

**INSTRUCTIONS FOR THE PAGING SYSTEM
(BROADCAST SYSTEM)**

A paging zone is setup for your department, The City Clerk's Office. Here are simple instructions on how to use and benefit from this powerful and flexible tool.

A. Conducting a Broadcast

There are three broadcast zones for your department, each of these zones address specific areas of the department.

- I. ClerkAllBroadcast – broadcast heard by everyone in the department.
- II. ClerkEastBroadcast – broadcast heard by employees in the east wing of the department.
- III. ClerkWestBroadcast – broadcast heard by employees in the west wing of the department.

A.1 Paging or Broadcasting

1. To initiate a broadcast, press the Services button on your IP phone, then select one of the services listed above to initiate the broadcast.
2. Your phone will ring alerting you to pick up the phone to start the paging process.
3. Lift up your phone handset, and proceed to speak.
4. Terminate the process, by hanging up the phone.

B. Conducting a Whisper

Your new Paging system has the capability to barge-in (or whisper) while a phone conversation is in progress, with the intended party being the only one who hears the interrupting message at a lowered volume. This feature is very useful when you want to interrupt someone's phone conversation, without physically standing in front of the individual, and waving your hand. Note that this feature is not configured for all individuals; it is on a per-request-approved basis. Currently, three individuals are set up for this feature, and are listed thus;

- I. WhisperToSWallin – Whisper to Chris Wallin
- II. WhisperToSConcolino – Whisper to Shirley Concolino
- III. WhisperToSMizuno – Whisper to Stephanie Mizuno

B.1 Initiating a Whisper Season

- I. Press Services and select one of the services listed above.
- II. Continue the process as stated in step 2 of A.1 above.

C. Using the Browser to Broadcast

While your phone may be the better tool to use while paging or broadcasting a message, you may still use an Internet browser such as Microsoft Internet Explorer, to augment the process. Here is how you use the browser to initiate a broadcast:

- I. Open Internet Explorer, and in the location address, enter the following url in the address bar and hit the Enter key; <http://10.30.5.88:8081/InformaCast/admin>. Note that you can create a shortcut, and use this in future paging sessions.
- II. At the Login/Password prompt, enter your Login name and Password, and click the *Log in* button, see figure 1
- III. Choose *Send Messages* from the link on the left side panel, to send broadcasts to intended recipients, see figure 2.
- IV. From the next screen, click the *Send* button, (figure 3), and select from a list of recipients to receive your broadcast, and click the *Send* button (see figure 4).
- V. Enter your extension or the phone number where you are going to be paging from, in the *Dial Number* box, and click the *Send* key, figure 5.
- VI. The phone extension entered in step V will ring, pick up the phone, and broadcast your message.
- VII. Hang up when completed.

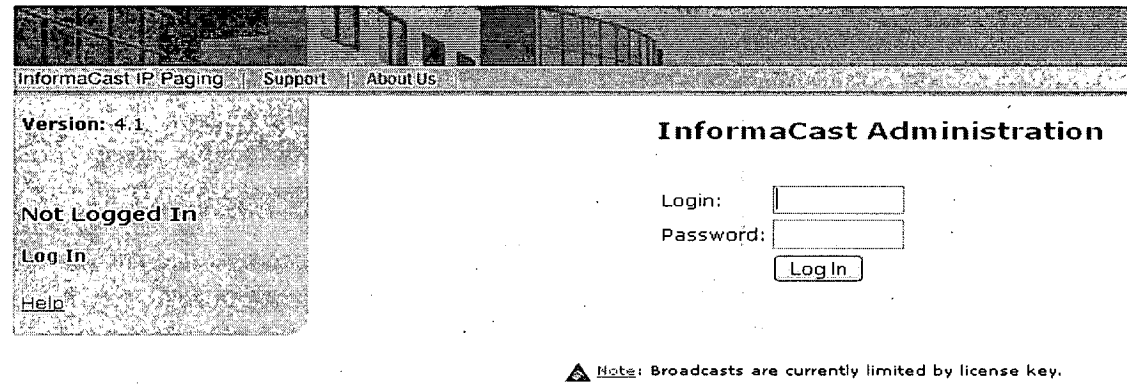


Figure 1

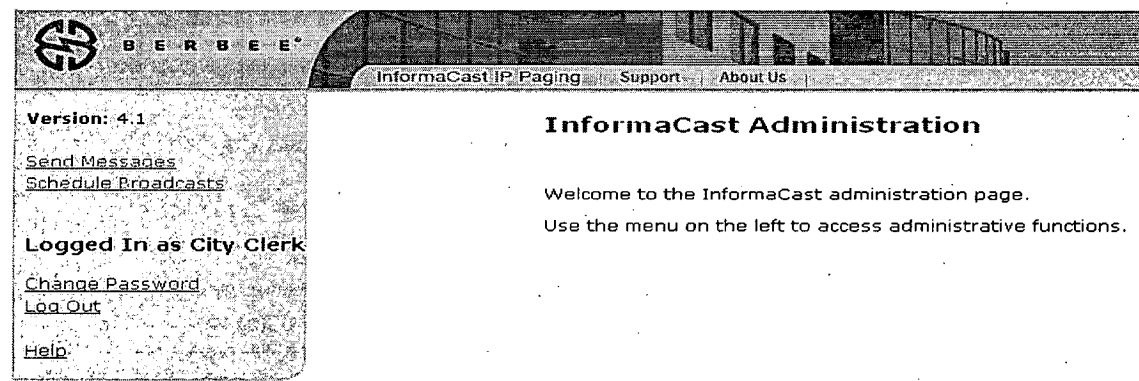


Figure 2