

Kate: "What would you like to do?"

You Say: or **Touch:**
Check my faxes 81

Kate: "What now?"

You Say:	or	Touch:
"First fax"		--
"Forward fax"		14
"Forward fax to contact"		15
"Forward fax to list"		16
"Forward to my E-mail"		8
"Forward to my fax"		2
"Last fax"		--
"Next fax"		1
"Previous Fax"		--
"Save fax number as contact"		9
"Send to a fax machine"		6
"Send to trash"		3

Helpful Hint:

If you need to know what CommuniKate can do for you, ask "What are my options?". She will return a list of available commands.

Kate: "What would you like to do?"

You Say: or **Touch:**
Check my E-mail 80

Kate: "What now?"

You Say:	or	Touch:
"Check E-mail from contact"		63
"First E-mail"		18
"Forward message"		35
"Last E-mail"		19
"Next message"		31
"Previous E-mail"		38
"Read message content"		32
"Read message header"		33
"Save sender address as contact"		36
"Send a reply"		34
"Switch E-mail address"		16

Helpful Hint:

Say "Main Menu" or touch the "*" twice quickly to go to the main menu and CommuniKate's "What would you like to do?" prompt.

Kate: "What would you like to do?"

You Say: or **Touch:**
Set my personal options 40

You Say: or **Touch:**

"Change call screening"		44
"Change message notification"		60
"Change name recording"		42
"Change personal greeting"		43
"Change security code"		41
"Change telephone numbers"		50

Kate: "What would you like to do?"

You Say: or **Touch:**
Start following me 68

Stop following me 69

Add a contact 72

Create a distribution list 73

CommuniKate™ Your Virtual Assistant

Pocket Reference Guide

Your Kate personal Toll Free Number

When you call your Kate box, press "★". When she begins speaking to you, say or touch your 4 digit security code.

When Kate asks "What would you like to do?", say:

- Listen to Messages
 - Make a Call
 - Transfer my Calls
 - Start Following Me
 - Send a Message
 - Check my E-mail
 - Check my Faxes
 - Set Personal Options
- and more!

Customer Care: 1.800.760.5176

Retail 10/01

CommuniKate listens for your commands even while she is talking. Barge thru is enabled by default.

If you are in a noisy environment, say "Disable Barge Thru (97)" while on the main menu to turn off this feature. Say "Enable Barge Thru (96)" to enable it again.

Kate: "What would you like to do?"

You Say: or **Touch:**
Listen to new messages 10

Access saved messages 11

Kate: "What now?"

You Say:	or	Touch:
"Add a contact"		37
"Answer message"		12
"End of message"		8
"Fast forward"		6
"Forward message"		14
"Forward message to contact"		15
"Forward message to list"		16
"Next message"		9
"Previous message"		7
"Replay this message"		2
"Rewind"		4
"Return the call"		38
"Save message"		34
"Send a Message"		84
"Send to trash"		33

Kate: "What would you like to do?"

You Say: or **Touch:**
Send message 84

Send message to contact 85

Send message to list 86

Make a call 20

You Say:	or	Touch:
"Call home"		22
"Call my contact"		23
"Call the office"		21
"Dial a phone number"		25
"Join a conference"		27
"Redial last number"		16
"Set up a conference"		26
"Stop Dialing"		*

•For Call Waiting, press the "#" twice quickly to switch between callers.

Kate: "What would you like to do?"

You Say: or **Touch:**
Transfer my calls 30

You Say:	or	Touch:
"Call blast"		38
"Cellular"		36
"Current"		35
"Home"		32
"Mobile"		33
"Office"		31
"Operator"		37
"Voice mail"		34

Kate: "What would you like to do?"

You Say: or **Touch:**
Re-send last message sent 67

Kate: "What would you like to do?"

You Say: or **Touch:**
Set up conference call 26

You Say:	or	Touch:
"Call my contact"		7
"Dial a phone number"		8
"Cancel"		*

Then, press ## to Say:

Say:	or	Touch:
"Add a party"		1
"Disconnect party"		3
"End conference"		4

•For a Calling Party Pays Conferencing: Set up the conference by pressing #26 or say "Make Members Only Conference" while on the Main Menu.

•For a Conference-on-the-Fly: While on the first call, push "#" twice quickly. After Kate prompts you with your options, say "Make a conference call".

Refer to the User Manual for more commands or go to www.callmykate.com