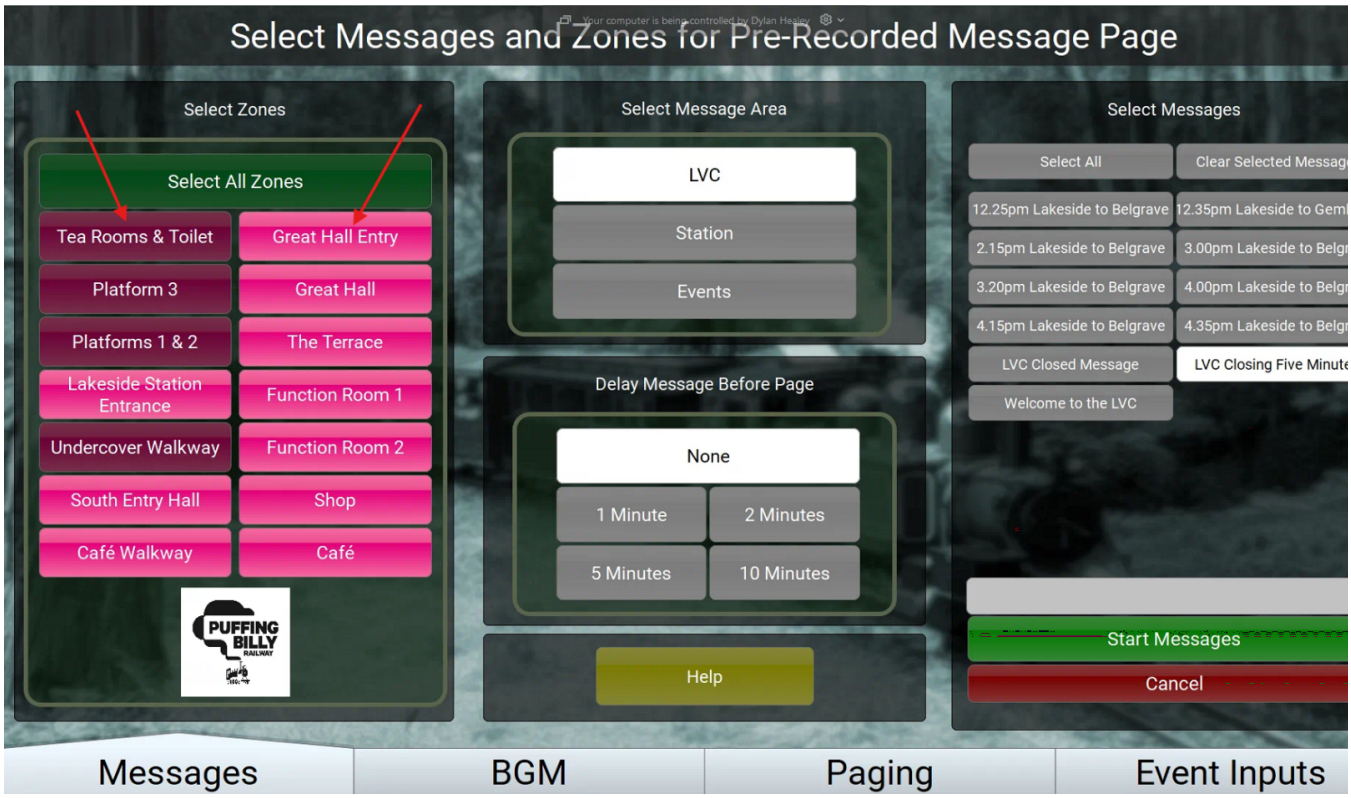
How To: Send a Pre-recorded Message (Training)

This article will explain how to use the PA system for Lakeside Station & LVC Booking office.

Messages / PA Announcements

1. Zones are selected by default. For any changes to the default zones please consult the IT team.

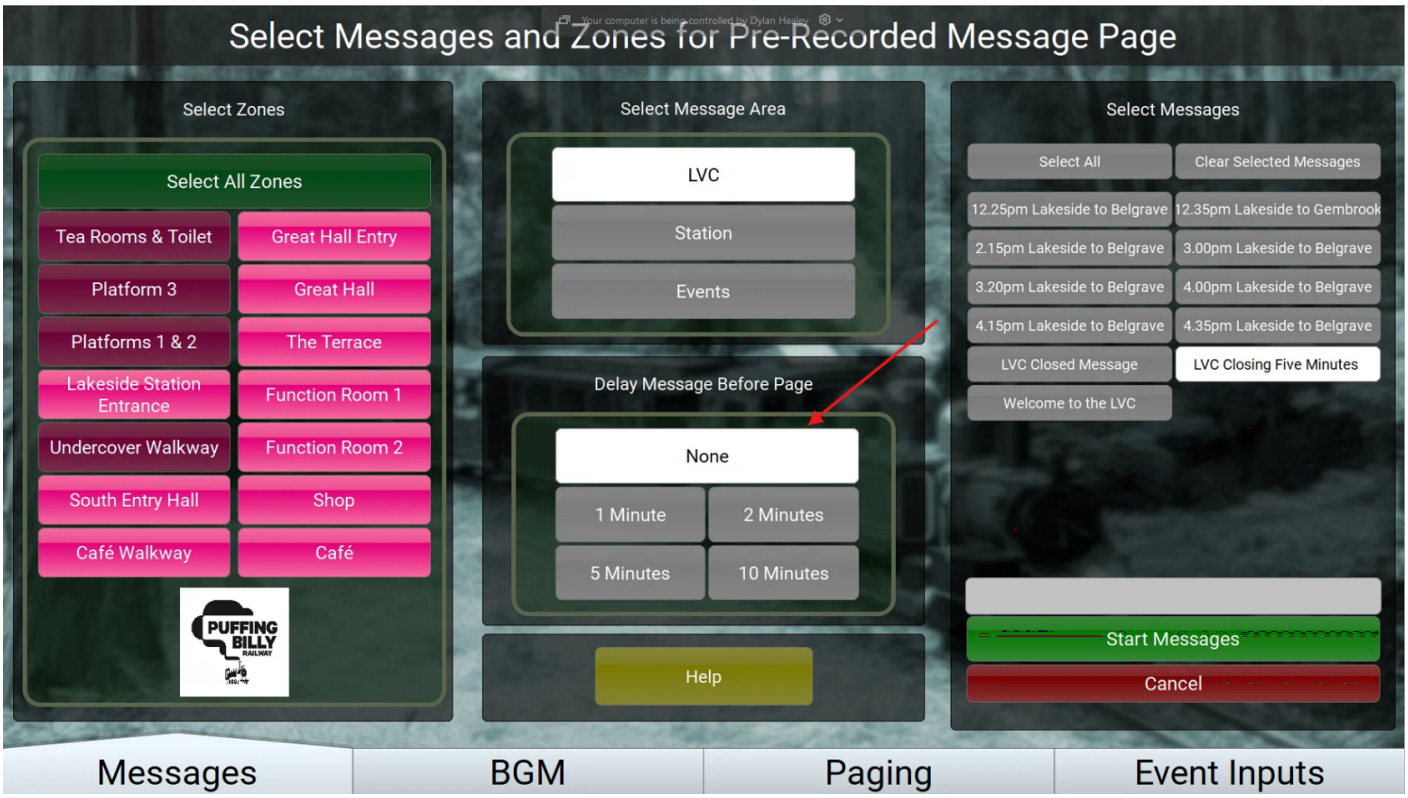
   The zones displayed in **bright pink** are enabled and the PA will play to these zones.



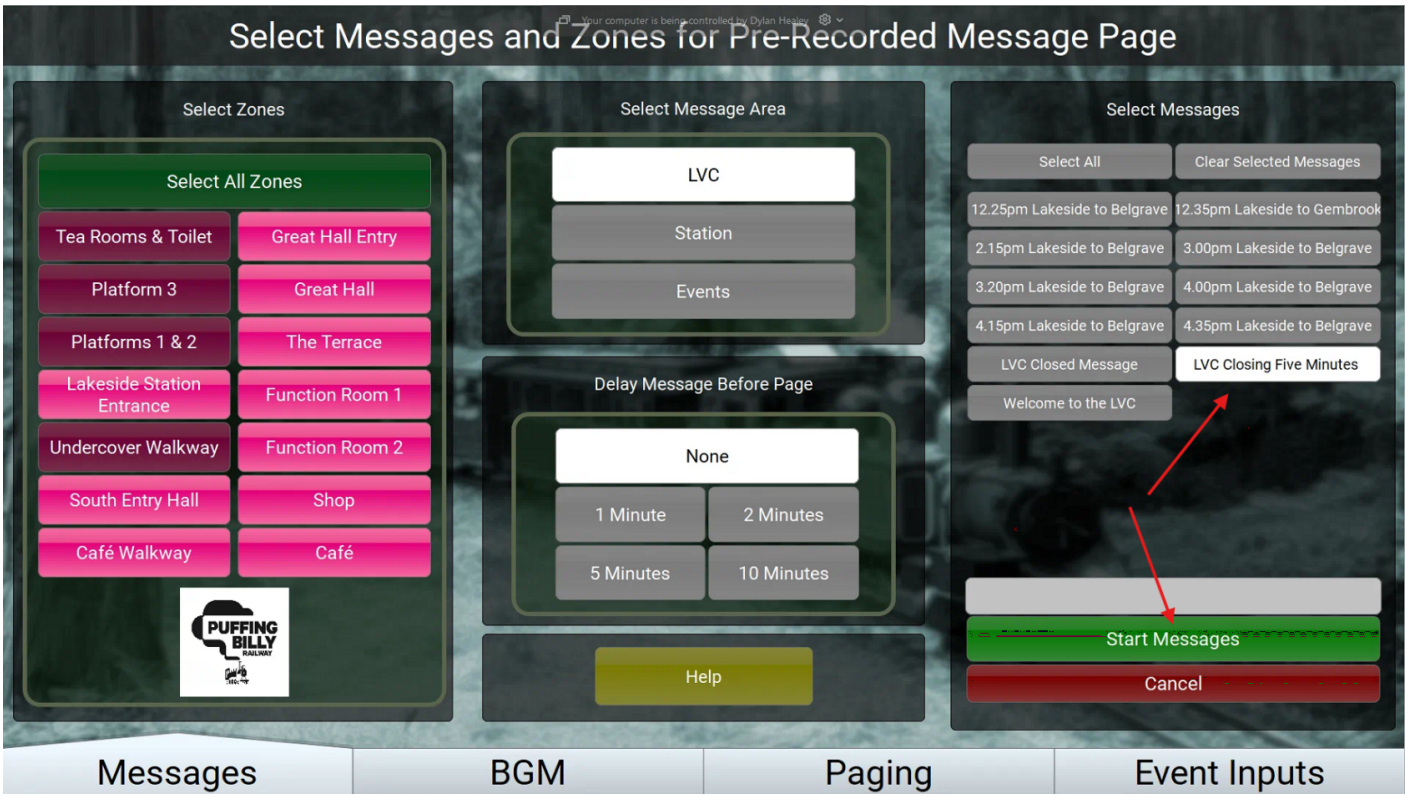
2. The "select message area" box automatically changes the zones. **"LVC"** should be used for the booking office PA. **"Station"** should be used for the Lakeside Station. **"Events"** will only be used for special event announcements.

image.png

3. The "**Delay Message Before Page**" box will delay a message by the selected amount of time if the necessity arises. By selecting "none", there will be no delay for the message. If selecting 1 minute, there will be a 1 minute delay from when you tap "**Start Messages**"



4. The "**Select Messages**" box is where you can select the message that will be sent across the announcement. Once the message is selected, press "**Start Messages**" in the green box down the bottom. The announcement will begin broadcasting through the selected zones.



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