

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
- TeleCenter™ 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 TeleCenter™ 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 TeleCenter 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.

5 Access Your Call Statistics and Billing

- press
- 1 for **Call Statistics**
 - ↳ 1 reset your call counter
 - 2 for **Billing Information**
 - ↳ 1 find out your account balance
 - ↳ 2 find out how many minutes you used this month.