

# ADAMS NOTIFY USER GUIDE

ADAMS TELEPHONE CO-OPERATIVE



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## Log In to Web Portal

Enter your User Name and Password and click on Log In to access your Web Portal account. By default the Web Portal will open in the Home Tab, to access Notify Plus, click on the My Settings Tab and then select Notify Plus under the Categories column. If you wish to change your Web Portal Login Password, click on the General Tab located in the Categories section.

## Creating Phone Books

Phone Books are used to organize and store your phone numbers, email addresses and text email addresses . Click on the Blue Arrow icon to open your Phone Book lists.

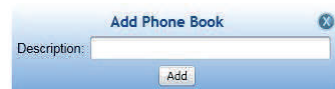


Address	Type	Description
605-666-0001	Phone Number	Joe Smith
jsmith@xxxx.com	Email / Text Gateway	Joe Smith email address
6056660001@xxxxtxt.com	Email / Text Gateway	Joe Smith cell txt address

Buttons: Add, Delete, Import, Export

The Phone Books section contains two lists. The left-hand list is used to manage your Notify Plus phone books and the right-hand list is used to manage the phone numbers and e-mail addresses/text gateways that are in the currently selected phone book.

To add a new phone book, press the Add button located below the Select a Phone Book list. An empty Add Phone Book window will be displayed.



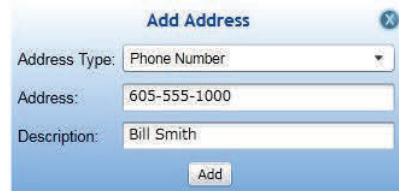
Enter a short description of the phone book in the Description field of the Add Phone Book window. This description will be used to identify this phone book in other Notify Plus Service interfaces.

### Deleting Phone Books

To delete a phone book, select the phone book in the Select a Phone Book list and press the Delete button below the list. A delete confirmation prompt will be displayed. Choose OK in the prompt to complete the deletion.

### Adding Addresses

To add a single address to a phone book, select the phone book in the Select a Phone Book list and press the Add button below the Selected Phone Book list. An Add Address entry window will be displayed.



## General Tab

Use the General Tab in the Web Portal to change your Web Portal Log In Password and to add or delete the email addresses where you want completed Job Reports sent to.

### Password Change

Enter your old password and then select a new one. You can use the password strength meter to measure the level of password security. By alternating alphabet and numeric characters you will create a stronger password. Once you have chosen a New Password, re-enter it in the Verify New Password field and click on the Save button at the bottom of the screen.

**Change Password**

Old Password:

New Password:

Verify New Password:

Password Strength: Weak\* Medium Strong Best

### Email Address List

The Email Address List will display the Email addresses that will receive reports from completed Notify Plus Jobs. Click on the Add button to open an Add Email Address window, once you have entered the Email Address, click OK.

**Add Email Address**

Email Address:

To Delete an address highlight an address from your Email Address List and click on Delete. You will then receive a prompt asking to verify the deletion. Click Ok to complete the deletion.

**Email Address List**

johndoe@zero.com

**Confirm Delete**

Are you sure you want to delete the selected Email Address?

## Adding Individual Numbers and Gateways

Select the Address Type (Phone Number or E-mail/Text Gateway), enter the new 10-digit phone number or e-mail/text gateway into the Address field, and enter an optional name or description of the address into the Description field. Finally, press the Add button to add the entered address to the phone book.

Address Type: Phone Number  
Address: 605-666-\_\_\_\_

Address Type: Email / Text Gateway  
Address: samdoe@\_\_\_\_  
Description: \_\_\_\_\_

### E-mail/Text Gateways

You can send messages to a person's email address or text messages to their cell phones. To deliver these messages, Notify Plus needs a valid email address which applies to both traditional email and for someone's cell phone. To send text notifications, you will need to obtain a person's cell phone text address. This address is similar to regular email and quite often begins with (ten digit #)@xxxwirelessprovider.com

## How to Import Numbers and Email/Text Addresses

### CSV File Creation Procedure (suggested)

Data in this format needs to be created using three columns: Column A containing the 10 digit phone

	A	B	C
1	6056661000	John Jones	0
2	6056661001		0
3	johndoe@innovsys.com		1
4	6056660000@vtext.com.com	Jane Doe txt	1

number or e-mail address, Column B can have a description or can be left blank and Column C needs to have the number "0" if it is a phone number and the number "1" if it is an email address or text email address. Use the CSV File type when you Save your Notification contact data.

Note: Close the newly created file before importing into a phone book.

File name: Notify Plus List  
Save as type: CSV (Comma delimited)  
Authors: ScottM  
Tags: Add a tag

File name: school student  
File type: Comma Separated File

### Import Function

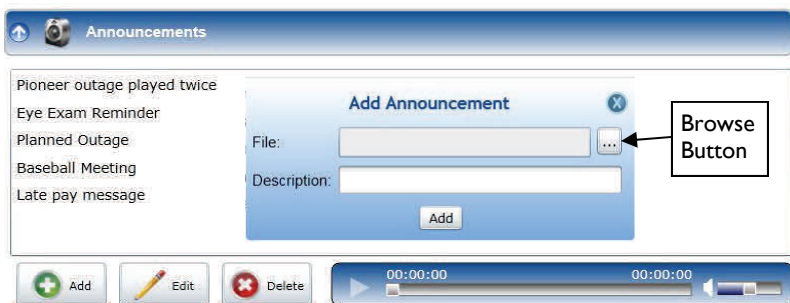
Files containing multiple phone numbers and e-mail/text gateways can be imported into a Phone Book. To do this, select the phone book to which the addresses will be added and press the Import button below the Selected Phone Book list. When the Import button is pressed a standard file selection window will be displayed. From within this window, select the Comma Separated File, CSV, XML or Text file that contains the addresses to be imported and press the Open button. The valid addresses in the selected file will be added to the Selected Phone Book list.

## Exporting Lists

All addresses in a phone book can be exported to a CSV, TXT, or XML file by selecting the phone book in the Select a Phone Book list and pressing the *Export* button below the Selected Phone Book list. A standard Save As window will be displayed, allowing a file type and location to be specified for the addresses that will be exported. Once the file name and type of file have been entered, press the Save button to complete the file export. All addresses in the selected phone book will be included in the export.

## Adding Announcements

The Announcements section is used to manage the announcement audio files that are available to be played for notification calls. To make a new announcement audio file available for Notify Plus Service calls, press the Add button in the Announcements section. An Add Announcement window will be displayed.



Enter descriptive text of the announcement into the Description field. This description will be used to identify the announcement in Notify Plus Service interfaces. Next, press the browse button next to the File field to open a standard file selection window. Use the file selection window to locate and select the .WAV audio file that will be used as the new announcement and press the Open button. The path to the selected .WAV file will be displayed in the File field. Press the Add button to complete the addition.

To remove an announcement audio file, select the file in the Announcements section and press the Delete button located below the list of announcements. A delete confirmation prompt will be displayed. Press the OK button in the prompt to complete the deletion. Announcement files that are currently being used by a job cannot be deleted.

The play sound and volume control can be used to play the announcement selected in the Announcements section.

## Basic Mode (Using the Phone to Start a Job)

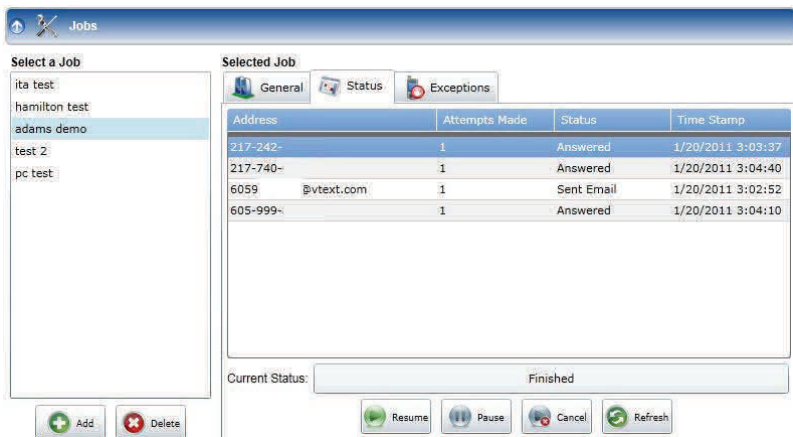
Once an announcement/message has been recorded (see page 5) you may start a notification job from the phone.

Basic Mode is only for starting a single job over the phone and the Phone Book associated with Basic Mode needs to be created through the Web Portal.

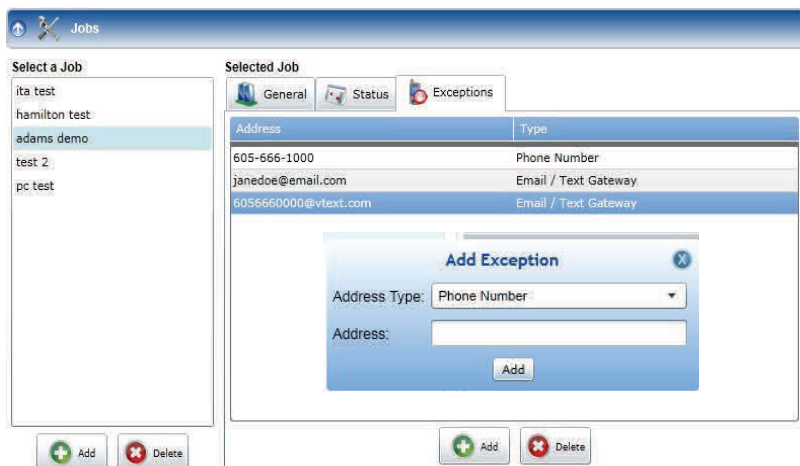
Call the administration number at xxx-xxxx and you will be asked to enter your subscriber ID (your 10 digit phone number xxx-xxx-xxxx) Once the subscriber ID has been entered, the following prompt will be heard: "Please enter your password." Enter your password (default 0000) followed by #

You will then hear: "Notify Job Menu. Press 1 to record your message, press the # key when you have finished recording. Press 2 to listen to your recorded message. Press 3 to start the Notify job. To hear these instructions again Press 0."

You may now press 3 to start a Notify job with the current announcement/message recorded. The subscriber will then hear the following prompt: "To start job, press 1." The job has now been started, and the service will give the following prompt: "Job started." You may now end the call.



The Resume button is used to continue the job if it has been paused. The Pause button suspends the job if it is in progress. The Cancel button completely stops the job if it is running or prevents the job from running in the future if it is scheduled. The Refresh button retrieves the latest call status data from the system.



**Job Exceptions**

The Exceptions tab is used to manage the list of phone numbers or E-mail addresses/text gateways that should not be contacted if they are found in the phone book associated with this job.

To add a job exception, press the Add button in the Exceptions tab. An Add Exception entry form will be displayed. Select the Address Type (Phone Number or E-mail/Text Gateway), enter a phone number or E-mail address in the Address field and press the Add button to complete the entry. Exceptions can be removed from the Exceptions tab by selecting them and pressing the Delete button at the bottom of the tab.

**Announcement Recording (single announcement)**

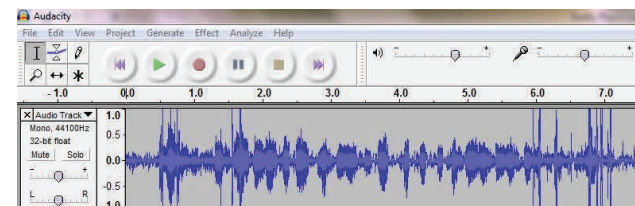
If you plan on using a single announcement for your notification jobs you can call the administration number at xxx-xxxx and you will be asked to enter your subscriber ID (your 10 digit phone number xxx-xxx-xxxx) Once the subscriber ID has been entered, the following prompt will be heard: "Please enter your password." Enter your password (default 0000)\* followed by # You will then hear the following options: "Notify Job Menu. Press 1 to record your message, press the # key when you have finished recording. To hear these instructions again Press 0." After pressing 1, you will hear a (beep) and may then record the message. Once you have finished recording, press #. Once you have recorded a message, the option to listen to the recorded message is made available in the Notify Job Menu. The announcement will be added to the Web Portal with the label "Recorded by Phone"

\*Please contact Customer Service to change your Password

**Announcement Recording (multiple announcements)**

If your computer's sound recorder will not save audio files as .WAV you will need to download a sound recorder application that does. One option is the free Audacity Digital Audio Editor that can be downloaded from sites like www.cnet.com

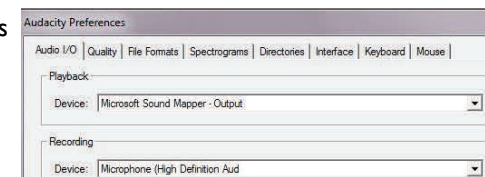
Make sure that you have a working microphone connected to your computer using



either the microphone line input jack or an internal microphone. You can adjusted the slider next to the microphone icon to increase your record level if needed. Click on the Red button once you are ready to start recording. Once you have finished recording your announcement click on the button with the Square in it to stop the recording. To save the recording as a .WAV file click on File and select Export as WAV which will open a standard dialog box allowing you to save your announcement on your computer.

If the Audacity application is not recording, click on Edit and select Preferences.

Check the Audio I / O Tab to make sure that the correct Recording Device is



activated compared to whether you are using the computer's built in microphone or a line input that you are using with an external plug in microphone. Follow page 4 directions for adding your announcements.

## Jobs

The Jobs section is used to add, delete, and manage Notify Plus notification jobs. The left-hand side of the Jobs section contains a list of all the jobs that you have created. Selecting a job in the list will display its settings, call status and exceptions in the tabs on the right-hand side of the Jobs section.

To add a new Notify Plus job, press the Add button to open the Schedule a New Job window.

Select job properties described on page 7 and press the Schedule button to create the new job entry.

**Description** Enter some text describing the job (e.g. “430100”).

**Use Phone Book** Select the phone book that contains the list of phone numbers and Email/Text Addresses that will be contacted by this job. (e.g. “Late Pay List for April 2010”)

**Play Announcement** Select the announcement that will be played when this job’s calls are answered. (e.g. “Late Pay Announcement”)

**Text Message** Enter the text message that will be sent to phone book entries if the address type of the entry is an E-Mail or Text Address (e.g. “Please contact us asap re srvc”)

**Begin Date** Enter the day on which this job will begin contacting phone numbers and Email/Text Addresses in the selected phone book.

**End Date** Enter the last day on which this job will contact phone numbers and Email/Text Addresses in the selected phone book.

**Daily Start** Enter the earliest time of day that a notification job can be run. The default for this setting is 8:00 AM. (Call us to change default)

**Daily End** Enter the latest time of day that a notification job can be run. The default for this setting is 9:00 PM. (Call us to change default)

**Retries** Enter the number of times the job will re-dial each phone number that has not successfully answered a call.

**Maximum Simultaneous Calls** Enter the maximum number of trunks that can be used to make notification calls to phone numbers in this job’s phone book. The maximum number of trunks effectively limits the number of calls that can be placed simultaneously.

**Minimum Successful Call Time (sec)** Enter the minimum number of seconds the announcement must be played when a call is placed for the call to be considered successful.

**Send Email when Job Finishes** Set to Yes to have the Notify Plus Service send an email report when this job is complete. Please refer to Page 10 if you need to change or delete the email addresses where you wish to have the report sent.

The progress of an ongoing or finished job can be viewed by selecting the job in the Select a Job list and clicking on the Status tab. The top of the Status tab contains a list of all the addresses in the phone book being used by the selected job, and the current call status of each address. The lower section of the Status tab shows the overall state of the current job (e.g., Idle, Running, Paused, Canceled), and also has row of buttons used to control the state of the job and the list of addresses.