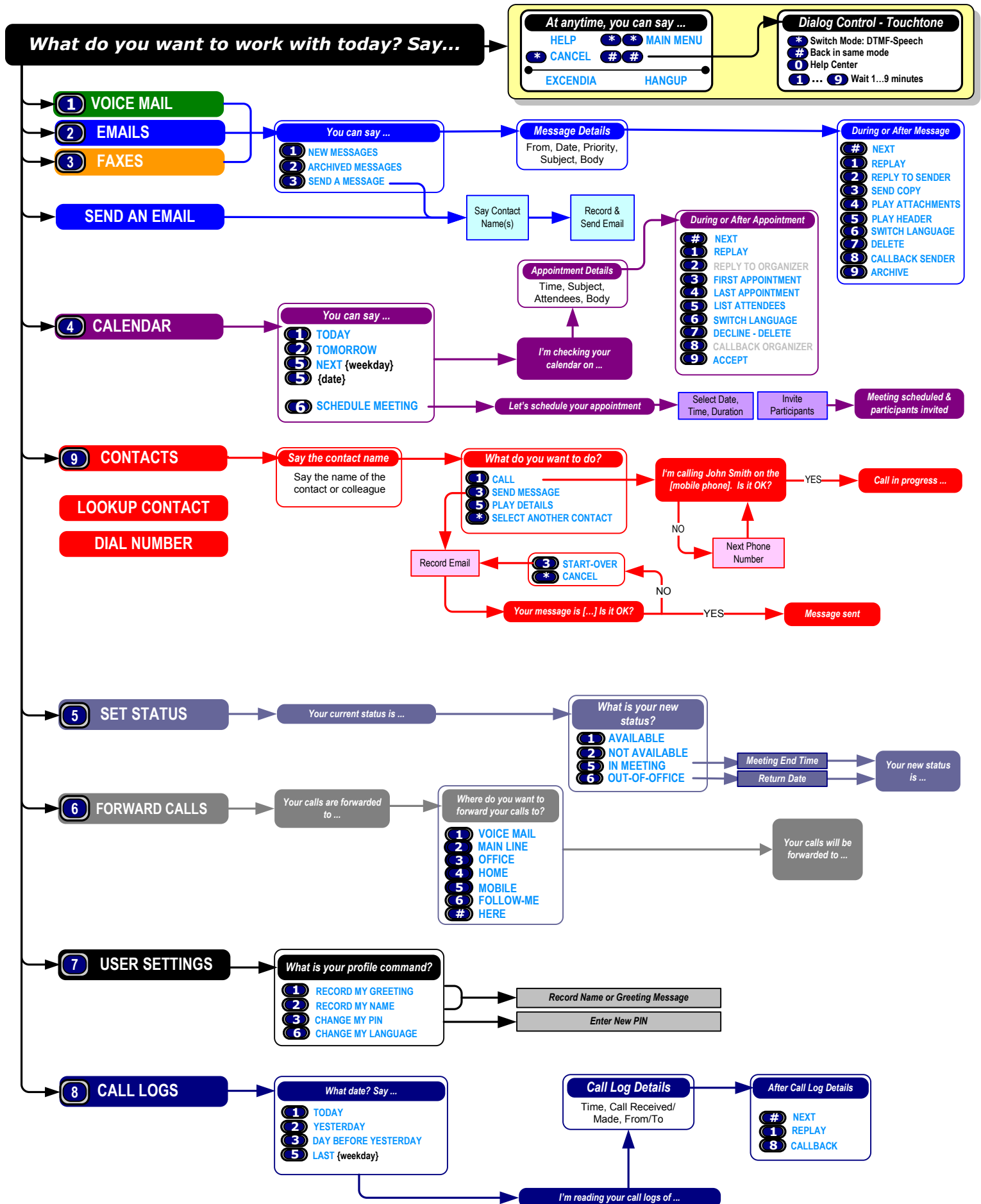




# Beginner

## Quick Reference Card

Speech commands are in **CAPITAL LETTERS**



## Call Screening

### Call Screening Options when answering a call

You have a call from John Smith. What do you want me to do?

- 1 I'LL TAKE IT
- 2 TAKE A MESSAGE
- 3 TRANSFER TO {colleague}

## Leaving a Voice Message

### Voice Mail Editing Options after recording a voice mail message

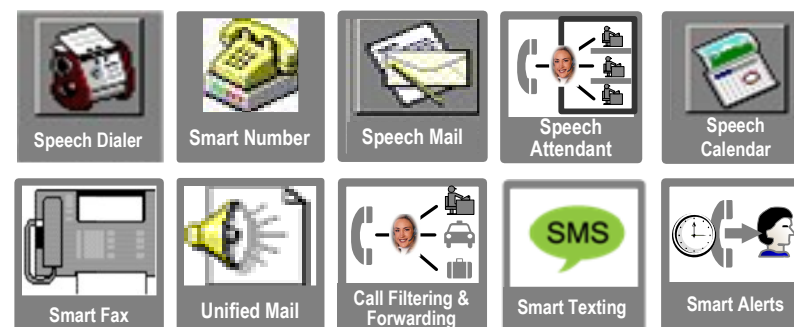
Recording stopped.  
Do you want to send,  
replay, or start-over?

- 1 SEND
- 2 REPLAY
- 3 START-OVER



# Quick Reference Card

## BEGINNER



### Getting Started

- ☐ Go to your Web portal to enter or import your contacts.
- ☐ Format the phone numbers for voice dialing (Use E.164 standard).
- ☐ Configure your phone locations and call forwarding.
- ☐ Practice your speech commands.

### Speech Dialog Tips

- ☐ Speech commands are in **CAPITAL LETTERS**.
- ☐ Speak clearly and naturally. Not too loud.
- ☐ Avoid noisy environments.
- ☐ Switch to keypad mode (DTMF) if needed. Press ##, then press \*
- ☐ Press 00 for help.