

# University Center Campus Alert Information

## Confirming Notifications on a Telephone Device



# 1

A notification is sent and your phone device rings. When you pick up the call, the system plays your organization's greeting.

If you do not pick up the call, the system will move on to the next available contact device (if there is one) after 40 seconds of no answer.



# 2

The system asks you to "Press 1 to hear this message." When you press 1, the system plays the message.

If you do not press 1 within 4 seconds, the system determines it has reached a voicemail machine.



# 3

If you pressed 1 to hear the message, the system asks you to either "Press 1 to confirm receipt" or "Press 2 to replay this message" after the message is played. When you press 1 to confirm, the system receives confirmation and hangs up.

If you do not press any buttons, the system does not receive confirmation and hangs up.



# 4

If the notification went to your voicemail, the system will play the greeting, the entire message, and "To confirm your receipt of this message, please call 888-667-4911 and enter [Numeric ID varies with each notification]."

If you call the toll-free phone number and enter the Numeric ID, your organization will receive your confirmation.