Using the Dial-In Card to record and send messages in Connect Classic and Connect 5

Overview   If you can't access a computer or have an internet connection, you can still send a message using a landline phone or cell phone to send out a message using your Blackboard Connect Dial-In Messaging Card.

This tutorial will show you how to send a message using your Dial-In Card.

Details   If you don't have a Dial-In card, you can download one from your User Information Page.

Your Dial-In card will look like this:

Image 1

Blackboard connect Dial-In Messaging Card

Dee Patterson - SHELBY COUNTY SCHOOL DIS

Step 1 - Call this number   800-901-4923

Step 2 - Enter your **UserID Number** ######915#

Step 3 - Enter your **5-digit PIN** and press #

Step 4 - Follow the prompts

Need help? Call this number: 866-360-2155

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==Note: Before you can use your Dial-In card to send messages, you will need to add groups for your contacts and add them as a Dial-In group==

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To create and send a message using your Dial-In Messaging Card, simply:

1. Call the 866 number listed on your card.
2. Provide your 6 digit UserID Number, which will be listed in Step 2.
3. Type your secret 5-digit PIN number when prompted.
4. To record your message, press 1 and record your message after the tone.
5. Press Pound (#) key after completing your message.
6. You will now be prompted with the following options:

- To re-record your message, press 1.
- To listen to your message, press 2.
- To select receipiants and send as Community Outreach Message, press 3.

- To send as an emergency message, press

?**Community Outreach Option**
If you have chosen the Community Outreach option by pressing 3
1. To send it to all recipients, press 1
2. To send it to a specific group, press the number corresponding with your dial-in Group
3. To repeat the list, press *
4. The system will confirm your choice.

   NOTE: Pressing option 1 on the next step will Send the message to your recipients. If you do not want to send your message press * or hang up to end the call.

5. If the choice is correct, press 1 to send the message. To cancel, Press *

Emergency option
If you have chosen the Emergency option by pressing 4:

1. To send it to all recipients, press 1

2. To send it to a specific group, press the number corresponding with your dial-in Group.

3. To repeat the list, press *

4. The system will confirm your choice.

   NOTE: Pressing option 1 on the next step will Send the message to your recipients. If you do not want to send your message press * or hang up to end the call.

5. If the choice is correct, press 1 to send the message. To cancel, Press *

Once the message has been sent, the call will appear in the log tab. You can view the status of the message as well as a report on successful and unsuccessful deliveries by clicking the Summary button next to the call log.