TDS® Voice Mail – Quick Start Instructions

First-Time Sign in – Setting up your mailbox

If you are setting up your Mailbox from the mailbox phone number:

1. Dial *95.

2. Enter your PIN when prompted (your default PIN was provided to you at the time of order. The default pin was also mailed in a letter to your address).

3. The system tutorial will walk you through set up of:
   (1) a new PIN, (2) a name recording, (3) a greeting recording.

   Note: After you set-up your mailbox for the first time, and you dial in from the mailbox telephone number, you will immediately be prompted to enter your PIN.

If you are setting up your mailbox from a telephone number that is not the mailbox phone number:

1. Dial the TDS Voice Mail access number for your community.

2. When prompted, enter your 10-digit mailbox telephone number.

3. When asked, enter your PIN code provided by TDS.

4. The system tutorial will walk you through set up of: (1) a new security PIN, (2) a name recording, (3) a greeting recording.

Once your mailbox has been set up, access your voice mail by dialing the mailbox number directly. Press ***** to interrupt the greeting, followed by your PIN when prompted.

Changing Your PIN

When you set up your account, you will be prompted to enter a new PIN. The PIN must meet the following criteria:

- It must be at least 5 characters long.
- The PIN must not contain the telephone number or extension.
- It must not be an ascending or descending numeric sequence (e.g., 1234567, 54321).
- It must not have any single character be repeated more than two times in a row (e.g.111).

1. Enter your new PIN, pressing **#** when finished.

2. Confirm the new PIN by re-entering it and pressing **#** when finished.

Main Menu

After entering your PIN, and establishing your name and greeting, the system will play the Main Menu:

- To listen to messages, press **1**.
- To record a new message for another TDS Voice Mail subscriber, press **2**.
- To change your greetings, press **3**.
- To change your mailbox settings, press **4**.
- To work with Reminder Messages (Wake Up Service), press **5**.
- To work with Deleted Messages, press **6**.
- To listen to helpful hints, press **0**.
- To end the call hang up, or press *****.

Access Numbers

Number	State	Community
575-479-7415	NM	Alamogordo
432-294-6450	TX	Alpine
575-228-0233	NM	Alto
970-344-9590	CO	Berthoud
575-686-2100	NM	Capitan
575-200-1711	NM	Carlsbad
435-233-7994	UT	Cedar City
719-602-3587	CO	Colorado Springs
970-516-7994	CO	Cortez
720-504-4994	CO	Denver
806-305-0684	TX	Denver City
970-716-0109	CO	Eaton
970-591-2542	CO	Estes Park
575-394-8698	NM	Eunice
970-658-9047	CO	Fort Collins
432-299-0188	TX	Fort Stockton
575-318-2263	NM	Hobbs
575-395-6721	NM	Jal
970-587-3155	CO	Johnston-Miliken
970-541-9312	CO	Loveland
575-414-0560	NM	Loving
575-704-1338	NM	Lovington
702-613-0394	NV	Mesquite
575-315-0150	NM	Ruidoso
575-378-3100	NM	Ruidoso Downs
806-752-7517	TX	Seagraves
432-201-4233	TX	Seminole
575-418-3177	NM	Socorro
435-414-1476	UT	St George
575-297-0571	NM	Truth or Consequences
575-629-0250	NM	Tularosa
970-460-8998	CO	Windsor

*See back side for voicemail key menus

Playback Keys

Key	Function
2	**Speed Up** Speeds the playback of the message. You can press this several times to gradually increase the speed of the message.
3	**Slow Down** Slows down message playback. You can press this several times to gradually reduce the speed of the message.
6	**Volume** Turns up the message volume. You can press this several times to gradually increase the volume.
7	**Delete Message** Deletes the current message. The message will be retrievable for 1 day if you change your mind.
8	**Pause** Pauses message playback for up to 20 seconds. A recurring "ping" sound tells you the message is paused. Press **8** again to resume playback.
44	**Skip Backward** Skips back 5 seconds.
55	**Skip Forward** Skips forwards 5 seconds.

Common Keys

These keys operate in the same way on all menus in your voice mailbox and can be pressed at any time.

Key	Function
8	**Wait a while (Pause)** Pauses all activity for 30 seconds, then returns you to the beginning of what you were listening to. While the activity is paused, press any key to return to the beginning without waiting for 30 seconds.
*	**Back up** This key can: 1. Cancel the current input when you're recording a message or entering numbers so you can try again. 2. Take you up a level in the menu system. Pressing ***** repeatedly works you back up to the Main Menu.
#	**Move on** This key has two functions: 1. Is pressed to indicate the end of your recording or number input, or 2. Is used to move forward in a list of options.
0	**Get Help** This key plays helpful hints about the voice mail system.