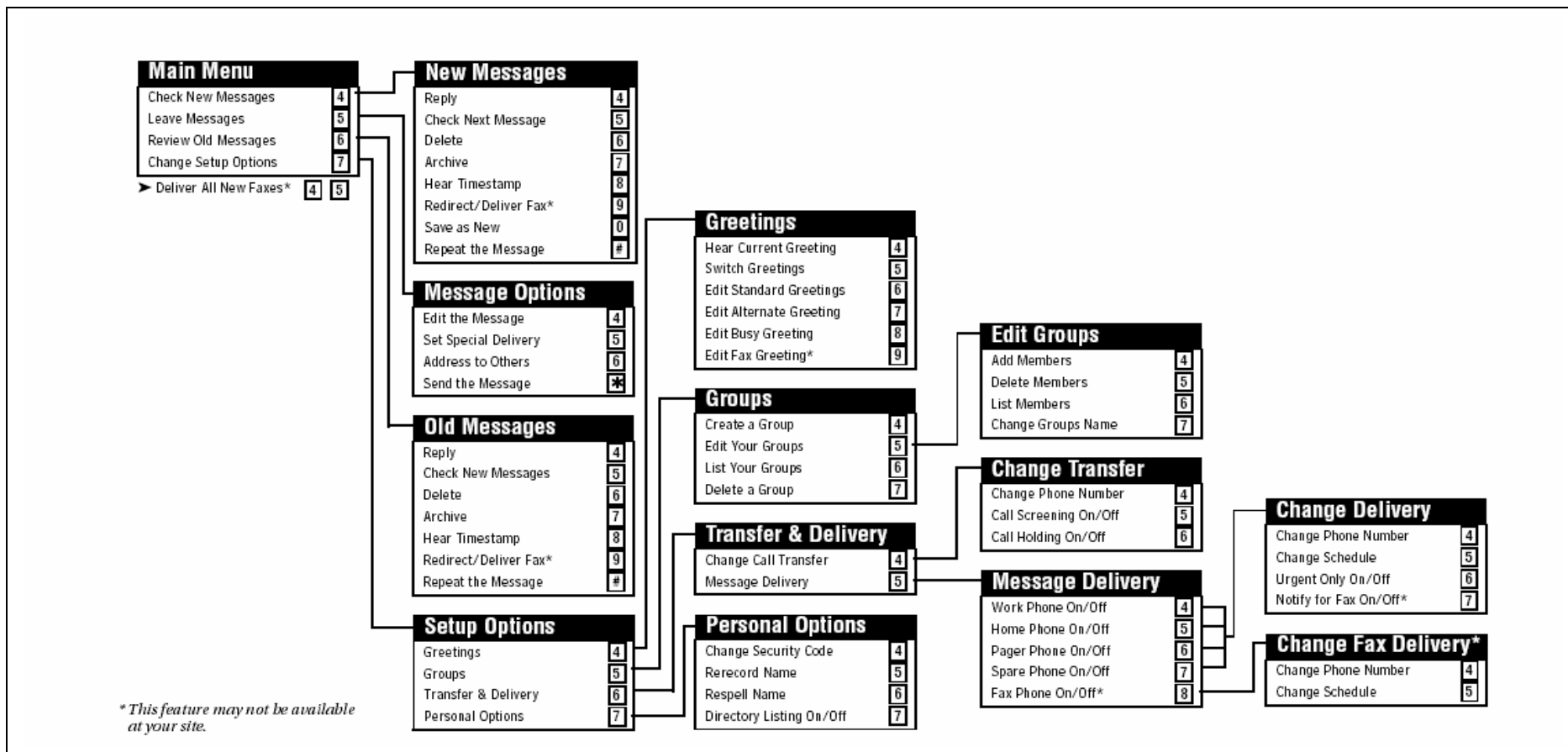


VOICE MAIL FLOWCHART



How To Enter The Voice Mail System

TO INITIALIZE YOUR MAILBOX

- ◆ Dial x5050
- ◆ Enter the default security code- 1234567
- ◆ Follow the system prompts, do not hang up until the system says "Great"

TO ENTER YOUR MAILBOX FROM YOUR PHONE

- ◆ Dial x5050
- ◆ Enter your security code

TO ENTER YOUR MAILBOX FROM ANOTHER CAMPUS PHONE

- ◆ Dial x5050
- ◆ Enter #
- ◆ Enter 9 + your mailbox/station number
- ◆ Enter your security code

TO ENTER YOUR MAILBOX FROM OFF CAMPUS

- ◆ Call 229-5050
- ◆ Enter 9 + mailbox/station number
- ◆ Enter your security code

While Listening to a Message

Remember 1 for yes and 2 for no

- To Rewind Four Seconds Press 7
- To Fast Forward Four Seconds Press 9
- To Skip to the End Press 3

SAMPLE GREETING

You have reached the office of _____. Your call is very important to me. At the tone, please leave your name, phone number and a brief message and I will call you back.