


GoSolo Basics



An overview of the basic functions of the GoSolo system



In Speech Mode:

Upon hearing your greeting, press , then either say or key in your Access Code.

In Touch Tone Mode:

Upon hearing your greeting, press   + your Access Code.

How To Listen To Voicemail Messages

In Speech Mode:

From the Main Menu, say Listen to voicemail











While listening to voicemail messages, you can perform the following functions by saying:

- Repeat, to replay the message
- Skip, to skip to the next message
- Rewind, to rewind the message 5 seconds
- Pause, to pause/unpause the message
- Fast forward, to advance the message 5 seconds
- Delete, to delete the message
- Save, to save the message
- Reply, to reply to the message
- Forward, to copy the message to another user or list
- Header, to get header information

In Touch Tone Mode:

From the Main Menu, press  .

While listening to voicemail messages, you can perform the following functions by pressing:

-  To replay the message
-  To skip to the next message
-  To rewind the message 5 seconds
-  To pause/unpause the message
-  To fast forward the message 5 seconds
-  To delete the message
-  To save the message
-  To reply to the message
-  To forward the message to another user or list
-  To get header information

How To Reply To A Voicemail Message

In Speech Mode:

Say Reply during or after playback of a message.

If the voicemail message was left by a person calling your GoSolo number, your only option will be to Return Call.


If the voicemail message was sent to you from another GoSolo user, your only option will be to Reply with another voice message. Create a reply message as follows:

1. Record your reply message after the tone.

After recording your reply message you can say:

- Listen to message, to review the message
- Send, to send the message

In Touch Tone Mode:




To reply, press  during or after playback of a message.

If the voicemail message was left by a person calling your GoSolo number, your only option will be to Return Call.

If the voicemail message was sent to you from another GoSolo user, your only option will be to Reply with another voice message. Create a reply message as follows:

1. Record your reply message after the tone.

After recording your reply message you can press:


-  To send the message
-  To review the message
-  To re-record the message

In Speech Mode:

Say Forward during or after playback of a message.

1. Say Yes if you wish to add comments to the message.
2. Record your comments after the tone.
After recording your comments you can say:
Listen to message, to review the message.
Send, to send the message.
3. You then choose a message option by saying:
Normal, to mark the message normal.
Urgent, to mark the message urgent.
Confidential, to mark the message confidential.
Future, to send the message at a later date.
4. Choose your recipient(s) by saying the name of the person, a 10-digit GoSolo number, or a 2-digit distribution list number.
5. After verification of the intended recipient(s), you may enter additional recipients by repeating step 4.

In Touch Tone Mode:

To forward, press  during or after message playback.

1. Press  to add comments to the message.
2. Record your comments after the tone.
After recording your comments you can press:
 To review the message.
 To re-record the message.
 To send the message normal.
 To send the message urgent.
 To send the message confidential.
 To send the message at a later date.
3. Enter a 10-digit GoSolo number or a 2-digit distribution list number, followed by .
4. After verification of the intended recipient(s), you may enter additional recipients by repeating step 3.

How To Create & Send Voice Messages








In Speech Mode:

From the Main Menu, say Send A Message.

1. Record your message after the tone.
After recording your message you can say:
Listen to message, to review the message.
Send to send the message.
2. You then choose a message option by saying:
Normal, to mark the message normal.
Urgent, to mark the message urgent.
Confidential, to mark the message confidential.
Future, to send the message at a later date.
3. Choose your recipient(s) by saying the name of the person, a 10-digit GoSolo number, or a 2-digit distribution list number.
4. After verification of the intended recipient(s), you may enter additional recipients by repeating step 3.

In Touch Tone Mode:

From the Main Menu, press .

1. Record your message after the tone.
After recording your message you can press:
 To review the message.
 To re-record the message.
 To send the message normal.
 To send the message urgent.
 To send the message confidential.
 To send the message at a later date.
2. Enter a 10-digit GoSolo number or a 2-digit distribution list number, followed by .
3. After verification of the intended recipient(s), you may enter additional recipients by repeating step 2.