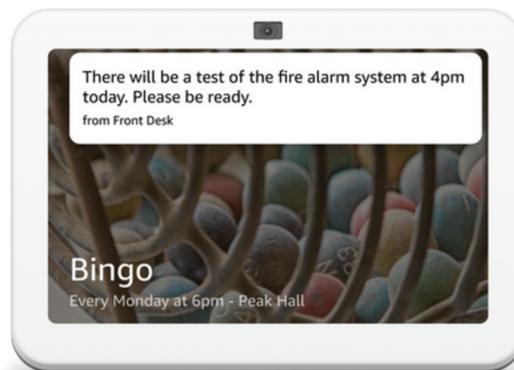


# Sending Echo Announcements

## 5 Special Rules



In Serenity, Echo posts have a few special rules.

### 1 KEEP IT SHORT!

Echo devices will show a sentence or two, about 168 characters. Notifications are meant to be short and sweet!

### 2 ONCE IT'S SENT, IT'S SENT

Once you hit the "Send" button on a message in any 'echo' channel, it cannot be taken back from the Echo devices. Be sure you're happy with what you're about to send.

### 3 BE AWARE OF SPECIAL CHARACTERS

Quotation marks will prevent the message from reaching the Echo devices. Please avoid them. Emojis are fine, just be aware that when Echo "reads" the notification outloud to the resident, it will say "smiley face emoji" for 😊, etc.

### 4 TELL THEM WHO SENT THE MESSAGE

Add your name or role to the end of the message as the resident won't know who sent it.

### 5 YELLOW LINE = YOU'VE GOT MAIL

Remind residents to say, "Echo, notifications" or "Echo, read notification" whenever they see the yellow line at the bottom of their screen to have the messages automatically read outloud to them.

