About

The Call-In system is used to record and send messages and check the status of your communications using any landline or mobile phone.

Log In

From any phone, dial in to the Call-In system.

- Dial 1-877-304-7678.
- When prompted, enter your **User ID Number** and **Password** or press **0** for our Client Success Team.
  Note: If your ID and/or Password/PIN contains letters, enter the alpha character using its corresponding number on the keypad.

Menu Options

At the Main Menu, choose one of the following menus.

MENU OPTION	INSTRUCTIONS

1 Send or Schedule a Communication
 	
Reminder
Messages will be delivered during normal delivery hours (9 am - 9 pm) in the member's local time zone unless you have selected to send your message after standard delivery hours.
	Select your group *If No Groups are available:*
	• *Log on to www.callingpost.com to create a group.*
	• *To be transferred to a Client Care Specialist, **Press 0.***
	• *To return to the Main Menu press *.*
	
	If only one group exists, you will not be asked to select a group.
	
	Press 1 to Record a New Message (Press # to stop recording)
	  Press 1 to Send Your Message Now
	  Press 2 to Replay
	  Press 3 to Re-Record
	  Press 4 to Schedule for a Later Delivery
	  Press 5 to Send After Normal Hours (between 9pm and 9am)
	Press 2 to Select an Existing Message
	  Select an Existing Message
	  Press 1 to Send Your Message Now
	  Press 2 to Replay
	  Press 3 to Re-Record
	  Press 4 to Schedule for a Later Delivery
	  Press 5 to Send After Normal Hours(between 9 pm & 9am)

2 Hear Status of your Communication	Hear the status of your last five (5) messages

3 Add a Member to Existing Group	Select the Group
	Enter the member telephone number including the area code
	  Press 1 to Save Member Phone Number
	  Press 2 to Re-enter Phone Number

5 Speak with a Client Care Specialist	Please wait and we will find an expert to help you.