



Schedule Master Demo Guide

Demo Access Number: 1-888-846-3796 x7

Experience our system first hand, with a self-guided demonstration. For the **Phone demo**, use the 'Telephone Quick Reference' card that outlines the phone system and shows short-cut keys. Call the phone number (above), and enter 1001# for both the User number, and PIN number, when prompted. Follow the voice prompts for a self-guided tour of our simple and efficient scheduling system.

One aircraft is available for practice scheduling: 1234A, a PA-28, (4 seats).

Remember, letters are entered by pressing the key with the corresponding letter. Use the 7 key for the letter Q, and the 9 key for the letter Z.

Note: Dates are entered as 4 digits, **MMDD**. Example; April 4th = **0404#**

Time is entered as 4 digits in 24 hr. format, example; 7AM = **0700**, noon = **1200**, 11PM = **2300**

NOTE: Midnight can be a point of confusion. Midnight (2400) is actually 0000 the next day. Use **2359** for the end of each full day.

Internet Access: my.schedulmaster.com

To try our **Internet Demo**, use 1001 for both the user number and PIN number. The same aircraft, 1234A (a PA-28, a 4 place single) is available for practice scheduling.

NOTE: To demonstrate the scheduling window function, we have set a limit on scheduling to 90 days in advance.

We've worked to make the service intuitive and easy to operate. If you have any questions, please feel free to call 888-846-3796 x222

Schedule Master™ is a service of Time Sync, Inc. © 1998 - 2004
 email: support@timesync.com
www.schedulmaster.com

Schedule Master™		Telephone Quick Reference	
1	Schedule	Short-cut keys	
	1 New	General:	
	2 Cancel	* = Go Back	
	3 Reminder	* = Hang up @ ID menu	
	4 1 Day Schedule	# = General "Enter" key after input	
	5 Review of Sch		
	6 1 day w/Inst.		
2	Information	Start Date:	
	1 Member Ph #	# = Today	
	2 ResourceInfo.		
3	Messages	Time:	
	1 Play Message	# = Current (local)	
	2 Rec. Message		
4	Help	Resource Selection:	
5	Internet	xx# = Last 2-4 digits of resource ID	
6	Voice ID	0# = By model	

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