



## 3n InstaCom Training Schedule: January 2009

**Administrator Training (1 hour)** – Covers a wide range of topics including managing delivery methods; creating custom greetings; delegating authority; editing your 3n profile; adding, managing, and deleting members, groups, filters and scenarios.

**User Training (1.5 hours)** – Covers topics such as understanding and sending various types of broadcasts (send, polling, conference, call in, and quota notifications); creating scheduled, unscheduled, and prerecorded messages; viewing and interpreting broadcast results; and creating ad hoc reports (member, group, and broadcast).

**Member Upload Training (1 hour)** – Covers in details how to add, update, and delete members through an upload file and how to avoid common mistakes that can cause errors.

**Geo Notification Training (1.5 hours)** – Covers how to use the geo notification tool, including best practices.

**3n InstaCom for the Healthcare Industry (1 hour)** – Covers best practices for using the 3n InstaCom tool as a means of notification in the healthcare industry. **NOTE: Basic familiarity with 3n InstaCom recommended.**

Click the  
"Register>>"  
links below to  
reserve your  
place now for  
complimentary  
training  
sessions!

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>		<b>January 6</b> 8-9 AM PT <b>ADMIN</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 7</b> 8-9:30 AM PT <b>USER</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 8</b> 8-9 AM PT <b>UPLOAD</b> Training <a href="#">Register&gt;&gt;</a>	
<b>Week 2</b>		<b>January 13</b> 8-9:30 AM PT <b>USER</b> Training <a href="#">Register&gt;&gt;</a>  10-11 AM PT <b>HEALTHCARE</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 14</b> 8-9 AM PT <b>ADMIN</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 15</b> 8-9:30 PT <b>GEO</b> Training <a href="#">Register&gt;&gt;</a>	
<b>Week 3</b>		<b>January 20</b> 8-9 AM PT <b>ADMIN</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 21</b> 8-9:30 AM PT <b>USER</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 22</b> 8-9 AM PT <b>UPLOAD</b> Training <a href="#">Register&gt;&gt;</a>	
<b>Week 4</b>		<b>January 27</b> 8-9:30 AM PT <b>USER</b> Training <a href="#">Register&gt;&gt;</a>	<b>January 28</b> 8-9 AM PT <b>ADMIN</b> Training <a href="#">Register&gt;&gt;</a>		

All training times are in PACIFIC TIME ZONE.

### Questions?

Please contact Mitra Foroodi at 1-818-230-9765.