

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
- 3) FOLD IN HALF ALONG CENTER LINE
- 4) OPEN ONCE AND FOLD IN FROM RIGHT PANEL

FOLD IN HALF HERE FIRST

GoSolo Main TELEPHONE Menu:

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

SAY: "Record Your Message" PRESS: #

SAY: "Send to an Individual" PRESS: #

SAY: "Send to a List" PRESS: #

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

SAY: "Save As New" "Repeat" "Delete" "Reply" "Header" "Rewind" "Fast Forward" "Skip" "Forward to Another User" "Play Saved E-mail Messages" "Make a Call" **5**

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

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

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

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

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

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

SAY: "Header" **5** 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" **8** PRESS: #

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

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

GENERAL NAVIGATION:

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

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

SAY: "Previous Menu" ***** PRESS: *

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

SAY: "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**

GoSolo Main ONLINE Menu:

Create a Web Conference

After logging in ...

CLICK: CONFERENCE ROOM

CLICK: WEB CONFENCING

CLICK: Create Meeting

ENTER: Name (of Meeting)

SELECT: Day, Time, Time Zone

SELECT: Duration

SELECT: (Number of) Seats Reserved

SELECT: Enable Video (and/or) Record Meeting

ENTER: Password (Optional)

RE-ENTER: Password (Optional)

ENTER: Email Invitation: Subject

ENTER: Message

ENTER: (Attendee) E-mail Addresses

CLICK: Done

Email is sent with Meeting ID (and Password if applicable)

Attend a Web Conference

After logging in ...

CLICK: CONFERENCE ROOM

CLICK: WEB CONFENCING

CLICK: Attend Meeting

ENTER: Meeting ID

ENTER: Password (if prompted)



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: #

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

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

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

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

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

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

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

FOLD IN HALF HERE FIRST