

FOLD IN HALF HERE SECOND

Options vary by individual plan.

Depending on your plan you may not have all the features documented on this guide. Keep handy as you learn the features of VieCom.

Call our Customer Service team if you have specific questions. Thank you.

A FEW EASY STEPS:

- 1) CUT ALONG DOTTED LINES
- 2) FOLD IN HALF ALONG WIDTH
- 2) FOLD IN HALF ALONG HEIGHT
- 3) OPEN ONCE AND FOLD IN FROM RIGHT PANEL

FOLD IN HALF HERE FIRST

VieCom Main TELEPHONE Menu:

SAY: PRESS: **2**

"Send a Message"

Press # when complete.

SAY: PRESS: **#**

"RECORD YOUR MESSAGE"

SAY: PRESS: **SEND TO AN INDIVIDUAL**

"SEND" then "Contact Name" or "8XX-XXX-XXXX" (Address Book Contact) "8XX-XXX-XXXX" (VieCom Number) "YES" - to confirm and send

SAY: PRESS: **SEND TO A LIST**

"SEND" then "LIST XX" or "LIST List Name" or "LIST List Name" (where XX = created LIST number) "SEND" then "LIST My Downline" (where List Name = created LIST name) "YES" - to confirm and send

SAY: PRESS: **#**

VieCom Main TELEPHONE Menu:

SAY: PRESS: **1 3**

"Listen to E-mail"

While listening you may . . .

SAY: PRESS: **1**

"Repeat"

SAY: PRESS: **2**

"Save As New"

SAY: PRESS: **3**

"Delete"

SAY: PRESS: **4**

"Reply"

SAY: PRESS: **6**

"Header"

SAY: PRESS: **7**

"Rewind"

SAY: PRESS: **8**

"Fast Forward"

SAY: PRESS: **#**

"Skip"

SAY: PRESS: **8**

"Fast Forward"

SAY: PRESS: **7**

"Rewind"

SAY: PRESS: **6**

"Header"

SAY: PRESS: **5**

"Forward"

SAY: PRESS: **4**

"Reply"

SAY: PRESS: **3**

"Delete"

SAY: PRESS: **2**

"Save"

SAY: PRESS: **1**

"Repeat"

SAY: PRESS: **1 1**

"Listen to Voicemail"

While listening you may . . .

SAY: PRESS: **1 1**

"Forward All Faxes"

VieCom Main TELEPHONE Menu:

SAY: PRESS: **3**

"GoSolo Setup"

And then . . .

SAY: PRESS: **1**

"Turn Find Me On/Off"

SAY: PRESS: **2**

"Change Greetings"

SAY: PRESS: **3**

"Manage Distribution Lists"

SAY: PRESS: **4**

"Change Access Code"

SAY: PRESS: **4**

"Get a Usage Report"

And then . . .

SAY: PRESS: **1**

"Hear Usage Statistics"

SAY: PRESS: **2**

"Have a detailed report sent to a fax machine"

VieCom Main TELEPHONE Menu:

SAY: PRESS: **5**

"Make a Call"

SAY: PRESS: **5**

"Play Saved E-mail Messages"

FOLD IN HALF HERE FIRST

VieCom Main TELEPHONE Menu:

SAY: PRESS: **6**

"Conference Room"

And then . . .

SAY: PRESS: **1**

"Create a Meet Me Conference"

SAY: PRESS: **2**

"Create an Express Conference"

Attendees can join your Conference by pressing **3** after calling your number.

SAY: PRESS: **0**

"Customer Service"

KEEP THIS GUIDE WITH YOU!
This handy pocket reference guide can be folded and laminated for easy storage in you wallet or purse. You may download replacements or copies from www.myviecom.com

GENERAL NAVIGATION:

The following commands are universally available throughout the course of your VieCom session:

SAY: PRESS: **# #**

"Main Menu"

SAY: PRESS: *** #**

"Previous Menu"

SAY: PRESS: **# #**

"Next Menu"

SAY: PRESS: *** #**

"Touch-tone Menu"

PERSONALIZE YOUR E-MAIL ADDRESS:

Go online to the **ACCOUNT SETUP** tab. Enter your desired name in the field **Email Alias: your_name@myviecom.com** Click **SAVE**.

Refer to the **CUSTOMER SERVICE DOCUMENTATION** tab of your web site for more information.

Need Help?
Dial into VieCom and say "Customer Service" or press **0**

VieCom Main ONLINE Menu:

Create a Web Conference

After logging in . . .

CLICK: CONFERENCE ROOM
CLICK: WEB CONFERENCING
CLICK: Create Meeting (link)
ENTER: Name (of Meeting)
SELECT: Day, Time, Time Zone
SELECT: Duration
SELECT: (Number of) Seats Reserved
SELECT: Enable Video (and/or) Record Meeting

ENTER: Password (Optional)
RE-ENTER: Password (Optional)
ENTER: Email Invitation: Subject
ENTER: Message
ENTER: (Attendee) E-mail Addresses
CLICK: Done
Email is sent with Meeting ID (and Password if applicable)

Attend a Web Conference

After logging in . . .

CLICK: CONFERENCE ROOM
CLICK: WEB CONFERENCING
CLICK: Attend Meeting (link)
ENTER: Meeting ID
ENTER: Password (if prompted)



YOUR VIECOM NUMBER

To use VieCom by phone, call your VieCom number, press *(Speech Mode) or ** (Touch-Tone Mode) followed by your Access Code and # (e.g. *1234#). Viecom asks "What would you like to do?"

SAY: PRESS:

"Listen to Voicemail" **1 1**

"Listen to E-mail" **1 3**

"Send a Message" **2**

"Make A Call" **5**

"Conference Room" **6**

"Forward My Calls" **-**

"GoSolo Setup" **3**

"Customer Service" **0**

FOLD IN HALF HERE SECOND