

TeleQuery

Voice Mail CentralTM Personal Privacy ServiceSM First-time Set-up and Usage



You must be calling from your home telephone the first time you call VMC-PPS to setup your mailbox, wake-up, reminder, calling, and Personal Privacy services.

- 1) Dial the main Voice Mail Central toll-free number: 1-888-890-0002.
- 2) VMC will walk you through the set-up procedures, which include: choosing your security code, setting your time zone, and recording your personal greeting.
 - **Security Code** – VMC will ask you to enter a security code. Don't make this too easy. You will need to enter the code two times for verification.
 - **Time zone** – VMC will ask you to press a key for your time zone. For example, 1=Eastern, 2=Central, 3=Mountain, 4=Pacific, etc.
 - **Personal greeting** – VMC will walk you through setting up your personal greeting. If you do not set up a personal greeting at this time, VMC will answer with a standard, "Please leave a message after the tone." After you have recorded your greeting, here are your:

▪	To play the message	press 1
▪	To save the message	press 2
▪	To erase and re-record the message	press 3
▪	To delete the message	press 4
▪	To cancel the message	press *

If you do not select any of these options, VMC will save your message and return you to the main menu. If you do not like the message you recorded you may change it by going to **Voice Mail Utilities**, and changing it there.

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Dallas, TX 75203
(888) 890-0002**

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Main Menu – From now on, call your assigned personal toll-free number to retrieve your messages and use other services.

Once your mailbox is set up, anyone calling your toll-free number will hear your personal greeting message. You press the * twice during the personal greeting message. Enter your security code when prompted. VMC-PPS will tell you immediately if you have any messages waiting, and present you with the Main Menu:

To check messages	press 1
To make a long distance call	press 2
For mailbox utilities	press 3
To exit	press *

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To check messages	press 1
To listen to messages	press 1
To repeat message	press 1
To save message	press 2
To delete message	press 3
For the previous menu	press the *
For Customer Service	press 0

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To make a long distance call	press 2
Enter area code and number to call	
For the previous menu	press the *

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For mailbox utilities	press 3
Set up or cancel Wake Up Services	press 1
For weekday wake-up service	press 1
For morning wake-up service	press 2.
For the previous menu	press the *
To set up Reminder Messages	press 2
To schedule a message	press 2
To change Personal Greeting	press 4
To play your message	press 1
To save your message	press 2
To erase and re-record	press 3
To delete your message	press 4
To cancel	press the *
To change Time Zone setting	press 6
For the previous menu	press the *
To change PPS Destination number	press 7
For the previous menu	press the *
For Customer Service	press 0
For the previous menu	press the *

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To exit	press *
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Voice Mail Central Personal Privacy Service Remote Access

You may call your voice mail to check your messages from any touch-tone telephone after the first-time setup. Again, for first-time setup, you must call from your home telephone. To call your voice mail remotely, just dial your toll-free number and wait until you hear your personal greeting message. Press the * during your personal greeting message. VMC-PPS will then ask you to enter your security code.

- 1). How does someone reach you?
 - Dial your toll-free number
 - Listen to your personal greeting message, press 1 to connect to your private number

- 2). How does someone leave you a message?
 - Dial your toll-free number
 - Listen to your personal greeting message, press 2, and wait for the beep
 - Leave message and press 1 to end
 - To play message, press 1
 - To save message for you to hear, press 2
 - To erase and re-record message, press 3
 - To cancel message, leaving nothing, press the *
 - Hang up

- 3). How do I retrieve my messages?
 - Dial your toll-free number
 - During personal greeting, press the *
 - Enter security code
 - Press 1 to check messages

- 4). How do I make a long distance (calling card) call?
 - Dial your toll-free number
 - During personal greeting, press the *
 - Enter security code
 - Press 2
 - Enter area code and number to call

- 5). How do I set up wake-up services?

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- Dial your toll-free number
 - During personal greeting, press the *
 - Enter security code
 - Press 3
 - Press 1
 - For weekday wake-up service, press 1
 - For morning wake-up service, press 2
- 6). How do I set up reminder messages?
- Dial your toll-free number
 - During personal greeting, press the *
 - Enter security code
 - Press 3
 - Press 2