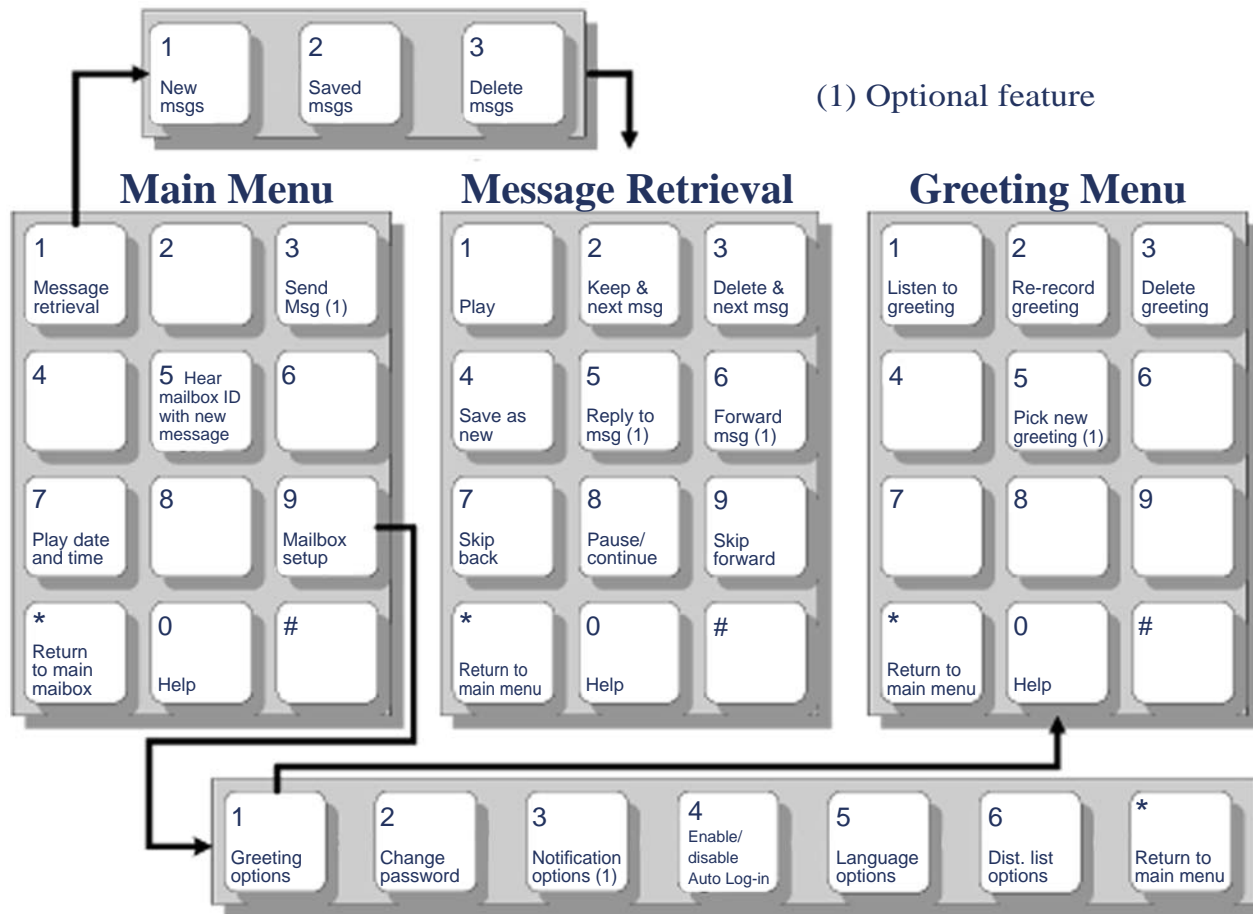




# Simple

## Voice Mail

(1) Optional feature



# Convenient



# Reliable

**TCT**  
405 S 4th Street  
PO Box 671  
Basin, WY 82410  
307.568.3357 or 1.800.354.2911  
[www.tctwest.net](http://www.tctwest.net)

## USER GUIDE

## Accessing Your Mailbox

- 1. Dial \*22** from your home phone, or **568-MAIL (6245)** from any TCT exchange

### *Then either:*

- **Press #** if calling from the phone your voice mail is assigned to, **OR**
- If using **Auto Login** and accessing from your home phone no entry is required, **OR**
- **Enter your telephone number**, if calling from a remote phone.

- 2. If requested, enter your password, followed by the # key.** Your password will be a default of four zeros (0000) until you change it.

- 3. Main Menu: Press 1** to retrieve messages, **Press 3** to send, **Press 7** for current date & time, or **Press 9** for mailbox setup.

## To Set-up Mailbox

### *Five options in mailbox set-up menu:*

- a. Press 1:** Greeting options.  
(You can disregard this step if you choose to use the default greeting)
- b. Press 2:** Change password.
- c. Press 3:** Notification Options. (1)
- d. Press 4:** Disable/enable Auto-Login.
- e. Press \*:** Return to main menu.

### *To change or record your greeting:*

- 1. Press 1** - Greeting options.
- 2. Press 2** - Re-record your greeting.
- 3. Press #** - End recording function.
- 4. Press 1** - Listen to greeting.

### *To create multiple greetings:*

- 5. Press 5** - Pick a new greeting, then choose a new greeting # (2-9).
- 6. Press 2** - Record a greeting.
- 7. Press #** - End recording function. Repeat steps 5 & 6, choosing a different greeting # each time.
- 8. Press 5** - Pick a new greeting, then choose the greeting you wish to become active.
- 9. Press \*** - Return to main menu.



## To Retrieve Messages

### *Three options in message retrieval menu:*

- a. Press 1:** New messages.
- b. Press 2:** Saved messages.
- c. Press \*:** Return to main menu.

### *Listen to messages:*

- 1. Press 1** - Play or re-play message.
- 2. Press 2** - Save message & go to next.
- 3. Press 3** - Delete message & go to next.

### *To un-delete a message:*

Don't hang up. Follow the voice prompts to listen to your messages. Once you have played the message you deleted,

- 4. Press 4** - Save message as new.
- 5. Press 5** - Replay to a message. (1)
- 6. Press 6** - Forward message. (1)
- 7. Press 7** - Skip back three seconds.
- 8. Press 8** - Pause or continue message.
- 9. Press 9** - Skip forward three seconds.
- 10. Press \*** - Return to main menu.

### *To change your password:*

- 1. Press 2** - Change your password.
- 2. Enter new password, followed by the # key.** The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one you remember.
- 3. To verify, enter your password, followed by the # key.**

(1) Optional Feature

**For help  
please  
contact  
us at  
307.568.3357  
or  
1.800.354.2911**