



PhoneTree® Remote Reference Card: 2500 and 3500 models

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 A.

The finished card should have “PhoneTree Remote Reference Card” on the front and “If you want to try to access your PhoneTree...” on the back.

<p>A</p> <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>  <ol style="list-style-type: none"> Call in to PhoneTree and wait for answer At the voice prompt press [*] [1] [#] on your touch-tone keypad* Press 1 to confirm your selection (or press 2 to try again) Enter your PIN code [5] [6] [7] [8] [#] You will be greeted with the Remote Main Menu (see below) <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>[6] Add Groups</td> </tr> <tr> <td>[1] Rec Message</td> <td>[7] On/Off Intro</td> <td>[1] Call List</td> <td>[7] Del Group</td> </tr> <tr> <td>[2] Play Message</td> <td>[8] On/Off More Info</td> <td>[2] Call Group(s)</td> <td>[8] List Groups</td> </tr> <tr> <td>[3] Rec Intro</td> <td>[*] Repeat Menu</td> <td>[3] Resume Calls</td> <td>[*] Repeat Menu</td> </tr> <tr> <td>[4] Play Intro</td> <td>[#] Main Menu</td> <td>[4] Say Call Mode</td> <td>[#] Main Menu</td> </tr> <tr> <td>[5] Rec More Intro</td> <td></td> <td>[5] Clear Groups</td> <td></td> </tr> </table>	[1] Message Menu	[6] Play More Info	[2] Call Menu	[6] Add Groups	[1] Rec Message	[7] On/Off Intro	[1] Call List	[7] Del Group	[2] Play Message	[8] On/Off More Info	[2] Call Group(s)	[8] List Groups	[3] Rec Intro	[*] Repeat Menu	[3] Resume Calls	[*] Repeat Menu	[4] Play Intro	[#] Main Menu	[4] Say Call Mode	[#] Main Menu	[5] Rec More Intro		[5] Clear Groups		<p>PhoneTree® Remote Reference Card</p>  <p>My Call-in Number (_____) _____ - _____</p> <p>PhoneTree Icon* number: _____ (i.e. 01, 05, 12, etc.)</p> <p>PIN Code: _____</p> <p>*Be sure to enable Remote Calling in Call Options for this Icon.</p>
[1] Message Menu	[6] Play More Info	[2] Call Menu	[6] Add Groups																						
[1] Rec Message	[7] On/Off Intro	[1] Call List	[7] Del Group																						
[2] Play Message	[8] On/Off More Info	[2] Call Group(s)	[8] List Groups																						
[3] Rec Intro	[*] Repeat Menu	[3] Resume Calls	[*] Repeat Menu																						
[4] Play Intro	[#] Main Menu	[4] Say Call Mode	[#] Main Menu																						
[5] Rec More Intro		[5] Clear Groups																							
<p>B</p> <table border="0"> <tr> <td>[3] Mailbox Menu</td> <td>[8] Play OGM</td> <td>[7] Time Menu</td> <td>[*] Repeat Menu</td> </tr> <tr> <td>[1] Previous Msg</td> <td>[9] Rec OGM</td> <td>[1] Say Settings</td> <td>[#] Main Menu</td> </tr> <tr> <td>[2] Current Msg</td> <td>[*] Repeat Menu</td> <td>[2] Don't Call Before:</td> <td>[1] AM [2] PM</td> </tr> <tr> <td>[3] Next Msg</td> <td>[#] Main Menu</td> <td>[3] Don't Call After:</td> <td>[1] AM [2] PM</td> </tr> <tr> <td>[5] Delete Current Msg</td> <td></td> <td></td> <td></td> </tr> </table> <p>[8] Exit & Call</p> <ol style="list-style-type: none"> Call All Selected Resume Calling Call Using OnDemand* <p>[*] Repeat Menu [#] Main Menu</p> <p>[*] Repeat Main Menu</p> <p>[9] Quit (No Call)</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>	[3] Mailbox Menu	[8] Play OGM	[7] Time Menu	[*] Repeat Menu	[1] Previous Msg	[9] Rec OGM	[1] Say Settings	[#] Main Menu	[2] Current Msg	[*] Repeat Menu	[2] Don't Call Before:	[1] AM [2] PM	[3] Next Msg	[#] Main Menu	[3] Don't Call After:	[1] AM [2] PM	[5] Delete Current Msg				<p>If you want to try to access your PhoneTree remotely and:</p> <p>Your PhoneTree is currently calling:</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: <ol style="list-style-type: none"> To stop the current call session 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! <p>For further assistance: PhoneTree Customer Support: 866.234.2943 support@phonetree.com www.phonetree.com/customersupport</p> <p>Revised 2/2008</p>				
[3] Mailbox Menu	[8] Play OGM	[7] Time Menu	[*] Repeat Menu																						
[1] Previous Msg	[9] Rec OGM	[1] Say Settings	[#] Main Menu																						
[2] Current Msg	[*] Repeat Menu	[2] Don't Call Before:	[1] AM [2] PM																						
[3] Next Msg	[#] Main Menu	[3] Don't Call After:	[1] AM [2] PM																						
[5] Delete Current Msg																									