

# TMC MODULAR MESSAGING QUICK REFERENCE GUIDE

## MESSAGE RETENTION

Read or Unread 14 days

## GETTING STARTED

Passwords **cannot begin with "0", contain a \* or a #** and must be a minimum of 4 digits and maximum of 15, cannot be consecutive digits or a single digit repeated or the extension number.

Your "Temporary" Password is 2468

Dial 6999 and wait for the prompts and then

### From your desk:

Enter 2468 and # sign

Or

### From another desk with Voicemail:

Press \* then #

Enter your mailbox number

Enter 2468 and # sign

Or

### From a desk with no voicemail or outside system:

Dial the 6999 or 742-6999 (outside system)

Press #

Enter your mailbox number

Enter 2468 and # sign

## Change "Temporary Password":

To continue press 1

To repeat press 2

Enter New Password and # sign

Re-enter New Password and # sign

## Record "Please Hold Prompt":

To continue press 1

To repeat press 2

Record at the tone, Press #

To Accept press 1

To Re-record press 2

To Delete press 3

## Record "Personal Greeting":

To continue press 1

Record at the tone, press #

To Accept press 1

To Re-record press 2

To Delete press 3

**Note: To cancel a previous entry Press \***

TO ACCESS YOUR VOICEMAIL  
AND INITIATE YOUR MAILBOX

CHANGE TEMPORARY PASSWORD,  
RECORD PERSONALIZED PROMPTS,  
AND GREETINGS

## TO LISTEN TO MESSAGES

Access your mailbox:

Press 1, 1 for New messages

Press 1, 2 for Saved messages

Press 7 to Delete, after listening

Press 3,3,7 to get to end of message and delete

## PLAY BACK CONTROLS (While Listening)

Rewind	Pause/Resume	Forward
1	2	3
Slower	Envelope	Faster
4	5	6
Quieter	Reset Volume	Louder
7	8	9
Cancel	Reset Speed	Skip
0	0	#

## END OF MESSAGE OPTIONS

Press 4 to Replay

Press 5 to Play Envelope

Press 6 to Send Copy

Press 7 to Erase

Press 8 for Reply Options

Press 9 to Save

Press \* to Cancel

Press # to Skip

## Reply Options:

To reply to a message without original:

Press 8

Press 1

Record Reply, Press #

Press # to Send

To reply to sender and include original:

Press 8

Press 3

Record Reply, Press #

Press # to Send

To call sender:

Press 8

Press 8 again

## RECORD AND SEND A MESSAGE

Access your mailbox

Press 2 to Send Messages

Record message and Press #

Enter Extension Number and #

Press # twice when finished

Press # to Send

Sending Options: (Prior to Send)

Press 2 to Mark As Urgent

Press 2,2 to Set Low Priority

Press 4 for Future Delivery Then:

1 for Date and Time

2 for Delay

Press # to Send

## PERSONAL CONFIGURATION

(TO RE-RECORD NAME, GREETINGS AND OTHER OPTIONS)

Access your mailbox

Press 4 for Personal Configuration

Press 1 for Personal Greeting

Press 2 to Change Special Features

Press 3 for Call Handling

Press 9 to Change Password

(And Follow the Prompts)

## When choosing 1 for Personal Greeting

Press 1 for Personal Greeting

Press 2 for Extended Absence Greeting

Press 3 for Optional Greeting 1

Press 4 for Optional Greeting 2

Press 5 for Please Hold Prompt

Press 6 for Recording Your Name

(Choose an option and Follow the Prompts)

## MISCELLANEOUS SHORTCUTS:

Cancel/Return to Menu/Exit Press \*

Finish/Skip Press #

Bypass System Greeting Press #

## QUESTIONS?

Call OFT Education and Training at extension 518-486-1445

OFT Telecommunications Help Desk at

518-486-4000 or 1-888-784-4647