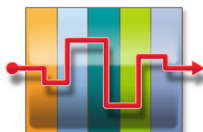


Using PerfectServe Quick Keys

Physicians who log in to their PerfectServe account over the phone can navigate to any function within PerfectServe by using voice commands or by pressing keys.

Using the keypad is an alternative to voice commands, and can be used in situations where physicians may be in a public place and do not wish to speak commands, or times when the key commands provide a quicker alternative.



For example, after logging in to an account, a physician may say "contact a colleague" or press the number "4" on their telephone keypad.

How to Log in to Your Account.

1. Dial your PerfectServe number.
2. If you have a new message, you can choose to listen to it.
3. When prompted, say or enter your PIN.

To Retrieve Login Information.

Please contact the Help Center at (877) 844-7727 if have lost your PIN or have questions regarding your account.

Quick Keys Only.

Users can elect to disable the voice command feature. If you would like to only use quick key functions, please contact the Help Center at (877) 844-7727 to have your account changed today.

Main Menu Quick Keys.

After logging in, you will be at the main menu. You can press the following quick keys:

New Messages	Press 1
Saved Messages	Press 2
Deleted Messages	Press 3
Contact a Colleague	Press 4
Call a Patient	Press 5
Change On-Call Schedule	Press 6
Change How Reached	Press 7
Go To Your Profile	Press 8
Change Status	Press 9
Personal Assistance	Press 0
Go Back	Press *

Voice Message Quick Keys.

Any time during message playback, you can press the following quick keys.

Play Again	Press 1
Save Message	Press 2
Delete Message	Press 3
Skip to Next Message	Press 4
Reply to a Message	Press 5
Forward Message	Press 6
Get Message Details	Press 7
Rewind 5 Seconds	Press 8
Fast Forward 5 Seconds	Press 9
Return to Main Menu	Press *

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