

Chibardun Telephone Cooperative / CTC Telcom

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OUT OF AREA VOICE MAIL INSTRUCTIONS

Setting Up Your Voice Mailbox Section 1

1. Lift Receiver.
2. Dial _____. This is the voice mailbox number. Enter your mailbox number, which is your 10-digit telephone number. Enter your password (default is 0000). Press #.
3. From the main menu, select 9 for the Set-up Menu.
4. Press 1 to record your greeting.
5. 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.

6. 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 Mailbox Section 2

7. Lift Receiver. A stutter dial tone indicates there is a voice mail message waiting to be retrieved.
8. Dial _____. Enter your mailbox number, which is your 10-digit telephone number. Enter your password (default 0000).
9. Press #.
10. Press 1 to listen to new messages.
Press 2 to listen to saved messages.
Press * to return to the main menu.

Special Codes
Section 3

To Activate Voice Mail Call Forwarding No-Answer

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

To Deactivate Voice Mail Call Forwarding-Busy

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

Additional Information
Section 4

Length of incoming message is 2 minutes.

Length of greeting is 30 seconds.

Maximum number of stored messages for residential is 50.

Maximum number of stored messages for business is 100.

New messages and saved messages are stored for 30 days. After thirty days, messages are automatically purged from the system.