



Dialing Commands

- “Call” <say the name of the person in your address book>
- “Dial Number” or press 9 (then say or enter the phone number)
- After listening to a voicemail say “Call Back”
- “Get Phone Number”



Reachability Commands (To Locate Me)

- “Change my virtual extension to” <the phone number or location>
- “Change my Locate Numbers”
- “Follow Me”
- “Don’t Follow Me”
- “Enable Do Not Disturb”
- “Disable Do Not Disturb”



Account Commands

- “Change My Name” or press 3
- “Change My Voicemail Greeting” or press 4
- “Record Custom Greeting”
- “Change My Password” or press 7
- “Change My Time Zone”



Voicemail Commands

- “Get New Messages” or press 1
- “Get Saved Messages” or press 2
- “Get Deleted Messages” or press 8
- While listening to a Voice Message**
- “Skip Message” or press 1
- “Save Message” or press 2
- “Delete Message” or press 3
- “Copy Message” or press 4
- “Forward Message” or press 5
- “Repeat Message” or press 7
- “Call Back” or press 6
- “Get Time Stamp” or press 8
- “Get Phone Number” or press 9



Tips

- Say “Kylee” to start over
- Say “Help” to get assistance
- Press “#” to stop Kylee’s prompts
- Press *0 to get a list of touchtone options
- Press 1 for “Yes” or 2 for “No”
- Press “##” after you’ve made a call to get back to Kylee
- Get live personal assistance 24/7 – just say “Kylee Live”



Email Commands

- “Get New Email Messages” or press 6
- “Get Saved Email Messages”
- “Take a Voice Memo”
- “Send Email” or press 5
- While listening to an Email**
- “Skip Message” or press 1
- “Save Message” or press 2
- “Delete Message” or press 3
- “Copy Message” or press 4
- “Forward Message” or press 5
- “Repeat Message” or press 7
- “Reply to Email” or press 6



To Login by Phone:

Call your own FDIvoice™ Number.
Press * and say or enter your mailbox number and your password.



Customer Support

Open Monday-Friday 8:00AM – 5:00PM PST
Excluding Holidays



Call: 800-948-0677 – Just say “Support”



Email: Support@fdivoice.com



By Web: Visit www.fdivoice.com
Enter your FDIvoice™ Number & Password.

Now You're Talking™

