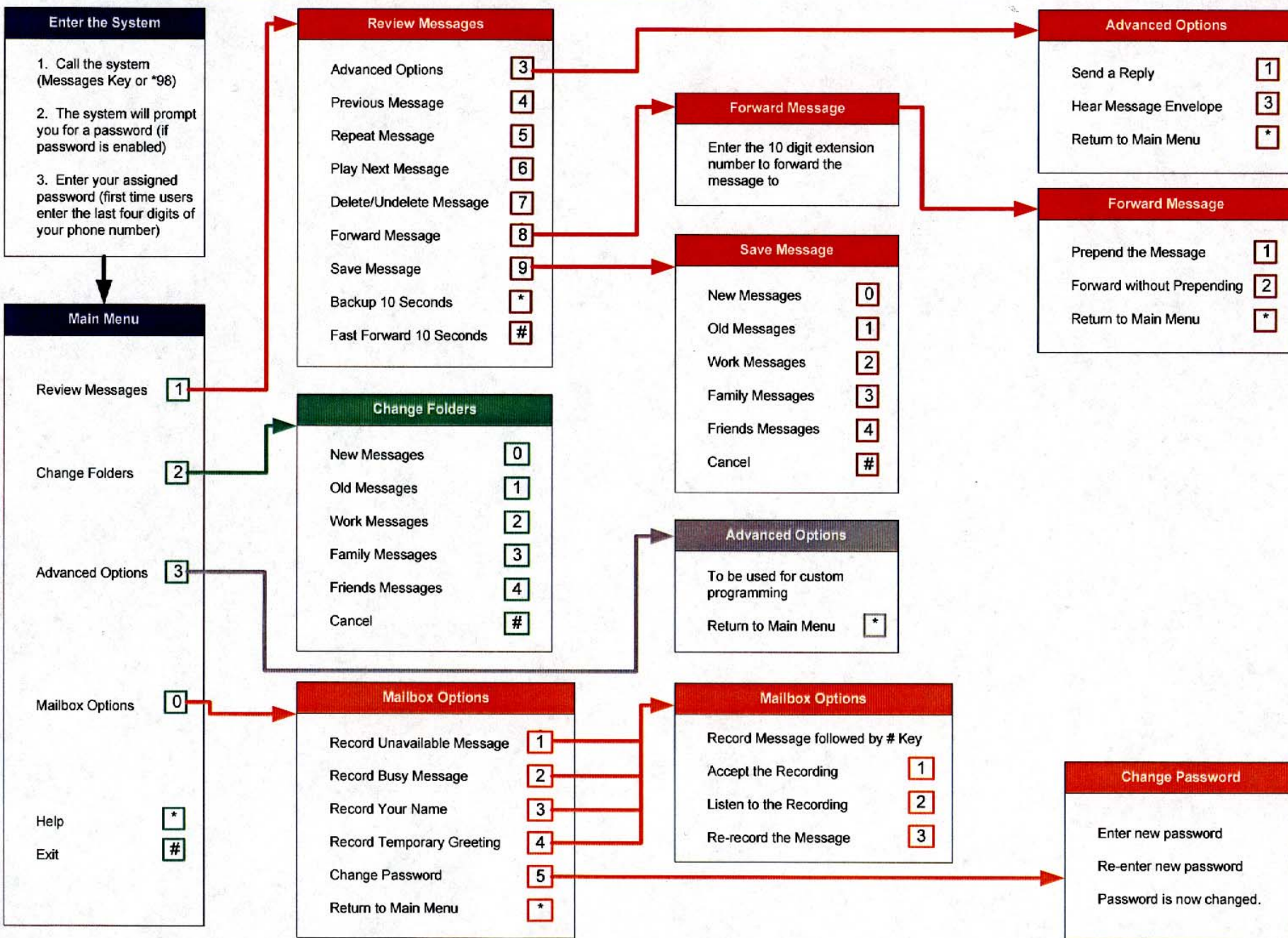


Message Centre Quick Guide



Enter the System

1. Call the system (Messages Key or *98)
2. The system will prompt you for a password (if password is enabled)
3. Enter your assigned password (first time users enter the last four digits of your phone number)

Main Menu

- Review Messages **1**
- Change Folders **2**
- Advanced Options **3**
- Mailbox Options **0**
- Help *****
- Exit **#**

Review Messages

- Advanced Options **3**
- Previous Message **4**
- Repeat Message **5**
- Play Next Message **6**
- Delete/Undelete Message **7**
- Forward Message **8**
- Save Message **9**
- Backup 10 Seconds *****
- Fast Forward 10 Seconds **#**

Change Folders

- New Messages **0**
- Old Messages **1**
- Work Messages **2**
- Family Messages **3**
- Friends Messages **4**
- Cancel **#**

Mailbox Options

- Record Unavailable Message **1**
- Record Busy Message **2**
- Record Your Name **3**
- Record Temporary Greeting **4**
- Change Password **5**
- Return to Main Menu *****

Forward Message

Enter the 10 digit extension number to forward the message to

Save Message

- New Messages **0**
- Old Messages **1**
- Work Messages **2**
- Family Messages **3**
- Friends Messages **4**
- Cancel **#**

Advanced Options

To be used for custom programming

- Return to Main Menu *****

Advanced Options

- Send a Reply **1**
- Hear Message Envelope **3**
- Return to Main Menu *****

Forward Message

- Prepend the Message **1**
- Forward without Prepending **2**
- Return to Main Menu *****

Change Password

Enter new password

Re-enter new password

Password is now changed.