

# About this Manual

## Who Should Read This Manual

If you are a CommuniKate customer, this manual is designed for you. Become familiar with the many CommuniKate features that make managing your communications needs easier and more efficient.

CommuniKate is intuitive, and certainly you can learn much by using CommuniKate and not reading this manual. But if you want to understand all that CommuniKate is capable of doing for you, invest some time reading up on all the features and benefits available to you.

## How This Manual Is Organized

The manual is divided into two main sections: (1) “CommuniKate Over the Phone” (using the CommuniKate system’s phone features); and (2) “CommuniKate on the Web” (using the CommuniKate system’s web features). Both sections contain detailed descriptions of CommuniKate’s features and how to use them.

## Conventions Used in the Manual

Look for these guideposts as you use your manual. They are designed to help you find exactly what you are looking for and to gain a quick grasp of the features you want to read about.

- *Icons*—draw your attention to important information for understanding and using CommuniKate.
- *Subhead Structure*—throughout the manual, these provide a logical track for working through the manual and for referencing specific sections you want to read.
- *The ⇒ symbol*—this symbol signifies a step-by-step procedure for a specific task.
- *Notes*—important pieces of information that help direct and guide your use of CommuniKate.
- *CommuniKate Tips*—efficient ways of using CommuniKate and helpful hints that can save you time and effort.