

PhoneTree® Remote Reference Card: 2100 model

Instructions:

1. Print this page.
2. Cut along the *dotted* lines.
3. Fold backwards along the middle solid line matching A to A so that the blank side is not exposed.
4. With the “Calling In” side facing you, fold the bottom panel upward along the bottom solid line facing B to B.
5. Now fold the top panel downward along the top solid line facing A to C.

The finished card should have “PhoneTree Remote Reference Card” on the front and “For further assistance” on the back.

<p>Calling In: When calling in you must select your PhoneTree Icon by typing in its number, and then enter the appropriate PIN code.</p> <p>Example: To select PhoneTree 1 with PIN code 5678: a. Call in to PhoneTree and wait for answer b. At the voice prompt press [*] [1] [#] on your touch-tone keypad* c. Press 1 to confirm your selection (or press 2 to try again) d. Enter your PIN code [5] [6] [7] [8] [#] e. You will be greeted with the Remote Main Menu (see below)</p> <p>PhoneTree Remote Menu (Some items play only if enabled)</p> <table border="0"> <tr> <td>[1] Message Menu</td> <td>[6] Play More Info</td> <td>[2] Call Menu</td> <td></td> </tr> <tr> <td>[1] Rec Message</td> <td>[7] On/Off Intro</td> <td>[1] Call List</td> <td>[6] Add Groups†</td> </tr> <tr> <td>[2] Play Message</td> <td>[8] On/Off More Info</td> <td>[2] Call Group(s)</td> <td>[7] Del Group†</td> </tr> <tr> <td>[3] Rec Intro</td> <td>[*] Repeat Menu</td> <td>[3] Resume Calls†</td> <td>[8] List Groups†</td> </tr> <tr> <td>[4] Play Intro</td> <td>[#] Main Menu</td> <td>[4] Say Call Mode</td> <td>[*] Repeat Menu</td> </tr> <tr> <td>[5] Rec More Intro</td> <td></td> <td>[5] Clear Groups†</td> <td>[#] Main Menu</td> </tr> </table>	[1] Message Menu	[6] Play More Info	[2] Call Menu		[1] Rec Message	[7] On/Off Intro	[1] Call List	[6] Add Groups†	[2] Play Message	[8] On/Off More Info	[2] Call Group(s)	[7] Del Group†	[3] Rec Intro	[*] Repeat Menu	[3] Resume Calls†	[8] List Groups†	[4] Play Intro	[#] Main Menu	[4] Say Call Mode	[*] Repeat Menu	[5] Rec More Intro		[5] Clear Groups†	[#] Main Menu	<p style="text-align: center;"></p> <p style="text-align: center;">*Be sure to enable Remote Calling in Call Options for this Icon.</p> <p style="text-align: center;">PIN Code: _____</p> <p style="text-align: center;">PhoneTree Icon* number: _____ (i.e. 01, 05, 12, etc.)</p> <p style="text-align: center;">My Call-in Number (_____) - _____</p> <p style="text-align: center;"> PhoneTree® Remote Reference Card</p>																
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<p>[3] Mailbox Menu</p> <table border="0"> <tr> <td>[1] Previous Msg</td> <td>[8] Play OGM</td> <td>[7] Time Menu</td> <td>[*] Repeat Menu</td> </tr> <tr> <td>[2] Current Msg</td> <td>[9] Rec OGM</td> <td>[2] Don't Call Before:</td> <td>[#] Main Menu</td> </tr> <tr> <td>[3] Next Msg</td> <td>[*] Repeat Menu</td> <td>[1] AM [2] PM</td> <td></td> </tr> <tr> <td>[5] Delete Current Msg</td> <td>[#] Main Menu</td> <td>[3] Don't Call After:</td> <td></td> </tr> <tr> <td></td> <td></td> <td>[1] AM [2] PM</td> <td></td> </tr> </table> <p>[8] Exit & Call</p> <table border="0"> <tr> <td>[1] Call All Selected</td> <td></td> <td>[9] Quit (No Call)</td> <td></td> </tr> <tr> <td>[2] Resume Calling</td> <td></td> <td></td> <td></td> </tr> <tr> <td>[3] Call Using OnDemand*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>[*] Repeat Menu</td> <td></td> <td></td> <td></td> </tr> <tr> <td>[#] Main Menu</td> <td></td> <td></td> <td></td> </tr> </table> <p>[*] Repeat Main Menu</p> <p>*PhoneTree plays the Standard InfoLine Greeting and requires you to press the Star (*) key to identify you as a Remote user and to prevent unauthorized use of your Remote system.</p> <p>^ Requires an active OnDemand account and the OnDemand option must be enabled in EasyCall or the Call Wizard.</p>	[1] Previous Msg	[8] Play OGM	[7] Time Menu	[*] Repeat Menu	[2] Current Msg	[9] Rec OGM	[2] Don't Call Before:	[#] Main Menu	[3] Next Msg	[*] Repeat Menu	[1] AM [2] PM		[5] Delete Current Msg	[#] Main Menu	[3] Don't Call After:				[1] AM [2] PM		[1] Call All Selected		[9] Quit (No Call)		[2] Resume Calling				[3] Call Using OnDemand*				[*] Repeat Menu				[#] Main Menu				<p>For further assistance:</p> <p>Online Video Training - Using The Remote Call-In Feature: http://www.phonetree.com/customerservice/training.htm</p> <p>PhoneTree Customer Support: 866.234.2943 support@phonetree.com www.phonetree.com/customersupport</p> <p>For Upgrades: 800.951.8733 sales@phonetree.com</p> <p style="text-align: right;">Revised 2/2008</p>
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<p>† The GROUP menu items are not played unless Call Group is selected. Also, since there are 36 groups to choose from, the following table may be of assistance in selecting the proper group(s) to call:</p> <table border="0"> <tr> <td>0=0</td> <td>8=8</td> <td>16=G</td> <td>24=O</td> <td>32=W</td> </tr> <tr> <td>1=1</td> <td>9=9</td> <td>17=H</td> <td>25=P</td> <td>33=X</td> </tr> <tr> <td>2=2</td> <td>10=A</td> <td>18=I</td> <td>26=Q</td> <td>34=Y</td> </tr> <tr> <td>3=3</td> <td>11=B</td> <td>19=J</td> <td>27=R</td> <td>35=Z</td> </tr> <tr> <td>4=4</td> <td>12=C</td> <td>20=K</td> <td>28=S</td> <td></td> </tr> <tr> <td>5=5</td> <td>13=D</td> <td>21=L</td> <td>29=T</td> <td></td> </tr> <tr> <td>6=6</td> <td>14=E</td> <td>22=M</td> <td>30=U</td> <td></td> </tr> <tr> <td>7=7</td> <td>15=F</td> <td>23=N</td> <td>31=V</td> <td></td> </tr> </table>	0=0	8=8	16=G	24=O	32=W	1=1	9=9	17=H	25=P	33=X	2=2	10=A	18=I	26=Q	34=Y	3=3	11=B	19=J	27=R	35=Z	4=4	12=C	20=K	28=S		5=5	13=D	21=L	29=T		6=6	14=E	22=M	30=U		7=7	15=F	23=N	31=V		<p style="text-align: center;">If you want to try to access your PhoneTree remotely and:</p> <ul style="list-style-type: none"> • You will be asked to “Please wait” • Once the calling has stopped, you will be asked to select: [1] To stop the current call session [2] To Exit and allow calls to resume <p>Note: you will interrupt any calls in progress and the call job you enable remotely will be initiated instead.</p> <p>Your PhoneTree is not remote enabled:</p> <ul style="list-style-type: none"> • You will be instructed to use the PhoneTree software to enable Remote Operation. • This must be done in advance from the PhoneTree computer and may not be done remotely!
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