

TRICAPS

Tri-County Answering & Paging Service

VOICE STORAGE RETRIEVAL INSTRUCTIONS

MAILBOX # _____ -0- _____ PASSCODE

1. Dial (908) 850-4444 (local or out of state) - No Charge
Dial 1-800-341-1900 (out of town, NJ only) - \$11.95 charge per month
2. Enter your mailbox number plus a 0 (four digits plus the zero)
MAKE SURE THAT YOU HIT THE 0 (zero) IMMEDIATELY AFTER THE MAILBOX NUMBER!
3. Enter your four digit "security code." This security code is initially the same as your mailbox number but can be changed at any time.
4. Follow the voice prompts:

To listen to your new messages	Press 1
To listen to your saved messages	Press 2
To change personal options	Press 4
To quit	Press 9
5. If you have new messages, press "1" to hear the first message. While a message is playing, you can perform the following:

Rewind or skip back 5 seconds	Press 4
Pause/restart	Press 5
Fast forward or skip ahead 5 seconds	Press 6
6. After the message plays, or anytime while the message is playing, you can choose from the following options:

To save this message	Press 1
To erase this message	Press 3
To listen to this message again	Press 7
For the time message was received	Press 8
7. Go ahead of the prompts after you feel comfortable with the system. You do not have to wait for "her" to finish instructing each move.

Note: "Saved" messages will automatically be erased 180 hours after the operator has put it in the system. 180 hours is 7 days! Immediately after saving or deleting a message, the next message will play until all messages have been retrieved. You than can then press "9" to exit the system. The Vmail will conclude its conversation with you by saying "Thank You."