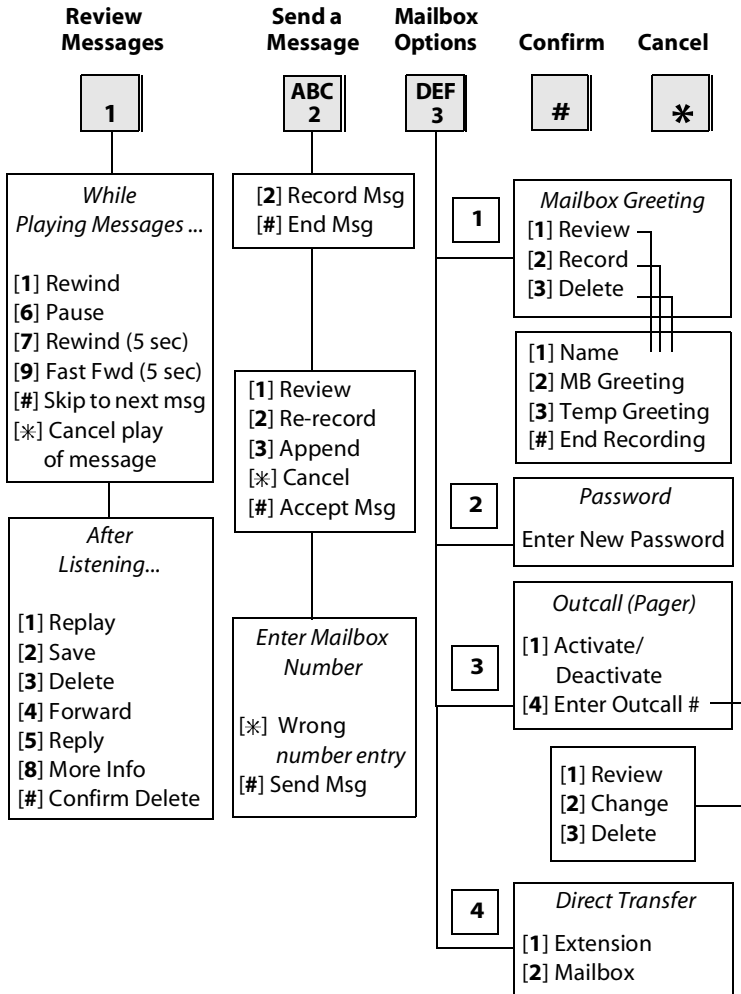


Voice Mail (Flash-Based) Quick Reference

----- MAIN MENU -----



Voice Mail (Flash-Based) Quick Start

The following is a quick start procedure for first-time users:

1. Obtain System Administrator information:
 - » Voice mail system access number
 - » Your mailbox number
 - » Your temporary password
2. Dial voice mail system access number,
-or-
Call into the Auto Attendant, then
press **#** and enter your mailbox number.
3. After prompt, enter temporary password.
4. Press **3** to access Mailbox Options.
5. Press **2** to access Passwords.
6. After prompt, enter new password.
7. Press **1** to access Greeting Options.
8. Press **2** to select the Record option.
9. Press **1** to record your Name.
10. Press **2** to record your Greeting, then
press **#** to end recording.