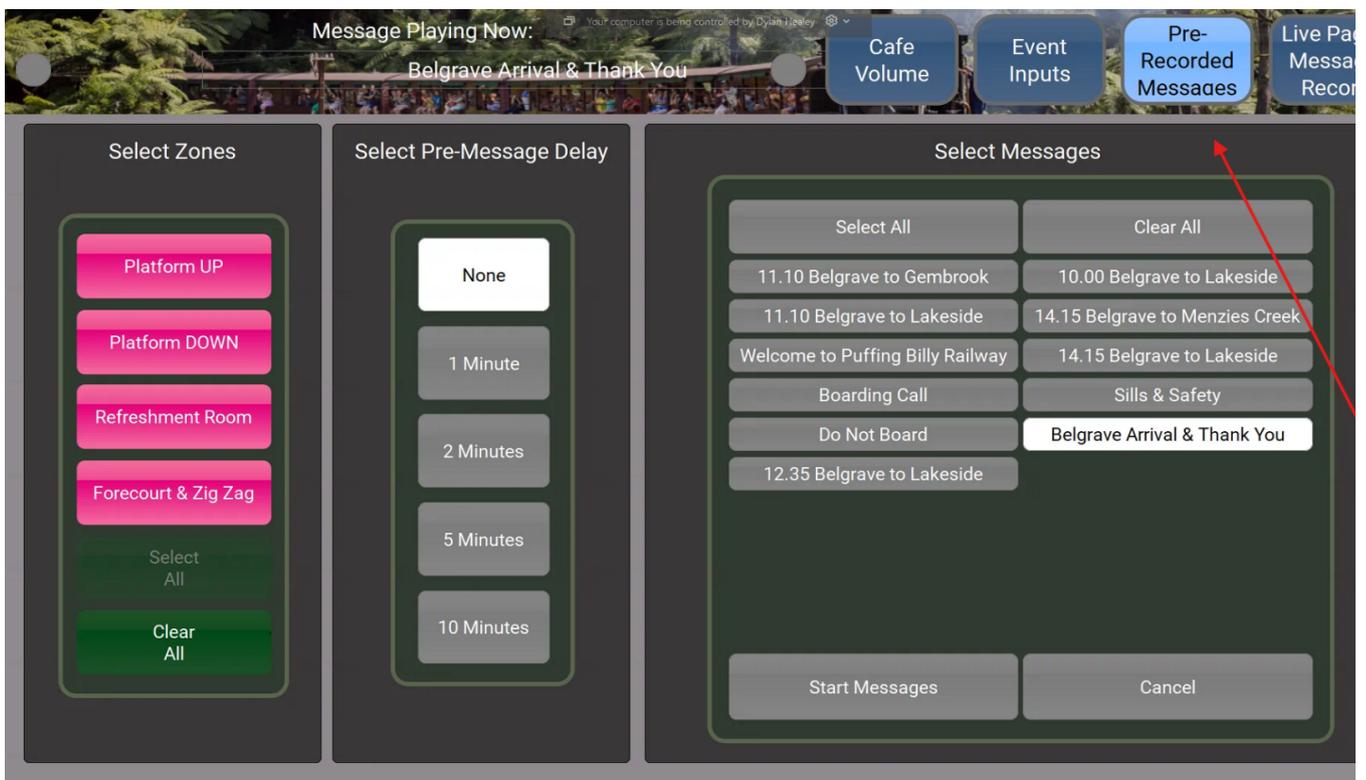


Belgrave PA System (Training)

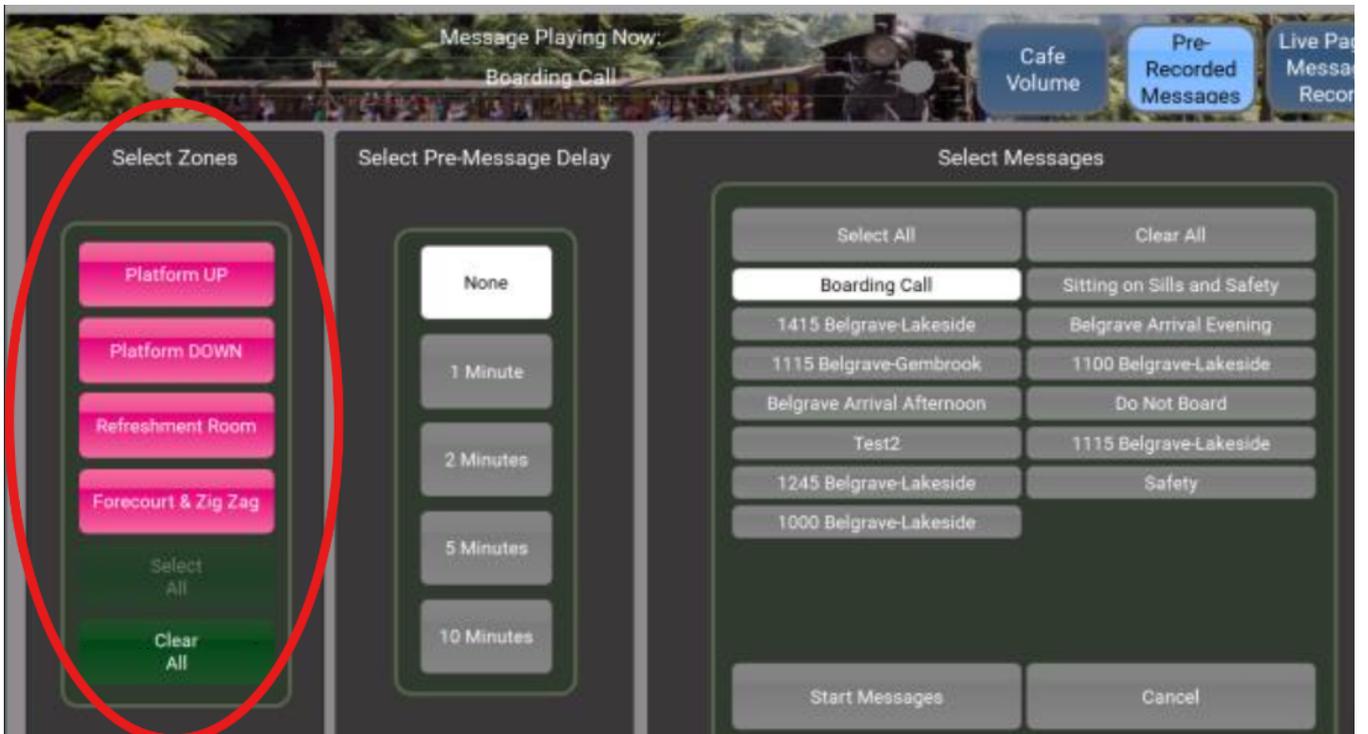
- [How to: Send a Pre-recorded Message \(Training\)](#)
- [How to: Live Page \(Training\)](#)
- [How to: Adjust Volume in Cafe](#)

How to: Send a Pre-recorded Message (Training)

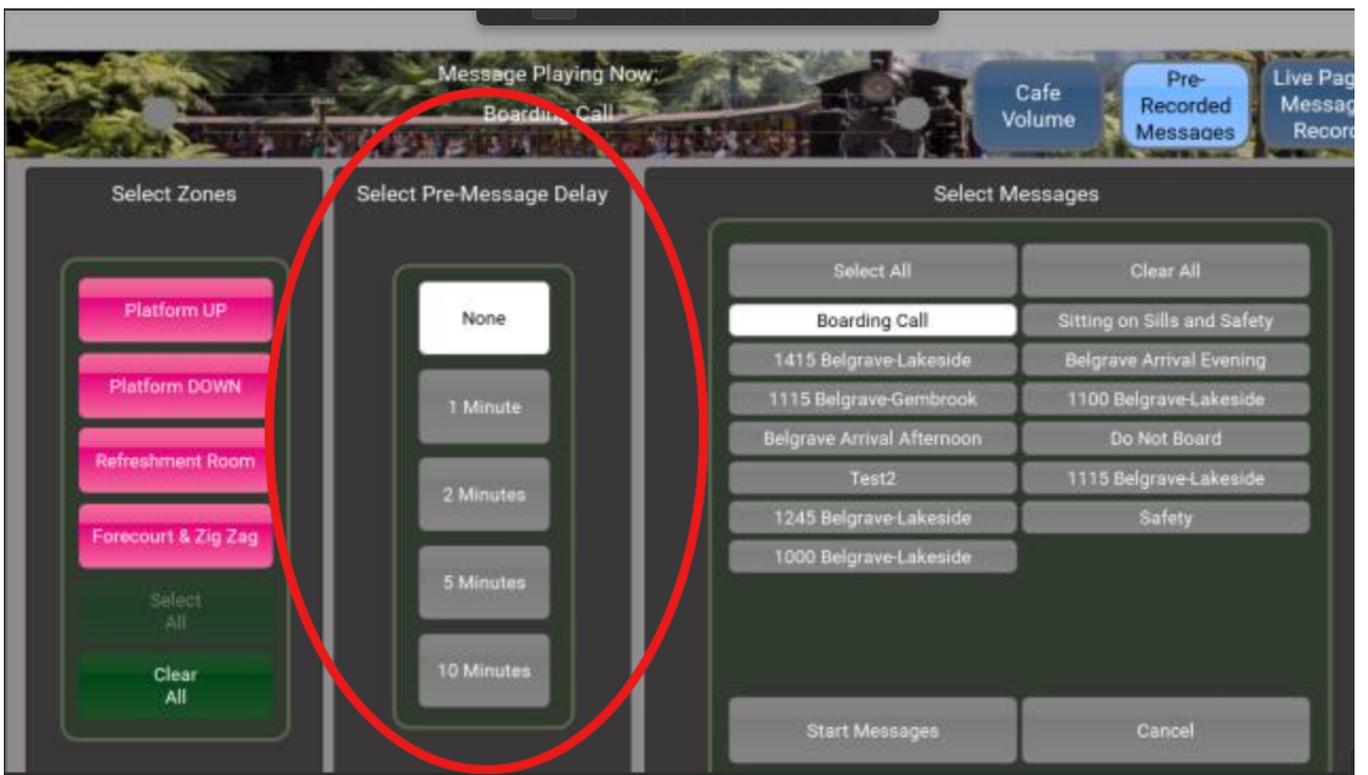
1. Click the tab at the top labelled "Pre-Recorded Messages".



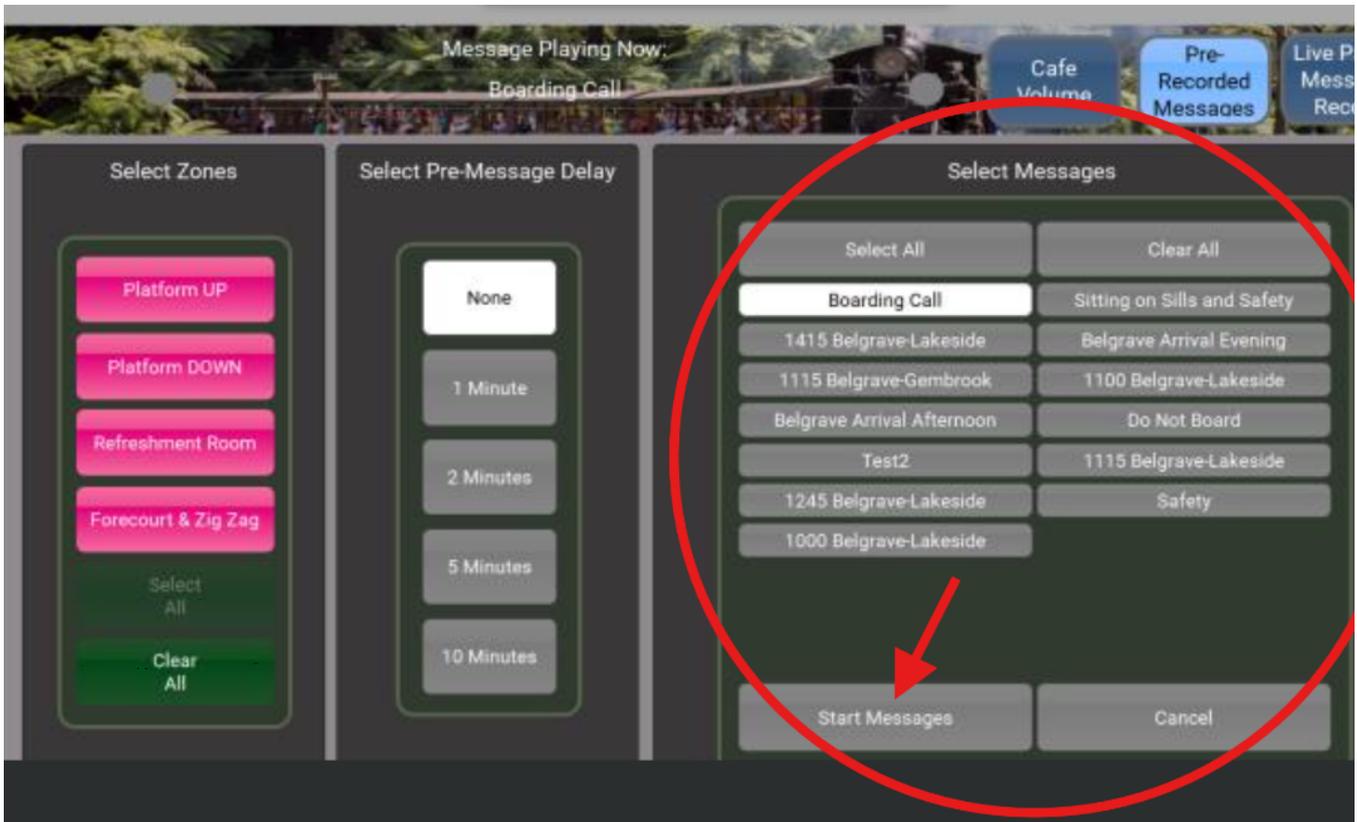
2. Once on this screen you can select the zone (location) of which you would like the announcement to take place. Selecting all will broadcast the message to all locations. **Bright Pink is selected.**



3. After the zone is selected you can choose to deploy a delay in the announcement with the "select pre-message delay" field.



4. A message that you would like to be broadcasted can then be selected in the "**select messages**" panel. Once the message is selected "**start messages**" is then selected to start the broadcast.



How to: Live Page (Training)

Live Paging

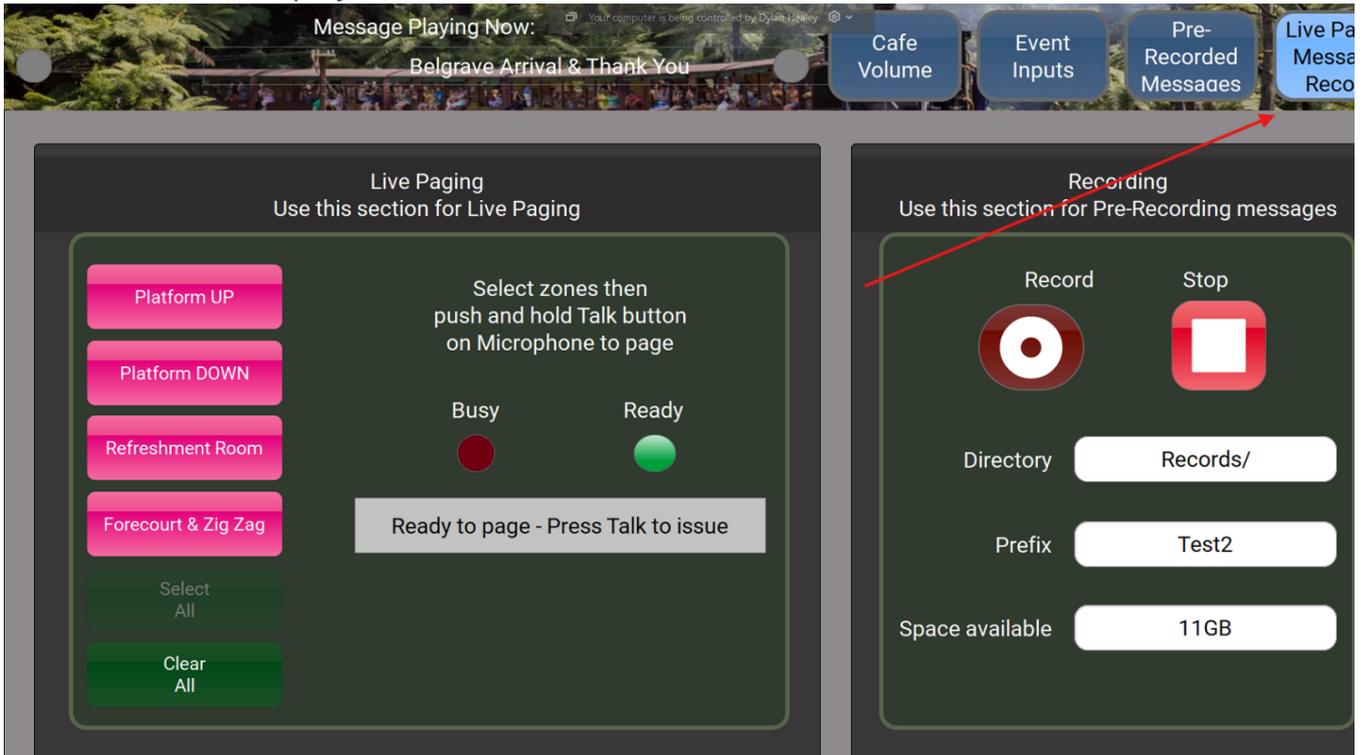
If the paging announcement is for the standard areas you can press the button the microphone and talk.



If you need to change what areas the announcement is going to please keep reading.

1. If you want to change the areas for a live announcement you can click on the tab open the top right hand corner of the screen.

2. You can then select what zone you would like to deploy the announcement. If you select "select all", it will deploy the announcement to all zones.



3. Once the zone is selected you can push and hold the talk button on the microphone to talk and deploy the live page.

How to: Adjust Volume in Cafe

Cafe Volume

1. The "cafe volume" tab is used to lower or increase the volume of the music inside the cafe. Simply slide the bar up or down.

