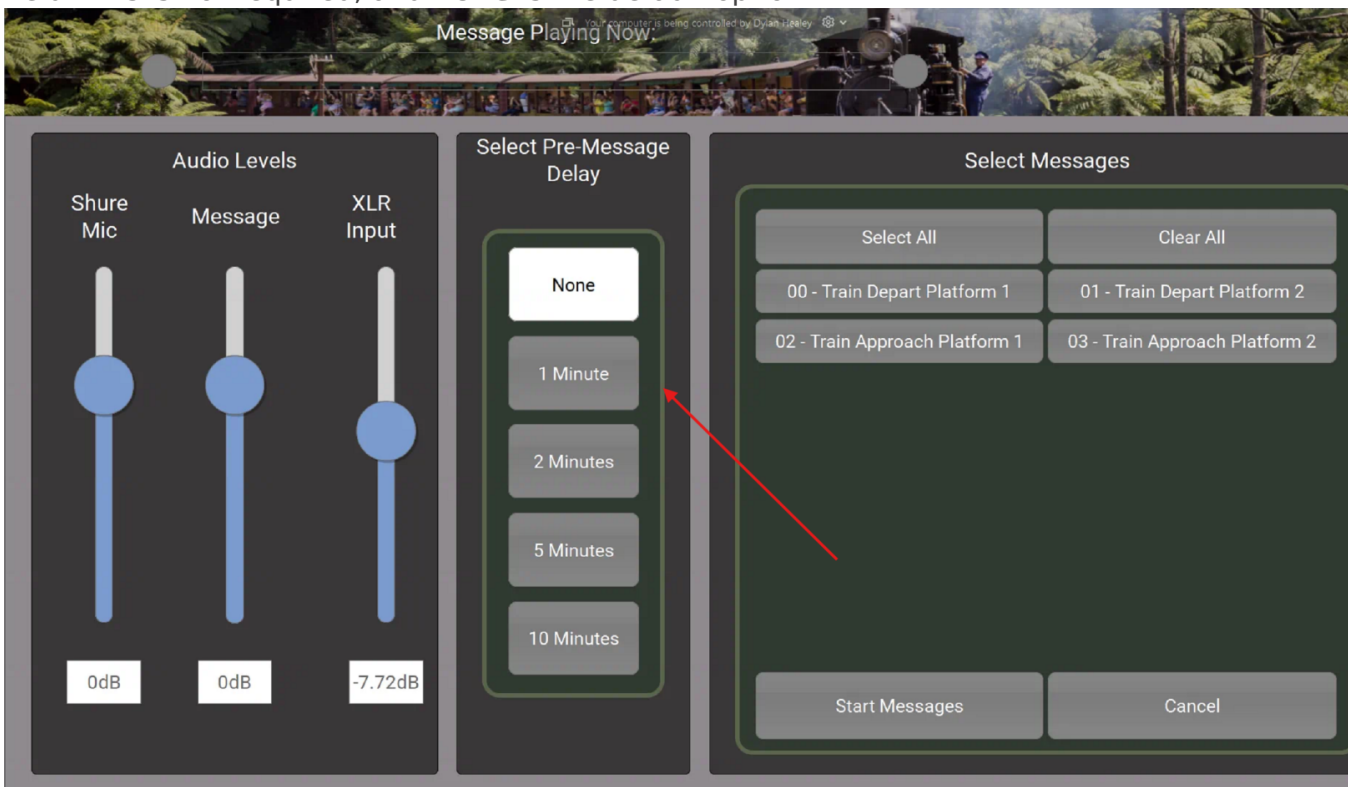


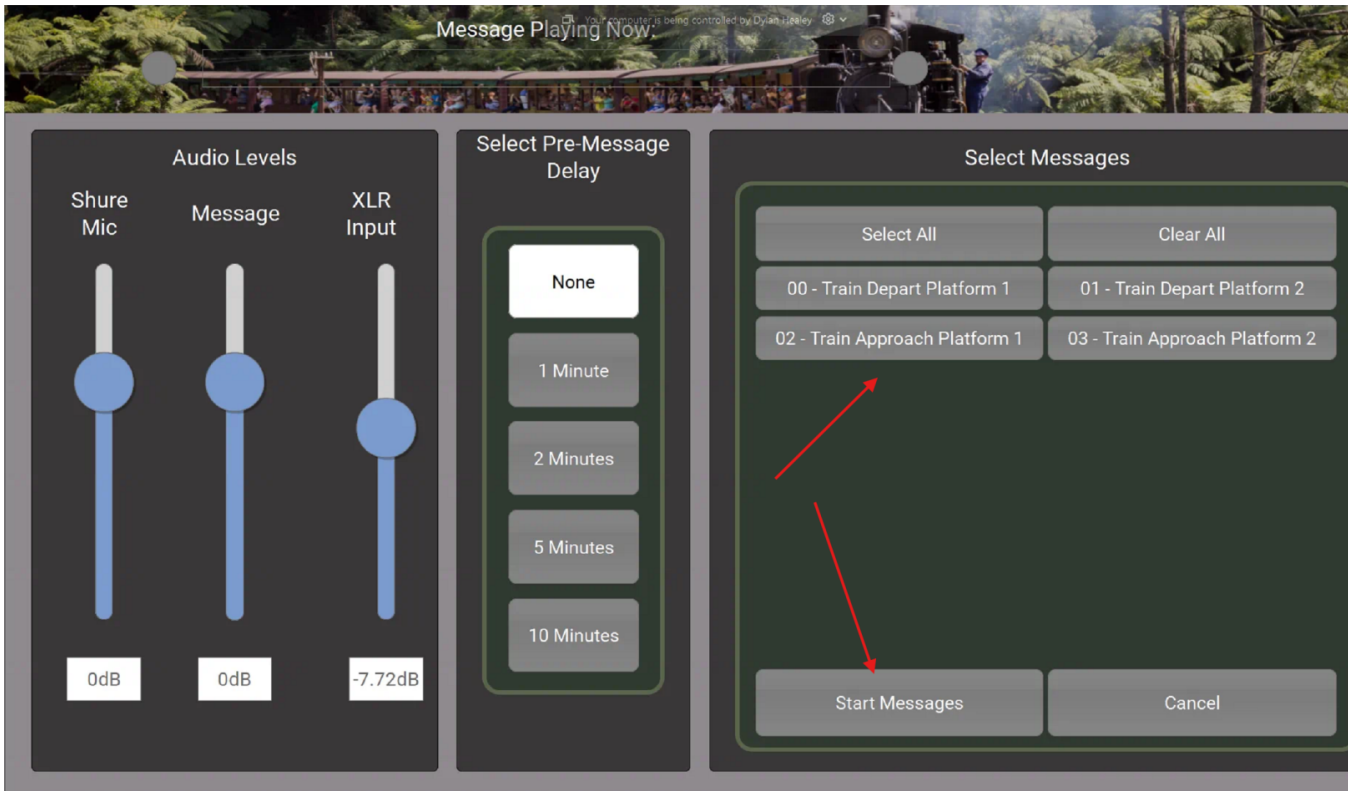
# How to: Send a Pre-recorded Message (Training)

Currently there is only 1 Audio Zone at Menzies Creek. As such control for where the announcement is sent is not required.

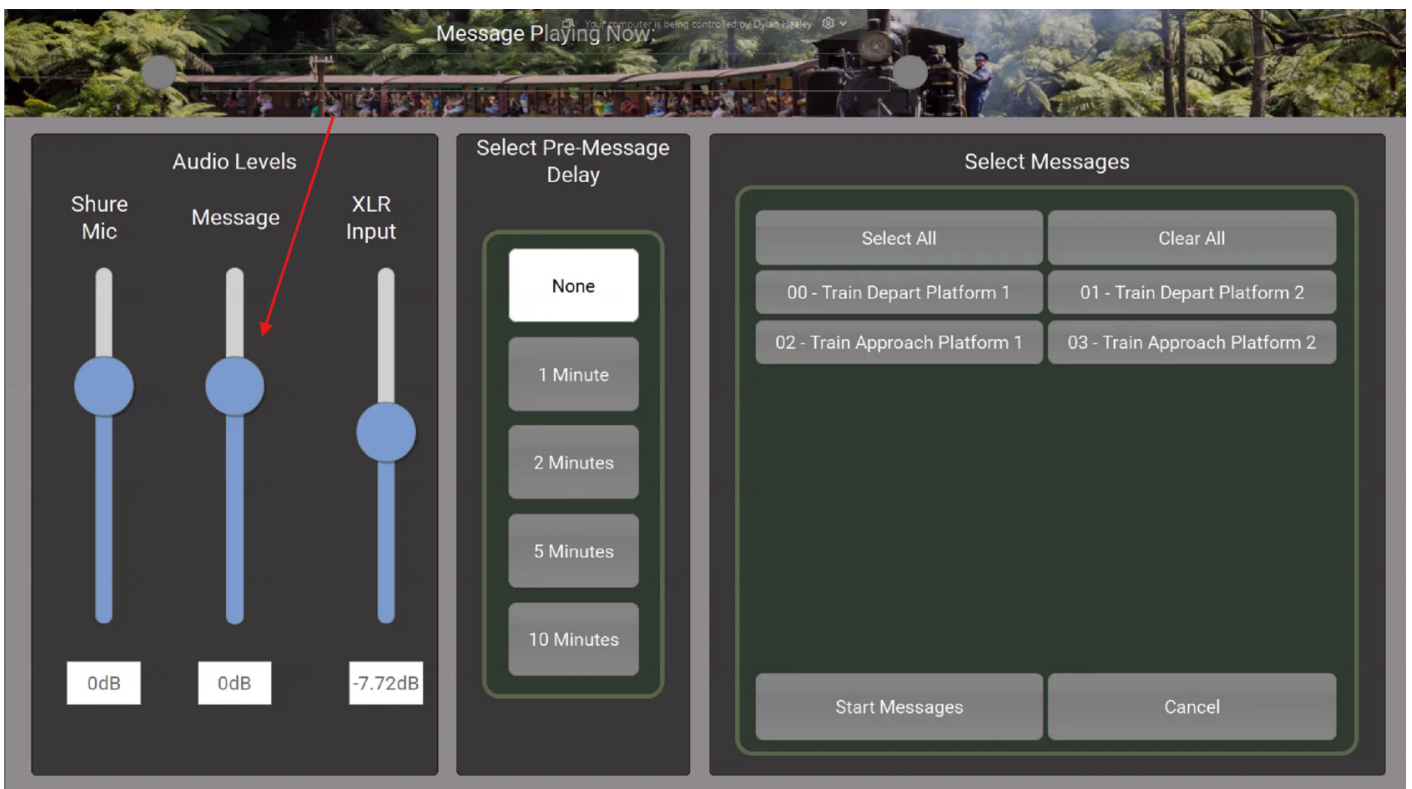
1. You can choose to delay in the announcement with the "**select pre-message delay**" field. This is not required, and **none** is the default option



2. Select a message that you would like to broadcast in the "**Select Messages**" panel. Once the message is selected "**Start Messages**" is then selected to start the broadcast.



3. If you would like to adjust the volume you can use the **Message** slider under **Audio Levels**



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