

Simple as 1 - 2 - 3!

Activate a Predefined Scenario by Computer:

1. Login to the system and access **Scenarios** (if necessary).
2. Choose the scenario at the **Scenarios Summary** page (click to check the box), and then click **Proceed to Activation**.
3. Click **Activate** or continue to the next step.
4. **Optional:** At the **Scenario Options** page, you can make changes that will only affect this activation and will not be saved for future activations.

Note: The *Previous Activation Info* fields will display if this scenario has been activated in the past. You can choose to **Retry Contacts That Could Not Be Reached** (re-contact), which are those individuals that did not respond in the last activation. Click **Activate** or continue to the next step.

5. **Optional:** At the **Tagging Options** page, you can **Tag Out** (exclude) or **Tag In** (include) groups or contacts. Remember to click the **Tag In/Out** button to save your actions. Click **Activate** or continue to the next step.

6. **Optional:** At the **Message Options** page, you can change the message text for one or more device types. These changes that will only affect this activation and will not be saved for future activations unless specified.

7. Click **Activate**. The **View Results** page displays.

Stop an Active Scenario by Computer:

1. At the **Scenarios Summary** page, click to select the desired scenario.
2. Click **Stop Activation** at the **Activation Options** menu. A confirmation message displays, stating *Scenario is stopping*. If a scenario is stopped, the **Activation Result** will display **User Requested Shut Down**.

NXT Remote Activation Phone Number: _____

Activate a Scenario by Phone:

1. Call the *Remote Scenario Activation* number, [see above].
 2. **If Needed:** At the prompt, enter your **Company ID**, then press #.
 3. At the prompt, enter your **User ID**, and then press#.
 4. At the prompt, enter your **Security PIN**, then press #.
 5. At the prompt, enter your **Scenario ID**, and then press #.
 6. Press **2** to re-record the scenario message, speak the new message and then press # to stop recording.
 7. Press **3** to start the scenario, and then press # to end the call.
- Stop scenario:** At the prompt, press # for more options, and then press **2**.

Instant Activate

Quickly create & activate a scenario from a single screen by selecting the **Instant Activate** link at the **Scenario Summary** page.

1) Choose Recipients (Groups and/or Contacts)

- At the **Groups** tab, select the desired group, and then click **Add**.
- At the **Contacts** tab, use the **Look for** and **Search By** fields to locate contacts, clicking the **Find** button to process the search. Click to select the desired contacts, and then click **Add**. Repeat as needed.

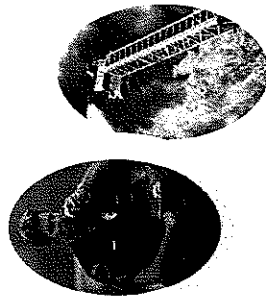
2) Create Message

- Click **Voice Recording** and record your speech or choose **Text-to-Speech** (the text entered at the **Message Text** field will automatically convert to speech and play so you can verify it's accuracy).
- Type the **Subject** and **Message Text**. This message will automatically be sent to **Email**, **Alpha Pager**, **Work** and **Cell** device types (devices and device order can be changed by selecting **Display Advanced Settings**).

3) Click Activate

This instant activate scenario is automatically saved and available on the **Scenarios Summary** page for future activations.

Communicator! NXT Quick Reference 4.X



What Information Do You Need?

NXT Web URL: _____
Company ID: _____
Company Name: _____
User ID: _____
Security PIN: _____
NXT System Callback Number: _____
Remote Activation Number: _____
Login Name: _____
Password: _____ -Case Sensitive-

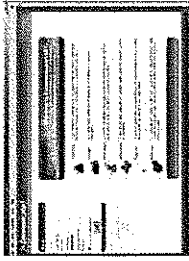
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To Create a Scenario, You Need to:

1. **Create Contacts**
2. **Create Groups**
3. **Create Messages**
4. **Create a Scenario**

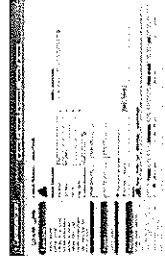
Login to Communicator! NXT:

1. Access **Communicator! NXT** using the assigned URL.
2. At the **Communicator! NXT Login** screen, type your **Login Name**.
3. Type your **Password**. You must use the correct upper/lower case syntax.
4. Type your **Company Name** and click **Login**.



1 Create Contacts:

1. At the **Quick Actions** menu, click **Add New Contact**.
2. Complete information for the **General and Address Information** fields.
3. Click **Save**.



Add a New Device:

1. At the **Quick Actions** menu, choose one of the **Add New [device name]** options. The device related fields display.
- Phone Number:** Select a **Phone Type**, type in the phone number (e.g., 123-123-1234). If needed, enter the **Extension**, and then click **Add**.

Email/Mobile Email Address: At the **Email** text box, type the email address (e.g., john.doe@domainname.com), and then click **Add**.

Fax Number: At **Fax Number**, type in the fax machine phone number, and then click **Add**.

Alpha Pager or SMS Device: Select an **Alpha Pager Service**. If the **Phone Number** text box is blank, type in the pager phone/modem number. If the field is shaded, go to the next step. If necessary, type in the **PIN** number for the pager, and then click **Add**.

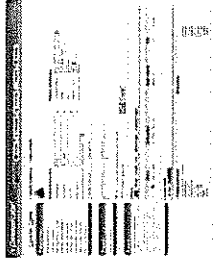
Numeric Pager: Select a **Pager Service**. If the **Phone Number** text box is blank, type in the pager phone/modem number. If the field is shaded, go to the next step. If necessary, type in the **PIN** number for the pager, and then click **Add**. Select the **Call Analysis Off** check box if necessary, and then click **Add**.

Update Custom Fields:

1. Scroll to the bottom of the page to locate the desired custom field and click **Change**. At the **Information** field, type the desired value, and then click **Add**. (If needed, select the **Available** tab to see the complete list of **Custom Fields**.)

Change Your Password or PIN:

1. If necessary, at the **Contacts Summary** page, locate your name, click to select, and then choose **Change Contact Info**.
2. At **Change Password**, type a new **Password**. Enter a password that meets the requirements set for your company. Contact your system administrator for these password requirements.
3. At **Confirm Password**, re-type the password and click **Save**.
4. At **Change PIN**, type a new **PIN** (must be all numeric).
5. At **Confirm PIN**, re-type the **PIN** and click **Save**.



2 Create Groups:

1. From any page in **Communicator! NXT**, click the **Groups** tab heading. The **Groups Summary** listing displays.
2. Click **Add New Group** at the **Quick Actions** menu.
3. At **Group Name**, type a name for this group.
- Static Group:** At **Group Type**, select **Static**. The **Group Members** tab displays. At the **Contact List**, click to select one or more contacts, and then click **Add**. These contacts are added to the **Group Members List** (use the **Move Up/Move Down** button to order the group members into the desired calling sequence). Click **Save**. (Adding **Security Users** is optional.)

Dynamic Group: At **Group Type**, select **Dynamic**. The **Group Members** tab displays. At **Build Requirements**, complete the **Attribute**, **Condition** and **Value** fields to define the group requirements. At **Members of this group must meet**, select **Any** or **All** of these requirements, and then click **Add**. Contacts who meet the requirements are displayed in the **Group Members List**. Choose a **Sort By** and **Sort Order**, and then click **Save**. (Adding **Security Users** is optional.)

3 Create Messages:

1. From any page in **Communicator! NXT**, click the **Messages** tab heading. The **Messages Summary** listing displays.
2. Click **Add New Message** at the **Quick Actions** menu. At **Message Name**, type the name of the message.

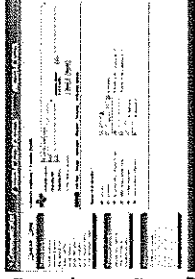
Voice Message: Check the box at **Voice Message**, and then chose **Voice Recording** and record your message. Or, chose **Text-to-Speech**, type your message, and then click **Render Speech**. Click **Save**.

Email, Fax and Alpha Pager Message: Check the box corresponding to the message type (Email, Mobile Email, Fax and/or Alpha Pager Message), and then type the **Subject** and **Message Text** for the selected message types. Click **Save**.

Numeric Pager Message: Check the box corresponding **Numeric Pager Message**, and then type the **Message Text**. Click **Save**.

4 Create a Scenario:

1. Click **Add New Scenario** at the **Quick Actions** menu.
2. At **Scenario Name**, type a name for this scenario.
3. At **Scenario ID**, type a unique numeric code.
4. If applicable, type a **Scenario PIN** and/or **Numeric Pager Event Code**.



General Tab (required): Complete the scenario's **General** information. (-Hint: Use the **Tool Tip** feature to review field definitions and valid entries.) Next, click **Assign Call Flow** in the **Quick Actions** menu.

Call Flow Tab (required): At **Select Call Flow Template**, choose the desired call flow. Next, click **Assign Group(s)** in the **Quick Actions** menu.

Groups Tab (required): Select one or more **Group Names** from the **Groups List**, and then click **Add** to assign these groups to this scenario. Once assigned, click **Change** and type the desired **Fill Count** (zero indicates **ALL** group members are required to respond in an activation), and then click **Save**. Use the **Move Up** and **Move Down** buttons to arrange the groups in the order to be notified. Next, click **Assign Message(s)** in the **Quick Actions** menu.

Messages Tab (required): Select the message from the listing to be delivered to each device type when this scenario is activated. Check the box to **Send selected Voice message as an email attachment**. Click **Save**. Next, click **Assign Report(s)** in the **Quick Actions** menu.

Reports Tab (optional): At **Report Name**, select the desired report. At **Schedule At**, select when to print the report (if **Interval** is selected, complete the **Interval in Minutes** field). At **Deliver To**, select **Email** or **Printer**, and then select a corresponding **Address/Location**. Click **Add**. Click **Save**. Next, click **Assign Security User(s)** in the **Quick Actions** menu.

Security Tab (optional): At **Security User**, select a security user. Check the box to grant **Modify**, **Delete** and/or **Activate** permissions. Click **Add**. Repeat these steps for each security user. Click **Save**. Next, click **Assign Activation Options** in the **Quick Actions** menu.

Activation Options Tab (optional): If desired, check the box to **Allow Tagging at Activation**, **Change Notification Message(s)** at **Activation** and/or **Schedule Activation**. If the **Schedule Activation** box is checked, select the **Frequency** (Daily, Weekly, Monthly, or One Time Only) for automatic activation of this scenario. Next, define the date/time range, repeat pattern for this scheduled activation and select the **Scheduled By** security user. Click **Save**.