

The invitation and enrollment

The SPEAK administrator sends users an e-mail invitation. The e-mail invitation provides a link to the log on page, your user name, and your temporary password.

The SPEAK user interface provides hover help, also known as tool tips. Put your cursor over the blank field, the help topic appears.

Active Voice® **SPEAK**



To enroll

- 1 Click the link in the e-mail invitation.
- 2 Type your user name and temporary password then click **Login** on the log on page.
- 3 The Personal Settings page appears. This page displays your user name, domain name, extension number, and e-mail address.
- 4 Type your network password in the **Current Password** field. This is the password you currently use to access e-mail.
- 5 Re-type the password in the **Verify password** field.

- 6 Type the PIN you use to access voice messages in the **PIN** field.
- 7 Retype the PIN in the **Verify PIN** field.

Creating aliases

SPEAK enables you to create up to six aliases, nick names, or alternate pronunciation keys for your name.

- **Aliases and nick names.** Alternative or shortened versions of your name, or your department name. For example, Bob for Robert, Jim for James, Liz or Beth for Elizabeth, or sales.
- **Alternative pronunciations.** Phonetic spelling of how a name is spoken by a U.S. English speaker. For example, François Mitterrand is franswah miterrohn.

SPEAK updates the database on a regular basis or when requested by the SPEAK administrator. Allow at least 30 minutes before any new aliases or alternate pronunciations are active.

To create an alias

- 1 Log on to the SPEAK user interface.
- 2 On the Personal Settings page, scroll down to the Aliases and Alternate Pronunciations section.

Type the alias, nick name, or alternate pronunciation in the **Alias** field, then click **Add**.

To read e-mail by phone

- 1 Call the SPEAK access number (if your installation has this feature enabled) _____.
- 2 When the call is answered, say **Read e-mail, Check calendar**, or any other valid command.
- 3 Say your user name.
- 4 Using the phone keypad, enter your **PIN**.

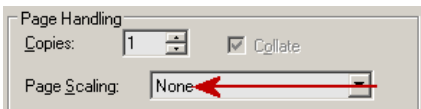
SPEAK checks to see how many new e-mail messages or appointment requests you have.

Commands

Command	Description
Accept	Accepts meeting/appointment, and then send notification.
Check calendar	Log on to check calendar.
Company department	Routes to the specified department.
Decline	Decline meeting/appointment, and then send a notification.
Go back	Read previous message or appointment. Also, return to main menu. Log on again.
Help	General help and tips.
Main menu	Go to Main menu. Log on again.
Next / Get next	Read next message or appointment.
Previous	Read previous message or appointment.
Read e-mail	Log on to read e-mail messages.
Repeat	Repeat the last SPEAK prompt.
Stop	Stop the current activity.
Tentatively accept	Tentatively accept meeting/appointment, and then send a notification.

To print the wallet card

- 1 In Acrobat, click **File > Print**.
- 2 On the print dialog box set the printer Page Scaling to **NONE** then print this page.



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COMMANDS	DESCRIPTION
Accept	Accepts meeting/appointment, and then sends notification.
Cancel	Cancel current action and return to the original prompt.
Check calendar	Log on and check calendar.
Company department	Connect to the specified department.
Decline	Declines the meeting/appointment, and then sends notification.
Go back	Read the previous message/appointment. OR Return to Main menu and log on again.
Help	General help and tips.
Main menu	Return to Main menu and log on again.
Next or Get next	Read the next message/appointment.
Previous	Read previous message/appointment.
Read e-mail	Log on and read e-mail messages.
Repeat	Repeat the last SPEAK prompt.
Stop	Stop the current activity.
Tentatively accept	Tentatively accept meeting/appointment and then send notification.