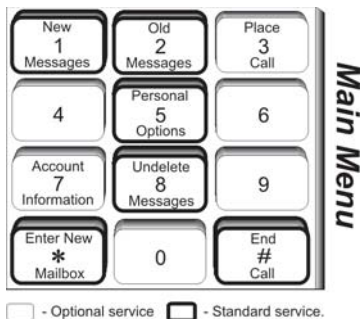


## Quick Reference Sheet

### Accessing Your Service

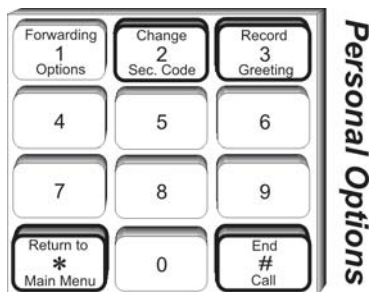
Before retrieving your messages, recording your greeting or any of the other procedures described in these instructions, you must first gain administrative access to the service. To do this, follow the steps outlined below. Upon successfully accessing the service, the main menu functions (shown at right) will be available.



- 1) Dial your number. If you have an extension, enter it when prompted.
- 2) When the outgoing message begins to play, press the star (\*) key.
- 3) Enter your security code when prompted.

### Changing the Security Code

The security code is your key to accessing the service. The confidentiality of your service will be protected if you change the security code often and avoid obvious codes, such as '1111'.



- 1) Access your service.
- 2) Choose '**Personal Options**'. 5
- 3) Choose '**Change Security Code**'. 2
- 4) Enter your new security code.

### Recording an Outgoing Message

Your outgoing message, sometimes referred to as the greeting, is heard by each caller just before being prompted to leave a message. You may change your outgoing message at any time.

- 1) Access your service.
- 2) Choose '**Personal Options**'. 5
- 3) Choose '**Change Greeting**'. 3
- 4) Choose '**Record**'. 3
- 5) Begin recording at the tone, press # to end recording.

After recording has stopped, you will be presented with the Outgoing Message recording options menu. From the menu, you can choose to accept what you have recorded, review the recording, record again or cancel the operation. You can review and/or re-record the message as many times a necessary to get an acceptable recording.



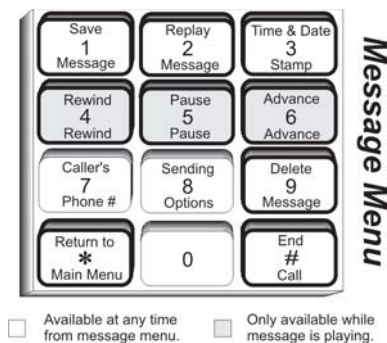
For the greeting you recorded to take effect, the "accept" option must be selected. If you hang up or choose the "cancel" option, the recording session will be aborted and the recording discarded.

**After recording a new outgoing message, it is highly recommended that you hang up and call your number as any other caller would to verify the new message is playing properly.**

There are some advanced settings beyond the scope of this guide that could result in unexpected behavior. If you have recorded an outgoing message that is not playing, please contact Customer Service for assistance.

### Retrieving Messages

Active messages are announced when you access your service. Message playback options are only available if active messages exist. Messages that have been listened to and saved are placed into **Old Messages**.



- 1) Access your service.
- 2) Choose one of the following from the main menu.

**New Messages** 1  
**Old Messages** 2

The first message will begin to play. While messages are playing, the following options will be available:

**Rewind** 4  
**Pause** 5  
**Advance** 6

- 3) After each message, several options are available:

**Save** 1  
**Replay** 2  
**Time & Date Stamp** 3  
**Caller's Phone #** 7  
**Delete** 9

Either **Save** or **Delete** must be chosen to move to the next message.

### Undeleting Messages

A deleted message may be recovered for up to 72 hours as long as it has not been overwritten by a new message. The undelete option is only available if recoverable messages exist.

- 1) Access your mailbox.
- 2) Choose '**Undelete**'. 8