Global Connect Call-Out Instructions

Page 2: Login

Page 3 – 6: Create Broadcast (Record Message)

Page 7: Schedule Broadcast (Set time/date for callout)

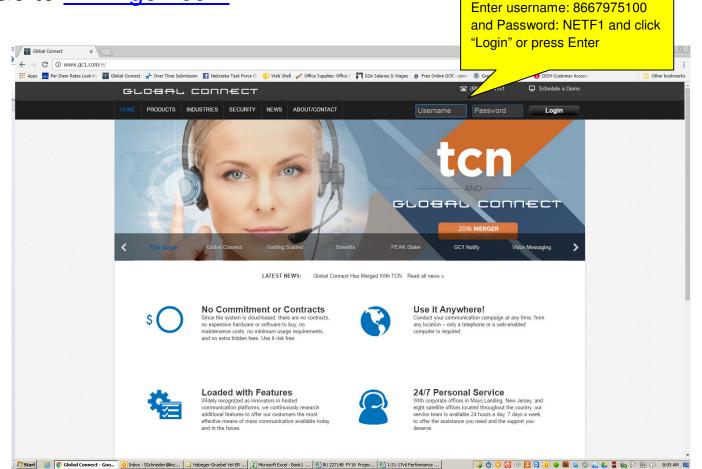
Page 8: Progress of the callout

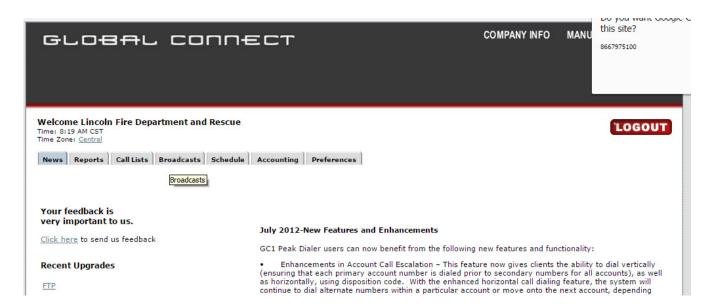
Page 9: Reports Summary

Page 10-12: Managing Call Lists (Adding, Deleting Names/Numbers)

Page 13: Pre-Recorded Message Language

Go to www.gc1.com





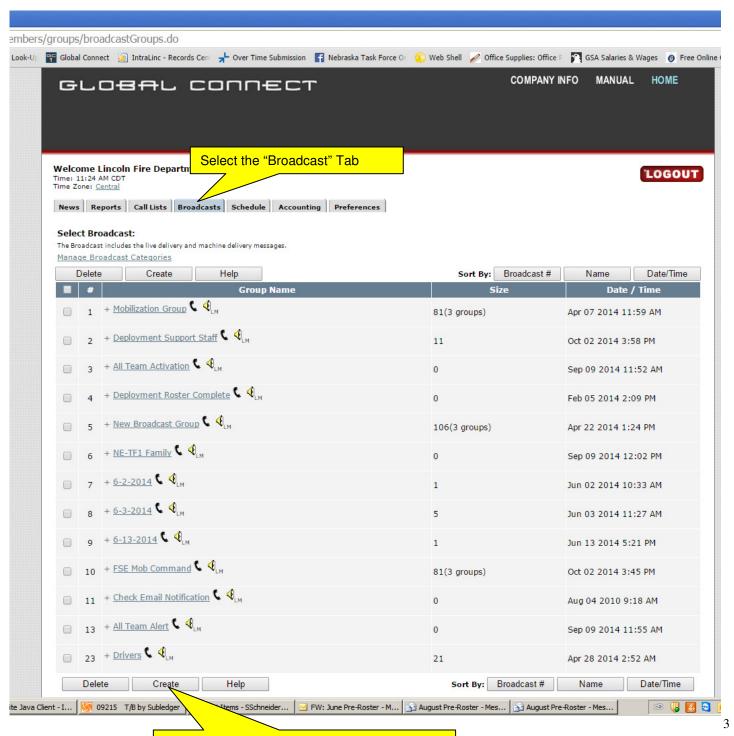
Broadcasts

Below is the Broadcast List. These are messages that have been previously recorded and saved

If you click on the phone receiver icon you can quickly send the message manually to just one or two people.

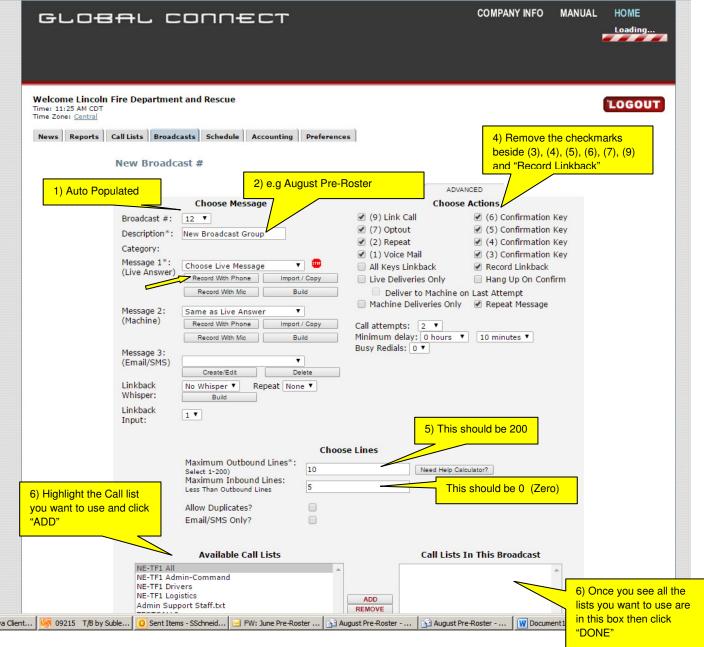
If you click on the speaker icon you can listen to the message.

To Delete a message click on the box to the left of the message and select the Delete button at the bottom of the page.



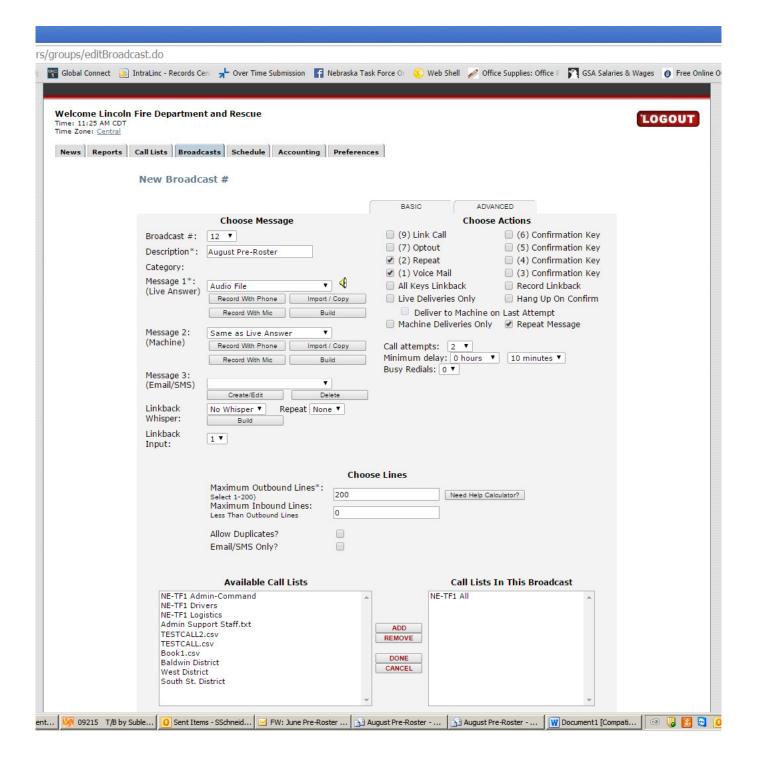
To Record a new message click on "Create"

Create a Broadcast

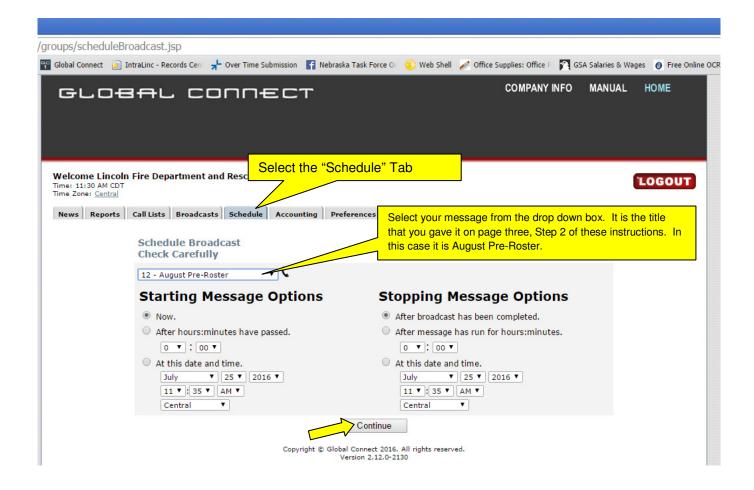


- 1) The Broadcast # is automatically assigned.
- 2) Type a description for this call-out/broadcast group.
- 3) To record a new message click on the "Record With Phone" button. A pop up screen will ask you for the phone number you want the system to call. Enter the phone number. Have your message ready to read when the system calls you. Follow the prompts to record your message.
- 4) Once your message has been recorded go to the "Choose Actions" section on the top right. Remove the checkmarks from all boxes except (2) Repeat, (1) Voice Mail, and "Repeat Message".
- 5) In the middle of the page under "Choose Lines" type 200 for the Maximum Outbound Lines. "Maximum Inbound Lines" 0.
- 6) Proceed to the "Available Call Lists". Highlight the list that you want to receive your message and click the ADD button. You may select more than one call list to send your message to. Then click the DONE button.

Below is a completed screen for a pre-rostering call out. Everything has been completed. Click on the DONE button.



Schedule a Broadcast



This is the Schedule Broadcast Screen.

To send your message select your call-out/broadcast group from the drop down menu.

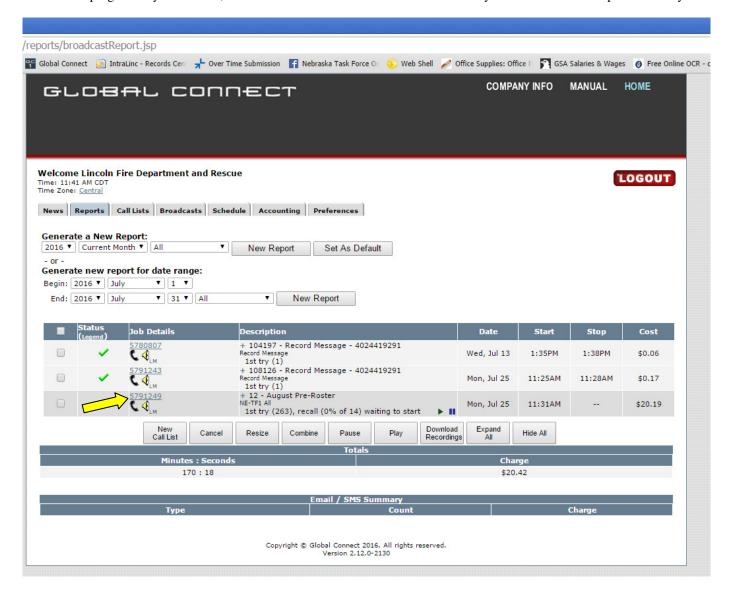
Select options for when you want the message to be sent and when you want the system to stop calling.

In most cases "Now" which is the default, is what you would use. However, you can schedule a call-out to go out on a certain date/time if needed.

Click Continue

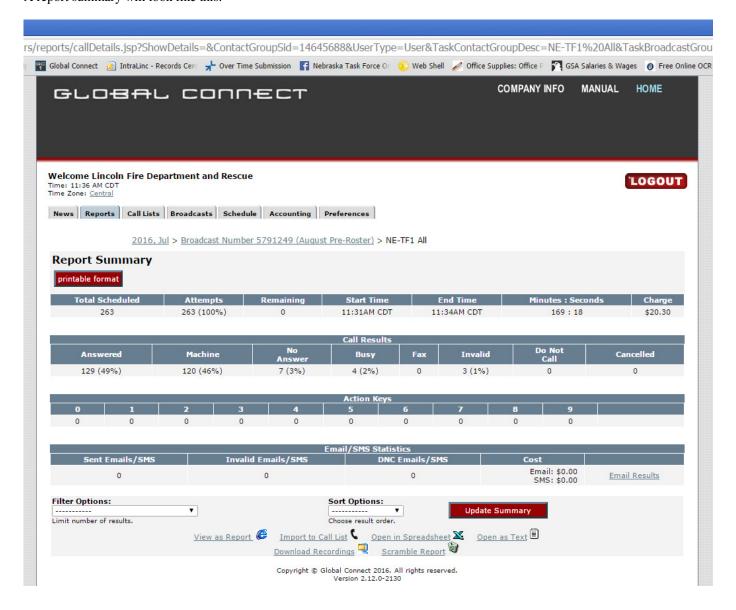
The call-out that you scheduled should now be at the bottom of this list.

To view the progress of your call out, double click on the blue Job Details number for your call to view a "Report Summary".



Report Summary

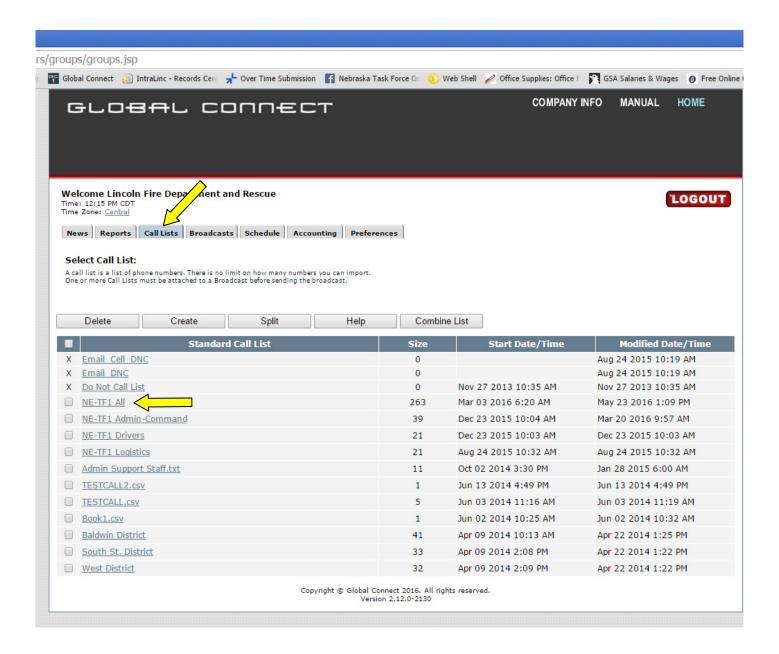
A report summary will look like this.

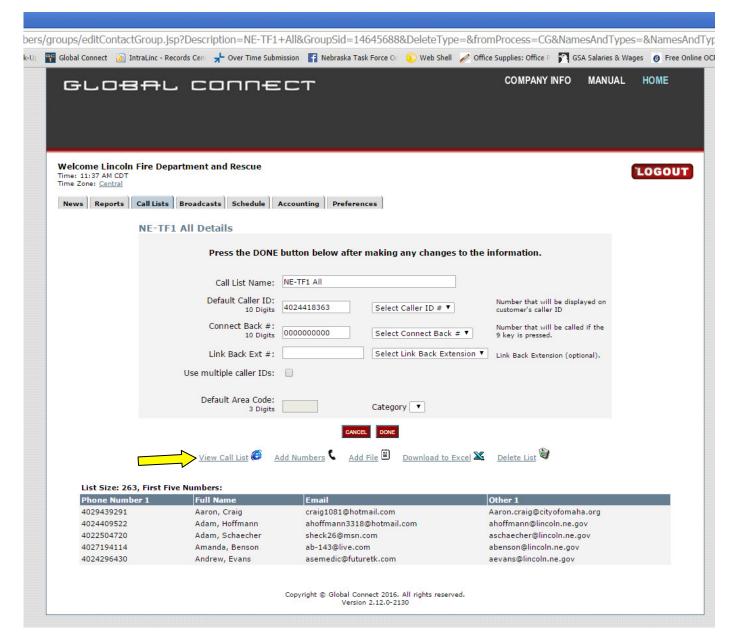


Call List Group Maintenance

(To View Call lists and Add or Delete Contacts from those lists)

To See who is in a call list, go to the Call List tab and click on the name of the list you would like to see. For this example we are using "NE-TF1 All"





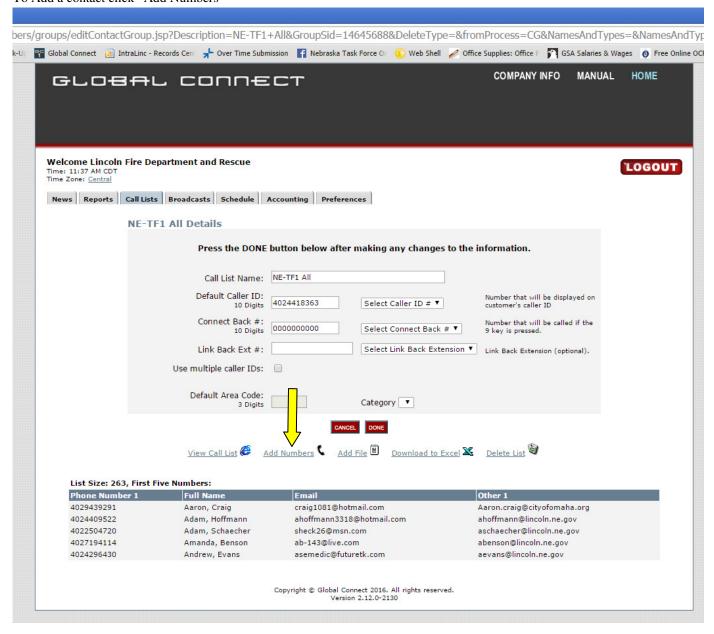
To see the list click on "View Call List"

If you want to delete a number check the box next to the individual And scroll to the bottom of the page and click "Delete"

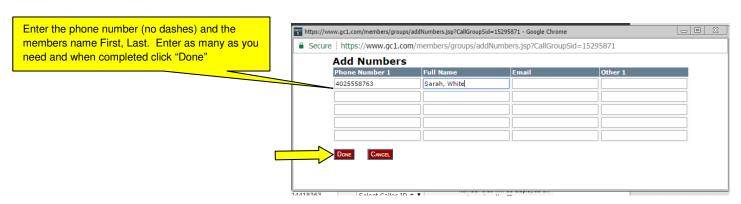
Select "Close Window" at the bottom when finished.



To Add a contact click "Add Numbers"



When the "Add Numbers" pop up appears, add the information for the people you want added to the list.



PRE- RECORDED DEPLOYMENT MESSAGES

Mobilization Group: "NE-TF1 has been notified of a possible deployment. Command Staff, Plans, Tech Info and Safety Officers are to report immediately to the NE-TF1 Planning Section at 901 West Bond Street, Ste. #140. All Logistics personnel are to report immediately to the NE-TF1 Logistics Center wearing your US&R uniform and bringing any personal care items. All Drivers please report your driver hours online and wait for further instruction"

<u>Deployment Support Staff Notification:</u> NE-TF1 has been activated please respond immediately to the NE-TF1 Logistics Center at 901 West Bond Street, to Assist with deployment. Again, NE-TF1 has been activated please respond immediately to the NE-TF1 Logistics Center at 901 West Bond Street, to Assist with deployment. "

<u>All Team Alert:</u> "NE-TF1 has been placed on Alert please go to the NE-TF1 member's only website to report your ability to deploy. Click on the <u>Deployment/Activation</u> link. Review the current roster click the yellow "Report Your Availability" button. Complete the online form that is provided. If the team is activated we will notify you with additional instructions. If you do not have access to the internet to report your availability, please call: 402-441-8367. Responses will be accepted for one hour."

All Team Activation: "NE-TF1 has been ACTIVATED. Please go to the NETF1 member's only web site immediately to report your availability for deployment. Click on the <u>Deployment/Activation</u> link. Review the current roster click the yellow "Report Your Availability" button. Complete the online form that is provided. If you do not have access to the internet to report your availability, please call: 402-441-8367. You must respond in the next 30 minutes in order to be considered for deployment. We will notify you once the roster is finalized and provide additional instruction. Please DO NOT contact NE-TF1 admin staff directly."

<u>Deployment Roster Complete</u>: "NE-TF1 has completed rostering. Please check your email for a copy of the roster and for additional response instructions.

<u>Check Email Notification:</u> This is Nebraska Task Force One Administration. All task force members are to check their email for an important message. Again, this is Nebraska Task Force One Administration. All task force members are to check their email as soon as possible for an important message."

<u>Drivers:</u> "All NETF1 Drivers please log in to the NETF1 website and complete the driver's hours form. Again, all NETF1 Drivers, please log in the NE-TF1 members only website and complete the driver's hours form. Thank you"

<u>NE-TF1 Family:</u> "This message is being sent to the designated family points of contact for NE-TF1 deployed task force members. To access information regarding the recent deployment of your family member, please go to the NE-TF1 internet website at nebraskataskforce1.com and click on ABOUT US on the menu bar, select Family Page. The password is lowercase "netf1family". If you do not have internet access, you can call 402-441-8367 to obtain information regarding the deployment."

GROUP CALL LISTS

NE-TF1 Admin-Command: All Battalion Chief's, TFL's, SOF, US&R Staff, Dr. Mlinek, OFD, Darin Mensik & Steve Dolezal for K9

NE-TF1 Drivers: All NE-TF1 Drivers

NE-TF1 Logistics: All Logistics Managers and Specialists NE-TF1 All: All Nebraska Task Force One Members

DEPLOYMENT SUPPORT STAFF: Diana Schmidt, Daryl Hartley, Kim McKay, Sandy Yost, Kelly Carter