

# You will ALWAYS be prompted with your available options!

## To Access Your Account

- \* Dial your assigned toll free number
- Press \* when you hear your greeting
- Enter your personal passcode

• Choose from the following options

## 1 To Play Messages

- press
- 1 Play **new messages**
  - 2 Play **saved messages**
  - 3 Retrieve **new faxes**
  - 4 Retrieve **saved faxes**
  - 9 Recover **deleted messages** (up to 30 days)

More Options →

## 2 To Send or Broadcast a Voice/Fax Message

- press
- 1 to **send** a **voice** message
  - 2 to **send** a **fax** message
- The system automatically creates and builds your **group broadcast list**, linking all of your referred subscribers

Step Two →

## 3 DIAL A CALL

- Enter the 10 digit number you wish to call
- When finished, press\* to place another call

## 4 To Configure Options

- press
- 0 Configure **AdTracker™** settings
  - 1 Customize your **greeting**
  - 2 Change your **passcode**
  - 3 Record your **name**
  - 4 Program **extensions**
  - 5 Configure **Message Notification™**
  - 6 Program **Connect Live™**
  - 8 Setup **default fax** number
  - 9 Program **"blocked" calls list**

## Tips and Tricks

*When calling your Telecommunications Center:*

- One quick ring means you have messages
- Two quick rings mean you have no messages
- Press # to skip your greeting

Press the \* key at any time for the previous menu

- press
- 1 **Replay** the current message
  - 2 **Save** the current message (up to 30 days)
  - 3 **Delete** the current message
  - 4 **Reply** to sender (if system message)
  - 5 **Forward** to another subscriber
  - 6 **Retrieve** sender's Caller ID
  - 7 **Return** a direct call to sender
  - 8 **Rewind** five seconds
  - 9 **Fast forward** five seconds
  - # **Skip message** and leave status unchanged

- press
- 1 Send a voice/fax message to one or more subscribers by entering the subscriber's 10 digit toll free number
  - 2 Broadcast a voice/fax message to your **downline**
  - 3 Broadcast a voice/fax message to a customized broadcast list you have created (02 through 99)

### Configure AdTracker™

- press
- 1 Turn AdTracker™ on
  - 2 Turn AdTracker™ off
  - 3 Record your AdTracker™ Message
  - 4 To play your AdTracker™ Message
  - 5 To delete your AdTracker™ Message

### Customize Your Greeting

- press
- 1 Listen to your current greeting
  - 2 Record a new greeting
    - ↳ Press any key to begin recording
    - ↳ press # when complete
  - 3 Download a pre-recorded greeting
    - ↳ Enter 4-digit code, or another subscriber's TeleCenter number to clone their greeting
    - ↳ Preview available greetings by pressing #
  - 4 Add or delete a brief introduction or closing message
  - 5 Listen to your previously recorded greeting

### Configure Message Notification™

- press
- 1 Turn Message Notification™ on
  - 2 Turn Message Notification™ off
  - 3 Program your phone/pager number
  - 4 Set up your desired notification schedule

### Program Connect Live™

- press
- 1 Turn Connect Live™ on
  - 2 Turn Connect Live™ off
  - 3 Set up your Connect Live™ number
  - 4 Set up your Connect Live™ incoming calls schedule
  - 5 Record your "on-hold" message
  - 6 Listen to your on-hold message.