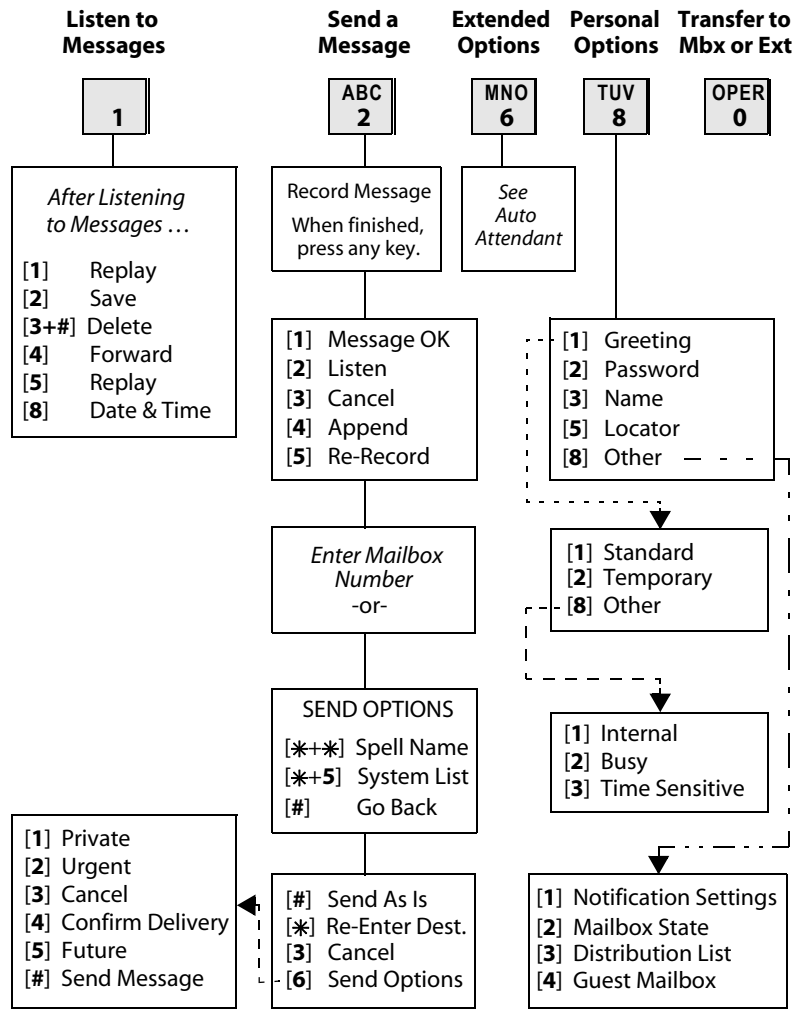


Voice Mail (Hard Drive-Based) Quick Reference

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



Voice Mail (Hard Drive-Based) Quick Start

The following procedure will assist 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.
3. Once connected, press ***** and enter your mailbox number.
4. After prompt, enter temporary password and press **#**.
5. Press **8** to access Personal Options.
6. Press **2** for Edit Password menu.
7. After prompt, enter new password; press **#** twice.
8. Press **3** for Edit Name menu.
9. Press **2** to record your name; press **#** when finished.
10. Press **1** for Record Greeting menu.
11. Press **1** again for Standard Greeting options.
12. Press **2** to record your greeting; press **#** to end recording.