

# How To Make A Public Announcement On Harker's Phone System

1. Identify the model of Cisco phone

7945 phone



7911 phone



2. **WITHOUT PICKING UP THE HANDSET,**
  - a. On a non-7911 phone, press the SERVICES button (looks like a globe).
  - b. If on a 7911 phone
    - i. Press the Menu button (it looks like a grid version of a globe)
    - ii. Scroll down to the SERVICES option using the down arrow (or press 4 to go there directly).
3. At the InformaCast Login prompt
  - a. Enter your User ID as your extension plus a zero (i.e.- XXX0)
  - b. Press the down arrow to go to the password field.
  - c. Enter the password you provided NetAdmin to set up for you or the password NetAdmin issued to you. Default is 54321
4. Press the button under "Submit" on the phone screen.
5. At the InformaCast Messages Screen
  - a. Select "aPublic Announcement"
  - b. Press the button under "Select" on the phone screen.
6. At the Recipient Groups Screen
  - a. Select the desired recipient group in the list (only pick an item that starts with "a")
  - b. Press the button under "Select" on the phone screen.
7. The phone you're on will ring.
  - a. Answer it and speak your verbal message
  - b. Hang up when finished.
8. Press the button under "Exit" on the phone screen to end the session.