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Options vary by individual plan.

Depending on your plan you may not have all the features documented on this guide. Keep handy as you learn the features of GoSolo.

Call our Customer Service team if you have specific questions. Thank you.

- A FEW EASY STEPS:**
- 1) CUT ALONG DOTTED LINES
 - 2) FOLD IN HALF ALONG WIDTH
 - 2) FOLD IN HALF ALONG HEIGHT
 - 3) OPEN ONCE AND FOLD IN FROM RIGHT PANEL

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GoSolo Main TELEPHONE Menu:

SAY: "Send a Message" **2** PRESS: #

RECORD YOUR MESSAGE

SEND TO AN INDIVIDUAL

SAY: "SEND" "Contact Name" (Address Book Contact) "8XX-XXX-XXXX" (GoSolo Number) "YES" - to confirm and send

SEND TO A LIST

SAY: "SEND" "LIST XX" (where XX = created LIST number) "LIST List Name" (where List Name = created LIST name) "LIST My Downline" (to reach your downline list) "YES" - to confirm and send

GoSolo Main TELEPHONE Menu:

SAY: "Listen to E-mail" **1 3** PRESS: #

While listening you may . . .

SAY: "Repeat" **1** PRESS: #

SAY: "Save As New" **2** PRESS: #

SAY: "Delete" **3** PRESS: #

SAY: "Reply" **4** PRESS: #

SAY: "Header" **6** PRESS: #

SAY: "Rewind" **7** PRESS: #

SAY: "Fast Forward" **8** PRESS: #

SAY: "Skip" **8** PRESS: #

SAY: "Forward To Another User" **8** PRESS: #

SAY: "Play Saved E-mail Messages" **5** PRESS: #

SAY: "Make a Call" **5** PRESS: #

GoSolo Main TELEPHONE Menu:

SAY: "Listen to Voicemail" **1 1** PRESS: #

While listening you may . . .

SAY: "Repeat" **1** PRESS: #

SAY: "Save" **2** PRESS: #

SAY: "Delete" **3** PRESS: #

SAY: "Reply" **4** PRESS: #

SAY: "Forward" **5** PRESS: #

SAY: "Header" **6** PRESS: #

SAY: "Rewind" **7** PRESS: #

SAY: "Pause" **8** PRESS: #

SAY: "Fast Forward" **8** PRESS: #

SAY: "Skip" **8** PRESS: #

SAY: "Return Call" **2 1** PRESS: #

SAY: "Forward All Faxes" **2 1** PRESS: #

GoSolo Main TELEPHONE Menu:

SAY: "GoSolo Setup" **3** PRESS: #

And then . . .

SAY: "Turn Find Me On/Off" **1** PRESS: #

SAY: "Change Greetings" **2** PRESS: #

SAY: "Manage Distribution Lists" **3** PRESS: #

SAY: "Change Access Code" **4** PRESS: #

SAY: "Get a Usage Report" **4** PRESS: #

And then . . .

SAY: "Hear Usage Statistics" **1** PRESS: #

SAY: "Have a detailed report sent to a fax machine" **2** PRESS: #

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GoSolo Main TELEPHONE Menu:

SAY: "Conference Room" **6** PRESS: #

And then . . .

SAY: "Create a Meet Me Conference" **1** PRESS: #

"Create an Express Conference" **2** PRESS: #

Attendees can join your Conference by pressing **3** after calling your number.

SAY: "Customer Service" **0** PRESS: #

GENERAL NAVIGATION:

The following commands are universally available throughout the course of your GoSolo session:

SAY: "Main Menu" **# #** PRESS: #

"Previous Menu" ***** PRESS: #

"Next Menu" **#** PRESS: #

"Touch-tone Menu" *** #** PRESS: #

PERSONALIZE YOUR E-MAIL ADDRESS:

Go online to the ACCOUNT SETUP tab. Enter your desired name in the field Email Alias: your_name@gosolo.com Click SAVE.

Refer to the CUSTOMER SERVICE ► DOCUMENTATION tab of your web site for more information.

Need Help?

Dial into GoSolo and say "Customer Service" or press **0**

KEEP THIS GUIDE WITH YOU! This handy pocket reference guide can be folded and laminated for easy storage in your wallet or purse. You may download replacements or copies from our web site.



Pocket Reference Guide

YOUR GOSOLO NUMBER

To use GoSolo by phone, call your GoSolo number, press *(Speech Mode) or ** (Touch-Tone Mode) followed by your Access Code and # (e.g.*1234#). GoSolo asks "What would you like to do?"

SAY: "Listen to Voicemail" **1 1** PRESS: #

"Listen to E-mail" **1 3** PRESS: #

"Send a Message" **2** PRESS: #

"Make A Call" **5** PRESS: #

"Conference Room" **6** PRESS: #

"Forward My Calls" **-** PRESS: #

"GoSolo Setup" **3** PRESS: #

"Customer Service" **0** PRESS: #

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