

## **TCM Messenger**

### **Quick Reference Guide**

Customer Service  
(614) 895-2820

Your Personal # \_\_\_\_\_

Your Password is \_\_\_\_\_

#### **To Log In to your Messenger**

1. Call your Personal # from phone
2. While Greeting plays, press \*
3. Enter your password followed by \*  
(The system will advise you on the # of messages, both "New" and "Played")

#### **To Personalize your Messenger**

1. Call your Messenger and Log in
2. Press (6) to modify system options
3. Press (7) to modify Password, Outgoing Greeting or Voice Signature
4. Select (6) for Outgoing Greeting or (8) for Voice Signature. Select greeting #1
5. Listen to prompts
6. Record and Press \* to end
7. Press 5 to Keep

#### **To modify your Password**

1. Login into Messenger
2. Select (6) to Modify System Options
3. Select (7) to Select user Set-up
4. Select (7) to modify Password
5. Enter new password (3-6 digits)
6. Re-Enter new password
7. System will confirm new password

#### **To Listen to Messages**

1. Call your # and Log in
2. Select (5) to Listen
3. If you wish store the message press (5) to Keep, then (6) for Next
4. To exit, just hang up

#### **While listening to messages**

1. Back 8 seconds
- 11 Back to beginning of message
2. Forward 8 seconds
3. Delete Message
5. Keep Message
6. Next Message
7. Reply to Message
8. Transfer Message
9. Cancel
0. Pause

#### **Helpful Keys**

- (9) Cancels action
- (0) Pause

#### **Additional Features Available**

**Live Transfer Plus, Fax Services, Call Screening, Advertising Tracking, etc. etc.**

For additional feature guides or information please contact customer service at

**(614) 895-2820**