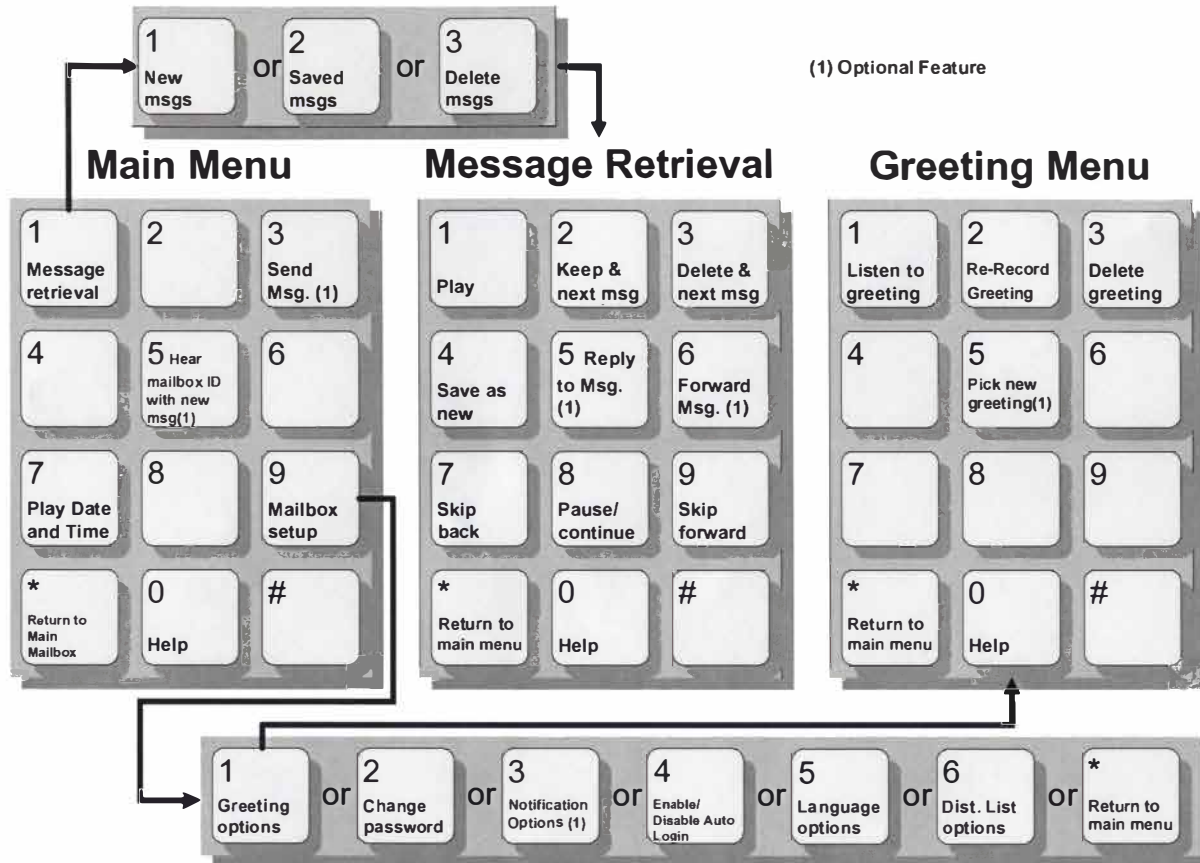


Simple

Voice Mail

Convenient

Reliable



2222 NW Highway 64
PO Box 1188
Guymon, Oklahoma 73942
1-800-562-2556
580-338-2556
www.ptci.net

USER GUIDE

Accessing Your Mailbox

1. Dial _____ *(locate your number in box below)
Then either:
 - **Press #** if calling from the phone your voice mail is subscribed to, **OR**
 - If using **Auto Login** and accessing from your home phone no entry is required, **OR**
 - **Enter your 10 digit telephone number**, if calling from a remote phone.
2. If requested, **Enter your password, followed by the # key**. Your password will be a default of four zeros (0000) until you change it.
3. Main Menu: **Press 1** to retrieve messages, **Press 3** to send, **Press 7** for current date and time, or **Press 9** for mailbox setup. Depending upon mailbox setup, the first new message will play immediately.

To Set Up Mailbox

5 Options in Mailbox Setup Menu:

- a. **Press 1:** Greeting Options
(you can disregard this step if you choose to use the default greeting)
- b. **Press 2:** Change Password
- c. **Press 3:** Notification Options (1)
- d. **Press 4:** Disable/Enable Auto Login
- e. **Press *:** Return to Main Menu

To Change or Record Your Greeting:

1. **Press 1** - Greeting Options
2. **Press 2** - Re-Record Your Greeting
3. **Press #** - End Recording Function
4. **Press 1** - Listen to Greeting

Forwarding Your Landline Phone

***72**, then **Access Number**, (immediate forward)
***52**, then **Access Number**, (no answer)
***62**, then **Access Number**, (busy)
***73** Cancels Forwarding

To Create Multiple Greetings:

5. **Press 5** - Pick a New Greeting.
Then choose a new greeting # (2-9).
6. **Press 2** - Record Greeting.
7. **Press #** - End Recording Function.
Repeat steps 5 & 6, choosing a different greeting # each time.
8. **Press 5** - Pick a New Greeting.
Then choose the greeting you wish to become active.
9. **Press *** - Return to Main Menu.

To Retrieve Messages

3 Options in Message Retrieval Menu:

- a. **Press 1:** New Messages
- b. **Press 2:** Saved Messages
- c. **Press *:** Return to Main Menu

To Listen to Messages:

1. **Press 1** - Play or re-play Message
2. **Press 2** - Save Message and Go to Next
3. **Press 3** - Delete Message and Go to Next

* Access Numbers

Adams	253-2301	Griggs	543-8888
Balko	646-8888	Hardesty	888-2301
Beaver	625-8888	Hooker	652-3210
Boise City	544-8888	Keyes	546-8888
Bryans Corner	361-8888	Laverne	921-1111
Eva	545-2301	Logan	837-8888
Felt & Kenton	426-8888	Texhoma	423-8888
Forgan & Floris	487-3810	Turpin	778-3512
Gate	934-1111	Tyrone	854-2301
Guymon & Goodwell	468-2301		
Cellular	468-2301		
Perryton	648-1031	Spearman	644-1031

Forwarding Your Cellular Phone

***71**, then **Access Number**, then **SEND** (busy/no answer)
***72**, then **Access Number**, then **SEND** (immediate forward)
***73** **SEND** - Cancels Forwarding

To Undelete Message:

Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted,

4. **Press 4** - Save Message as New
5. **Press 5** - Reply to a Message (1)
6. **Press 6** - Forward Message (1)
7. **Press 7** - Skip Back Three Seconds
8. **Press 8** - Pause or Continue Message
9. **Press 9** - Skip Forward Three Seconds
10. **Press *** - Return to Main Menu
(1) Optional Feature

To Change Your Password:

1. **Press 2** - Change Your Password
2. **Enter new password, followed by the # key**. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one you will remember.
3. To verify, **Enter your password, followed by the # key**.

Listening to Messages Away From Home

There are two ways to access your Voice Mail from any touch tone phone when you are away from home:

1. Dial your home phone number
(including area code if calling long distance).
 2. When the greeting begins, press the * (star) key.
 3. When prompted, enter your Password followed by the # key.
 4. Refer to "Retrieve Messages".
- OR**
1. Dial the Number to Access Voice Mail.
 2. When prompted, enter your Mailbox Number
(home phone number with area code).
 3. When prompted, enter your Password followed by the # key.
 4. Refer to "Retrieve Messages".