

# Audio Teller

## Main Menu

### Press 1 for Balance Inquiries, then

- Press 1 for** Open shares list (Lists individual balances on each account and a total balance for all accounts.)
- Press 2 for** Open loans list
- Press 3 for** Savings balance (Lists each savings account with suffixes.)
- Press 4 for** Checking balance
- Press 5 for** Share balance (Lists all accounts with a list of suffixes.)
- Press 6 for** Loan balance

### Press 2 for History Inquiries, then

- Press 1 for** Last deposit (Enter Share ID for a list of all account suffixes.)
- Press 2 for** Last payroll deposit
- Press 3 for** Share history (Enter Share ID to get a list of all account suffixes- Enter the number of transactions to be presented)
- Press 4 for** Loan history
- Press 5 for** Deposit history ( Lists account suffixes- Enter the number of transactions to be presented)
- Press 6 for** Recent transaction activity, then
  - **Press 1 for** Checking history
  - **Press 2 for** Point of sale transactions
  - **Press 3 for** Debit card transactions
  - **Press 4 for** ATM transactions (Choose from a list of all accounts)
  - **Press 5 for** ACH transactions ( Choose from a list of all accounts)
  - **Press 6 for** Payroll transactions (Choose from a list of all accounts)
  - **Press 7 for** Loan Payments
  - **Press 8 for** Credit card history
  - **Press 9 for** Shared branch history

### Press 3 for Withdrawals, then

- Press 1 for** Savings withdrawals (Chose from a list of all savings accounts)
- Press 2 for** Check withdrawals
- Press 3 for** Share withdrawals (Choose from a list of all accounts)
- Press 4 for** Make a loan advance- Minimum to withdraw is \$5

### Press 4 for Transfers, then

- Press 1 for** Share to Share
- Press 2 for** Share to Loan
- Press 3 for** Loan to Share

- Press 4 for** Savings to Checking
- Press 5 for** Checking to Savings
- Press 6 for** Loan to Savings
- Press 7 for** Loan to Checking
- Press 8 for** Savings to Loan
- Press 9 for** Checking to Loan

\*Please enter the account funds are coming from, then the account the funds are going to, followed by the amount.

### **Press 5 for Checking Information, then**

- Press 1 for** Checking balance
- Press 2 for** Check number inquiry (Search by check number)
- Press 3 for** Checking history (List of recent checks)
- Press 4 for** Check stop payment
- Press 5 for** Check number search by range

### **Press 6 for Loan Information**

- Press 1 for** Loan balance
- Press 2 for** Open loan list
- Press 3 for** Loan payment inquiry
- Press 4 for** Loan payment history
- Press 5 for** Loan payoff amount

### **Press 7 for Additional Options, then**

- Press 1 for** Year to Date Information on
  - Press 1 for* IRA Contributions
  - Press 2 for* Dividend Information on all share accounts
  - Press 3 for* Interest information on all loans

**Press 2 to** Change Preferences, then

*Press 1 to* Change Access Code

**Press 3 to** Change Account

### **Press 8 for Credit Card Information and Payments**

- Press 1 for** Credit Card Information
- Press 2 for** Payments

*Pressing # will take you to the previous menu.*

*Pressing \* will end the call.*