcement may require a new audio file to be uploaded to the G2 Communicator System. See the “Sounds” file on the Help and Training web page for instructions on uploading audio files. Creating a new Announcement also requires an extension beginning with nine to be used. Look at existing Announcement extensions to aid in selecting the extension for the new Announcement.

INSTRUCTIONS

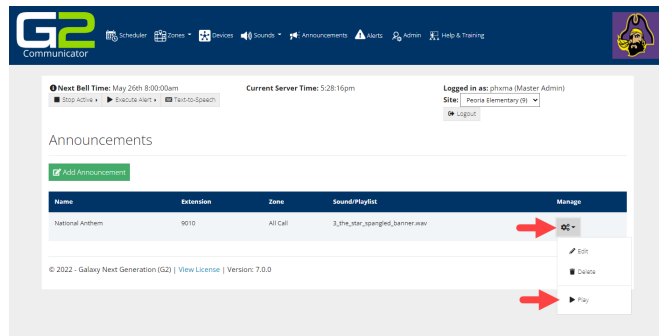
Read this set of instructions completely, prior to starting. Follow the instructions below. The images shown throughout this document are examples. Images on your system may appear differently.

PLAY AN ANNOUNCEMENT

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

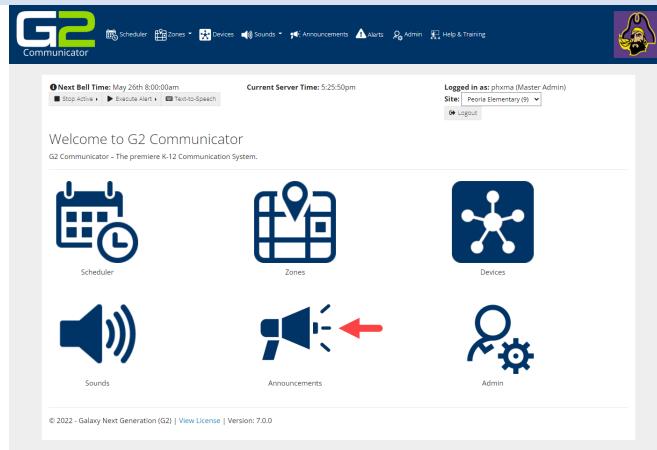


3. Locate the **Announcement** to play in the list.
4. Click the **Action** icon.
5. Click the **Play** icon.



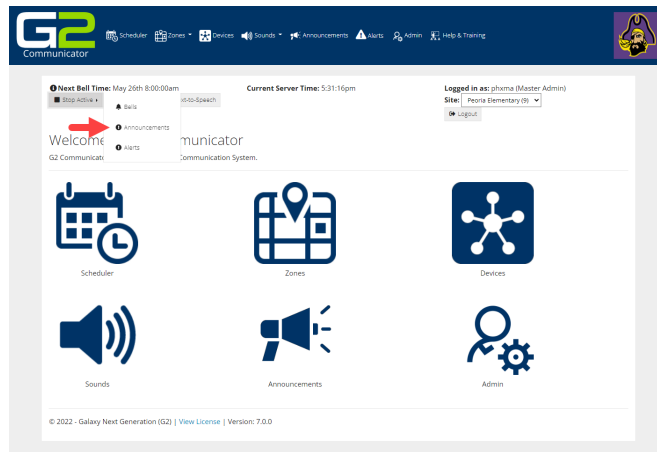
STOP AN ACTIVE ANNOUNCEMENT

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



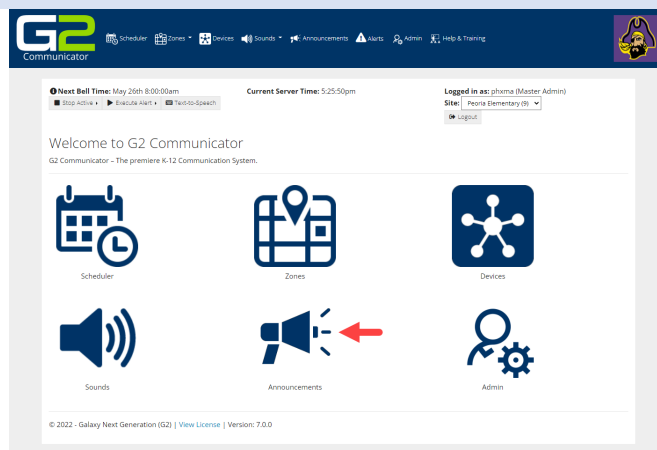
In the event an active Announcement must be stopped before its scheduled ending, complete the following.

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



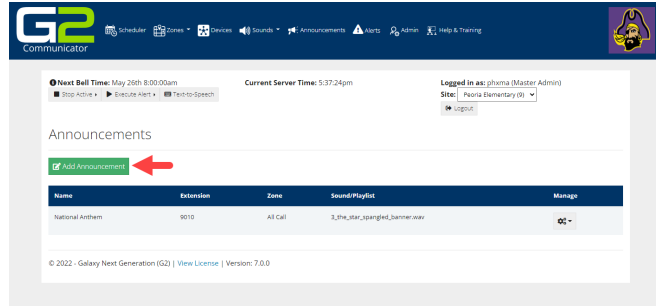
CREATE AN ANNOUNCEMENT

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

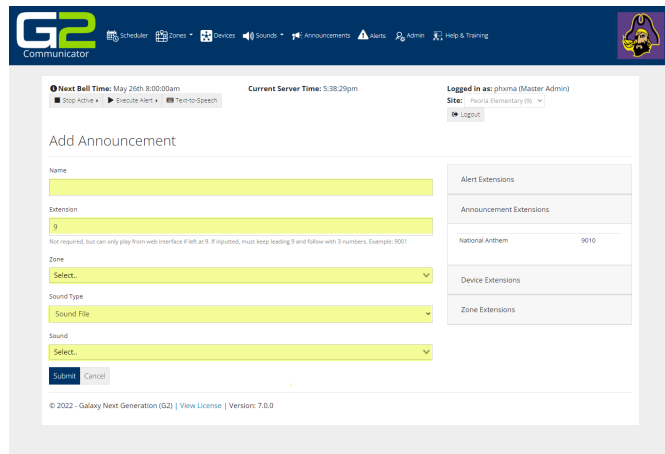


Announcements

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.

