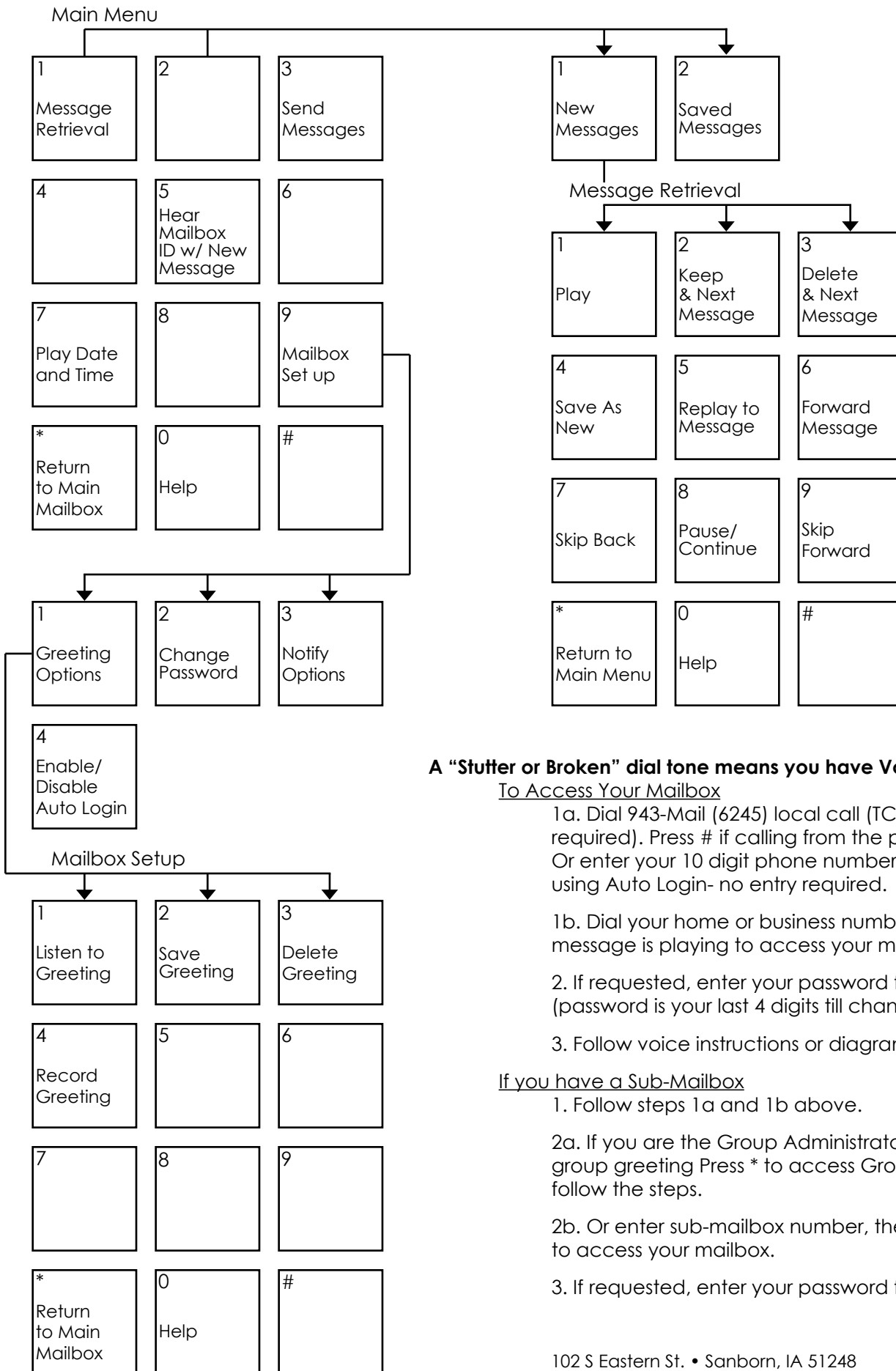


# TCA - Voice Mail Instructions

See dialing instructions below



## A "Stutter or Broken" dial tone means you have Voice Mail.

### To Access Your Mailbox

1a. Dial 943-Mail (6245) local call (TCA phone-712 not required). Press # if calling from the phone with voice mail. Or enter your 10 digit phone number if on remote phone or if using Auto Login- no entry required.

1b. Dial your home or business number and press \* while message is playing to access your mailbox.

2. If requested, enter your password followed by the # key. (password is your last 4 digits till changed by you).

3. Follow voice instructions or diagram.

### If you have a Sub-Mailbox

1. Follow steps 1a and 1b above.

2a. If you are the Group Administrator and wish to record a group greeting Press \* to access Group Greeting Menu and follow the steps.

2b. Or enter sub-mailbox number, the press\* during message to access your mailbox.

3. If requested, enter your password followed by the # key.