

# “TONEY”

## Your Touch-Tone Teller Quick Reference Guide

504-525-9447

800-648-2342

24-hours a day, 7-days a week!

### Instructions for Account Access

#### Step 1:

Enter 1 to access the main menu of services.

#### Step 2:

Enter your account number (savings account number) followed by #.

EX: If your savings account number is 12345-00, enter 12345#.

#### Step 3:

Enter your four digit access code (or PIN) followed by #.

#### Step 4:

Enter the desired transaction codes.

### Transaction Category Codes

Balance Inquiry	1
Account History	2
Withdrawal	3
Transfers	4
Checking Information	5
Loan Information	6
Additional Options	7

### Most Commonly Used Account ID #s

Savings	00#
Checking	07#
Christmas Club	08#
Money Market	18#
Super Money Market	25#

### Account ID Numbers:

For certain functions you will be asked to enter an Account ID number followed by #. Account ID numbers are the two digit suffix for the account number, and they follow the dash.

#### EXAMPLE:

For account #12345-00, the Account ID number is 00. For a list of your deposit ID numbers, Enter 1-1. For a list of your loan ID numbers, Enter 1-2.

### Balance Inquires

All Deposit Accounts	1 - 1
Savings	1 - 3
Checking	1 - 4
Christmas Club	1 - 1
Money Market	1 - 1
Super Money Market	1 - 1
All Loan Accounts	1 - 2

### Deposit Inquiries

Last Deposit	2 - 1
Deposit History	2 - 5

### Withdrawal Inquiries

Single Check Clearing	5 - 2
Multiple Check Clearings	2 - 6 - 1
Debit Card Transactions	2 - 6 - 6
ATM Transactions	2 - 6 - 2
ACH Transactions	2 - 6 - 3

### Year-To-Date Inquiries

Dividends	7 - 1 - 2
Interest	7 - 1 - 3
IRA Contributions	7 - 1 - 1

### Withdrawals

Savings	3 - 1
Revolving Credit Advance	3 - 3

### Transfers

Savings to Checking	4 - 3
Checking to Savings	4 - 4
Loan to Checking	4 - 6
Checking to Loan	4 - 8
Savings to Loan	4 - 7

**Change Access Code** 7 - 2 - 1

**Return to the Previous Menu** #

**Complete Call** \*

**Reorder Checks** 5 - 5

**Transfer to CU** 0

### Tips

- Press # after each entry, this signals the system to proceed.
- When entering amounts, enter dollars and cents, no decimal is required.  
EX: \$50.00 enter 5000#.
- When transferring or withdrawing funds, you are required to confirm transaction amounts before your transaction is complete.
- You may advance the voice prompt at any time by entering a transaction code or # to return to the previous menu.