

# Sending Messages using One Call Now

When sending messages, be sure to follow the prompts until you hear, “Message delivery has been confirmed.” If you hang up before this prompt, your message will not be sent.

1. Dial **877-698-3261** (additional numbers are **866-321-4255** or **614-384-2335**).
2. At the Group Leaders and Messengers prompt, **press #** (the pound sign) followed immediately by **196894** (our Group ID) and your **PIN**. (Fill in your 4-digit PIN here when received \_\_\_\_\_ )
3. At the One Call Now Leader Menu, press 1 to send a message to your Group.
4. Record your message. At the tone, you will have 45 seconds to record your message. Press # to stop recording.
5. Listen to your message and make sure it is clear and complete. Press 1 to accept or press 2 to re-record your message.
6. Enter the 2-digit Subgroup number to send your message to a Subgroup. (Fill in your 2-digit Subgroup number here when received \_\_\_\_\_ ) Press 1 to accept.
7. *To send the message to an additional Subgroup, enter the 2-digit subgroup number. Or press # if you are finished entering your Subgroups (**only applies to VP's that have more than one Subgroup**).*
8. At the prompt, press # to send your message or press 1 to modify your delivery times and options. This allows you to override your default delivery times.
9. Your message will be delivered after you hear, “Message delivery has been confirmed.” If you hang up before that prompt is played, your message delivery is cancelled.