



TNT VOICE MAIL INSTRUCTIONS

ADMINISTRATIVE USE ONLY

Date: 1/26/2006

Name:	_____
Company Name:	_____
Voice Mail #:	_____
Access Code:	_____
Notes:	_____ _____

Thank you for choosing TNT Voice for your communication needs. TNT Voice is equipped with an interactive voice response “operator” that will walk you through any function you wish to use by simply following the voice prompts from the main menu.

ACCESS TO TNT VOICE

You must always perform these steps when accessing TNT Voice.

1. Dial your number.
2. As soon as you hear a voice, press the star key [*].
3. Enter your four-digit personal access code.
4. You will then enter the main menu.

NEW USER SETUP AND TUTORIAL

The first time you enter TNT Voice you will be presented with a new subscriber setup and tutorial. During the tutorial you will record your name, change your password, and record your voice mail greetings. You can go back and edit the settings at any time by entering your mailbox and selecting the options from the main menu.

RECORDING YOUR MAILBOX GREETING:

This step will take you through recording your mailbox greetings.

1. Access your account (see above).
2. From the Main Menu, Press 4 to record your greetings.
3. Press 1 to record your voice mail greeting or press 2 to record your mailbox name
4. Follow the prompts to start the recording.

OPTIONS WHILE PLAYING MESSAGES

Delete Message	Press	3
Save Message	Press	2
Reply to sender (internal message only)	Press	*4
Return Call (for outside messages only)	Press	*4
Forward (Copy) Message	Press	*6
Caller ID/ Time & Date Stamp	Press	*9
Rewind Message	Press	4
Fast Forward Message	Press	6
Pause/Un-pause Message	Press	0
Get Caller ID Information	Press	*5



REVIEWING MESSAGES THROUGH THE INTERNET:

This feature will enable you to retrieve your TNT Voice messages FREE through the Internet.

NOTE: You must be using an internet connected computer with a sound card and speaker.

1. Load www.TNTvoice.com.
2. Enter your 10-digit account number and access code.
3. Click Login.
4. Your messages will be displayed on the screen, along with the Caller ID information. You can click on any message to play.
5. You may also see fax messages. You may click on these to view or print.
6. You may then select to delete any messages you wish. If you do not delete the message, the message will be saved.

MESSAGE NOTIFICATION

You can set your TNT Voice to notify you if you receive a voice message by e-mailing notification (where the system will e-mail up to 3 accounts a sound file to a specified e-mail address).

REVIEWING YOUR ACCOUNT THROUGH THE INTERNET:

This feature will enable you to listen to messages, retrieve your call reports, and change simple settings to your account.

1. Load www.TNTvoice.com.
2. Enter your 10-digit account number and access code.
3. Click "Login".
4. Make your selection