



### HOW TO USE THE RAPIDCAST IVR

1. Dial: 1-866-665-4383 or 1-800-601-5448
2. Enter your PHONE CODE then press #
3. Enter your phone PIN NUMBER then press #
4. Record your message then press #
5. Press # to confirm your message

6. Select your recipients:
  - ALL Contacts: press \* then press #
  - SELECT GROUP: enter GROUP ID then press #
7. Select escalation level:
  - Emergency: press 1
  - Non-Emergency: press 2

Your message will then be sent to your selected recipients.

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