

CAPCOM PAGING SYSTEM

VOICE MAIL USAGE INSTRUCTIONS

This form will describe the recognition and use of voice mail service optionally supplied with the CAPCOM PAGING SYSTEM.

You will know if you have voice mail as an option by the greeting you receive when you dial your own pager number.

If the greeting asks you to speak or key in your message you **have** voice mail.

If the greeting asks you to key in your message then you **do not** have voice mail.

If you have received a voice mail your pager will display the phone number assigned to you. (Your pager number.)

To retrieve your voice mail:

Dial your pager number.

When you hear the greeting press 0. (Zero)

The voice will prompt you for your pass code.

Enter the 4 digit pass code supplied with your pager.

If you do not have the pass code please contact your departments "pager administrator" for the code.

At this point the system will supply you with custom prompts for listening, deleting, saving or forwarding you voice messages.

List of prompts:

0 (zero) pressed during welcome message for voice mail access.

1 (one) retrieves messages

3 (three) to erase message

5 (five) to save the message (max of 6 messages total [saved or unsaved])

7 (seven) to play the message again

8 (eight) to hear the time and date the message was left on the system

0 (zero) for help while in message retrieval mode

Please remember to delete any unneeded voice mail messages when you are done with them.