



Emergency Call Notifications

Quick Setup Guide

EMERGENCY CALL NOTIFICATIONS



SETTING UP EMERGENCY CALL NOTIFICATIONS:

It's important to set up notifications in the form of an email or phone call to notify designated team members when someone within your organization dials 911.

It is strongly recommended that these individuals have First Responder Training, or someone who will be on-site while your business is open, like a Security Desk, Front Desk, On-Call and/or Managers/Supervisors.

You are allowed to set up multiple notifications, to make sure shifts, holidays and vacations are covered.

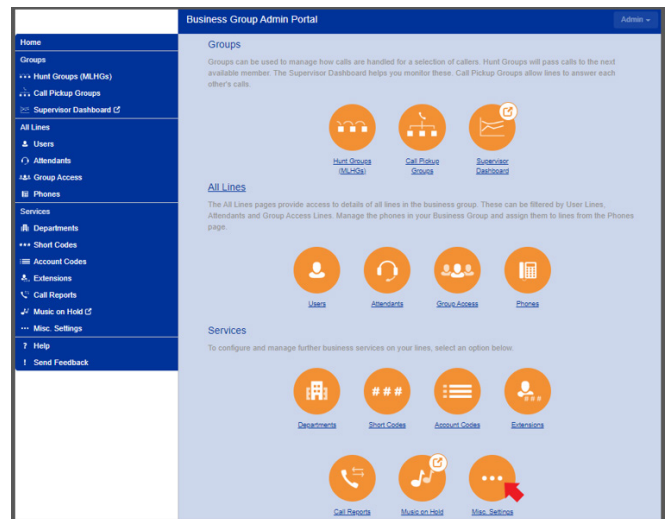
HOW TO SET UP NOTIFICATIONS:

STEP 1: Log into the Business Group (BG) Admin Page <https://voice.btcbroadcast.com/login/bg/#bg/login.htm>

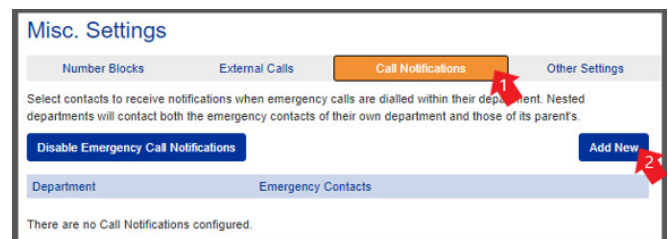
Enter your Business Group (BG) Admin phone number and password.

CommPortal Web
Please log in below.
Number:
Password:
Login

STEP 2: Click on **Misc. Settings**.



STEP 3: Click on the **Call Notifications** tab at the top. Then click the **Add New** button.



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STEP 4: If you have departments or locations set up, you can set up separate notifications for each department or location.

You can choose between Email or Outdial (phone) notifications or use both.

For **EMAIL**, enter the **Name** and **Email Address**, then click **Save**.

A screenshot of the 'Emergency Callers' web interface. The 'Email' tab is selected. The 'Department' dropdown menu is set to 'Call Center'. Below the tabs, there is a table with two columns: 'Name' and 'Email Address'. The first row contains 'front desk' and 'frontdesk@mycompany.com'. A red arrow points to the 'Department' dropdown, and another red arrow points to the 'Save' button at the bottom right.

For **PHONE**, click on the **Outdial** tab, enter the **Name** and **Telephone Number**, then click **Save**.

- *The phone number can be either business or external.*

A screenshot of the 'Emergency Callers' web interface. The 'Outdial' tab is selected. Below the tabs, there is a table with two columns: 'Name' and 'Telephone Number'. The first row contains 'Front Desk' and '9183660903'. The second row contains 'On-Call Cell' and '918'. A red arrow points to the 'Outdial' tab, and another red arrow points to the 'Save' button at the bottom right.

For additional assistance, please call:
(918) 366-8000