

Quick Start Instructions

Here's everything you need to do to begin taking advantage of your CommuniKate services. You can be up and running in just 10 minutes - and then save time on all your future communications management.

First, activate Kate

Locate your toll free number and security code that are provided on your CommuniKate welcome letter.

1 Dial your Kate Personal Toll Free Number

When Kate begins speaking to you....

PRESS the * key.

Follow Kate's instructions: either say or touch tone your security code.

2 Set your Personal Options

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

Say, "Set my personal options"

Kate will respond with "Personal options."

To Change Name Recording:

Say, "Change name recording," then follow Kate's specific instructions.

To Change Security Code:

When Kate responds again with "Personal options menu,"

Say, "Change security code," then follow Kate's instructions.

To Change Personal Greeting:

Kate will now respond for a third time with "Personal options menu"

Say, "Change personal greeting," then follow Kate's instructions.

Second, call yourself

Dial your toll free number and listen to Kate as she answers your phone. Listen while Kate puts you on hold and asks you to leave a message. Leave yourself a message.

Are you happy with the way your name and personal greeting sound? If you are not satisfied, follow the instructions above to re-record your personal options.

Third, set up your Kate website. (Next Page)

Getting around - quick reference

Here are a few commands to get you started. State the words or key in the numbers on your telephone keypad.

"Listen to messages"	10
"Next message"	9
"Replay message"	2
"Send to trash"	33
"Forward Message"	14
"Return the call"	38
"Transfer my calls"	30
"Transfer my calls to office"	31
"Transfer calls to voicemail"	34
"Transfer calls to current"	35

Congratulations! You have the most advanced communications service, CommuniKate, your virtual assistant at your command. Give out your Kate number!

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



Your personal web access: www.callmykate.com - Have your toll free number, password, and security code on hand.

Setting Up Your Kate Website

Your Kate website should be used to retrieve all of your voicemail messages and faxes that are sent to you through your personal CommuniKate phone number (sometimes referred to as personal toll-free number). The Website is also used to create your contact lists, change your destinations, change your follow-me services, view your call records and has "what's new" on Kate.

To gain access to your Kate website:

- Access the Internet, type in www.callmykate.com, then press enter.
Note: To save time in accessing the Website, bookmark or add to favorites.

Then:

- A small pop-up box will appear in the middle of your screen. In the designated area, type in your PHONE NUMBER (CommuniKate Toll Free Number), your WEBSITE PASSWORD (the 8 character group of letters that is impossible to remember or steal) and your WEBSITE SECURITY CODE (the same 4 digit code used to access Kate via the telephone). The information you type is case sensitive; please type them exactly as they appear in your welcome letter.
- On the left side of the screen you will see an ACTION LIST. It provides you with the Internet functionality of Kate. To access any of the functions just click on the action desired.
- The first action you may want to take is to click on "My Account" and then choose "Personal Destinations" and then add or change your contact information so Kate can start following you.



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