



CVC

Clear Voice Communications, Inc.

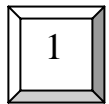
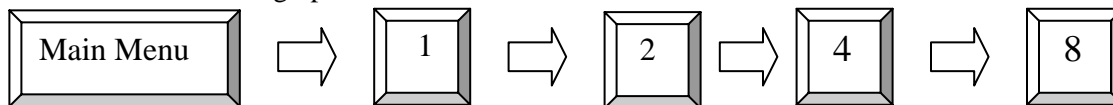
HOW TO USE YOUR CLEAR VOICE COMMUNICATIONS VOICE MAIL

To Start Your Service:

1. Before entering your mailbox for the first time, think of a 4 to 10 digit passcode and a greeting your wish your callers to hear.
2. Dial your mailbox number. Your mailbox will ask you for the login digit. Press the star (*) key on your telephone keypad. Your mailbox will then ask you to enter your pass code.
3. Your mailbox will walk you through the tutorial program. Follow the instructions to the end!
4. Once you press 3 to complete the tutorial, you are ready to begin using your mailbox.

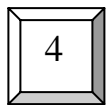
Entering Your Mailbox:

1. Dial your mailbox number, or option #.
2. Press * during your greeting. (Do not wait for the beep)
3. Enter your passcode when prompted, this will bring you to the Main Menu where you can choose from the following options:



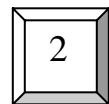
Listening to Messages:

- Press 1 to listen to your messages, then choose from the following:
 - 1- Repeat message
 - 2- Answer message
 - 3- Delete message
 - 4- Give message
 - 5- Keep message
 - 6- Previous message
 - 7- Pause message
 - 8- Message options, then choose from the following:
 - 1- Time of Message
 - 2- Name of Sender
 - 3- Current Time
 - 4- Rewind Message
 - 6- Fast Forward
 - 9- Listen Menu
- *- Decrease Volume
- #- Increase Volume



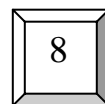
Group Messaging:

- Press 4 for group messaging, then choose from the following:
 - 1- Listen to group messages
 - 2- Send a group message
 - 3- List all groups
 - 4- Create a group
 - 5- Edit a group



Sending Messages:

- 6- Delete a group
- Press 2 to send a message.
- Press 1 to send a message to another user on the system.
- Enter the last 4 digits of the user's voice mail number.
- Press 1 if mailbox is correct or 2 to try again.
- Record your message.
- Press 9 when finished, then choose from the following options:
 - 1- Review message
 - 2- Re-record message
 - 3- Delete message
 - 4- Mark confidential
 - 5- Mark for future delivery
 - 6- Add comments to end of message
 - 7- Mark for return receipt
 - 8- Mark urgent
 - 9- Send message



User Options:

- Press 8 for user options then choose from the following:
 - 1- Personal greeting
 - 2- Name announcement

- 3- Passcode
- 4- Message notification/delivery – Out-dial
- 5- Revert options