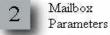


To Access your mailbox dial ___ Then dial ___ Then dial your password. For External Callers dial your main number when Xpress Mail answers dial __ followed by your mailbox number and then your password.

NOTE: If any option is not allowed that option has not been enabled for your mailbox. Please see your system administrator for details.











Return To Auto Attendant

Retrieve Message Menu



Record Greeting/Name Menu



Change Password Menu



Mailbox Parameters



Directory Listing Menu



External/Pager Notification Menu



Create Your Best Impression With



Here are a few hints to help you and your callers get the most from this voice mail and automated attendant system.

- Record your mailbox greeting.
 Urge the caller to leave a message,
 but offer an alternative choice (i.e.
 "Press <0> for the operator").
- 2. Check your messages frequently. Save or delete your messages as necessary.
- Respond to your messages as soon as possible. A timely response will encourage your callers to communicate with you via messages.
- If you are unable to respond to your messages immediately, tell your callers during your mailbox greeting when they can expect to hear from you.
- Change your mailbox password. Your personal password will maintain your privacy and system security.

Your Authorized Xpress Mail Dealer:

DIRECTORY Mailbox No. Name



Voice Mail & Automated Attendant

Pocket Reference Guide