
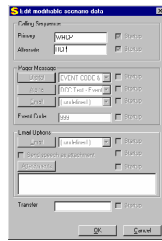
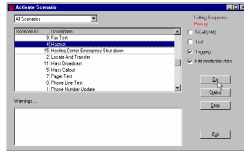


Simple as 1 – 2 – 3!

Activate a Scenario by Computer:

1. Log into the system and access **Activate Scenario** .
2. Choose the scenario, uncheck the **Test** and **1-Call** boxes, and then check the **Tagging** and **Edit Modifiable Data** boxes (if applicable).
3. Click **Go**.
4. *Optional.* At the **Edit modifiable scenario data** window, you can make changes to the scenario **Setup Configurations**, such as calling sequence, pager messages, email message, etc. These changes will only affect this activation and will not be saved for future activations. Click **OK** to continue to the next step.
5. *Optional.* At the **Record 'MESSAGE'** window, you can re-record the voice message. This change will only affect this activation and will not be saved for future activations. Click **Exit** to continue to the next step.
6. *Optional.* At the **Tagging** window, you can uncheck the boxes to **Tag Out** (exclude) or check the boxes to **Tag In** (include) groups or roster members by selecting them and then using your space bar. Click **OK** to continue. These changes will only affect this activation and will not be saved for future activations. A confirmation box will display.
7. Click **OK** to activate the scenario. A *Success!* box will appear.
8. Click **OK**. You will then return to the **Activate Scenario** window. Any warning results will display in the *Warnings* box at the bottom of the screen.



Phone Number: 410-859-7374 (X7374)

Activate a Scenario by Phone:

1. Call the *Remote Scenario Activation* number [see above].
2. At the prompt, enter your **ID Code**, and then press **#**.
3. At the prompt, enter your **Scenario ID**, and then press **#**.
4. Press **2** to re-record the scenario message, speak the new message, and then press **#** to stop recording.
5. Press **3** to **start the scenario**, and then press **#** to end the call.

Stop an Active Scenario by Phone:

1. Call the *Remote Scenario Activation* number [see above].
2. At the prompt, enter your **ID Code**, and then press **#**.
3. At the prompt, press **#** for more options.
4. At the prompt, press **2** to **stop the scenario**.
5. At the prompt, press **#** to end the call.

Scenario ID Numbers You Want to Remember:

1111 Medical Emergency (example)

For more information about our products or to hear our success stories, visit www.dccusa.com or call us at 800.723.3207 today!

The *Communicator!*

Quick Reference



What Information Do You Need?

ID Code: _____

Remote Activation Number: _____

System Callback Number: _____

User Name: _____

Password: _____ **-Case Sensitive-**

Stop an Active Scenario by Computer:

1. At the **Activate Scenario** window, click to select the desired scenario.
2. Click **Stop**. A message displays, stating *Stop Scenario [scenario name]?*.
3. Click **Yes**. *The scenario has been notified to stop* confirmation box will display.
4. Click **OK**.




To Create a Scenario, You Need To:

1. Create Roster Members
2. Create Groups
3. Create Messages
4. Create a Scenario

Log into The Communicator!:

1. Open Internet Explorer and type URL <http://10.93.1.121/nxtportal/login.aspx>
2. Enter your *User Name* and *Password*. You must use the correct upper/lower case syntax.
3. Click **OK**. The main window of **The Communicator!** will display.

1 Create Roster Members:

1. Click  or **Maintenance > Roster Maintenance** at the menu. The **Roster Maintenance** window displays.
2. Click **New**, and then enter information in the fields.
3. Click **Save**.

To Add Add'l Devices:

4. Click . The **Add'l Devices** window displays.

Work, Home, Cellular or Other Numbers: Click the appropriate tab – **Work**, **Home**, **Cellular** or **Other**. Click **New**, enter a *Phone Number* (e.g., 123 123 1234) and a *Description*. If applicable, select a *Script*. To enter an extension, type the letter **x** after the *Phone Number*, and then the extension number (e.g. 123 123 1234 x456). Click **Save**.

Digital Pager: Click the **Digital Pager** tab. Click **New**, enter the *Phone Number*, a *PIN* (if applicable) and a *Description*. Select a *Pager Script*, and then click **Save**.


Alpha Pager: Click the **Alpha Pager** tab. Click **New**, enter the *Phone Number* (modem number), a *PIN* and a *Description*. Click **Save**.

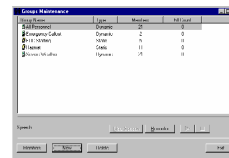
Fax Number: Fax numbers are NOT used as a contact device in a scenario. However, fax devices are used for reports (by selecting the roster member in the **Reports Configuration** of **Scenario Maintenance**). Click the **Fax** tab. Click **New**, enter the fax machine *Phone Number*, a *Description*, and then click **Save**.

Email Address: Click the **Email** tab. Click **New**, enter the *Address* (e.g., john.doe@domainname.com) and a *Description*. The *Use for Notifications* box is checked by default – uncheck if this email is not to be used in activations. Check the *Use for Reports* box to use this device for reports (by selecting the roster member in the **Reports Configuration** of **Scenario Maintenance**). Click **Save**.

Email Pager: Click the **Email Pager** tab. Click **New**, enter the *Address* (e.g., 6155551111@vtext.com), a *Description*, and then click **Save**.

2 Create Groups:


1. Click  or **Maintenance > Group Maintenance** at the menu.
2. At the **Group Maintenance** window, click **Add**.
3. Enter a *Description* (name) for this group, and then click **Next**.
4. Enter a *Fill Count* for the group, and then click **Next**.
5. Select *Static* or *Dynamic* group, and then click **Next**.



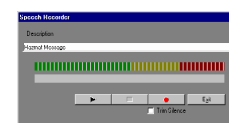
Static Group: A box will display, asking whether you would like to add members now. Click **Yes**. The **Define Static Group** window will display. At the **All** tab on the left-hand side, click to select one or more roster members (hold down your **Ctrl** key), and then click **Add**. These roster members are added to the **Members** list (use the **Move Up/Move Down** button to order the group members into the desired calling sequence). Click **OK** when complete.

Dynamic Group: Click the dropdown arrow, select the *Look-up Field*, and then click **Next**. Enter a *Look-up Value*, and then click **Next**. If applicable, click the dropdown arrow, select the *Sort Field*, and then click **Next**. A box displays, stating *Group creation completed*. Click **OK**. To add additional criteria, select the group, and then click **Members**. At *Include persons who meet*, select **Any** or **All of these criteria**. Click **New**. Once finished adding additional criteria, roster members who meet the requirements are displayed in the **Members** list. Click **OK**.

3 Create a Message:

1. For voice messages, click  or **Maintenance > Speech Maintenance** at the menu. For pager messages, click  or **Maintenance > Pager Maintenance** at the menu. For email messages, click **Maintenance > Email Maintenance** at the menu. The corresponding window displays.


Voice Message: Add a speech segment for the voice message (for the most commonly used templates, this segment would replace the *Default Message/Your Message* segment) by clicking **New**. Record your message, and then click **Exit** to close the **Speech Recorder** window. Click **Exit** again when complete.



Alpha, Digital and Email Pager Message: Click the button corresponding to the message type (**Alpha**, **Digital** or **Email**). Enter the *Description* and *Message*. Click **Save**. Click **Exit** when complete.

Email Message: Click **New**. Enter the *Description* and *Message* for the message. Click **Save**. Click **Exit** when complete.

4 Create a Scenario:

1. Click  or **Maintenance > Scenario Maintenance** at the menu.
2. At the **Scenario Maintenance** window, click **Add**.
3. Enter a *Description* (name) for this scenario, and then click **Next**.
4. Click the dropdown arrow, select the *Template*, and then click **Next**.

5. Enter a *Duration* for the scenario, and then click **Next**.
6. Move the slider bar to select a *Priority* for this scenario, and then click **Next**.
7. Enter the number of *Attempts* for this scenario, and then click **Next**.
8. Enter the *Delay* between *Attempts* for this scenario, and then click **Next**. The scenario will then display in the dropdown, and a unique numeric *ID* code will be assigned.
9. Click **Save**. A box will display, stating *A new Scenario has been created. Do you want to add Groups to it now?*
10. Click **Yes**. The **Groups Configuration** (Add Groups to a Scenario) window displays.

Groups Configuration (required): At the **All** tab on the left-hand side, click to select one or more groups (hold down your **Ctrl** key), and then click **Add**. These groups are added to the **Scenario Members** list (use the **Move Up/Move Down** button to order the groups into the desired order). Once assigned, right-click on a group, and then click **Edit** to change the desired *Fill Count* if needed (zero indicates **ALL** group members are required to respond in an activation). Click **OK** when complete. At the **Scenario Maintenance** window, check the *Perform tagging when activated* box if you would like to tag groups/roster members in or out at activation.

Security Configuration (required): Click **Security**. Select a roster member, and then click **Add**. If applicable, continue adding roster members. Click **Exit** when complete.

Setup Configuration (required): Click **Setup**. Complete the scenario's *Calling Sequence*. If applicable, select the *Pager Message* and *Email (Message) Options*. Check the *Startup* boxes of the options that you want to be available to modify during activation. Click **Exit** when complete.

Speech Configuration (required): Click **Speech**. Select your recorded speech segment from the *Drag speech to Scenario* listing, and then drag it to the **MESSAGE** segment (typically this is the *Default Message/Your Message* segment) in the *Speech included with this Scenario* listing. Replace any other segment if applicable. Check the box to *Change 'Message' when activated*. Click **Exit** when complete.

Reports Configuration (optional): Click **Reports**. Click the dropdown and select the report type. Select a *Printer Destination* or click to select *Fax Destination* or *Email Destination* from the dropdown. If you chose *Fax* or *Email Destination*, select a roster member. Click **Add**. Click on the box of the report under the **Mode** column and select the dropdown arrow to change from **Completion** to **Interval** (if needed). Under the *Interval* column, click the dropdown arrow until the time frequency you need is displayed. Click **Exit** when complete.

Answering Machine Configuration (optional): Click **Ans Machine**. Check the *Leave MESSAGE on Answering Machine* box. To leave the scenario message, check the *Use Scenario Activation Message* box. To leave the global default answering machine message, check the *Use System Default Answering Machine Message* box. Click **Save** when complete.