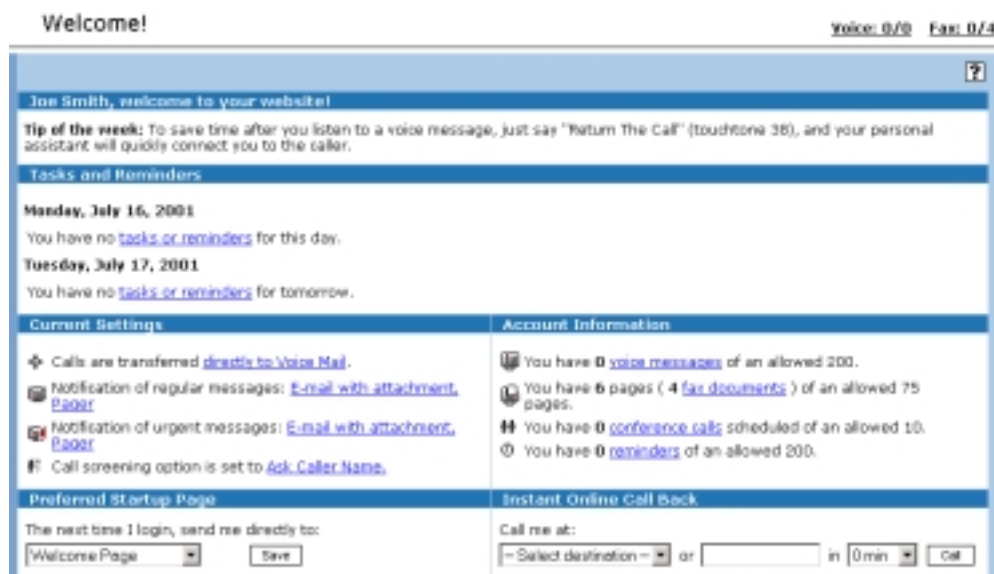


9 Welcome



Welcome Screen

Screen Features

This screen gives you, at a glance, the important information you need to know about your account. It provides these items:

Tasks and Reminders—this is a summary of the number of your tasks and reminders for the next 48 hours.

Current Settings—this is a Quick look at current call transfer settings, notification method, and call screening settings.

Account Information—this is a quick look at the total number of your stored voice messages, faxes, and reminders, and your scheduled conference calls.

Preferred Startup Setting—use this setting to select which page you want your site to open.

Using the links on the page, you may launch to the various highlighted settings and features.

CommuniKate Sidebar Menu

This menu lists the key actions you will need to navigate to CommuniKate's various features. The sidebar menu always remains at the left of your screen, and its options are always available to you at any time during your CommuniKate web session.



The **Sidebar Menu** includes these features:

Welcome— provides a summary of your current calls, faxes, and reminders.

Voice Mail— use to listen to, forward, or delete voice messages.

Faxes—use to listen to, forward, or delete fax messages.

E-mail—use to view, reply, or forward, or delete E-mail.

Reminders—use to create, view, and edit your reminders.

Conference Calls—use to create a conference or to schedule, or manage a conference.

Contacts— use to maintain your contact lists and contact information.

My Account— use to view or change your personal preferences, options, and destinations.

Downloads—on this page you can download additional software to use with your website.

Site Map—from this page, launch to any feature or page on the website.

Help—use this page to access resources for help, or feature to send us a question or comment.

Log Off—click on this link to log off your website.

Each feature listed on the sidebar menu is described in detail in the following chapters of this User Manual.