

Chibardun Telephone Cooperative / CTC Telcom

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VOICE MAIL INSTRUCTIONS FOR ALMENA, CAMERON, DALLAS, PRAIRIE FARM, RIDGELAND, SAND CREEK, BARRON & CHETEK

Setting Up Your Voice Mailbox Section 1

1. Lift Receiver.
2. Dial 837-2002.
3. Enter your mailbox number, (your 10-digit telephone number)
4. Enter your password (default is 0000).
5. Press #.
6. From the main menu, select 9 for the Set-up Menu.
7. Press 1 to record your greeting.
8. Press 2 to change your password from the default 0000 to a 4 digit number of your choice. This will protect your mailbox from others accessing your messages.

Please note: Pressing the * key will back you up one menu level. It is necessary for you to press the # key after recording.

9. Hang up receiver. Your voice mail is now set up. Calls will be transferred to your voice mail box if you:
 - a. Do not answer the phone.
 - b. Are already on a call.
 - c. Ignore a call waiting tone.

Retrieving Voice Mail Section 2

1. Lift Receiver. A stutter dial tone indicates there is a voice mail message waiting to be retrieved.
2. Dial 837-2002.
3. Enter your mailbox number, (your 10-digit telephone number) or press the # key.
4. Enter your password (default 0000).
5. Press #.
6. Press 1 to listen to new messages.
Press 2 to listen to saved messages.
Press * to return to the main menu.

Retrieval Away From Home Section 3

From a touch tone phone:

1. Lift receiver.
2. Dial your home telephone number. While your voice mail greeting is playing.
3. Press #.
4. Enter your password.
5. Press #. Any new messages will play at this time.
6. Follow the prompts.

Special Codes Section 4

To Activate Voice Mail Call Forwarding No-Answer

1. Pick up receiver.
2. Dial *92 plus 837-2002.
3. Hang up receiver.

To Deactivate Voice Mail Call Forwarding No-Answer

1. Pick up receiver.
2. Dial *93.
3. Hang up receiver.

To Activate Voice Mail Call Forwarding Busy

1. Pick up receiver.
2. Dial *90 plus 837-2002.
3. Hang up receiver.

To Deactivate Voice Mail Call Forwarding-Busy

1. Pick up receiver.
2. Dial *91.
3. Hang up receiver.